



EXHIBITOR SERVICE MANUAL

Orange County Convention Center
WD2-E
August 20-22, 2025

Show dates:

August 20-22, 2025

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Phone: 305-751-1234

| Fax: 305-751-1298

Online Marketplace

Expo Convention Contractors (Expo CCI) has been chosen as the Official Service Contractor for **The Landscape Show**. We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo Convention Contractors has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to order via the PDF Exhibitor Manual by completing and sending form/s to info@expocci.com.

Below are instructions to access our online marketplace for online ordering:

- Once you have successfully registered for a booth with show management, Expo CCI will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront <https://expocci.boomerecommerce.com/Home/Pages/Security/Login>
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you.
If you were an exhibitor last year or have logged into our storefront before, your password will be the same as your last login. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses. As well as any important contacts you may need in preparation for this event.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online. Shipping labels, subcontractor forms and additional information can be found within the menus displayed across the top of the page.
- Freight shipments will incur a material handling charge. Please see the Shipping Information section of the online marketplace for posted rates. By having a credit card on file prior to move-in, Expo CCI can deliver your shipment to your booth space in a timely manner.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be assessed to your invoice.
- **Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is Friday, August 8, 2025 and Direct to Show shipments will be accepted on Sunday, August 17, 2025 thru Tuesday, August 19, 2025.**
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at 305-751-1234 or by email at info@expocci.com

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

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Expo Quick Facts/ Show Information

Deadline date to receive discounted rates: August 1, 2025

SCHEDULE

Exhibitor Targeted Move-in:	Sunday,	August 17, 2025	1:00pm - 4:30pm
Please see the Exhibitor Staggered Move-in Plan form for schedule by booth number.	Monday,	August 18, 2025	8:00am - 4:30pm
	Tuesday,	August 19, 2025	8:00am - 4:30pm
Show hours:	Wednesday,	August 20, 2025	9:00am - 5:00pm
	Thursday,	August 21, 2025	9:00am - 5:00pm
	Friday,	August 22, 2025	9:00am - 2:00pm
Exhibitor Move-out:	Friday,	August 22, 2025	2:00pm - 11:00pm
Reroute freight:	Friday,	August 22, 2025	9:00pm

MOVE OUT

All carriers must check-in no later than **8:00pm on Friday, August 22, 2025**. If your carrier does not check-in by the designated time above your freight will be rerouted through eLogistics. Exhibitors need to be clear by **11:00pm**

All freight must be labeled and a Bill of Lading filled out and returned to the Expo Service Desk before leaving your booth. **Any exhibitors without a card on file will have their freight held until paid in full.**

EMPTYIES

Empties come out at 2:00pm on Friday August 22, 2025. This will take approximately 2 to 6 hours. Please plan your hotel and travel arrangements accordingly.

SHOW COLORS

Backwall Drape: WHITE/BLUE/BLUE/WHITE Siderail Drape: WHITE

CARPET COLOR

The booth area includes Black booth carpet and the Aisle Carpet is Blue Jay (Speckled Blue and Black) Carpet. Please email info@expocci.com before August 8, 2025, if you do not want the booth carpet that is provided. Exhibitors requesting carpet removal after August 8 will be charged a one hour minimum labor charge. You may carpet your booth area in any offered color, please see our enclosed [flooring form](#) for color selection and pricing. A fee of \$2.00 per square foot will be assessed to exhibitors for any carpet damage caused by exhibitor's vehicles or booth activity.

BOOTH EQUIPMENT PACKAGE

Each 10' x 10' booth area will be provided with an 8' High background drape, 3' high side drape.

Pipe, drape & Exhibitor ID Sign - Drape Colors are White and Blue, plus uniform color booth carpet. (color Black)

Please email us before August 8, 2025, if you do not want the Black booth carpet that is provided with your booth. Removal requests after this date, will incur a 1 hr. minimum labor charge.

Ready to make your booth unforgettable? From eye-catching graphics to unique features tailored to your brand, we're here to bring your vision to life! Contact us today to explore endless possibilities and stand out from the crowd.

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Expo Quick Facts/Show Information

ADVANCE WAREHOUSE SHIPMENT

Materials should be shipped to arrive at our warehouse beginning **Friday, July 18, 2025** but **NO LATER THAN, Friday, August 8, 2025**. Freight received before or after these dates will incur a 25% early/late handling fee.

The Landscape Show
Your Company Name and Booth #
Expo Convention Contractors, Inc.
c/o TForce Freight c/o JM Freight
7580 Exchange Drive
Orlando, FL 32809

See our [Material Handling](#) forms for more details. [Shipping Labels](#) Provided.

DIRECT SHIPMENT TO FACILITY

Direct to show shipments will be accepted **Sunday, August 17, 2025 between 1:00pm & 4:30pm and Monday, August 18 - Tuesday, August 19, 2025 between 8:00am & 4:30pm**. Freight will not be accepted before these dates. Any Freight received after these dates will incur a 25% late handling fee.

The Landscape Show
Your Company Name and Booth #
Expo Convention Contractors, Inc.
c/o Orange County Convention Center- Hall: WD2 - E
9800 International Dr,
Orlando, FL 32819

See our [Material Handling](#) forms for more details. [Shipping Labels](#) Provided.

BOOTH CLEANING & BULK TRASH REMOVAL

All rental carpet is delivered clean to your booth space. However, often times carpet becomes dirty during the move in process. Vacuuming is not included in your booth package; if you would like to order booth cleaning, you must place an order.

[Check out Cleaning Form.](#)

Bulk Trash Removal: Exhibitors are responsible for move-out of all freight. Those with third-party labor providers are responsible for ensuring that all crates and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal fee.

ASSISTANCE

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305-751-1234 or email info@expocci.com.

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Exhibitor Staggered Move-In Plan

Exhibitors must abide by this schedule or additional fees will apply.

Targeted Exhibitor Move-in Sunday, August 17, 2025

306	425	545	923	1035	1403	1731	1943	2143	2519
312	433	701	943	1043	1423	1743	2009	2231	2531
401	443	709	1003	1131	1433	1909	2017	2331	
409	525	743	1019	1303	1519	1925	2043	2431	
417	539	903	1027	1325	1703	1931	2131	2511	

Targeted Exhibitor Move-in Monday, August 18, 2025

302	519	801	1111	1447	1713	1919	2210	2323	2514
303	533	803	1113	1503	1713	1920	2212	2324	2928
305	601	805	1117	1505	1719	1924	2213	2325	2930
307	603	807	1119	1509	1722	2003	2219	2326	2938
309	607	809	1123	1513	1725	2025	2221	2403	2954
311	609	811	1125	1527	1803	2031	2225	2404	2956
313	613	815	1127	1531	1805	2037	2227	2405	2974
315	613	817	1149	1603	1807	2103	2303	2406	2976
317	615	819	1153	1604	1809	2105	2304	2407	2978
319	617	902	1153	1607	1811	2109	2305	2408	2982
320	619	904	1312	1608	1813	2111	2306	2409	2984
343	621	906	1313	1609	1817	2113	2308	2410	2986
404	625	908	1319	1612	1821	2115	2309	2412	2990
406	702	910	1322	1613	1825	2119	2310	2413	2992
410	704	911	1335	1619	1903	2125	2311	2415	2994
412	714	914	1343	1623	1904	2203	2313	2420	3000
414	718	917	1347	1625	1906	2204	2315	2502	3002
501	725	931	1411	1627	1908	2205	2319	2506	
507	731	937	1417	1631	1910	2206	2320	2510	
513	737	1013	1441	1706	1918	2208	2321	2512	

Targeted Exhibitor Move-in Tuesday, August 19, 2025

324	342	553	753	928	1353	1649	1934	2253	2447
325	344	629	823	930	1453	1653	1942	2341	2449
327	346	631	825	932	1535	1734	1946	2343	2453
328	347	633	829	936	1541	1744	1953	2344	3006
329	348	635	831	944	1543	1746	2053	2345	
330	352	639	833	946	1545	1753	2141	2346	
331	353	643	835	953	1547	1831	2149	2347	
332	426	645	837	1053	1549	1833	2153	2349	
333	428	647	839	1137	1553	1837	2242	2353	
334	430	653	843	1139	1634	1841	2243	2441	
335	432	728	845	1143	1635	1845	2244	2442	
336	436	732	849	1145	1642	1847	2245	2443	
337	446	734	853	1328	1643	1849	2246	2444	
338	448	736	924	1334	1644	1853	2247	2445	
339	453	744	926	1340	1647	1932	2249	2446	

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Payment Policy

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO CCI.

ADVANCE AND/OR FLOOR ORDERS All Orders require **ADVANCE PAYMENT** for initial estimate of charges for services **AND** a **VALID CREDIT CARD** with proper authorization be provided to Expo CCI. You may prepay with a check written by your company but a credit card is required by Expo CCI to ensure any unexpected charges, such as additional freight, clean-up costs, etc., are paid at the time the Show closes.

THIRD PARTY ORDERS If you choose to contract work to a Display or Exhibit house/company and/or require services from Expo CCI, the Payment Policy presented above shall apply. Expo CCI must be notified, in writing and a non-official contractor form with COI must be submitted from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit the Third Party Payment form prior to placing order.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR Expo CCI's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to Expo CCI. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor provides an additional form of payment prior to the charge being processed. Expo CCI is not responsible for any damage or loss of your freight, **please secure round trip insurance from your company insurance carrier.**

ALL CHARGES All charges/costs requested by Exhibitor **MUST** be **PAID IN FULL** before services are rendered and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank and there will be a minimum charge of \$39 for each NSF check written to Expo CCI.

Expo CCI charges a 3% convenience fee for payments using a credit or debit card. **This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.**

ADJUSTMENTS/REFUNDS Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. Expo CCI will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by Expo CCI. **Refunds:** A refund fee may apply depending on the original form of payment. Credit card payments will incur a 6% processing fee. Wire payments will incur a wire transfer fee of \$30 for domestic banks, and \$50 international banks. Refunds can take up to 30 days after a show closes to process.

SALES TAX Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Expo CCI with its tax exempt certificate prior to orders being processed. If not provided and Exhibitors requests tax to be removed a 6% processing fee will apply before refund.

CANCELLATION POLICY On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, Expo CCI will be entitled to a fee equal to the percentage of work completed by Expo CCI. This percentage will be determined solely by Expo CCI. In the event the deposit received exceeds the percentage of work completed, Expo CCI will refund the excess deposit. Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

COLLECTION POLICY In the event this contract is turned over to an attorney for collection or dispute Expo CCI will be entitled to reasonable attorney fees.

Return via fax 305-751-1298 or email info@expocci.com We accept American Express, Visa, MasterCard and Discover for your convenience. No checks will be accepted at show site.

Exhibitor:	Contact name:	Booth #:
Address:		
City:	State:	Zip:
Phone:		Country:
	Email:	
Credit Card No. Used for Payment:		Expires:
Security Code:	(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:		
City:	State:	ZIP CODE:
Credit Card Holder (Print Name as it appears on card):		
Card Holder Signature:		

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the Exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

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Terms and Conditions

PAYMENT POLICY:

Labor orders: Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Expo CCI, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Ultimately, the Exhibitor is responsible for payment if the third party's payment is declined.

Invoices: Prior to close of Show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The Exhibitor understands that there will be a 10% monthly (120% per year) finance charge on past due accounts and agrees to pay all costs incurred by Expo CCI while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be emailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$30 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Expo CCI. The customer shall be held financially responsible for any damage to Expo CCI equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: On-site exchanges and cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

Refunds: A refund fee may apply depending on the original form of payment. Credit card payments will incur a 6% processing fee. Wire payments will incur a wire transfer fee of \$30 for domestic banks, and \$50 international banks. *Refunds can take up to 30 days after a show closes to process.*

Expo CCI charges a 3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.

DEFINITIONS AND EXPO RESPONSIBILITIES:

The name "Expo CCI" shall be construed within the meaning of this contract as Expo Convention Contractors and its employees, officers, agents and assigns including any subcontractors Expo CCI may appoint. The term "Exhibitor" refers to any party who contracts for services with Expo CCI. Expo CCI shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Expo CCI assumes no responsibility for any person, parties or other contracting firms not under Expo CCI's direct supervision and control. Expo CCI shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war or any other causes beyond Expo CCI's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, we do not allow POV's to unload at the docks. POV's may ground load only.

INDEMNIFICATION:

The Exhibitor agrees to indemnify, forever hold harmless and defend Expo CCI and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through Expo CCI or the negligent supervision of such labor by any of the Exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Expo CCI equipment; or (3) Exhibitor's violation of Federal, State or local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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Terms and Conditions

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES:

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Expo CCI prior to the conclusion of the show when alleged loss or damage occurred prior to that time and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which Exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Expo CCI more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Expo CCI and the Exhibitor relative to any loss or damage claim, the Exhibitor shall not be entitled to, and shall not withhold payment for Expo CCI services as an offset against the amount of the alleged loss or damage. Any claim against Expo CCI shall be considered a separate transaction and shall be resolved on its own merit.

EXPO CCI's LIMITS OF LIABILITY:

If found liable for any loss or damage, Expo CCI's sole and maximum liability for loss or damage to Exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Expo CCI specifically acknowledges receipt in writing. Expo CCI shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor or his representative. During such time, the materials will be left unattended. Expo CCI is not, and cannot be, responsible for loss, damage, theft, or disappearances of Exhibitor's materials after same have been delivered to the Exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of Exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Expo CCI shall not be responsible for loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the Exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Expo CCI assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier or agent for transportation after the show. Expo CCI loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Expo CCI assumes no liability for any materials after the carrier assumes custody of materials. If Exhibitor's designated carrier fails to show by the move-out deadline after a show, Expo CCI shall have the authority to route Exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at Exhibitor's expense. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Expo CCI Service Desk.

PACKAGING, CRATES AND EMPTY CONTAINERS:

Expo CCI shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Expo CCI shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Expo CCI shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the Exhibitor or his representative. All previous labels should be removed. Expo CCI assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "Empty".

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NEED
A CUSTOM
BOOTH?

click here

NEED
SHIPPING
TO AND FROM
A TRADESHOW?

click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

Third Party Payment

THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A THIRD PARTY TO SET UP YOUR BOOTH.

THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to Expo CCI prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and Expo CCI was not provided with the completed Third Party Payment form prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:

All Expo Services	Booth Labor and/or Banner Hanging	Booth Cleaning
Material Handling/Drayage	Shipping w/ eLogistics	Furniture/Carpet
Other (Specify)		

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo CCI prior to the close of the show. [Signature required below.]

Authorized Exhibiting Company Signature

We accept American Express, Visa, MasterCard and Discover Card for your convenience.
A non-official contractor form and COI must accompany the Third Party Payment form.

EXHIBITING COMPANY

Exhibiting Company: _____ Booth #: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Email: _____ Contact/s: _____

Credit Card No. Used for Payment: _____ Expires: _____

Security Code: _____ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: _____

City: _____ State: _____ ZIP CODE: _____

Credit Card Holder (Print Name): _____ Card Holder Signature: _____

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the Exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All charges must be paid by end of Show.

On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

THIRD PARTY

Third Party Company: _____ Booth #: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Email: _____ Contact/s: _____

Credit Card No. Used for Payment: _____ Expires: _____

Security Code: _____ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: _____

City: _____ State: _____ ZIP CODE: _____

Credit Card Holder (Print Name): _____ Card Holder Signature: _____

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the Exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. A non-official contractor form and COI must accompany the third Party Payment form.**

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LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

Special Booth Package

Rental price includes delivery to and removal from your booth.

*IMPORTANT: TO OBTAIN THE SPECIAL BOOTH PACKAGE, YOUR ORDER AND FULL PAYMENT
MUST BE RECEIVED BY* August 1, 2025 *CHECK OPTION AND QUANTITY DESIRED.*

**THIS SPECIAL PACKAGE IS NOT AVAILABLE AFTER DISCOUNT DEADLINE DATE.
NOTHING CAN BE CHANGED IN THIS PACKAGE (COMES AS IS. THERE ARE NO SUBSTITUTIONS,
NOR CREDIT GIVEN FOR UNUSED PACKAGE ITEMS.)**

SPECIAL PACKAGE OPTIONS

Option A ***** \$ 320.00

INCLUDES:

- 1 - 6' x 30" white draped table - 30" h.
- 2 - side chairs

No substitutions to the booth package. The above rates are offered in advance only (NO onsite orders).
Items cancelled after delivery to booth are subject to a 100% charge of the booth package rate.

Quantity Option A:

\$320.00 per package=

Payment Policy: Payment in full of rental charges including applicable tax, must accompany your order. Invoices must be settled at the service desk prior to show opening.
No telephone orders accepted. Cancellation Policy: Items cancelled before the deadline date will be refunded 100%. Items cancelled after move-in begins will be invoiced
at 100% of original price.

Company Name:

Contact Name:

Email:

Fax:

Print Name:

Authorized signature:

Amount	
6.5% TAX	
Amount Due	

Booth #:

Phone:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Tables

Draped Table



	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 172.00	\$ 223.50	
2' x 6' - 30" H		\$ 190.00	\$ 247.50	
2' x 8' - 30" H		\$ 226.50	\$ 294.00	
2' x 4' - 42" H		\$ 244.50	\$ 317.50	
2' x 6' - 42" H		\$ 262.50	\$ 341.00	
2' x 8' - 42" H		\$ 298.50	\$ 388.00	
4th sided skirt 30"		\$ 65.00	\$ 80.00	
4th sided skirt 42"		\$ 65.00	\$ 80.00	

Amount

If no drape color is selected, the show color will be provided.

PLEASE CHECK
COLOR CHOICE

White

Grey

Black

Red

Blue

Teal

Gold

Peach

Burgundy

Undraped Table



	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 128.50	\$ 167.50	
2' x 6' - 30" H		\$ 142.50	\$ 185.00	
2' x 8' - 30" H		\$ 169.50	\$ 220.50	
2' x 4' - 42" H		\$ 183.00	\$ 238.00	
2' x 6' - 42" H		\$ 196.50	\$ 255.50	
2' x 8' - 42" H		\$ 223.50	\$ 290.50	

Amount



30" Round Table

30" L x 30" W x 30" H or 42" H			
	Qty	Advance Price	Standard Price
30" High		\$ 221.50	\$ 288.00
42" High		\$ 254.50	\$ 330.50

Amount



Chrome Square Table

29 1/2" L x 29 1/2" W x 30" H		
Qty	Advance Price	Standard Price
	\$ 202.50	\$ 263.00

Amount



Glass Table

33 1/2" L x 53 1/8" W x 29 1/8" H		
Qty	Advance Price	Standard Price
	\$ 361.00	\$ 469.50

Amount



Charging Table

23" L x 58 7/8" W x 41 1/2" H		
Qty	Advance Price	Standard Price
	\$ 1,080.50	\$ 1,405.50

Amount

Company Name:

Booth #:

Authorized signature:

Print Name:

Amount

6.5% TAX

Amount Due

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Phone: 305-751-1234
| Fax: 305-751-1298


Chairs and Stools



Black Side Chair

17 1/2" L x 20 1/2" W x 30 1/8" H		
Qty	Advance Price	Standard Price
	\$ 101.50	\$ 132.00

Amount



White Side Chair

18 15/16" L x 18 1/8" W x 27 7/8" H		
Qty	Advance Price	Standard Price
	\$ 145.50	\$ 189.50

Amount



Clear Chair

14 13/16" L x 20 1/4" W x 35 7/32" H		
Qty	Advance Price	Standard Price
	\$ 210.50	\$ 273.50


Amount



Light Gray Wood Stool

16 3/4" L x 17 5/8" W x 39 3/16" H		
Qty	Advance Price	Standard Price
	\$ 210.50	\$ 273.50


Amount



White Folding Chair

17 5/16" L x 19 1/16" W x 30 3/32" H		
Qty	Advance Price	Standard Price
	\$ 101.50	\$ 132.00

Amount



White Stool with Back

15 1/64" L x 16 3/8" W x 36 3/4" H		
Qty	Advance Price	Standard Price
	\$ 242.00	\$ 314.50

*adjustable to 30"H or 42" H

Amount



Light Gray Lounge Chair

23" L X 21" W X 32" H		
Qty	Advance Price	Standard Price
	\$ 326.50	\$ 424.50

Amount



Black Stool with Back

17 9/16" L x 21 5/8" W x 45 1/8" H		
Qty	Advance Price	Standard Price
	\$ 183.50	\$ 238.50

Amount

Company Name:

Booth #:

Authorized signature:

Print Name:

Amount

6.5% TAX

Amount Due

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NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Flooring

Your booth includes black carpet. Please email info@expocci.com before August 8, 2025, if you do not want the booth carpet that is provided. Exhibitors requesting carpet removal after August 8 will be charged a one hour minimum labor charge.

A fee of \$2.00 per square foot will be assessed to exhibitors for any carpet damage caused by their display or booth activity. To avoid incurring additional fees please order visqueen/ plastic protection for the carpet.

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.
What is your booth size?	X =

Wood Vinyl

SELECT WOOD VINYL

EXPO WOOD VINYL				
Qty	Item	Advance Price	Standard Price	Total Price
	10'x 10'	\$ 622.50	\$ 809.50	
	10'x 20'	\$ 1,244.50	\$ 1,618.00	
	10'x 30'	\$ 1,867.50	\$ 2,427.50	
	10'x 40'	\$ 2,489.50	\$ 3,236.50	

Medium
Oak Wood

Silver
Wood



Carpets

SELECT CARPET COLOR

Red



Burgundy



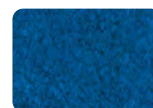
Black



Grey



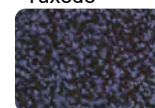
Blue



Black
Tuxedo



Blue
Tuxedo



EXPO CLASSIC CARPET				
Qty	Item	Advance Price	Standard Price	Total Price
	10'x 10'	\$ 162.00	\$ 210.50	
	10'x 20'	\$ 334.50	\$ 435.00	
	10'x 30'	\$ 496.00	\$ 645.00	
	10'x 40'	\$ 648.50	\$ 842.50	

EXPO CUSTOM CUT FLOORING			
BOOTH SIZE: LENGTH X WIDTH = Sq. Ft. X =	Advance Price	Standard Price	Total Price
Do you want Expo Classic Carpet?	\$ 5.30	\$ 7.00	
Do you want Expo Plush Carpet?	\$ 7.00	\$ 9.00	
Do you want Expo Vinyl?	\$ 9.80	\$ 12.70	

Padding and Visqueen

Sq. Ft.	Item	Advance Price	Standard Price	Total Price
	1/2" Padding	\$ 1.50	\$ 2.00	
	1" Padding	\$ 2.10	\$ 2.80	
	Visqueen	\$ 0.95	\$ 1.20	

Company Name:

Booth #:

Authorized signature:

Print Name:

Amount

6.5% TAX

Amount Due

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Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Accessories

Sign Holder

66" H - Graphic Size 22" W x 28" H			
	Qty	Advance Price	Standard Price
NO Graphic		\$ 157.50	\$ 204.50
Single Graphic		\$ 212.50	\$ 276.50
Double Graphic		\$ 269.50	\$ 350.50

Amount

Floor Easel

65" H		
Qty	Advance Price	Standard Price
	\$ 43.50	\$ 56.00

Amount

Adjustable Arm Rack

16" W x 47 11/16" H		
Qty	Advance Price	Standard Price
	\$ 86.50	\$ 112.00

Amount

2 Way Waterfall Rack

30" W x 53 5/16" H		
Qty	Advance Price	Standard Price
	\$ 108.50	\$ 141.00

Amount

Mini Refrigerator

20" L x 20" W x 34" H		
Qty	Advance Price	Standard Price
	\$ 426.50	\$ 554.50

*Electricity not included

Amount

Black Retractable Rope Stanchions

39 1/2" H - 10 ft. Rope		
Qty	Advance Price	Standard Price
	\$ 64.50	\$ 84.50

*Minimum order of 2

Amount

Wastebasket

14" L x 10" W x 15" H		
Qty	Advance Price	Standard Price
	\$ 47.50	\$ 61.50

Amount

Company Name:

Booth #:

Authorized signature:

Print Name:

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Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

Amount	
6.5% TAX	
Amount Due	

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Phone: 305-751-1234

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Accessories



Arm Light with Bulb

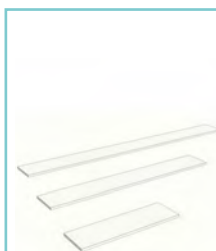
4 3/8" L x 22" W x 17 1/2" H			
	Qty	Advance Price	Standard Price
BLACK		\$ 89.50	\$ 116.00
WHITE		\$ 99.00	\$ 128.50

*Electricity not included (25 watts or

0.25 amps per arm light)

*Only for hard wall structures.

Amount



White Shelves

12" W			
	Qty	Advance Price	Standard Price
1 Meter		\$ 65.50	\$ 85.50
2 Meter		\$ 96.50	\$ 125.50
3 Meter		\$ 133.50	\$ 173.50

*Please send layout and heights.

*Only for hard wall structures.

Amount



4' Track Lights with Two Cans

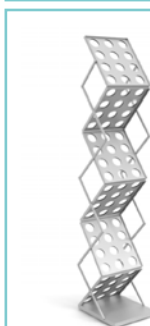
72" L x 6 1/2" W x 9 11/16" H			
	Qty	Advance Price	Standard Price
Track		\$ 341.00	\$ 443.50
Additional Can		\$ 92.50	\$ 120.50

*Electricity not included (25 watts or
0.25 amps per can).

Max 4 cans per track.

*Only for hard wall structures.

Amount



Literature Rack

15" L x 11" W x 60" H		
Qty	Advance Price	Standard Price
	\$ 256.00	\$ 332.50

Amount



Rolling TV Stand

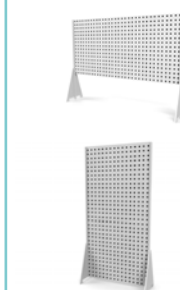
26 7/16" L x 18 7/16" W x 66 7/32" H			
Qty	Advance Price	Standard Price	
	\$ 235.00	\$ 305.50	

*TV not included.

*Holds up to 70 lbs (31.82 kg)

*Height-adjustable 58.7" - 70.31"

Amount



Pegboard Panel

	Qty	Advance Price	Standard Price
2' x 8' V&H		\$ 236.50	\$ 307.00
4' x 8' V&H		\$ 315.50	\$ 410.00

*Weight limit approx. 100 lbs.

*For information and rates about Hooks,
please contact us at info@expocci.com

Amount



TV Rentals

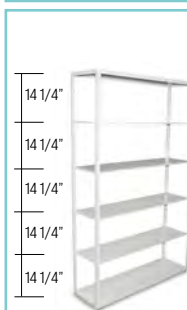
	Qty	Advance Price	Standard Price
43" TV		\$ 695.00	\$ 903.50
55" TV		\$ 851.50	\$ 1,107.50

*Please contact us for other sizes.

*Electricity not included.

*Can be installed on hard walls. Installation
not included, please see labor page for rate.

Amount



White Shelving Unit

46 1/2" L x 13 3/4" W x 76" H			
Qty	Advance Price	Standard Price	
	\$ 804.50	\$ 1,046.00	

*Space in between shelves 14 1/4".

Amount

Company Name:

Booth #:

Print Name:

Authorized signature:

Amount	<input type="text"/>
6.5% TAX	<input type="text"/>
Amount Due	<input type="text"/>

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

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LOGISTICS

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NEED ANYTHING?

Phone: 305-751-1234


| Fax: 305-751-1298

Cabinets


(The deadline to receive orders, payments, and ready-to-print cabinet graphics at a discounted price is August 1, 2025)




1 meter Cabinet with Sliding Doors & Lock			
40 9/16" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 503.50	\$ 654.00
WHITE		\$ 386.00	\$ 501.50
Graphic Size	37 15/16" W x 35 7/8" H		
Amount		<input type="text"/>	




2 meter Curved Cabinet with Sliding Doors & Lock			
79 5/8" L X 37 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 746.50	\$ 970.50
WHITE		\$ 524.50	\$ 682.00
Graphic Size	85 5/8" W x 35 7/8" H		
Amount		<input type="text"/>	



1 meter Curved Cabinet with Sliding Doors & Lock			
40 9/16" L X 29" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 564.50	\$ 733.50
WHITE		\$ 433.50	\$ 563.50
Graphic Size	42 1/4" W x 35 7/8" H		
Amount		<input type="text"/>	




2 meter Curved Corner Cabinet with Sliding Doors & Lock			
79 5/8" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Graphic		\$ 758.00	\$ 985.50
WHITE		\$ 524.50	\$ 682.50
Graphic Size	Front: 37 15/16" W x 35 7/8" H Both Sides: 29 5/8" W x 35 7/8" H		
Amount		<input type="text"/>	




1 meter Wood Cabinet with Doors & Lock			
39 1/8" W x 38 1/2" H x 17 3/16" D			
	Qty	Advance Price	Standard Price
Front graphic		\$ 579.50	\$ 753.00
WHITE		\$ 444.50	\$ 578.00
Graphic Size	39 1/8" W x 38 1/2" H		
Amount		<input type="text"/>	

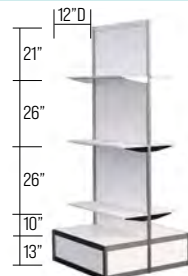
Gondolas



1 meter Gondola Single Sided with 3 Shelves			
40 9/16" L X 21 1/16" W X 96 1/32" H			
Shelves	Qty	Advance Price	Standard Price
Straight		\$ 446.50	\$ 580.50
Angled		\$ 516.00	\$ 670.50
Amount		<input type="text"/>	



2 meter Cabinet with Sliding Doors & Lock			
79 5/8" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 718.50	\$ 933.50
WHITE		\$ 495.50	\$ 644.50
Graphic Size	77" W x 35 7/8" H		
Amount		<input type="text"/>	



1 meter Gondola Double Sided with 6 Shelves			
40 9/16" L X 40 9/16" W X 96 1/32" H			
Shelves	Qty	Advance Price	Standard Price
Straight		\$ 558.50	\$ 726.00
Angled		\$ 669.50	\$ 870.50
Amount		<input type="text"/>	

*Prices for Side Graphics on cabinets are additional.	Qty	Advance Price	Standard Price
		\$ 58.50	\$ 75.50
		Graphic Size 18 1/2" W x 35 7/8" H	

Please submit graphics to - designanddisplay@expocci.com
- Specifying the SHOW NAME AND COMPANY NAME.

Company Name:

Booth #:

Print Name:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

Amount	<input type="text"/>
6.5% TAX	<input type="text"/>
Amount Due	<input type="text"/>

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

Show dates:

August 20-22, 2025

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Discount deadline:
August 1, 2025

NEED
A CUSTOM
BOOTH?

click here

NEED
SHIPPING
TO AND FROM
A TRADESHOW?

LOGISTICS

click here


NEED ANYTHING?

Phone: 305-751-1234


| Fax: 305-751-1298

Showcases

*Electricity not included.




Solid Wall Case			
	Qty	Advance Price	Standard Price
WHITE		\$ 951.00	\$ 1,236.00
BLACK		\$ 951.00	\$ 1,236.00
Size	18" L x 70" W x 84" H		
Amount <input type="text"/>			




See Thru Wall Case			
	Qty	Advance Price	Standard Price
WHITE		\$ 976.50	\$ 1,270.00
BLACK		\$ 976.50	\$ 1,270.00
Size	18" L x 70" W x 84" H		
Amount <input type="text"/>			




Classic Black Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 612.00	\$ 795.50
5 Feet		\$ 612.00	\$ 795.50
6 Feet		\$ 612.00	\$ 795.50
Size	20" L x 42" H		
Select view	Half	Quarter	
Amount <input type="text"/>			




Tower Case TCS1639			
	Qty	Advance Price	Standard Price
GREY		\$ 833.00	\$ 1,083.00
BLACK		\$ 833.00	\$ 1,083.00
Size	16" L x 39" W x 79" H		
Amount <input type="text"/>			




Standard Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 737.00	\$ 958.00
5 Feet		\$ 737.00	\$ 958.00
6 Feet		\$ 737.00	\$ 958.00
Size	20" L x 38" H		
Select Color	WHITE	BLACK	
Select view	Full	Half Quarter	
Amount <input type="text"/>			



Tower Case TCS1651			
	Qty	Advance Price	Standard Price
GREY		\$ 976.50	\$ 1,270.00
BLACK		\$ 976.50	\$ 1,270.00
Size	20" L x 68" W x 84" H		
Amount <input type="text"/>			



Elite Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 780.00	\$ 1,014.00
5 Feet		\$ 780.00	\$ 1,014.00
6 Feet		\$ 780.00	\$ 1,014.00
Size	20" L x 41 15/16" H		
Select Color	WHITE	BLACK	
Select view	Full	Half Quarter	
Amount <input type="text"/>			



Standard 2020			
	Qty	Advance Price	Standard Price
LIGHT GREY		\$ 806.50	\$ 1,048.50
BLACK		\$ 806.50	\$ 1,048.50
Size	20" L x 20" W x 79" H		
Amount <input type="text"/>			

Company Name:

Booth #:

Print Name:

Authorized signature:

Amount
6.5% TAX
Amount Due

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

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August 20-22, 2025

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NEED
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TO AND FROM
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NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Graphics

(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is July 14, 2025)



Pull up Banner

Qty	Advance Price	Standard Price
	\$ 551.50	\$ 717.00

Graphic Size
33 1/2" W x 80" H

Amount



1 meter B-Matrix Panel with Graphic on PVC

Qty	Advance Price	Standard Price
	\$ 726.00	\$ 944.00

Graphic Size
38 3/4" W x 94 7/8" H

*Frame Included

Amount

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2 meter B-Matrix with Graphic on PVC

Qty	Advance Price	Standard Price
	\$ 1,464.50	\$ 1,903.50

Overall Graphic Size
78 1/9" W x 94 7/8" H

*Frame Included

Amount

click here

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3 meter B-Matrix with Graphic on PVC

Qty	Advance Price	Standard Price
	\$ 2,191.50	\$ 2,848.50

Overall Graphic Size
117 3/17" W x 94 7/8" H

*Frame Included

Amount

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Printing Price Per SQ-FT for any custom size is _____ \$ 21.00

All custom size orders made after discount deadline will incur a 30% late fee

- Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send graphic files ready to print to designanddisplay@expocci.com
- The pricing above applies for PVC, Foamboard and Banner.
- Fabric and custom cut to be quoted.

Company Name:

Booth #:

Authorized signature:

Print Name:

Amount	
6.5% TAX	
Amount Due	

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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Phone: 305-751-1234

| Fax: 305-751-1298

Turnkey Rental Form

(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is July 14, 2025)

EXPO HARD WALL BOOTH OPTIONS

All of our standard hardwall Turnkey Rentals featured on the following pages are available in white and include graphics.

Qty	Item	Advance Price	Standard Price	TOTAL
	Turnkey Rental Booth 101	\$ 5,384.50	\$ 7,000.00	
	Turnkey Rental Booth 102	\$ 4,407.50	\$ 5,729.50	
	Turnkey Rental Booth 103	\$ 5,805.50	\$ 7,547.50	
	Turnkey Rental Booth 105	\$ 6,050.50	\$ 7,865.50	
	Turnkey Rental Booth 201	\$ 7,370.50	\$ 9,581.50	
	Turnkey Rental Booth 202	\$ 8,314.50	\$ 10,809.50	

- **Rush Fee:** A \$250 fee applies to turnkey orders placed within 2 weeks of your event date.

Electrical is not included.

6.5% TAX

Amount Due

Do you want something
different than the standard
booth?

Call our Custom
Design Department

305-751-1234

We will custom design a booth to best
show off your product. Send an email
to designanddisplay@expocci.com

Additional Requests:

Company name:

Contact name:

Phone:

Email:

Fax:

Booth #:

Please submit graphics to - designanddisplay@expocci.com - Specifying the SHOW NAME AND COMPANY NAME.

Company Name:

Booth #:

Print Name:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
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eLOGISTICS

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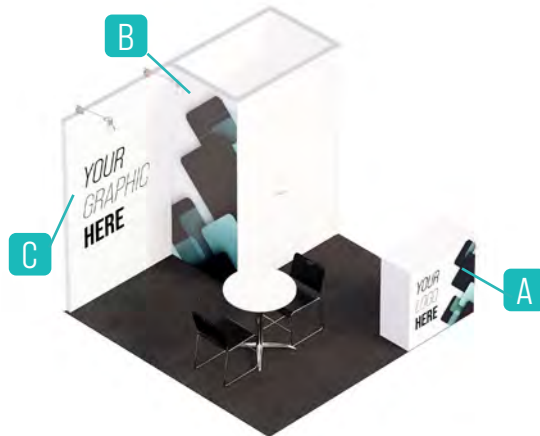
NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

Turnkey Rental Booth

Turnkey Rental Booth 101

ADVANCED \$ 5,384.50 | STANDARD \$ 7,000.00



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Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 41 1/2" W x 95 3/16" H)
- C. Graphic-Fabric (size: 58 9/16" W x 95 3/16" H)

- 1 - Storage Closet 1m L x 1 1/2m W
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 102

ADVANCED \$ 4,407.50 | STANDARD \$ 5,729.50



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Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 117 11/64" W x 95 3/16" H)

- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
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BOOTH?

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TO AND FROM
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e LOGISTICS

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NEED ANYTHING?

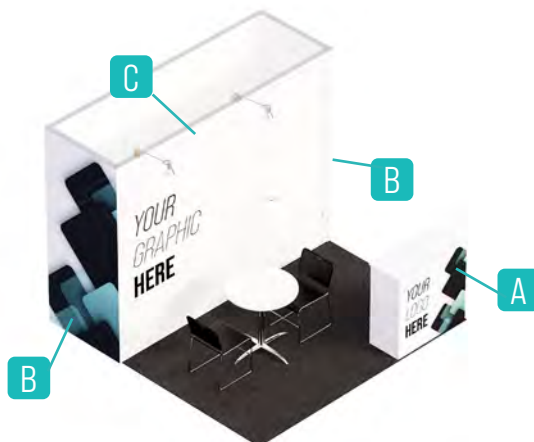
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| Fax: 305-751-1298

Turnkey Rental Booth

Turnkey Rental Booth 103

ADVANCED \$ 5,805.50 | STANDARD \$ 7,547.50



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Included items:

- 10' x 10' Black Carpet
- 1- 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1- 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. 2 Side Graphics-Fabric (size: 41 1/2" W x 95 3/16" H)
- C. Graphic-Fabric (size: 80 9/16" W x 95 3/16" H)

- 1- Storage Closet 1m L x 3m W
- 1- Round Table 30" / 2 Black Chairs
- 1- Wastebasket
- 2- White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1- Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)
- 1- Complimentary vacuuming before the show

Turnkey Rental Booth 105

ADVANCED \$ 6,050.50 | STANDARD \$ 7,865.50



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Included items:

- 10' x 10' Black Carpet
- 1- 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1- 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 117 11/64" W x 95 3/16" H)
- 1/2m 19.53" L - Sides and Ceiling Structure.

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 1- Round Table 30" / 2 Black Chairs
- 1- Wastebasket
- 2- White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1- Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
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click here

NEED ANYTHING?

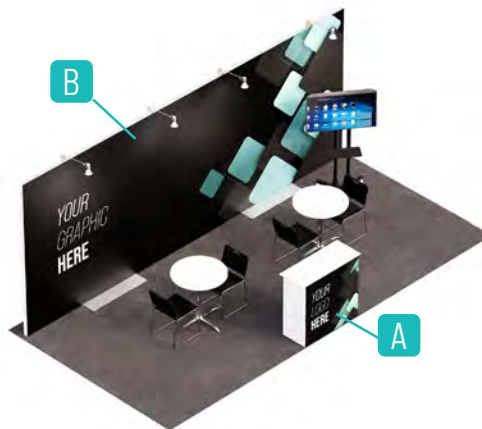
Phone: 305-751-1234

| Fax: 305-751-1298

Turnkey Rental Booth

Turnkey Rental Booth 201

ADVANCED \$ 7,370.50 | STANDARD \$ 9,581.50



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Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 21/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 234 21/64" W x 95 3/16" H)
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**

- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 202

ADVANCED \$ 8,314.50 | STANDARD \$ 10,809.50



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to download template

Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 21/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 234 21/64" W x 95 3/16" H)
- 1/2m 19.53" L - Sides and Ceiling Structure.

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>



WE CREATE

CUSTOM TRADESHOW **DISPLAYS**

YOUR CUSTOMERS WILL
NEVER FORGET!

We work closely with you to create unique and stunning custom booths that align perfectly with your vision.

GO BACK TO TABLE
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CONTACT US

✉ EMAIL

designanddisplay@expocci.com

☎ PHONE

305-751-1234

MORE ABOUT US
AND OUR WORK



[/expocci.com/custom-exhibits/](http://expocci.com/custom-exhibits/)

- Custom-tailored services and solutions
- Extreme attention to detail
- Extensive knowledge of local venues
 - Excellent relationships with venues and Labor Unions
 - We service trade shows of all sizes, nationwide
 - Competitive pricing

expo
convention
contractors



SHIPPING SERVICES

FOR ALL YOUR
TRADESHOW NEEDS



OUR PREFERRED CARRIER



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ARE YOU SHIPPING TO ☐ or FROM ☐ A TRADE SHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE

CONTACT INFO

COMPANY NAME

CONTACT NAME 1

2

PHONE NUMBER 1

2

E-MAIL 1

2

SHOW NAME

PICK-UP ADDRESS

BUSINESS HOURS

Our service is a 7-10 business day ground shipping service only, MONDAY - FRIDAY

INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock? ☐ YES ☐ NO

Residential Area? ☐ YES ☐ NO

Does the driver need to go in the Building? ☐ YES ☐ NO

Does the driver need to go in elevator? ☐ YES ☐ NO

PICK-UP LOCATION ☐ Office ☐ Dock ☐ Other

High Cost Delivery Areas: NYC - Special Rates May Apply CA - Surcharge Applies

PICK-UP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

TYPE OF SHIPMENT

☐

Pallet / Skid

☐

Fiber Case

☐

Carton

☐

Crate

☐

Other

Dimensions

Aprox. Weight

DESTINATION ADDRESS

SHOW NAME

BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redeliver/pick-up.

SHIPPING TO,
AND FROM YOUR TRADE SHOW
MADE EFFORTLESS

305.751.1234 | elogsitics@expocci.com

Show dates:

August 20-22, 2025

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Discount deadline:
August 8, 2025

NEED
A CUSTOM
BOOTH?

click here

NEED
SHIPPING
TO AND FROM
A TRADESHOW?

click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Material Handling Authorization

(This Form Must Be Signed and Returned with the Shipping Instructions)

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site

We plan to ship on (date):

Our material should arrive on (date):

Carrier name: Pro#:

Origin shipment (City, state):

Please provide a contact name and number for any questions

EXPO CCI may have in regards to this shipment.

Name:

Phone:

Please indicate number of pieces and the estimated weight

# of pieces	Description	Weight
	Crates	
	Cartons	
	Fiber Cases	
	Carpet/Padding	
	Skids/Pallets	
	Miscellaneous	

Total weight:

100 pound minimum charge per shipment

Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.45 per pound	Direct Shipment	\$1.45 per pound
Advance Shipping Address: Expo Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809		Direct Shipping Address: Expo Convention Contractors, Inc. c/o Orange County Convention Center- Hall: WD2 - E 9800 International Dr, Orlando, FL 32819	
Deadline Date is: August 8, 2025		Will not be accepted prior to: August 17, 2025	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:

Unloading crated material.

Storing at EXPO CCI's warehouse for up to 30 days.

Unloading materials and delivery to your booth

Removing of empty shipping containers from your booth, storing during show, returning at close of show.

Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

Unloading materials when received and delivery to your booth

Removing of empty shipping containers from your booth, storing during show, returning at close of show.

Reloading materials onto outbound transportation.

Small Package Fee

(per shipment 1 - 50 pounds) - \$145.00

Additional Surcharges based on inbound weight:

Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates. Overtime rates are included in pricing above.

EXPO CCI Warehouse Hours are:
Monday through Friday; 8:00am - 4:00pm.
Holidays excluded.

For credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at Show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO CCI's Exhibitor Service department.

Please complete the following and return to EXPO CCI along with the Shipping Instructions form:

Company Name:

Booth #

Contact Name:

Email:

Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Terms and Conditions, signed and returned to EXPO CCI. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

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click here

NEED
SHIPPING
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e LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Shipping Instructions

(This Form Must Be Signed and Returned with the Material Handling Authorization)**ALL SHIPMENTS MUST ARRIVE PRE-PAID****USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS**

e LOGISTICS

MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS

Email elogistics@expocci.com for a preliminary shipping quote, all of the following is needed:
 -Company Name, Contact Name/Phone Number, Show Name/Booth #, Pick-up Address Destination Address, City, State, Zip.
 -Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, dimensions, business hours.
 -Is there a Loading Dock, does driver have to go in building and/or elevator or residential area.
 We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 7-10 business day shipping only.

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE.

Please Note: Exhibitors are welcome to utilize their own carriers for their shipment. Additionally, a material handling fee will still apply for all received freight.

SHIPPING INSTRUCTIONS PRIOR TO SHOW (Payment Must be on file when received for Material Handling Charges)

1. Expo CCI MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file, this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility.
4. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
5. Expo CCI, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is accessed for any shipment not handled by Expo CCI, when Expo CCI is required to handle storage of empty containers.
6. Remove all expired shipping labels before shipping to avoid confusion.
7. Collect shipments are not accepted and will be refused upon delivery.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION (You MUST fill out a BOL at show site or request a pre-printed BOL)

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics and will be returned to our warehouse and held for disposition at an additional charge. Expo CCI is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

INSURANCE

Expo CCI is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo CCI from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated

Company name:

Booth #:

Address:

Attention:

Phone:

Fax:

City:

State:

Zip code:

Authorized by (please print):

Title:

Signature:

Convention/Tradeshow:

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

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click here

NEED ANYTHING?

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| Fax: 305-751-1298

Material Handling Information

Special Handling

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Surcharge: 25%

Late Shipments

A surcharge will apply to shipments not arriving within the published dates (refer to pages 4-5) for advance warehouse or arriving on show site after show opening.

Surcharge: 25%

Uncrated Shipments

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show and is based on the weight of the shipment handled.

Rate as shown on Material Handling Authorization Form

Off Target Deliveries

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time. **Surcharge: 25% or 1 hour labor per 100 sq ft. See Labor Order Form for rates**
Shipments arriving at the warehouse during Expo show move-in days and/or Exhibitor Move-in Days will be charged a Delivery Fee. This fee will be based on the shipment received and the Delivery Location. The minimum charge will be \$250.00. Please see the Expo Quick Facts for Delivery Days, Times and Location. **Based on weight of materials and location. Any shipments arriving to the advanced warehouse or direct to show site prior to receiving dates listed on Expo Quick Facts will incur an Off Target Fee. Surcharge: 25% or 1 hour labor per 100 sq ft. See Labor Order Form for rates**

Surcharge: See below

Padded Van Deliveries

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

Surcharge: \$10.00/CWT

Marshaling Yard

Where EXPO CCI, as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO CCI may charge a fee per shipment processed through the marshaling yard.

Surcharge: Maximum \$25.00

Reweigh of Shipments

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Surcharge: \$31.00 per forklift load

Envelope Deliveries

During show hours at the show facility, a charge will apply for receiving and delivering envelope packages to your booth.

Surcharge: See Material Handling Authorization Form for Small Package Fee

Accessible Storage

Accessible storage will be accessible during the show, but not necessarily by Exhibitors. Accessible Storage will be charged per piece at \$135. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

Surcharge: See below for Per Skid Rate. See Labor Form for applicable Labor Rate

Return to Warehouse

Crated materials only, uncrated materials will not be accepted at warehouse. Return to warehouse will be charged after Material Handling.

Surcharge: \$15.00 per CWT, Minimum \$ 50.00

Vehicle Spotting Fee

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO CCI determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO CCI personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

Surcharge: Rate as Shown on Vehicle Spotting Fee Form

Booth Disposal Fee

All exhibitors and EAC (exhibitor appointed contractor) are responsible for removing all crates, cartons, and materials from the event site upon show conclusion. Failure to do so can result in a disposal fee of \$5.00 per Sq. Ft or a minimum labor charge of \$500.00, whichever is greater.*
This fee is design to cover the costs associated with the removal and disposal of any items left behind, ensuring a smooth transition for our event space.

Surcharge: \$5.00 per Sq. Ft or a minimum labor charge of \$500.00

Earthenware Statuary/Pottery & Stone

Direct to show-site shipments will be charged published rates less 50% then regular direct material handling rate. Advance Warehouse Shipments are exempt from this discount. There is a 2,500 lb minimum. If you have any questions about material handling, please contact EXPO Customer Service department

Surcharge: 50% less then Direct to Show-Site Material Handling Rate

Empty Storage Sticker

Priority Empty Storage will be brought out first after aisle carpet is removed.

Surcharge: \$75 per sticker

If you have any questions about material handling, please contact EXPO CCI's Customer Service department.

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Phone: 305-751-1234

| Fax: 305-751-1298

Material Handling Q & A

Questions and Answers

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location or pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show.

Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

Important Facts About Advance Shipments

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO CCI will begin accepting your shipments 30 days prior to first show open day (dates may vary depending on show schedule, please see show information details for receiving dates).

The warehouse will receive shipments Monday-Friday, 8:30am-3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

Material Handling Charges

What determines how much I am charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. For example: 185 lbs. = 185 lbs X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Information forms included in the manual for all applicable fees.

What is considered a small package?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This will typically refer to any small packages weighing under 50 lbs. Please refer to the Material Handling Authorization for the weight range of a small package.

How do I calculate my small package shipment?

Charges for specialized carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?
3 x small package fee = \$ amount charged.

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore, you will be charged per each delivery.

Weights from multiple shipments delivered on the same day from the same carrier will be combined. In these cases, standard material handling rates may apply, based on total weight.

Crated - Uncrated - Special Handling

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight on containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Important Facts About Direct Shipments

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. **All shipments must be prepaid, no collect on delivery shipments will be accepted.**

Liability Insurance

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

Outbound Shipments

You must complete an EXPO CCI Bill of Lading (BOL) for all outbound shipments. A BOL will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the BOL with all required information, and return to customer service.

If you have questions on how to complete your Bill of Lading (BOL), please ask a EXPO CCI customer service representative located at the customer service desk. If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO CCI will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).

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| Fax: 305-751-1298

Advance Shipping Labels

TO: Expo Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809		First day freight can arrive w/o a surcharge	
		July 18, 2025	
FOR: The Landscape Show		Last day freight can arrive w/o a surcharge	
RECEIVING HOURS: M - F 8:00am - 4:00pm		August 8, 2025	
<h3>ADVANCE WAREHOUSE</h3>			
Company Name: Contact name: Contact phone: BOOTH #:			

TO: Expo Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809		First day freight can arrive w/o a surcharge	
		July 18, 2025	
FOR: The Landscape Show		Last day freight can arrive w/o a surcharge	
RECEIVING HOURS: M - F 8:00am - 4:00pm		August 8, 2025	
<h3>ADVANCE WAREHOUSE</h3>			
Company Name: Contact name: Contact phone: BOOTH #:			

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| Fax: 305-751-1298

Direct Shipping Labels

<p>TO: Expo Convention Contractors, Inc. c/o Orange County Convention Center- Hall: WD2 - E 9800 International Dr, Orlando, FL 32819</p> <p>FOR: The Landscape Show</p>	<p>WILL NOT BE ACCEPTED PRIOR TO</p> <p>August 17, 2025</p>
DIRECT SHIPPING	
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p>BOOTH #:</p>	

<p>TO: Expo Convention Contractors, Inc. c/o Orange County Convention Center- Hall: WD2 - E 9800 International Dr, Orlando, FL 32819</p> <p>FOR: The Landscape Show</p>	<p>WILL NOT BE ACCEPTED PRIOR TO</p> <p>August 17, 2025</p>
DIRECT SHIPPING	
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p>BOOTH #:</p>	

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Vehicle Spotting

All exhibiting vehicles, must sign up for this service.

Exhibitors are responsible for paying for Vehicle Spotting.

Exhibitor must email or fax orders by **August 8, 2025** to schedule move-in time with payment.

[This Form Must Be Signed and Returned with the Payment Policy]

Fax: 305-751-1298 or info@expocci.com

VEHICLE SPOTTING FEES

\$273.00 For first two roundtrip per vehicle.

\$136.50 For everything thereafter roundtrip per vehicle.

VEHICLE SPOTTING RULES AND REGULATIONS

- EXPO CCI employee or Union labor shall spot each vehicle.
- All motorized vehicles displayed shall have batteries disconnected at the “hot” lead. The lead shall be safely secured.
- Fuel supplies in vehicles on display shall not exceed 1/4 of a tank of gas. The tank must be purged with carbon dioxide (CO₂).
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers.
- Vehicles on display require poly-tack and a drip pan.
- Exhibitor must show insurance for both the driver and the car.

By signing this form the Exhibitor accepts the terms of the “EXPO CCI Hold Harmless Agreement” (See Area Work Rules).

Under no circumstance shall an EXPO CCI employee or any Union labor drive any vehicle onto the show floor.

PAYMENT POLICY FORM MUST ACCOMPANY ORDER

With the exception of signature, please print the information below clearly, thank you.

Company Name:

Booth #:

Move-In Time and Date:

Move-Out Time and Date:

Authorized By (please print):

Email:

Signature:

Number of Vehicles and Type:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
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Phone: 305-751-1234
| Fax: 305-751-1298

Forklift Service

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES

Please complete the following:

of pieces to be spotted

Requested date/time: (times are not guaranteed)

Heaviest piece to be spotted

Description of work to be performed:

GROUND RIGGING FORKLIFT RENTAL

Forklift Rental - Up to 5,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 258.00	\$ 387.00	
	Overtime hourly rental	\$ 312.00	\$ 468.00	
	Double-time hourly rental	\$ 366.00	\$ 549.00	

Please contact us if your forklift exceeds a 5,000 lb capacity.

A quote for a higher-capacity lift will be provided upon request.

Email us at info@expocci.com or call us at 305-751-1234

Please note

Rate structure included lift and (1) operator only. Minimum crews are based on scope of work and area jurisdiction.

Additional labor and ground men will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.

In-Booth Forklift Service

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00am.

All exhibit labor for 8:00am starting times will be dispatched to booth space.

Confirm labor and forklift by 2:30 pm the day before date requested.

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

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

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift.

If exhibitor fails to use the worker and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

Company Name:

Booth #

Contact Name:

Email:

Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Term and Conditions. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

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SEAMLESS STORAGE

solution for your

TRADESHOW NEEDS

AVAILABLE
NOW



STORE WITH EASE, EXHIBIT WITH CONFIDENCE

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Labor

LABOR INFORMATION			Discount Price	Standard Price	Show site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$ 112.00	\$ 146.00	\$ 197.50
Over Time	Monday - Friday	4:30pm - 8:00am	\$ 168.00	\$ 218.50	\$ 295.00
	Saturday - Sunday	All Day			
Double Time	Holidays	All Day	\$ 224.00	\$ 291.50	\$ 394.00

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to info@expocci.com or via fax 305-751-1298

Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO CCI to supervise your installation and/or dismantling.

Set Up Information for Installation

Please check all that apply and provide information where requested:

Booth Size:	X	
Forklift required:	YES	NO
Carpet is?	OWNED	RENTED FROM EXPO
Carpet padding?	YES	NO
Drawings	FAXED TO EXPO CCI	SHIPPED W/EXHIBIT CRATES

Inbound Freight Information

For all inbound freight, please complete the [Material Handling Authorization Form](#).

You can return the completed form via email at info@expocci.com or via fax 305-751-1298.

Outbound Freight Information

Please complete the Bill of Lading (BOL) form on our website: expocci.boomerecommerce.com. Additionally, please refer to the included [Shipping Instructions Form](#) for detailed guidelines.

If for any reason your shipment is not picked up by your carrier, please choose one of the following options. (Initial beside preferred option).

Force Freight through EXPO CCI's preferred carrier:

Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

Company Name:

Booth #:

Print Name:

Authorized signature:

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Floral and Plants Rentals



Green Plants in Baskets		
Qty	Size	Price
	5' to 6'	\$ 146.50 each
	3' to 4'	\$ 109.00 each

Amount



Seasonal Blooming Plant	
Qty	Price
	\$ 87.50 each

Amount



Boston Fern Plant	
Qty	Price
	\$ 106.50 each

Amount



Flower Arrangements		
Qty	Size	Price
	Small	\$ 109.00 each
	Medium	\$ 146.50 each
	Large	\$ 185.50 each

*For purchase only

Amount

An Additional 30% charge will be applied to orders received after the discount deadline date.

Flower arrangements are for purchase only, all other rentals need to be returned at the end of the show or a purchase price of double the rental fee will apply.

Amount	
6.5% TAX	
Amount Due	

Company Name:

Booth #:

Authorized signature:

Print Name:

Email:

Telephone:

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Cleaning Form

PLEASE INDICATE THE SERVICES NEEDED

All rates based on Gross Booth/Display Area, 100 square foot minimum.

All rental carpet is delivered clean to your booth space. Vacuuming is not included in your booth package; if you would like to order booth cleaning, you must place an order.

Carpet Vacuuming

CHECK IF NEEDED	Rate per (Sq. Ft.)	Booth Size (Sq. Ft.)	# Days (# days needed)	Total Due
	\$ 0.79			

Specify Dates Needed:

Porter Service - Trash Removal [2 Hour Intervals]

CHECK IF NEEDED	# of Booths	Rate	Times per Day	# Days (# days needed)	Total Due
	1 - 5 Booths	\$ 79.50			
	6 - 15 Booths	\$ 97.50			

Specify Dates Needed:

Exhibit Cleaning

Our Exhibit Cleaning & Dusting service provides a quick and efficient wipe-down of surfaces and dust removal to ensure your space stays neat and professional throughout the event.

CHECK IF NEEDED	# of Days	Rate	Specify Date Needed	Total Due
	Daily	\$ 44.50		
	1 Time Only	\$ 58.50		

Specify Dates Needed:

Company Name:

Contact Name:

Email:

Fax:

Print Name:

Authorized signature:

Amount	
6.5% TAX	
Amount Due	

Booth #:

Phone:

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Booth Disposal

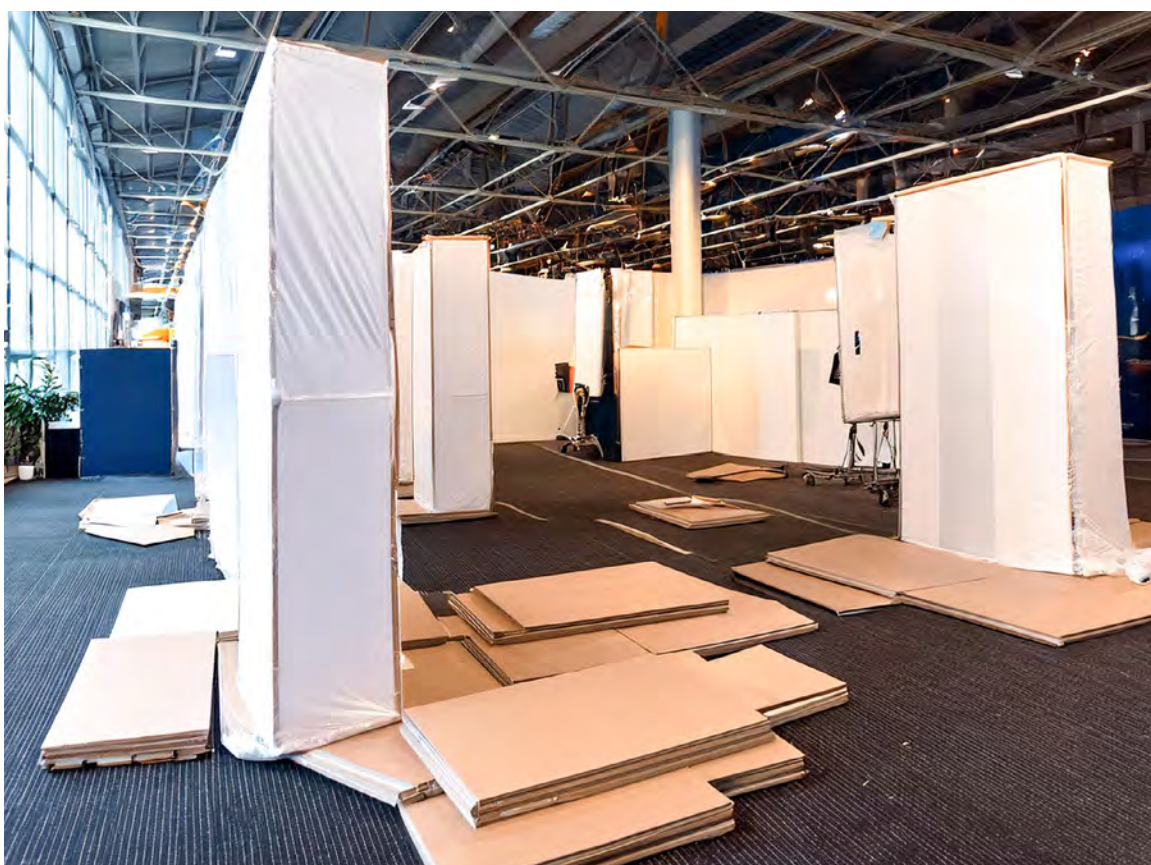
All Exhibitors and EAC (exhibitor appointed contractor) are responsible for removing all crates, cartons, and materials from the event site upon show conclusion. Failure to do so will result in a disposal fee of **\$5.00 per Sq. Ft** or a minimum labor charge of **\$500.00**, whichever is greater.*

*All rates are based on Gross Booth/Display Area i.e. a 20' x 20' booth equals 400 square feet. The fee calculation would be 400 x \$5.00 = \$2,000.00 + Applicable tax.

This fee is design to cover the costs associated with the removal and disposal of any items left behind, ensuring a smooth transition for our event space.

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.
What is your booth size?	X =

IMPLEMENTING A DISPOSAL FEE PROMOTES CLEANLINESS, EFFICIENCY, AND FAIRNESS BY COVERING REMOVAL COSTS, MAINTAINING A CLEAN EVENT SPACE, ENCOURAGING PROMPT ITEM REMOVAL, AND ENSURING EQUITABLE CHARGES.



ANY QUESTIONS OR REQUIRED INFORMATION ABOUT OUR DISPOSAL FEE POLICY, PLEASE FEEL FREE TO CONTACT US:

Company Name:

Booth #:

Print Name:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

Show dates:

August 20-22, 2025

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Discount deadline:
August 1, 2025

NEED
A CUSTOM
BOOTH?

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SHIPPING
TO AND FROM
A TRADESHOW?



click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

Non-Official Contractor (EAC)

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from Expo Convention Contractors, Inc., please read the following restrictions, requirements and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming **Expo Convention Contractors, Inc., Florida Nursery Growers and Landscape Association and Orange County Convention Center** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are:

(a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

Note:

Complete this form only if your company is using a Service Contractor other than Expo Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local Union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local Union labor either through their own contract or direct hire through Expo Convention Contractors.

PLEASE COMPLETE

(Exhibiting Company Name)

(EAC Company Name)

Will indemnify and hold harmless Expo Convention Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs, or expenses, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of Expo Convention Contractors, Inc. or by any other party.

Exhibiting Company Name:

Booth #:

Address:

City:

State:

Country:

Zip:

Telephone:

Fax:

Authorized On-Site Representative:

Cell Phone:

(Please Print)

EAC Company Name:

Address:

Contact Name:

Email Address:

Telephone:

On-Site Cell Phone:

Authorized On-Site Supervisor:

Note:

This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by August 1, 2025

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

Labor Source

EXPO Labor

Local Union Direct Contract

Other:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
NAIC #		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

REDUCTIONS AND CONDITIONS OF COVERAGE										LIMITS SHOWN MAY HAVE BEEN REDUCED BY FAD CLAIMS									
INSR LTR	TYPE OF INSURANCE				ADDL INSR	SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	GENERAL LIABILITY										EACH OCCURRENCE \$ 1,000,000.00								
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY										DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00								
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR										MED EXP (Any one person) \$ 1,000,000.00								
	<input type="checkbox"/> _____										PERSONAL & ADV INJURY \$ 1,000,000.00								
	<input type="checkbox"/> _____										GENERAL AGGREGATE \$ 1,000,000.00								
	GEN'L AGGREGATE LIMIT APPLIES PER:										PRODUCTS - COMP/OP AGG \$ 1,000,000.00								
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC										\$								
	AUTOMOBILE LIABILITY										COMBINED SINGLE LIMIT (Ea accident) \$								
	<input type="checkbox"/> ANY AUTO										BODILY INJURY (Per person) \$								
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS										BODILY INJURY (Per accident) \$								
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS										PROPERTY DAMAGE (Per accident) \$								
	<input type="checkbox"/> _____										\$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR										EACH OCCURRENCE \$ 1,000,000.00								
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE										AGGREGATE \$ 1,000,000.00								
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$										\$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y/N										WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N/A										E.L. EACH ACCIDENT \$								
	(Mandatory in NH)										E.L. DISEASE - EA EMPLOYEE \$								
	If yes, describe under DESCRIPTION OF OPERATIONS below										E.L. DISEASE - POLICY LIMIT \$								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additionally Insured: EXPO Convention Contractors, Inc., Florida Nursery Growers and Landscape Association and Orange County Convention Center

Exhibiting Company Name and Booth #.

CERTIFICATE HOLDER

Expo Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Show dates:

August 20-22, 2025

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A TRADESHOW?

LOGISTICS

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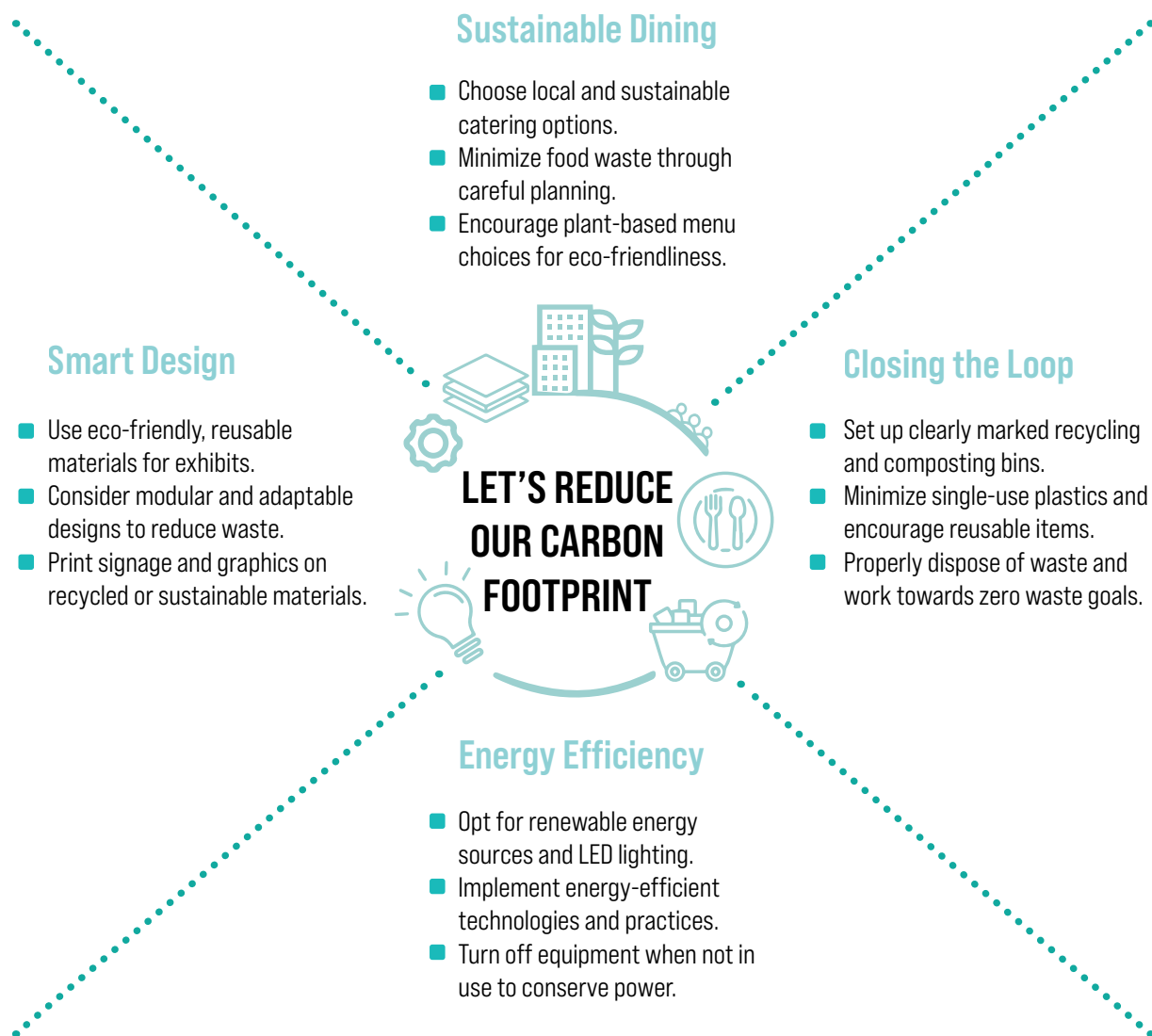
Phone: 305-751-1234

| Fax: 305-751-1298

Sustainability Awareness

LET'S MAKE OUR IMPACT EVEN GREATER.

Our work generates numerous social and economic impacts as we foster connections, drive innovation, facilitate learning, and introduce new opportunities to our world. It is now our responsibility to **promote a sustainable industry** through collective action.



**FRIENDLY REMINDER OF OUR SHARED
RESPONSIBILITY TO PROTECT OUR PLANET.**

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://expocci.boomerecommerce.com>

Show dates:

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e LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Area Work Rules

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that Union Labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all mechanized material handling equipment and all unloading and reloading from the loading docks. An Exhibitor may move materials from the designated ground unloading area. Exhibitor is not allowed to use mechanized equipment to move their own freight. (i.e. no forklifts, pallet jacks or etc.) When Exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO CCI is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

EXHIBIT INSTALLATION AND DISMANTLING

We have a contract with the Local Union which claims jurisdiction over the installation and dismantle of trade shows and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local Union Labor. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the Service Desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

We request that Exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when Union employees have fifteen minute paid breaks. Any attempts to solicit gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless Expo Convention Contractors, for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any Exhibitor. It is recommended that any questions arising with regard to Union jurisdiction or practices be directed to an EXPO CCI management representative.

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click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Specialty Furnishings Order Form

Please complete the following

Qty	Item	Description	Pice	Total

Check or credit card must accompany order.

25% cancellation fee will be applied if cancelled 7 days prior to event opening.

100% cancellation fee will be applied if cancelled 3 days prior to delivery.

All show site orders are subject to a 30% Late Fee.

Amount	
6.5% TAX	
Amount Due	

Thank you for your order!

Company Name:

Booth #:

Contact Name:

Email:

Phone #:

Mobile:

Print Name:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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A modern lounge area featuring white sofas and ottomans with orange and white patterned cushions. A low, rectangular coffee table is positioned in front of the sofas. The background is dark and textured, possibly a wall or a large piece of art. The overall aesthetic is contemporary and sophisticated.

expo
convention
contractors

furniture rental

2025 TRADE SHOW KIT CATALOG

SPECIALTY FURNISHINGS

BLANC



Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H
Advance Price: \$ 1,184.00
Standard Price: \$ 1,539.50



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H
Advance Price: \$ 1,130.00
Standard Price: \$ 1,469.00



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H
Advance Price: \$ 945.00
Standard Price: \$ 1,228.50



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H
Advance Price: \$ 567.00
Standard Price: \$ 737.50



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H
Advance Price: \$ 198.50
Standard Price: \$ 258.00

FUNCTION

Modular Seating Collection



Function Armless Chair - White

White Vinyl
28"Square x 29"H
Advance Price: \$ 605.00
Standard Price: \$ 786.50



Function Corner - White

White Vinyl
28"Square x 29"H
Advance Price: \$ 649.50
Standard Price: \$ 844.50



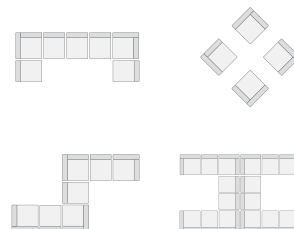
Function Armless Chair - Black

Black Vinyl
28"Square x 29"H
Advance Price: \$ 605.00
Standard Price: \$ 786.50



Function Corner - Black

Black Vinyl
28"Square x 29"H
Advance Price: \$ 649.50
Standard Price: \$ 844.50



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H
Advance Price: \$ 1,168.00
Standard Price: \$ 1,518.50



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H
Advance Price: \$ 1,130.00
Standard Price: \$ 1,469.00



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00



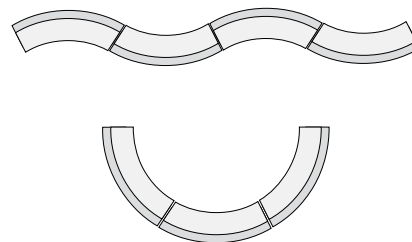
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H
Advance Price: \$ 593.00
Standard Price: \$ 770.50



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00



BOCA

Modular Seating Collection



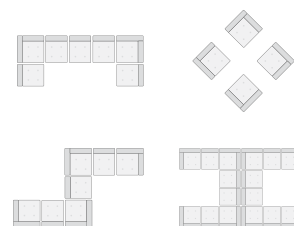
Boca Corner

Black Leather
22"W x 27"D x 30"H
Advance Price: \$ 649.50
Standard Price: \$ 844.50



Boca Armless

Black Leather
27"Square x 30"H
Advance Price: \$ 605.00
Standard Price: \$ 786.50



METRO



Metro Sofa

Black Leather
85"W x 35"D x 35"H
Advance Price: \$ 973.50
Standard Price: \$ 1,265.50



Metro Loveseat

Black Leather
60"W x 35"D x 35"H
Advance Price: \$ 938.50
Standard Price: \$ 1,220.00



Metro Chair

Black Leather
35"Square x 35"H
Advance Price: \$ 732.00
Standard Price: \$ 951.50



Metro Square Ottoman

Black Leather
40"Square x 17"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H
Advance Price: \$1,084.50
Standard Price: \$ 1,409.50



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H
Advance Price: \$ 945.00
Standard Price: \$ 1,228.50



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H
Advance Price: \$605.00
Standard Price: \$ 786.50

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H
Advance Price: \$ 695.50
Standard Price: \$ 904.00



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H
Advance Price: \$ 1,274.50
Standard Price: \$ 1,657.00



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H
Advance Price: \$ 802.00
Standard Price: \$ 1,042.50



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"H
Advance Price: \$ 467.50
Standard Price: \$ 607.50

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H
Advance Price: \$ 973.50
Standard Price: \$ 1,265.50



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H
Advance Price: \$ 938.50
Standard Price: \$ 1,220.00



Chandler Chair

Red Leather
31"W x 37"D x 35"H
Advance Price: \$ 732.00
Standard Price: \$ 951.50

CHANDLER



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00

EVOKE



Evoke Sofa

Coffee Resin Frame With Tan Cushions
81"W x 35"D x 27"H
Advance Price: \$ 1,470.50
Standard Price: \$ 1,911.50



Evoke Chair

Coffee Resin Frame With Tan Cushions
33"W x 35"D x 27"H
Advance Price: \$ 788.50
Standard Price: \$ 1,025.00



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H
Advance Price: \$ 445.50
Standard Price: \$ 579.50



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H
Advance Price: \$ 317.50
Standard Price: \$ 412.50

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H
Advance Price: \$ 1,273.50
Standard Price: \$ 1,655.00



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H
Advance Price: \$ 1,188.00
Standard Price: \$ 1,544.50



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H
Advance Price: \$ 989.50
Standard Price: \$ 1,286.50

VERONA



Verona Sofa

Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H

Advance Price: \$ 1,396.00
Standard Price: \$ 1,815.00



Verona Chair

Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H

Advance Price: \$ 721.00
Standard Price: \$ 937.50

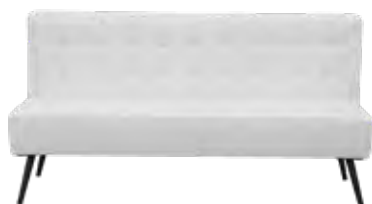


Verona Ottoman

Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

Advance Price: \$ 417.50
Standard Price: \$ 542.50

JASPER



Jasper Sofa

Boca Bright White
64"W x 28"D x 33"H

Advance Price: \$ 1,091.00
Standard Price: \$ 1,418.50



Jasper Chair

Boca Bright White
30"W x 28"D x 33"H

Advance Price: \$ 707.50
Standard Price: \$ 920.00

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H

Advance Price: \$ 1,204.50
Standard Price: \$ 1,565.50



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H

Advance Price: \$ 1,100.50
Standard Price: \$ 1,430.50



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

Advance Price: \$ 917.00
Standard Price: \$ 1,192.00

CROMWELL



Cromwell Sofa

Royal Blue Velvet
78"W x 32"D x 29"H
Advance Price: \$ 1,369.00
Standard Price: \$ 1,780.00



Cromwell Chair

Royal Blue Velvet
32"W x 32"D x 29"H
Advance Price: \$ 814.50
Standard Price: \$ 1,058.50

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H
Advance Price: \$ 433.50
Standard Price: \$ 563.50



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H
Advance Price: \$ 433.50
Standard Price: \$ 563.50



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H
Advance Price: \$ 433.50
Standard Price: \$ 563.50



Empire Chair

■ Black Leather □ White Leather
28"W x 32"D x 32"H
Advance Price: \$ 649.50
Standard Price: \$ 844.50



Monarch Chair

Bright White Leather
28"Square x 30"H
Advance Price: \$ 416.00
Standard Price: \$ 540.50



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H
Advance Price: \$ 566.00
Standard Price: \$ 735.50



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H
Advance Price: \$ 566.00
Standard Price: \$ 735.50

OTTOMANS & BENCHES



Curved Bench

Continental Bright White Leather
70"W x 26"D x 19"H

Advance Price: \$ 593.00
Standard Price: \$ 770.50



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H

Advance Price: \$ 537.50
Standard Price: \$ 698.50



Essentials Storage Ottoman

White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included

Advance Price: \$ 695.50
Standard Price: \$ 904.00

BANQUETTES & TURNING BEDS



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)

Advance Price: \$ 1,470.50
Standard Price: \$ 1,911.50



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)

Advance Price: \$ 1,470.50
Standard Price: \$ 1,911.50



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

Advance Price: \$ 1,767.50
Standard Price: \$ 2,297.50

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |

18"Square x 18"H

Advance Price: \$ 204.00

Standard Price: \$ 265.50



Metro Cube Ottoman

Black Leather
18"Square x 18"H

Advance Price: \$ 198.50

Standard Price: \$ 258.00

CHARGED



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.*

**Maximum of 1 bed per power source.*

Advance Price: \$ 1,960.50

Standard Price: \$ 2,548.50



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*

Advance Price: \$ 741.50

Standard Price: \$ 963.50



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*

Advance Price: \$ 686.00

Standard Price: \$ 891.50



Aspen Bar Table - Charged

White/Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*

Advance Price: \$ 1,147.50

Standard Price: \$ 1,492.00



Aspen Cocktail Table - Charged

White/Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*

Advance Price: \$ 649.50

Standard Price: \$ 844.50



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*

Advance Price: \$ 715.50

Standard Price: \$ 930.50



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

Advance Price: \$ 1,084.50

Standard Price: \$ 1,409.50



Command 8' Conference Table - White Charged

Bright White Leather
96"W x 48"D x 31"H

**Maximum of 1 table per power source.*

Advance Price: \$ 1,544.50

Standard Price: \$ 2,008.00

OCCASIONAL TABLES



Aria Tables - Red

End Table Red/
Brushed Steel | **Advance Price:** \$ 354.00
24"W x 20"D x 22"H | **Standard Price:** \$ 460.00
Cocktail Table Red/
Brushed Steel | **Advance Price:** \$ 373.00
44"W x 20"D x 18"H | **Standard Price:** \$ 484.50



Aria Tables - Green

End Table Green/
Brushed Steel | **Advance Price:** \$ 354.00
24"W x 20"D x 22"H | **Standard Price:** \$ 460.00
Cocktail Table Green/
Brushed Steel | **Advance Price:** \$ 373.00
44"W x 20"D x 18"H | **Standard Price:** \$ 484.50



Aria Tables - Blue

End Table Blue/
Brushed Steel | **Advance Price:** \$ 354.00
24"W x 20"D x 22"H | **Standard Price:** \$ 460.00
Cocktail Table Blue/
Brushed Steel | **Advance Price:** \$ 373.00
44"W x 20"D x 18"H | **Standard Price:** \$ 484.50



Aria Tables - Purple

End Table Purple/
Brushed Steel | **Advance Price:** \$ 354.00
24"W x 20"D x 22"H | **Standard Price:** \$ 460.00
Cocktail Table Purple/
Brushed Steel | **Advance Price:** \$ 373.00
44"W x 20"D x 18"H | **Standard Price:** \$ 484.50



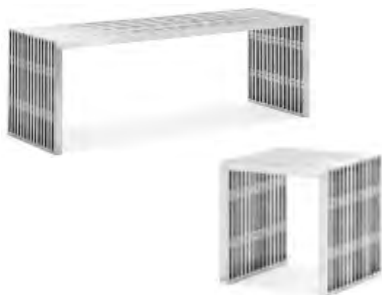
Aria Tables - White

End Table White/
Brushed Steel | **Advance Price:** \$ 354.00
24"W x 20"D x 22"H | **Standard Price:** \$ 460.00
Console Table White/
Brushed Steel | **Advance Price:** \$ 391.50
44"W x 20"D x 30"H | **Standard Price:** \$ 509.00
Cocktail Table White/
Brushed Steel | **Advance Price:** \$ 373.00
44"W x 20"D x 18"H | **Standard Price:** \$ 484.50



Aria Tables - Charcoal

End Table Storm Grey/
Brushed Steel | **Advance Price:** \$ 354.00
24"W x 20"H x 22"H | **Standard Price:** \$ 460.00
Console Table Storm
Grey/Brushed Steel | **Advance Price:** \$ 391.50
44"W x 20"D x 30"H | **Standard Price:** \$ 509.00
Cocktail Table Storm
Grey/Brushed Steel | **Advance Price:** \$ 373.00
44"W x 20"D x 18"H | **Standard Price:** \$ 484.50



Novel Tables

End Table Satin Steel | **Advance Price:** \$ 445.50
15"Square x 16"H | **Standard Price:** \$579.50
Cocktail Table Satin Steel | **Advance Price:** \$ 502.50
46"W x 15"D x 16"H | **Standard Price:** \$ 653.00



Fuze Tables

End Table Zebrawood
Laminate/Chrome | **Advance Price:** \$ 382.50
24"Square x 23"H | **Standard Price:** \$ 497.00
Console Table Zebrawood
Laminate/Chrome | **Advance Price:** \$ 464.50
60"W x 16"D x 34"H | **Standard Price:** \$ 604.00
Cocktail Table Zebrawood
Laminate/Chrome | **Advance Price:** \$ 429.50
40"Square x 16"H | **Standard Price:** \$ 558.50



London Tables

End Table Marble/
Chrome | **Advance Price:** \$ 382.50
24"Square x 23"H | **Standard Price:** \$ 497.00
Console Table Marble/
Chrome | **Advance Price:** \$ 464.50
60"W x 16"D x 34"H | **Standard Price:** \$ 604.00
Cocktail Table Marble/
Chrome | **Advance Price:** \$ 429.50
40"Square x 16"H | **Standard Price:** \$ 558.50

OCCASIONAL TABLES



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H

Advance Price: \$ 317.50
Standard Price: \$ 412.50



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H

Advance Price: \$ 391.50
Standard Price: \$ 509.00



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H

Advance Price: \$ 391.50
Standard Price: \$ 509.00



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H

Advance Price: \$ 391.50
Standard Price: \$ 509.00



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"H

Advance Price: \$ 391.50
Standard Price: \$ 509.00



Brooklyn Tables

End Table Square

Chrome

Advance Price: \$ 327.00
Standard Price: \$ 425.00

22"Square x 20"H

End Table Round

Chrome

Advance Price: \$ 327.00
Standard Price: \$ 425.00

20"Round x 20"H

Cocktail Table

Rectangle Chrome

42"W x 24"D x 16"H

Advance Price: \$ 363.50
Standard Price: \$ 472.50

Cocktail Table Round

Chrome

Advance Price: \$ 363.50
Standard Price: \$ 472.50

30"Round x 16"H



Cube Tables

■ Black
□ White

Cocktail Table
24"Square x 16"H

Advance Price: \$ 354.00
Standard Price: \$ 460.00

End Table
24"Square x 21"H

Advance Price: \$ 363.50
Standard Price: \$ 472.50



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H

Advance Price: \$ 317.50
Standard Price: \$ 412.50



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

Advance Price: \$ 265.00
Standard Price: \$ 344.00

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control
Advance Price: \$ 1,287.00
Standard Price: \$ 1,673.00



VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control
Advance Price: \$ 1,084.00
Standard Price: \$ 1,409.50



Bar

■ Black
□ White
48"W x 16"D x 42"H
2 Shelves In Back
Advance Price: \$ 741.50
Standard Price: \$ 963.50



Blox Bar Back

Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions
Advance Price: \$ 741.50
Standard Price: \$ 963.50



Piazza Bar Back

■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)
Advance Price: \$ 695.50
Standard Price: \$ 904.00



Elara Bar

Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control
Advance Price: \$ 1,971.00
Standard Price: \$ 2,562.50



Razor Bar

Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control
Advance Price: \$ 1,971.00
Standard Price: \$ 2,562.50

STOOLS



Criss Cross Bar Stool

- Espresso Leather
- White Leather

15"W x 19"D x 41"H

Advance Price: \$ 333.50
Standard Price: \$ 433.50



Colin Stool

Natural Maple
20"W x 19"D x 46"H

Advance Price: \$ 279.50
Standard Price: \$ 363.50



Euro Bar Stool

Black
22"W x 24"D x 42"H

Advance Price: \$ 317.50
Standard Price: \$ 412.50



Milo Bar Stool

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"H

Advance Price: \$ 317.50
Standard Price: \$ 412.50



Hourglass Bar Stool

- Black
- White

18"W x 20"D x 43"H

Advance Price: \$ 346.00
Standard Price: \$ 449.50



Equino Stool

- Black
- White

15"W x 13"D x 35"H

Advance Price: \$ 346.00
Standard Price: \$ 449.50



Clara Stool

White
17"W x 21"D x 41"H

Advance Price: \$ 333.50
Standard Price: \$ 433.50

STOOLS



Marcus Bar Stool

Steel
17"Square (at footbase) x 29"H

Advance Price: \$ 252.50
Standard Price: \$ 328.50



Caprice Stool

Black Fabric
25"W x 26"D x 44"H

Advance Price: \$ 346.00
Standard Price: \$ 449.50



Sonic Stool

Black
22"W x 23"D x 42"H

Advance Price: \$ 279.50
Standard Price: \$ 363.50



Nexus Stool

White
19"W x 20"D x 44"H

Advance Price: \$ 289.00
Standard Price: \$ 376.00

CAFÉ CHAIRS



Milo Chair

Black	Jade
California Wine	Victory Blue
Chartreuse	White
Chocolate	

20"W x 22"D x 33"H

Advance Price: \$ 196.00
Standard Price: \$ 254.50

CAFÉ CHAIRS



Clara Chair

White
18"W x 21"D x 35"H

Advance Price: \$ 223.00
Standard Price: \$ 290.00



Leslie Chair

White
17"W x 21"D x 31"H

Advance Price: \$ 178.50
Standard Price: \$ 232.00



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H

Advance Price: \$ 223.00
Standard Price: \$ 290.00



Elio Chair

Steel
17"Square x 33"H

Advance Price: \$ 198.50
Standard Price: \$ 258.00



Caprice Chair

Black
25"W x 24"D x 32"H

Advance Price: \$ 198.50
Standard Price: \$ 258.00



Comet Chair

Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)

Advance Price: \$ 271.50
Standard Price: \$ 353.00



Sonic Chair

Black
20"W x 21"D x 32"H

Advance Price: \$ 198.50
Standard Price: \$ 258.00



Nexus Chair

White
19"W x 22"D x 32"H

Advance Price: \$ 236.50
Standard Price: \$ 307.50



Colin Chair

Natural Maple
22"W x 19"D x 33"H

Advance Price: \$ 198.50
Standard Price: \$ 258.00

BAR TABLES



24" Square Bar Table - Cosmo

Available in Black or Chrome Base

24"Square x 42"H

Advance Price: \$ 373.00

Standard Price:\$ 484.50



24" Square Bar Table - Emerald Tide

Available in Black or Chrome Base

24"Square x 42"H

Advance Price: \$ 373.00

Standard Price:\$ 484.50



24" Square Bar Table - Icebreaker

Available in Black or Chrome Base

24"Square x 42"H

Advance Price: \$ 373.00

Standard Price:\$ 484.50



24" Square Bar Table - Sirona

Available in Black or Chrome Base

24"Square x 42"H

Advance Price: \$ 373.00

Standard Price:\$ 484.50



32" Round Bar Table - Cement

Available in Black or Chrome Base

32"Round x 42"H

Advance Price: \$ 502.50

Standard Price:\$ 653.00



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base

32"Round x 42"H

Advance Price: \$ 502.50

Standard Price:\$ 653.00



32" Round Bar Table - Smoke

Available in Black or Chrome Base

32"Round x 42"H

Advance Price: \$ 502.50

Standard Price:\$ 653.00



Euro Bar Table

Black/Black 30"

30"Round x 42"H

Advance Price: \$ 354.00

Standard Price:\$ 460.00

Black/Black 36"

36"Round x 42"H

Advance Price: \$ 363.50

Standard Price:\$ 472.50



Silk Bar Table

Black/Chrome 30"

30"Round x 42"H

Advance Price: \$ 354.00

Standard Price:\$ 460.00

Black/Chrome 36"

36"Round x 42"H

Advance Price: \$ 363.50

Standard Price:\$ 472.50

BAR TABLES



City Bar Table

Maple/Black 30"
30"Round x 42"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

Maple/Black 36"
36"Round x 42"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H

Advance Price: \$ 354.00
Standard Price: \$ 460.00

Maple/Chrome 36"
36"Round x 42"H

Advance Price: \$ 363.50
Standard Price: \$ 472.50



Summit Bar Table

White/Black 30"
30"Round x 42"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

White/Black 36"
36"Round x 42"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Blanco Bar Table

White/Chrome 30"
30"Round x 42"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

White/Chrome 36"
36"Round x 42"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H

Advance Price: \$ 400.00
Standard Price:\$ 519.50



Blanco Square Bar Table

White/Chrome
24"Square x 42"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H

Advance Price: \$ 548.50
Standard Price:\$ 713.00



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H

Advance Price: \$ 382.50
Standard Price:\$ 497.00



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H

Advance Price: \$ 382.50
Standard Price:\$ 497.00

BAR TABLES



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H
Advance Price: \$ 382.50
Standard Price: \$ 497.00



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H
Advance Price: \$ 382.50
Standard Price: \$ 497.00



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H
Advance Price: \$ 981.50
Standard Price: \$ 1,276.00

CAFÉ TABLES



24" Square Café Table - Cosmo

Available in Black or Chrome Base
24"Square x 30"H
Advance Price: \$ 373.00
Standard Price: \$ 484.50



24" Square Café Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 30"H
Advance Price: \$ 373.00
Standard Price: \$ 484.50



24" Square Café Table - Icebreaker

Available in Black or Chrome Base
24"Square x 30"H
Advance Price: \$ 373.00
Standard Price: \$ 484.50



24" Square Café Table - Sirona

Available in Black or Chrome Base
24"Square x 30"H
Advance Price: \$ 373.00
Standard Price: \$ 484.50



32" Round Café Table - Cement

Available in Black or Chrome Base
32"Round x 30"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 30"H
Advance Price: \$ 502.50
Standard Price: \$ 653.00

CAFÉ TABLES



32" Round Café Table - Smoke

Available in Black or Chrome Base
32"Round x 30"H

Advance Price: \$ 502.50
Standard Price:\$ 653.00



Euro Café Table

Black/Black 30"
30"Round x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

Black/Black 36"
36"Round x 30"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Silk Café Table

Black/Chrome 30"
30"Round x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

Black/Chrome 36"
36"Round x 30"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

Maple/Chrome 36"
36"Round x 30"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



City Café Table

Maple/Black 30"
30"Round x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

Maple/Black 36"
36"Round x 30"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Blanco Café Table

White/Chrome 30"
30"Round x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

White/Chrome 36"
36"Round x 30"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Summit Café Table

White/Black 30"
30"Round x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

White/Black 36"
36"Round x 30"H

Advance Price: \$ 363.50
Standard Price:\$ 472.50



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H

Advance Price: \$ 400.00
Standard Price:\$ 519.50



Blanco Square Café Table

White/Chrome
24"Square x 30"H

Advance Price: \$ 354.00
Standard Price:\$ 460.00

CAFÉ TABLES



Blanco Rectangle Café Table

White/Chrome
72"W x 24"D x 30"H
Advance Price: \$ 548.50
Standard Price: \$ 712.50



Spectrum Café Table - Red

Red/Chrome
24"Square x 30"H
Advance Price: \$ 382.50
Standard Price: \$ 497.00



Spectrum Café Table - Blue

Blue/Chrome
24"Square x 30"H
Advance Price: \$ 382.00
Standard Price: \$ 497.00



Spectrum Café Table - Purple

Purple/Chrome
24"Square x 30"H
Advance Price: \$ 382.50
Standard Price: \$ 497.00



Spectrum Café Table - Green

Green/Chrome
24"Square x 30"H
Advance Price: \$ 382.50
Standard Price: \$ 497.00



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H
Advance Price: \$ 842.50
Standard Price: \$ 1,095.50



Encore Dining Table

Black Mango Wood
80"W x 40"D x 30"H
Advance Price: \$ 991.00
Standard Price: \$ 1,288.50



Madera Dining Table

Walnut Veneer
92"W x 39"D x 30"H
Advance Price: \$ 1,274.50
Standard Price: \$ 1,657.00

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H

Advance Price: \$ 445.50
Standard Price: \$ 579.50



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H

Advance Price: \$ 391.50
Standard Price: \$ 509.00



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H

Advance Price: \$ 363.50
Standard Price: \$ 472.50



Accord Chair

■ Black
□ White
25"Square x 44"H

Advance Price: \$ 556.50
Standard Price: \$ 723.50



Goal Task Chair

Black
25"W x 24"D x 39"H

Advance Price: \$ 298.50
Standard Price: \$ 388.00



Goal Task Chair - Armless

Black
21"W x 24"D x 39"H

Advance Price: \$ 271.50
Standard Price: \$ 353.00



Goal Drafting Stool

Black
25"W x 24"D x 48"H

Advance Price: \$ 317.50 Standard
Price: \$ 412.50



Goal Drafting Stool - Armless

Black
21"W x 24"D x 48"H

Advance Price: \$ 298.50
Standard Price: \$ 388.00



Rimati Hi-Back Chair - White

■ Black
□ White
30"W x 28"D x 47-50"H

Advance Price: \$ 445.50
Standard Price: \$ 579.50



Rimati Guest Chair - Black

■ Black
□ White
27"W x 25"D x 40"H

Advance Price: \$ 282.50
Standard Price: \$ 367.00

CONFERENCE TABLES



Conference Table Round

- Black
 - Mahogany
- 42"Round x 29"H

Advance Price:\$ 493.00
Standard Price:\$ 641.00



Command 6' Conference Table

- Black
- Sirona
- White

72"W x 36"D x 31"H

Advance Price:\$ 879.00
Standard Price:\$ 1,142.50



Command 8' Conference Table

- Black
- Sirona
- White

96"W x 48"D x 31"H

Advance Price:\$ 945.00
Standard Price:\$ 1,228.50



Command 10' Conference Table

- Black
- Sirona
- White

120"W x 48"D x 31"H

Advance Price:\$ 1,084.50
Standard Price:\$ 1,409.50

OFFICE FURNITURE



Computer Kiosk

- Black
- White

24"Square x 42"H

Advance Price:\$ 724.00
Standard Price:\$ 941.00



Storage Credenza

- Black
- Mahogany

2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H

Advance Price:\$ 649.50
Standard Price:\$ 844.50



Jr Executive Desk

- Black
- Mahogany

Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

Advance Price:\$ 741.50
Standard Price:\$ 963.50

OFFICE FURNITURE



Executive Desk

Black
 Mahogany
 Double Pedestal/Locking Drawers
 72"W x 36"D x 29"H
 Advance Price: \$ 769.50
 Standard Price: \$ 1,000.50



5-Shelf Bookcase

Black
 Mahogany
 36"W x 12"D x 72"H
 Advance Price: \$ 695.50
 Standard Price: \$ 904.00



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
 60"W x 36"D x 30"H
 Advance Price: \$ 724.00
 Standard Price: \$ 940.50



Brooklyn Round Dining Table

Clear Glass/Chrome
 42"Round x 30"H
 Advance Price: \$ 567.00
 Standard Price: \$ 737.50



Aspen Dining Table

White/Brushed Steel
 72"W x 30"D x 30"H
 Advance Price: \$ 842.50
 Standard Price: \$ 1,095.50

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter 15"W x 25"D x 29"H	Advance Price: \$ 244.50 Standard Price: \$ 317.50
Black Legal 18"W x 25"D x 29"H	Advance Price: \$ 318.00 Standard Price: \$ 412.50



4-Drawer File

Black Letter 15"W x 25"D x 52"H	Advance Price: \$ 327.00 Standard Price: \$ 425.00
Black Legal 18"W x 25"D x 52"H	Advance Price: \$ 363.50 Standard Price: \$ 472.50



2-Drawer Lateral File

Black
36"W x 18"D x 27"H
Advance Price: \$ 327.00
Standard Price: \$ 425.00



4-Drawer Lateral File

Black
36"W x 18"D x 54"H
Advance Price: \$400.00
Standard Price: \$ 519.50



Storage Cabinet

Black
36"W x 18"D x 72"H
Advance Price: \$ 400.00
Standard Price: \$ 519.50

PEDESTALS



42" Display Pedestals

■ Black	Advance Price: \$ 485.00
14"Square x 42"H	Standard Price: \$ 630.50
■ Black	Advance Price: \$ 586.00
24"Square x 42"H	Standard Price: \$ 762.00
■ Black	Advance Price: \$ 539.00
18"Square x 42"H	Standard Price: \$ 701.00
□ White	Advance Price: \$ 485.00
14"Square x 42"H	Standard Price: \$ 630.50



36" Display Pedestals

■ Black	Advance Price: \$ 410.50
14"Square x 36"H	Standard Price: \$ 534.00
■ Black	Advance Price: \$ 586.00
24"Square x 36"H	Standard Price: \$ 762.00
□ White	Advance Price: \$ 410.50
14"Square x 36"H	Standard Price: \$ 534.00
□ White	Advance Price: \$ 586.00
24"Square x 36"H	Standard Price: \$ 762.00



30" Display Pedestals

■ Black	Advance Price: \$ 382.50
14"Square x 30"H	Standard Price: \$ 497.00
■ Black	Advance Price: \$ 556.50
24"Square x 30"H	Standard Price: \$ 723.50
■ Black	Advance Price: \$ 391.50
18"Square x 30"H	Standard Price: \$ 509.00
□ White	Advance Price: \$ 382.50
14"Square x 30"H	Standard Price: \$ 497.00



Locking Pedestal

■ Black	
□ White	
24"Square x 42"H	
Advance Price: \$ 724.00	
Standard Price: \$ 941.00	



Fuze Pedestal

Zebra wood Laminate/Chrome	
16"Square x 44"H	
Advance Price: \$ 400.00	
Standard Price: \$ 519.50	



London Pedestal

Marble/Chrome	
16"Square x 44"H	
Advance Price: \$ 400.00	
Standard Price: \$ 519.50	

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H | Advance Price: \$ 112.50
Standard Price: \$ 146.00

Stanchion Rope

Red Velour
6'L | Advance Price: \$ 59.50
Standard Price: \$ 77.50



Nero Literature Rack

Black
14.75"W x 12"D x 53.5"H

Advance Price: \$ 271.50
Standard Price: \$ 353.00



Argento Literature Rack

Aluminum
14.75"W x 12"D x 53.5"H

Advance Price: \$ 271.50
Standard Price: \$ 353.00



Alto Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H

Advance Price: \$ 279.50
Standard Price: \$ 363.50



Compact Refrigerator

Black 4 Cubic Feet
21"W x 22"D x 32"H

Advance Price: \$ 502.50
Standard Price: \$ 653.00

LIGHTING



Silo Grey Lamps

Table Lamp
25"H | Advance Price: \$ 181.00
Standard Price: \$ 235.50

Floor Lamp
70"H | Advance Price: \$ 247.50
Standard Price: \$ 321.50



Silo White Lamps

Table Lamp
25"H | Advance Price: \$ 181.00
Standard Price: \$ 235.50

Floor Lamp
70"H | Advance Price: \$ 247.50
Standard Price: \$ 321.50



Neutrino Floor Lamp

Steel
67"H

Advance Price: \$ 252.50
Standard Price: \$ 328.50