

## 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](mailto: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
<b>Advance Shipping Address:</b> Expo Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809		<b>Direct Shipping Address:</b> Expo Convention Contractors, Inc. c/o Orange County Convention Center- Hall: WD2 - E 9800 International Dr, Orlando, FL 32819	
<b>Deadline Date is:</b> August 8, 2025		<b>Will not be accepted prior to:</b> 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](mailto: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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## 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**



**MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS**

Email [elogsitics@expocci.com](mailto:elogsitics@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](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
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## 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 untarpping 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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## 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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## Advance Shipping Labels

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

<b>TO:</b> Expo Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809		<b>First day freight can arrive w/o a surcharge</b>	
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## Direct Shipping Labels

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

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