



2013 DMC/DMSMS and Standardization Conference  
Gaylord Palms Resort, Orlando FL.  
November 30– December 5, 2013  
Advance order deadline: November 11, 2013

Dear Exhibitor:

Innovative Expo has been selected as the Official Service/Drayage Contractor for the **2013 DMC/DMSMS and Standardization Conference at the Gaylord Palms Resort in Orlando Florida.** We welcome the opportunity to assist you in every way possible to ensure a successful marketing presentation for your company.

Each **10'x10'** exhibit booth space will include the following:

**Pipe and Drape Fabric**  
**One 7"x44" exhibitor ID Sign**

Show Colors: Black and Blue

Exhibitor Move-In:	Sunday	December 1, 2013	8:00am-5:00pm
	Monday	December 2, 2013	7:00am-4:00pm
Show Open:	Monday	December 2, 2013	5:00pm-7:30pm
	Tuesday	December 3, 2013	9:30am-7:00pm
	Wednesday	December 4, 2013	10:30am-4:00pm
Show Close:	Wednesday	December 4, 2013	4:00pm-11:00pm
Driver check in by: (This evening)	Wednesday	December 4, 2013	8:00pm
Move-Out:	Thursday	December 5, 2013	8:00am-Noon
Driver check in by: (This morning)	Thursday	December 5, 2013	8:00am
Freight re-route time:	Thursday	December 5, 2013	9:00am

**Please** consult your materials from show management for additional information, or changes to the schedule. Enclosed in this Exhibitor Kit are additional forms for rentals and services which you may desire, that are not included in your booth package.

- ♦ **Please note all deadlines as outlined in the packet to avoid additional charges.**
- ♦ **Innovative Expo does not issue credits or accept substitutions, for unused package items.**
- ♦ **Payment Authorization must accompany your order to be processed.**
- ♦ **Please email or fax your orders to [service@innovativeexpo.com](mailto:service@innovativeexpo.com) or fax 760-343-2533.**

**Questions and Adjustments:** Any discrepancy in items ordered and items received or questions concerning service, etc., must be reported to the Innovative Expo service desk at the exposition immediately upon noting the discrepancy. Any problems will be resolved and/or any valid adjustments on your account will be made at that time. Credits and adjustments will not be made based on such information received after the close of the show.

Innovative Expo believes that exhibitors are valued customers and should be treated accordingly. We are committed to handling your needs efficiently and graciously. If you should have any questions, please do not hesitate to call us.

Sincerely,

Customer Service

[Service@innovativeexpo.com](mailto:Service@innovativeexpo.com)

**PAYMENT POLICY AND BILLING AUTHORIZATION**

**NOTE: ORDERS WITHOUT CREDIT CARD INFORMATION WILL NOT BE PROCESSED.**

Payment must be made in full for all services ordered. **Orders without payment or placed after discount date will be charged the floor rate.** Payment may be made by check and secured with a credit card for any overages. All rates quoted are for the duration of the show and are on a rental basis only, and remain the property of Innovative Expo. **Payment of all labor, material handling and services, whether ordered by the exhibitor, display builder, or other parties, shall be the responsibility of the exhibitor.** All charges are due and payable in US Dollars prior to the close of the show. I understand that charges incurred by my company, (pre-show, during the show, and post show) will be billed to the credit card on file. **Please print clearly or type the information.**

Check Here if Sending Check: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Account # \_\_\_\_\_ 3 or 4-digit security code \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name On The Card: \_\_\_\_\_  
(PLEASE PRINT)

Authorized Signature: \_\_\_\_\_

**THIS FORM MUST ACCOMPANY ALL ORDERS PLACED WITH INNOVATIVE EXPO.  
PLEASE INDICATE BILLING ADDRESS FOR CREDIT CARD GIVEN ABOVE.**

EXHIBITING CO: \_\_\_\_\_ BOOTH # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### FURNITURE ORDER FORM

Discount pricing applies to orders placed by the date shown in the box above. Payment in full of rental charges must accompany your order to qualify for Discount rates. Charges include placing in booth ready for use.

<u>SKIRTED TABLE: 30" HIGH</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____ 2'X4'	\$114.00	\$153.00	\$_____
_____ 2'X6'	\$134.00	\$172.00	\$_____
_____ 2'X8'	\$155.00	\$192.00	\$_____
<u>SKIRTED COUNTER: 40" HIGH</u>			
_____ 2'X4'	\$138.00	\$176.00	\$_____
_____ 2'X6'	\$157.00	\$197.00	\$_____
_____ 2'X8'	\$170.00	\$210.00	\$_____
_____ Alternate Skirt Color	\$62.00	\$85.00	\$_____
_____ 4th Side Draping (for tables or counters)	\$62.00	\$85.00	\$_____

CIRCLE SKIRT COLOR: WHITE BLUE BURGUNDY RED TEAL PLUM BLACK HUNTER-GREEN

<u>UNSKIRTED TABLE: 30" HIGH</u>			
_____ 2'X4'	\$76.00	\$98.00	\$_____
_____ 2'X6'	\$90.00	\$115.00	\$_____
_____ 2'X8'	\$110.00	\$141.00	\$_____
_____ 30" Diameter Round Pedestal Table	\$146.00	\$184.00	\$_____

<u>UNSKIRTED COUNTER: 40" HIGH</u>			
_____ 2'x4'	\$82.00	\$103.00	\$_____
_____ 2'x6'	\$97.00	\$121.00	\$_____
_____ 2'x8'	\$120.00	\$155.00	\$_____
_____ 30" Diameter Round Pedestal Table	\$168.00	\$210.00	\$_____

<u>1 TIER RISER: (1-STEP)</u>			
_____ 4' RISER	\$66.00	\$84.00	\$_____
_____ 6' RISER	\$76.00	\$92.00	\$_____
_____ 8' RISER	\$86.00	\$110.00	\$_____

### ACCESSORY ORDERS

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____ Side Chair	\$65.00	\$85.00	\$_____
_____ Arm Chair	\$85.00	\$99.00	\$_____
_____ Stool (matches height of 40" counters)	\$95.00	\$121.00	\$_____
_____ Wastebasket	\$19.00	\$27.00	\$_____
_____ Easel	\$30.00	\$42.00	\$_____
_____ 4'x8' Poster Board (Vertical/Horizontal)	\$168.00	\$200.00	\$_____
_____ 2'x8' Black grid	\$85.00	\$110.00	\$_____
_____ Garment rack	\$84.00	\$116.00	\$_____
_____ Literature stand	\$76.00	\$107.00	\$_____
_____ Small Refrigerator	\$165.00	\$247.50	\$_____
_____ Bag holder	\$85.00	\$107.00	\$_____
_____ 22" x 28" sign holder	\$85.00	\$107.00	\$_____
_____ 6' full view showcase	\$375.00	\$495.00	\$_____
_____ Business card collection	\$16.00	\$21.00	\$_____

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

### CARPETING ORDER FORM

The exhibit area is not carpeted. (CONCRETE FLOOR)

#### CIRCLE CARPET COLOR:

Amount	Size	Discount	Standard	Total
	8 or 10 x 10'	\$156.00	\$228.00	
	" x 20'	\$312.00	\$444.00	
	" x 30'	\$468.00	\$663.00	
	" x 40'	\$624.00	\$884.00	
	" x 50'	\$780.00	\$1095.00	
Island Booth	20 x 20'	\$624.00	\$892.00	
"	20 x 30'	\$925.00	\$1314.00	
"	20 x 40'	\$1248.00	\$1752.00	

GRAY NAVY BLUE RED TEAL BLACK  
BURGUNDY HUNTER-GREEN

Prices include installation and taping of front edge only.

Padding Under Carpet:	\$1.35/Sq.Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Additional Taping:	\$0.87/Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Visqueen:	\$0.75/Sq.Ft. X (Size of Booth) (100 sq. ft. Minimum)	= \$

#### DELUXE CARPET

Deluxe carpet is available for one time rentals at very reasonable rates. Carpeting is 30 oz, stain resistant nylon. **(There is a minimum order of 200 square feet).** Must be ordered no later than 2 weeks prior to move in.

**COLORS:** Royal Blue, Navy Blue, Charcoal, Red, Spice, Teal, Hunter Green, Gray, Beige And Boysenberry. Please visit our website at [www.innovativeexpo.com](http://www.innovativeexpo.com) for more color selections.

**RENTAL PRICE:** Order includes installation, poly covering, and removal.

**CARPET COLOR:** \_\_\_\_\_ **BOOTH SIZE:** \_\_\_\_\_

**Formula:** Booth size \_\_\_\_\_ x \_\_\_\_\_ = SQ. FT. @ \$4.85/SQ.FT. = \$ \_\_\_\_\_

**EXHIBITOR:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



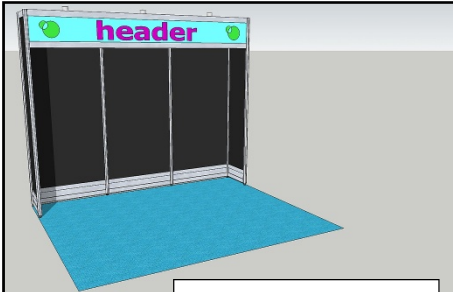
## Custom Booth Design Service

2013 DMC/DMSMS Conference  
Gaylord Palms Resort, Orlando, FL  
November 30 - December 5, 2013  
Advance Order Deadline: 11/11/13

**See next page for more package choices ►**

### "Classic" 10' Backwall

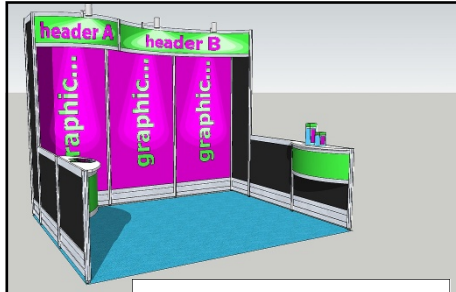
☐ \$1,500\* as shown



Package includes:  
Custom header **plus**  
overhead lighting for  
your display!

### "Curves" 10' Booth

☐ \$3,200\* as shown



Package includes:  
Curved headers,  
3 graphic panels **and**  
2 "floating" side counters!

### "Wings" 10' Booth

☐ \$5,500\* as shown



Package includes:  
Angled headers,  
6 graphic panels,  
backlighting, 4 counters  
**and** a matching pedestal!

### All Custom Booths Include:

- ◆ Carpet (standard colors, see below)
- ◆ Integrated overhead lighting  
*Electric service must be ordered separately from provider*
- ◆ Graphic panels as shown – **full-color printing included!**
- ◆ Your choice of white, black or blue rigid filler panels, wherever graphics are not being installed
- ◆ Labor to install and dismantle

### Available Upgrades:

- ◆ Built-in shelving and matching counters
- ◆ Velcro-ready fabric panels
- ◆ Deluxe carpet in 31 colors
- ◆ Siderails with or without side counters
- ◆ **Call for more!**

Want to see more possibilities? Visit  
[www.InnovativeEXPO.com/booths](http://www.InnovativeEXPO.com/booths)  
for options, or call Customer Service at  
760-343-2555 to discuss your design!

### Add a Matching Counter or Pedestal...

☐ Square Pedestal  
\$200\* (20" Square)

Choose your  
panel color:

- ☐ Black  
☐ White  
☐ Blue



☐ Single Counter  
\$300\* (40"wide x 20"deep)

Choose your  
panel color:

- ☐ Black  
☐ White  
☐ Blue



☐ Double Counter  
\$600\* (78"wide x 20"deep)

Choose your  
panel color:

- ☐ Black  
☐ White  
☐ Blue



Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Standard Carpet Color Choices: ☐ grey ☐ blue ☐ red ☐ teal ☐ black ☐ burgundy ☐ hunter green

Filler Panel Color Choices: ☐ black ☐ white ☐ blue ☐ Velcro ready – *call for a quote!*

Special Instructions: \_\_\_\_\_

\$ \_\_\_\_\_  
Total for this page

**\* ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE**

### **BOOTH CLEANING ORDER FORM**

**Note:** Vacuuming of rugs, sweeping of booths, emptying of wastebaskets is not included in your rental. To ensure your booth is show ready please order cleaning service.



**Charges are based on gross exhibit booth area with a 100 sq. ft. minimum.**

**Advance Orders:**

Daily vacuuming, emptying wastebaskets: \$.42/sq. ft with a minimum daily cleaning charge of \$42.00.

\_\_\_\_\_ Sq. ft. x \$.42 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Cleaning ordered on-site:**

Daily vacuuming, emptying wastebaskets: \$.52/sq. ft with a minimum daily cleaning charge of \$52.00.

\_\_\_\_\_ Sq. ft x \$.52 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Note:** Carpets that are subject to excessive wear and tear such as wood or metal shavings generated by demonstrations or food sampling add \$.25 per sq. ft.

To eliminate any misunderstandings regarding the invoice for this service, please bring any complaints to our immediate attention or inform show management. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night when service was to have been performed. No credits will be issued after the close of the show.

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**EXHIBITOR:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_

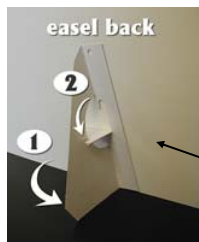
## Sign Order Form



Get attention with a Full Color Hanging Sign!	Qty	Size (w x h)	Price *
<b>Super Booth ID Sign Upgrade — now <i>twice the size!</i></b> Full-color artwork on rigid foam board for a smooth, sharp look.		<b>44" x 14"</b>	\$89.00
<b>Premium Hanging Signs — Get maximum impact!</b> Full-color artwork on rigid foam board, guaranteed to get noticed. Your artwork may have full bleeds (printed to edge of panel).		<b>6 ft x 2 ft</b>	\$239.00
		<b>Other sizes?</b>	Call ...
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.			add 50%



Color Easel Signs generate interest "up front"	Qty	Size (w x h)	Price *
<b>Premium Easel Signs — full color for the price of black &amp; white!</b> Photo-quality prints mounted on foam board. Your artwork may have full bleeds (printed to edge of panel). Need a different size, or a special shape? Call us for a quote!		<b>11" x 17"</b>	\$59.00
		<b>17" x 11"</b>	
		<b>22" x 28"</b>	\$89.00
		<b>28" x 22"</b>	
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.		<b>Any size</b>	add 50%



Tabletop Signs with Easel Backs	Qty	Size (w x h)	Price *
<b>Make your message <i>stand up</i> for your visitors!</b> Mounted on foam board. Your full color artwork may have full bleeds (printed to edge of panel). Or, send us a preprinted flyer or datasheet to mount for you! Self-supporting, with a folding easel-back.		<b>8-1/2" x 11"</b>	\$49.00
		<b>11" x 8-1/2"</b>	
		<b>11" x 17"</b>	\$59.00
		<b>17" x 11"</b>	
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.		<b>Any size</b>	add 50%

### Don't see exactly what you need?

Many more sizes and designs of graphics are available by custom order — call us to discuss your specific needs.

### Need help with your artwork?

Our in-house Graphic Designer is at your service...  
No matter what shape your artwork is in (even if it's only a sketch), we can quickly turn it into an eye-catching graphic!



Ordering Furniture?  
Add full-color graphics  
to your Pedestal or  
Counter — call us for  
details!

For more information and examples, visit the **Graphics and Signs** area at [www.InnovativeEXPO.com](http://www.InnovativeEXPO.com)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Total for this page

**\* ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE**

72-242 Watt Court, Thousand Palms, CA 92276 Ph. 760-343-2555 Fax 760-343-2533



### DRAYAGE INFORMATION / RATES

**In and out rates based on incoming weight only and are per shipment. All weights will be rounded up to the next 100 lbs.**

Check One: ☐ We plan to ship our materials to the Advance Shipment Warehouse.

☐ We plan to ship our materials direct to the exhibit site.

**ADVANCE SHIPMENTS TO WAREHOUSE:** Shipments will be received from carriers, with free storage, up to 30 days prior to set-up date, delivered to booth and delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor is furnished. This also includes the removal, storage, and return of empty crates and cartons when necessary.

We plan to ship on (date):	<b>Number of Pieces</b>	<b>Weight (Estimated)</b>
Our material should arrive on (date):	Crates:	
Carrier:	Cartons:	
Pro Number (if available):	Cases:	
Origin:	Misc.:	

<b>Standard Service Rates</b> Advance Shipments to Warehouse	<b>100 Lb. Increments (Insert Weight)</b>	<b>Rate Per 100 Lbs.</b>	<b>200 Lb. Min Per Shipment</b>	<b>Total</b>
Common Carrier (regular route LTL carriers)	LBS.	\$110.00	\$220.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$135.00	\$270.00	\$
Small Package ( <b>total</b> weight under 40 Lbs.)		First Carton \$50.00	Each Additional \$15.00 each	\$
Special Handling/ Late Shipments	LBS.	\$135.00	\$270.00	\$

**SHOWSITE FREIGHT RECEIVING:** Receipt of shipments from carriers at the exhibit hall, during installation period only from outside carrier or owner's vehicle, unloading, delivery to booth, and outbound delivery from booth to carrier at loading dock.

This includes loading equipment, labor, removal, storage, and return of empty crates/cartons when necessary.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bill of lading. Payment policy: All invoices must be settled at our service desk prior to the close of the show. Please return this form with your check or credit card information to Innovative Expo and retain a copy for your records. Exhibitor is responsible for surcharges, if any, due the hosting facility for receiving shipments on their behalf.

<b>Standard Service Rates</b> Show site Freight	<b>100 Lb. Increments (Insert Weight)</b>	<b>Rate Per 100 Lbs.</b>	<b>200 Lb. Min Per Shipment</b>	<b>Total</b>
Common Carrier (regular route LTL carriers)	LBS.	\$120.00	\$240.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$150.00	\$300.00	\$
Small Package—Same as Above				\$
Special Handling/ Late Shipments	LBS.	\$150.00	\$300.00	\$

**EXHIBITOR:**

**BOOTH #**

**ORDERED BY:**

**DATE:**



**RUSH! EXHIBIT MATERIAL**  
***Must arrive by: November 26, 2013***

TO: \_\_\_\_\_

*Exhibitor Name*

**ADVANCE  
SHIPMENT**

BOOTH # \_\_\_\_\_

**EVENT: DMS/DMSMS**  
c/o Innovative Expo, Inc. /YRC-KUB  
2895 Mercy Drive  
Orlando, FL. 32808  
**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**  
*This label is provided for your convenience.  
Please use it. Copies are acceptable.*

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**RUSH! EXHIBIT MATERIAL**  
***Must arrive by: November 26, 2013***

TO: \_\_\_\_\_

*Exhibitor Name*

**ADVANCE  
SHIPMENT**

BOOTH # \_\_\_\_\_

**EVENT: DMC/DMSMS**  
c/o Innovative Expo, Inc./YRC-KUB  
2895 Mercy Drive  
Orlando, FL. 32808  
**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**  
*This label is provided for your convenience.  
Please use it. Copies are acceptable.*

**RUSH! EXHIBIT MATERIAL**  
***Shipments must NOT arrive before:***  
***Saturday November 30, 2013 - 2:00pm***

TO: \_\_\_\_\_

*Exhibitor Name*

**DIRECT  
SHIPMENT**

BOOTH # \_\_\_\_\_

**EVENT: DMC/DMSMS**  
*c/o Innovative Expo, Inc./Gaylord Palms Resort*  
*3208 Gaylord Way*  
*Kissimmee, FL. 34746*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

***This label is provided for your convenience.***  
***Please use it. Copies are acceptable.***

**RUSH! EXHIBIT MATERIAL**  
***Shipments must NOT arrive before:***  
***Saturday November 30, 2013 - 2:00pm***

TO: \_\_\_\_\_

*Exhibitor Name*

**DIRECT  
SHIPMENT**

BOOTH # \_\_\_\_\_

**EVENT: DMC/DMSMS**  
*c/o Innovative Expo, Inc./Gaylord Palms Resort*  
*3208 Gaylord Way*  
*Kissimmee, FL. 34746*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

***This label is provided for your convenience.***  
***Please use it. Copies are acceptable.***

**IMPORTANT INBOUND SHIPPING INSTRUCTIONS**

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative Expo warehouse or the convention facility. **All shipments are to be labeled as follows:**

**Warehouse Receiving:**

To: Name of Exhibiting Company & Booth Number  
For: **DMC/DMSMS**  
c/o Innovative Expo/YRC-KUB  
2895 Mercy Drive  
Orlando, FL. 32808  
(760) 343-2555



Shipments must arrive at the warehouse no later than **November 26, 2013**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE HOTEL FACILITY PRIOR TO THE  
ASSIGNED DATE BELOW.**

Shipments that must be directed to show site can only arrive at the facility beginning on **Saturday November 30, 2013 @ 2:00pm**. Innovative Expo is not responsible, for loss or damages, for shipments that are delivered to the facility prior to that date. **Items shipped directly to show site and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed.**

**Facility Shipping:**

To: Name of Exhibiting Company & Booth Number  
For: **DMC/DMSMS**  
c/o Innovative Expo / Gaylord Palms Resort  
3208 Gaylord Way  
Kissimmee, FL. 34746

**OUTBOUND SHIPMENTS ARE TO BE PICKED UP AT THE FACILITY ADDRESS ABOVE**  
**ALL SHIPMENTS MUST BE SENT PRE-PAID.**  
**NO COD'S WILL BE ACCEPTED.**

**NOTE:** Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.

## **DRAYAGE LIMITS OF LIABILITY**

### **LIMITS OF LIABILITY AND RESPONSIBILITY**

1. Innovative Expo and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Innovative Expo and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
3. Similarly, Innovative Expo and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Innovative by the Exhibitors will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. Innovative Expo and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. Innovative Expo and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
6. Innovative Expo and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Innovative Expo in time to obtain the proper equipment.
7. It is understood that Innovative Expo, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Innovative Expo, or its subcontractors, it is understood that Innovative Expo, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Innovative Expo, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of the paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, by Innovative Expo, its subcontractors, or employees.
8. Innovative Expo, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or from any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage which are not submitted to Innovative Expo within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Innovative Expo, or its subcontractors, more than one (1) year after the accrual of the cause of action therefore.
10. The consignment or delivery of a shipment to Innovative Expo, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 9.

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL RISK COVERAGE. THIS CAN USUALLY BE DONE BY "RIDERS" TO EXISTING POLICIES.**



2013 DMC/DMSMS and Standardization Conference  
Gaylord Palms Resort, Orlando FL.  
November 30– December 5, 2013  
Advance order deadline: November 11, 2013

### AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

**If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo**

We hereby authorize **INNOVATIVE EXPO** to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the **DRAYAGE LIMITS OF LIABILITY** and we further agree to the following:

A. We have examined and reviewed the **DRAYAGE INFORMATION/RATES** page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment (s) and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's **LIMITS OF LIABILITY AND RESPONSIBILITY** as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss of damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

## LABOR ORDER FORM

### Display labor for Installation of exhibit:

**(Exhibitors must check in at the Service Desk before labor is dispatched)**

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR SUPERVISED: \_\_\_\_\_ EXHIBITOR SUPERVISED: \_\_\_\_\_ TIME: \_\_\_\_\_

COST ESTIMATE:

\_\_\_\_\_ # Persons X \_\_\_\_\_ Hours X \$ \_\_\_\_\_ Hourly Rate = \$ \_\_\_\_\_

(Please refer to labor rates below)

### Display labor for Dismantling of exhibit:

**(Exhibitors must check in at the Service Center before labor is dispatched)**

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR SUPERVISED: \_\_\_\_\_ EXHIBITOR SUPERVISED: \_\_\_\_\_ TIME: \_\_\_\_\_

COST ESTIMATE:

\_\_\_\_\_ # Persons X \_\_\_\_\_ Hours X \$ \_\_\_\_\_ Hourly Rate = \$ \_\_\_\_\_

(Please refer to labor rates below)

**For Dismantle Labor only, Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service request.**

Plans for exhibit assembly attached with order: \_\_\_ Yes \_\_\_ No

Number of containers: \_\_\_\_\_

Banding: \_\_\_\_\_ feet @ \$2.00 per foot = \_\_\_\_\_

Shrink Wrapping: \_\_\_\_\_ skids @ \$40.00 per skid = \_\_\_\_\_

### LABOR RATES

**Supervision Fee:** 25% of Hourly Rate

**Straight Time:** \$89.00 per hour/one hour minimum per person

(All hours Monday – Friday 8:30am-4:30pm)

**Overtime:** \$133.50 per hour/one hour minimum per person

( All hours Monday – Friday 4:30pm-8:30pm)

**Double time:** \$178.00 per hour/one hour minimum per person

(All hours Monday – Friday before 8:00am, after 8:30pm and all day Saturday, Sunday & Holidays)

Failure to utilize labor at the time ordered above does not guarantee that requested labor will be available on demand. We agree that if the pre-ordered labor is not utilized for any reason, the order is cancelled and the Cancellation Policy as outlined in this kit applies.

If you are utilizing a installation/dismantle company other than Innovative Expo please supply Innovative Expo with the name of the company, and a certificate of insurance must be provided to Innovative Expo by that company.

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$**  
**(Labor Not Taxed)**



2013 DMC/DMSMS and Standardization Conference  
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### FORKLIFT RENTAL FORM

The service is only available for work in booth area. Drayage charges will apply to booth properties, equipment and product.

Exhibits that require a forklift to complete installation, or dismantle.

The below rate includes: **Forklift and Driver.**

\$145.00 PER HOUR x \_\_\_\_\_ HOURS = \$\_\_\_\_\_ Between the hours of 8:00am to 4:30pm,  
Monday thru Friday.

\$225.00 PER HOUR x \_\_\_\_\_ HOURS = \$\_\_\_\_\_ Before 8:00am, after 4:30pm, Saturdays,  
Sundays and Union recognized holidays.

**IMPORTANT:** Please indicate below the date(s) and time(s) for which you are requesting the above service. Every effort will be made to have the equipment available at your requested time. Those exhibitors who pre-order will be given priority over on-site orders. Those exhibitors ordering on-site will be serviced in the order in which requests are received. **NOTE:** The weight limit of the forklift is 5000 lbs. Those exhibitors needing a larger lift must contact Innovative Expo prior to move-in to arrange adequate equipment. There will be an additional charge which will be quoted upon request.

**DATES:** \_\_\_\_\_ **TIMES:** \_\_\_\_\_

### VEHICLE PREPARATION AND SPOTTING FEE

Innovative Expo will provide the following services to those exhibitors who are displaying vehicles as part of their exhibit. Over-sized vehicles quoted individually, based on size and number .

**Note:** Fire marshal regulations require that the vehicle contain less than one gallon of fuel. Any vehicle, which arrives with more than one gallon of fuel, will not be permitted in the exhibit hall, until the fuel tank has been emptied to comply with the regulations. All vehicles will be pushed into and out of the exhibit hall.

#### Service Includes

Plastic sheeting applied to ballroom floor  
Tire wrapping  
Battery taping and disconnection  
Gas cap taping (if not lockable)  
Drip cloth under vehicle

**A flat fee of \$300.00 will be charged  
each vehicle for move-in/move-out.**

**DATES:** \_\_\_\_\_ **TIMES:** \_\_\_\_\_

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE:** \_\_\_\_\_ \$ \_\_\_\_\_



### EXHIBITOR ORDER RECAP

FURNITURE RENTAL TOTAL\*.....\$ \_\_\_\_\_

ACCESSORIES RENTAL\*.....\$ \_\_\_\_\_

CARPET & VISQUEEN RENTAL\*.....\$ \_\_\_\_\_

BOOTH CLEANING\*.....\$ \_\_\_\_\_

SIGNAGE\* .....\$ \_\_\_\_\_

DRAYAGE .....\$ \_\_\_\_\_

LABOR .....\$ \_\_\_\_\_

EXHIBIT RENTALS\* .....\$ \_\_\_\_\_

FORKLIFT RENTAL.....\$ \_\_\_\_\_

SALES TAX.....6.5% \$ \_\_\_\_\_  
(multiply taxable items marked with \* above)

**TOTAL DUE** ..... **\$** \_\_\_\_\_

I acknowledge and accept responsibility for the accuracy of the order and the payment for all services provided. I also acknowledge and agree to the terms and conditions provided herein.

**COMPANY NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Please Print)

**SIGNATURE:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_  
\_\_\_\_\_

## **INNOVATIVE EXPO SHOW SITE WORK RULES**

To assist you in planning for your participation in the forth-coming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

### **EXHIBIT LABOR**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, performance, testing, and/or maintenance of your products.

You may install, or dismantle, your exhibit display if one person can accomplish the task in less than 1/2 hour, without the use of tools. If your exhibit installation or dismantling, requires more than 1/2 hour, you must use union personnel supplied by Innovative Expo. To secure labor, please use the Labor Order Form enclosed in your exhibitor service kit. You will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Orlando, FL. on a one-to-one basis.

### **FREIGHT HANDLING**

Members of this union claim jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Exhibitors who hand carry materials onto the show floor will not be permitted vehicle access to the loading dock and/or freight doors. All such vehicles must be parked in the designated "exhibitor parking lot".

### **HELPFUL TIPS FOR EXHIBITORS**

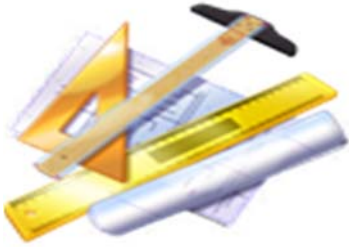
1. Place your orders with payment before the deadline to avoid "standard pricing". The deadline is strictly enforced and will not be waived for any reason.
2. Ship your exhibit materials as early as possible. We will store your materials up to 30 days prior to move-in at no charge. Please review deadlines for receiving of freight to avoid additional charges.
3. Call our office at least two working days prior to move-in to confirm the arrival of your shipments. This allows time for tracking or re-shipping before the show.
4. Innovative Expo uses Yellow Freight Systems exclusively for re-shipping material at the close of the show.
5. If you choose to use another carrier, your representative on the show floor must:

\*Provide Innovative Expo with the name of the carrier and copy of bill of lading or air bill

\*Contact the carrier to arrange pick up

\*Be aware of the time deadline for clearing the show floor to avoid forcing the shipment onto our or corresponding designated carriers. This time varies with each event, it is best to check with Innovative Expo if there is any questions.

6. Your representative must be prepared to settle any balances due at show site before the close of the show. Innovative Expo does not invoice for show rentals or services.



**NON-OFFICIAL CONTRACTOR FORM**

MAIL OR FAX WITH INSURANCE CERTIFICATE TO:  
INNOVATIVE EXPO, INC.  
72-242 Watt Court, Thousand Palms, CA 92276  
(760) 343-2533 fax

**EVENT or SHOW:** \_\_\_\_\_ **BOOTH NUMBER(S):** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If your company plans to use a firm other than INNOVATIVE EXPO to erect or dismantle your exhibit, this form must be filled out completely and returned to Innovative Expo no later than (30) days prior to show opening.

**DEFINITION:** A Non-Official Service Contractor is any company, other than Innovative Expo, that an exhibitor wishes to use and which will require access to the exhibit hall before, during, or after the show. No permission will be given to a Non-Official Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering.

**EXHIBITING COMPANY CONTACT AT SHOW:** \_\_\_\_\_

**EXHIBITOR APPOINTED CONTRACTOR:** \_\_\_\_\_

**EAC CONTACT AT SHOW:** \_\_\_\_\_

**TYPE OF SERVICE TO BE PERFORMED:** \_\_\_\_\_

**24 HOUR PHONE CONTACT #:** \_\_\_\_\_

**EMAIL ADDRESS FOR APPOINTED CONTRACTOR:** \_\_\_\_\_

- NOTE:** 1. Please inform your Non-Official Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE at least (30) days prior to show date or they will not be permitted to service your exhibit. The Certificate must name Innovative Expo, Inc. at the address above as the certificate holder.
2. They **MUST** comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.
3. It is the responsibility of the exhibiting company to see that each representative of Non-Official Contractors abides by the official rules and regulations of this event.

## **FIRE DEPARTMENT REGULATIONS FOR EXHIBITORS**

### **A. BOOTH DECORATIONS:**

All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo, and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

### **B. VEHICLES/INTERNAL COMBUSTION ENGINES:**

Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking type gas caps or sealed with tape. The level of gas in tanks cannot exceed one gallon. Garden tractors, chainsaws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.

### **C. COMBUSTIBLES:**

Literature on display shall be limited to reasonable quantities. Reserve supplies be kept in closed containers and stored in a neat and compact manner. No empty cardboard boxed or combustible materials may be stored on or near any electrical wiring in the spaces behind any display.

### **D. OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth construction, tables, chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

### **E. ELECTRICAL EXTENSIONS CORDS:**

All extension cords shall be ground fault interrupter protected and/or over current protected. No additional taps are to be in any device. All extension cords shall be of 12/3 gauge wire. All spliced wires are prohibited.

### **F. COMPRESSED CYLINDERS:**

Compressed cylinders must be secured to a stand. Compressed flammable gases are prohibited inside a building, this includes acetylene, hydrogen, propane, butane, and L.P.G.

### **G. COOKING AND/OR WARMING DEVICES:**

Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g. U.L., F.M. Decorative candles, oil lamps, torches, candle lamps and non-vented cooking devices are prohibited.



Greetings Exhibitors,

We're proud to have been selected by DMC/DMSMS & Standardization as the host facility for your upcoming trade show, held December 2, 2013.

In 2007, Gaylord Palms Resort was named a **Certified Green Lodging facility** by the state of Florida. In addition, we have launched a new ongoing initiative, called "GET Green" to identify and spearhead ways to lessen our environmental impact.

As part of this program, we measure energy consumption, water use and waste, setting targets for continuous reductions in these areas. We invite you to join us in protecting the environment by utilizing the programs in place.

**During your trade show, you will have opportunities to help with the following:**

- ♻ Cardboard recycling
- ♻ Paper recycling
- ♻ Plastic recycling
- ♻ Towel & linen reuse program in guest rooms
- ♻ Surplus "show floor" donations to local charities

For more information about these exhibitor-specific programs, please contact your Gaylord Palms Exhibit Hall Floor Manager, by calling 407-586-2234. For details about Gaylord Palms' "Eco-Logical" programs, please visit [www.gaylordhotels.com/getgreen](http://www.gaylordhotels.com/getgreen).

Conveniently stay connected to the dining options and amenities available during your trade show at Gaylord Palms with our iPhone app, available for download at [www.gaylordhotels.com](http://www.gaylordhotels.com).

Sincerely,

Suzette Cruz  
Exhibit Hall Floor Manager  
Gaylord Palms Resort & Convention Center



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord Palms Resort & Convention Center  
Attn: Exhibit Service Representative  
3208 Gaylord Way, Kissimmee, Florida 34746  
407-586-2234 Fax 407- 586-2279  
GPExhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE – November 11, 2013**

- ❖ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. Checks and cash are not accepted. All pricing is subject to change without notice.
- ❖ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- ❖ In accordance with the Osceola County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- ❖ The Gaylord Palms Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- ❖ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.
- ❖ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- ❖ Stick-on decals (except name tags) may not be distributed or used in the convention center.
- ❖ Holes may not be drilled or punched into any surface in the convention center.
- ❖ The painting of exhibits or signs is not allowed inside the convention center.
- ❖ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any painted surface in the convention center.
- ❖ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- ❖ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. All tape is to be removed from the floor at the end of the event.
- ❖ The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- ❖ Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Osceola County Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- ❖ The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- ❖ Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- ❖ Multi-level exhibit booths or any covered exhibit booths over 300 sq ft must be protected by an automatic extinguishing system. In accordance with the Life Safety Code subject to the approval of the Fire Marshall, booth may be attended and protected by Osceola County Emergency Services Fire Watch Personnel in lieu of automatic sprinkler requirements. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Two sets of drawings, signed and sealed by a licensed engineer must be submitted for approval. Cost of fire watch personnel is determined by Osceola County Fire and Rescue. Contact the Fire Marshall's office for more information at 407-742-6200 or visit: <http://www.osceola.org/index.cfm?lsFuses=Department/FireMarshal/36748>.
- ❖ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Osceola County Fire and Rescue Services.
- ❖ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord Palms Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact FED EX. The Official Service Contractor material handling includes unloading your exhibit material, storage up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and the removing of material from the booth for reloading onto outbound carriers. Please call your Official Service Contractor with any shipping questions.
- ❖ FED EX provides Executive Shipping Solutions and can be contacted at 407.586.2599.
- ❖ **GUIDELINES FOR ALL CARPETED AREAS**
- ❖ The following policy and procedure will be in effect for all areas of the hotel with existing carpet.
- ❖ Gaylord Palms Resort does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- ❖ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- ❖ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- ❖ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- ❖ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.



## NOTICE OF INTENT TO USE EXHIBITOR-APPOINTED CONTRACTOR

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
Attn: Exhibit Service Representative  
3208 Gaylord Way, Kissimmee, Florida 34746  
407-586-2234 Fax 407-586-2279  
GPExhibits@gaylordhotels.com

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor manual as the provider of a specific service and requires access to you booth during installation and dismantling.

Due to security purposes, exhibitors who choose to use these contractors must complete this form and supply Gaylord Palms Resort & Convention Center™ with the contractors Certificate of Insurance. Listed below are the insurance requirements and Indemnification.

Contract/Display House: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
On-Site Contact \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
On-Site Vehicles: \_\_\_\_\_

### INSURANCE CLAUSE

At all times during the term, contractor shall carry and maintain in full force and effect, at his sole expense, the following insurance policies with insurance companies reasonably acceptable to the hotel and admitted to do business in the State of Florida. Upon execution of this agreement, contractor shall provide an insurance certificate naming the hotel as an additional insured and evidencing the insurance coverage described below

- a) Comprehensive General Liability insurance with limits of not less than \$2,000,000 each occurrence and annual aggregate;
- b) Business Automobile Liability insurance covering all vehicles used in connection with this agreement with limits of not less than \$1,000,000 each accident; and
- c) Workers' Compensation insurance in accordance with the provisions of the Workers' Compensation Act in the State of Florida.

### INDEMNIFICATION

- a) Indemnification of the Hotel. To the fullest extent permitted by applicable law, contractor agrees to release, indemnify, defend and hold harmless the hotel and all affiliated parties, their officers, shareholders, directors, agents and employees of and from any and all liability, claims, liens, demands, actions and causes of action whatsoever (including reasonable attorney's fees and costs) arising out of or related to any loss, cost, damage or injury, including death, caused or arising from contractor's misconduct or negligent acts, error or omissions of contractor, its employees, officers, directors, agents, independent contractors or subcontractors in connection with the services or any breach of this agreement by contractor.
- b) Indemnification of Contractor. To the fullest extent permitted by applicable law, the hotel agrees to release, indemnify, defend and hold harmless contractor and his affiliates, officers, directors, agents and employees of and from any and all liability, claims, liens, demands, actions and causes of action whatsoever (including reasonable attorney's fees and costs) arising out of or related to any loss, cost, damage or injury, including death, caused by or arising from the hotel's misconduct or negligent acts, errors or omissions of hotel's employees, officers, directors, agents, independent contractors or subcontractors in connection with the services or any breach of this agreement by the hotel.
- c) The provisions contained in this section shall survive the termination of this agreement, as provided herein.



**CREDIT CARD AUTHORIZATION FORM**

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
Attn: Exhibit Service Representative  
3208 Gaylord Way, Kissimmee, Florida 34746  
407-586-2234 Fax 407-586-2279  
GPExhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE - November 11, 2013**

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Gaylord Palms Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS/CB, JCB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. **Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay of any additional services either in advance or on-site.

Print Name:	Signature:
_____	_____
_____	_____
_____	_____
_____	_____

**RATE INFORMATION AND APPROVED CHARGES - Required**

☐ All Charges ☐ Network/Telecommunications ☐ Electrical/Utility Services (labor and materials) ☐ Food and Beverage ☐ Security Services ☐ Floral

**CARDHOLDER INFORMATION – Required**

☐ Amex ☐ Visa ☐ MasterCard ☐ Discover ☐ Diners/CB ☐ JCB

Name as it appears on the credit/debit card: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address (statement): \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternative Number: \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

Cardholders Name (printed): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ELECTRICAL/UTILITY SERVICES

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 GPExhibits@gaylordhotels.com  
**ADVANCE PRICE DEADLINE - November 11, 2013**

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. **Checks and cash are not accepted.**
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
- All equipment and services are subject to a 7% sales tax.

**SCALED FLOOR PLANS** - A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord Palms Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. All power provided is 24 hour. For your convenience, the Gaylord Palms Resort & Convention Center will staff a service desk during exhibitor set-up.

**WATER AND DRAINAGE - Water** - Hotel supplies 1/2" male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. **Drainage** - Depending on location of exhibit, a pump may be required at an additional cost.

**EQUIPMENT** - All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord Palms Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted.

Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 3 wire, grounded type.

### ELECTRICAL LABOR

Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

### LABOR RATES:

Mon - Fri: 8:00a.m. To 5:00p.m. \$90.00  
 Mon - Fri: 5:00p.m. To 8:00a.m. \$140.00  
 Sat, Sun and all recognized holidays \$140.00

Labor will be billed at the end of the show.

### ELECTRICAL CONNECTIONS

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

Each outlet is considered one actual plug in.

**\* All equipment utilizing nominal 208 voltages must have appropriate male plug. Please list (NEMA) No.**

**NOTE: Labor and materials will be billed at the end of the show. All pricing is subject to change without notice.**

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

VOLTS	MAX WATTS	AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	4	Single	\$158.00	\$226.00		\$
120	1,000	8	Single	\$185.00	\$264.00		\$
120	1,500	12	Single	\$217.00	\$311.00		\$
120	2,000	20	Single	\$257.00	\$367.00		\$
*208	3,300	20	Single	\$304.00	\$433.00		\$
*208	5,700	20	Three	\$434.00	\$620.00		\$
*208	5,000	30	Single	\$411.00	\$587.00		\$
*208	8,600	30	Three	\$610.00	\$871.00		\$
*208	9,900	60	Single	\$867.00	\$1,237.00		\$
*208	17,000	60	Three	\$1,250.00	\$1,786.00		\$
Compressed Air (Hotel supplies 1/2" D quick release female connection CFM required. Labor included.)				\$185.00			\$
Water (Per hook-up. Labor included. Not available in Ballrooms)				\$185.00			\$
Drainage (Available depending on location of exhibit. Labor included. Not available in Ballrooms)				\$140.00			\$
One-Time Fill & Drain (up to 100 gallons, labor included)				\$125.00			
Cable Television (Labor included)				\$210.00			\$
1 Outlet Extension-cord				\$25.00			\$
6 Outlet Multi-strip				\$15.00			\$
6 Outlet European Multi-strip				\$28.00			\$
120V to 220V Transformer (For European power)				\$150.00			\$

Office Use Only

ELO: \_\_\_\_\_

AUTH: \_\_\_\_\_

## Gaylord Palms Resort and Convention Center Information Technology Terms, Conditions and Regulations

### GENERAL:

- ❖ Installation of telephone, telecommunications, network and cabling services within the Gaylord Palms Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- ❖ All prices are for rental of services only. Material and equipment furnished by the Gaylord Palms Resort and Convention Center for telecommunication services shall remain the property of the Gaylord Palms Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Palms Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$600.00 charge for lost or damaged Polycom device, a \$150.00 charge for lost or damaged telephone sets and a \$500.00 charge for lost or damaged network equipment. The Gaylord Palms Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- ❖ Under no circumstances shall anyone other than the Gaylord Palms Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Palms Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- ❖ Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord Palms Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- ❖ All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- ❖ Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Palms Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- ❖ Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$105.00/hour (advanced -- scheduled) and \$160.00/hour (standard -- non-scheduled).
- ❖ Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Palms Resort and Convention Center will resolve disputes in a timely manner.

### NETWORK | INTERNET | WIRELESS:

- ❖ The network connections provided by Gaylord Palms Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Palms Resort and Convention Center will facilitate communications between the Gaylord Palms Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Palms Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- ❖ Users of Gaylord Palms Resort and Convention Center services shall not disrupt any of the Gaylord Palms Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Palms Resort and Convention Center or other associated networks. Gaylord Palms Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- ❖ Gaylord Palms Resort and Convention Center reserves the right to troubleshoot with tools such as Wireshark, Sniffer Pro, FLUKE network analyzers, etc. Gaylord Palms Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities is observed. After disconnection, isolation and quarantine assistance will be given.
- ❖ All devices for which the Gaylord Palms Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Palms Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Palms Resort and Convention Center network, will the customer use or run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- ❖ The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as an On Site Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
- ❖ Wireless Specific (802.11a,b,g): The Gaylord Palms Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. To be considered for authorization to use an 802.11a/b/g/n wireless device, please contact the Gaylord Palms IT department via e-mail to dcrawford@GaylordHotels.com and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.
- ❖ Internet Performance Disclaimer: Gaylord Palms Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Palms Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a 100Mbps and a DS3 (45Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to almost any location on property.
- ❖ Internet Security Disclaimer: Gaylord Palms Resort and Convention Center does not provide security, such as but not limited to intrusion detection and suppression, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Palms Resort and Convention Center; its agents and contractors harmless for any and all liabilities arising from the use of non-secured data circuits.
- ❖ All bandwidth in this document refers to bits, never bytes. Example: Mbps is megabits-per-second.



**NETWORK & TELECOMMUNICATION SERVICES**  
 Fax or Mail to: Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax (407) 586-2279  
[GPEXhibits@gaylordhotels.com](mailto:GPEXhibits@gaylordhotels.com)

**ADVANCE PRICE DEADLINE - November 11, 2013**

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
**Ordering Instructions**

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
- All equipment and services are subject to a 7% sales tax.**

**NETWORK & TELECOMMUNICATIONS CONNECTIONS** - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or floor, in the most convenient manner.

**Telephone Usage Rates:**

	QTY	Advance Rate	Standard Rate	Total
<b><u>Wireless Shared Internet Access</u></b>				
Wireless Internet	_____	\$200.00	\$250.00	_____
Please choose a User ID (Minimum 4 characters) : _____				
Please choose a Password (Case sensitive) : _____				
<b><u>Wired Shared Internet Access</u></b>				
High-Speed Internet Access (1st Device)	_____	\$790.00	\$1,050.00	_____
Additional Connection	_____	\$315.00	\$370.00	_____
Additional Device (customer provided hub/switch)	_____	\$265.00	\$315.00	_____
Private Static IP Address	_____	\$55.00	\$80.00	_____
<b><u>Wired Dedicated Lite Internet Access – Dedicated</u></b>				
1.0 Mb/sec (One Device Only, Routers/Switches Prohibited)	_____	\$1,050.00	\$1,315.00	_____
<b><u>Wired Dedicated Internet Access – Dedicated Private VLAN</u></b>				
3.0 Mb/sec	_____	\$6,300.00	\$7,875.00	_____
6.0 Mb/sec	_____	\$9,450.00	\$11,815.00	_____
12.0 Mb/sec	_____	\$15,750.00	\$19,700.00	_____
Public IP Address	_____	\$30.00	\$40.00	_____
<b><u>Telecommunication (Telephone) Services</u></b>				
Standard DID telephone/fax/modem line	_____	\$315.00	\$370.00	_____
ISDN BRI service	_____	\$735.00	\$895.00	_____
Standard Desk Telephone	_____	\$35.00	\$45.00	_____
<b>Labor - Troubleshooting / Move / Change</b>	_____	\$105.00	\$160.00	_____

**Local**  
 9 + Number (There is no access charge for the first 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)  
**Direct Long Distance (Gaylord Palms Resort's Long Distance Carrier is AT&T)**  
 9 + 1 + Area code + number - Gaylord Palms Resort long distance calls are billed at AT&T operator assisted day rates plus \$2.25 access charge plus 65% surcharge.  
**Toll-Free Calls**  
 9 + 1 + Toll number (There is no access charge for toll-free calls (including 800 modems) under 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)  
**Credit Cards**  
 To access carrier of choice for calling card calls: For Example: For AT&T: Dial 9 - 1010 - 2880, Wait for instructions.  
**International**  
 9 + 011 + Country code + City code + number - Gaylord Palms Resort international calls are billed at AT&T operator assisted day rates plus \$4.50 access charge plus 65% surcharge.  
**For Operator Assistance, Credit Card or Collect Calls**  
 Dial 9 + 0 and follow the automated instructions. Auto Collect, Operator Assisted and Calling Card calls will be billed through your local serving telephone company, or AT&T, or through Integretel, 2540 Fourtune Way, Vista, CA 92083.  
**Directory Assistance**  
 Local/Long Distance 9 + 411 \$1.00 access fee  
 AT&T Operator 9 + 00 \$1.00 access fee  
**Applicable taxes will be added. \*Rates subject to change.**  
 The first (20) minutes of all local, 800 number, credit card and third party billed calls are included in the \$10.00 Resort Service fee. **Each additional minute after the first (20) minutes will be billed at a rate of ten (10) cents per minute.**

Office Use Only  
 ELO: \_\_\_\_\_  
 AUTH: \_\_\_\_\_

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Consumer complaints may be directed to:  
 F.C.C. Common Carrier Bureau Enforcement  
 Division Informal Complaints Suite 6202  
 Washington D.C. 20554. For Customer inquiries and rate information, dial 1-800-777-2522.



## FOOD & BEVERAGE

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
6000 W. Osceola Parkway  
Kissimmee, Florida 34746  
407-586-2234 Fax (407) 586-2279

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Ordering Instructions:

1. Fill out this form completely, including Credit Card Authorization Form, and fax to 407-586-2279.
2. Gaylord Palms Resort & Convention Center hold exclusive rights to all food and beverage. No outside food or beverage is allowed in the exhibit hall without prior permission from a hotel representative
3. All Food and Beverage items listed are subject to a 24% taxable service charge and 7% sales tax denoted by the "++". All non-food items are subject to 7% sales tax.
4. Prices subject to change without notice.
5. Food and beverage ordered through the hotel will be supplied with proper service ware and utensils.
6. Vendor product samples are permitted in 2-3 ounce sample sizes. Fees for necessary storage, ice, and set-up will apply.

## BOOTH ENHANCEMENTS

Item	Cost	Quantity
<b>Old Fashioned Popcorn Machine</b> Freshly Popped Buttered Popcorn Minimum Order: (100) Bags	\$4.50++ per bag \$175 Attendant fee (3 hours)	
<b>Cookie Oven</b> <b>Freshly Baked Cookies</b> –Chocolate Chip or Oatmeal Raisin Minimum Order: (10) Dozen Cookies	<b>Cookies - \$59++ per Dozen</b> \$150 Daily Machine Rental \$175 Attendant fee (3 hours)	
<b>Haagen Daz Ice Cream Cooler</b> Frozen Ice Cream & Fruit Bars Minimum Order: (100) Bars	\$6.25 Each No Attendant Needed	
<b>Nitrogen Ice Cream Bar</b> The World's Most Unbelievable Ice Cream! Made to Order, Choose 2 Flavors	Call for pricing Includes Attendant <i>*Pricing based on tradeshow volume and hours of service.</i>	
<b>Espresso Events Machine and Barista</b> Full Service In-Booth Coffee Bar	Call for pricing* Includes Attendant <i>*Pricing based on tradeshow volume and hours of service.</i>	
<b>Island Oasis Machine</b> Frozen Non-Alcoholic & Alcoholic Beverages Strawberry, Mango, Pina Colada and Ice Cream Flavors Minimum Order: (100) Beverages	Alcoholic \$9.00 Each Non-Alcoholic \$6.00 Each \$175 Attendant fee (3 hours)	

## RECEPTION PLATTERS

Item	Cost	Quantity
<b>Fiesta Chips &amp; Dips</b> Tri-Color Tortilla Chips, Queso Dip, Salsa, Sour Cream Guacamole (Serves 25)	\$300.00++ per Platter	
<b>Chilled Fresh Vegetable Platter</b> Baby Carrots with Orange Cilantro Sauce Celery Sticks with Gorgonzola Spread Belgian Endive Leaves with Hummus Dip Cucumber with Vidalia Onion and Fresh Dill Sauce (Serves 25)	\$400.00++ per Platter	
<b>Imported &amp; Domestic Cheese Platter</b> Gourmet Crackers (Serves 25)	\$450.00++ per Platter	
<b>Antipasto Display</b> Cubed Italian Meats & Cheeses Grilled Marinated Vegetables Sliced Italian Bread & Breadsticks (Serves 25)	\$650.00++ per Platter	
<b>Individual Bowls of Cubed Fresh Fruit</b> Honey Yogurt Dip (Serves 25)	\$250.00++ per Platter	
<b>Pastry Chef's Selection of Miniature Desserts</b> Cream Puffs, Petit Fours, Fruit Tartlets and Other Individual Desserts (Serves 25)	\$300.00++ per Platter	

## A LA CARTE

Item	Cost	Quantity/Type
Freshly Brewed Regular and Decaffeinated Coffee	\$85.00++ per Gallon	
White Lion Hot Tea	\$85.00++ per Gallon	
Iced Tea, Natural Lemonade or Tropical Fruit Punch	\$77.00++ per Gallon	
Assorted Soft Drinks	\$5.50++ Each	
Sparkling and Non-Carbonated Mineral Waters	\$5.75++ Each	
<b>Bottled Gatorade</b> , Bottled Fruit Juices,	\$5.75++ Each	
Energy Drinks	\$5.75++ Each	
Water Station	\$125.00 Daily Rental (includes One (5) Gallon Water Jug) Additional Jugs \$125.00 Each	
Bakeshop Specialties, Preserves & Butter or Bagels & Cream Cheese	\$61.00++ per Dozen	
Assorted Granola & Popular Candy Bars	\$4.75++ Each	
Individual Bags of Chips, Pretzels & Popcorn. Peanuts or Trail Mix	\$4.50++ Each	
Jumbo Homemade Cookies Or Brownies	\$59.00++ per Dozen	
Gourmet Cupcakes		
Pineapple Rum, German Chocolate, Red Velvet & White Chocolate Raspberry	\$72.00++ per Dozen	
Cake Pops	\$55.00++ per Dozen	
Rice Krispy Treats		
Original, S'mores & Candy	\$59.00++ per Dozen	
Whole Fruit	\$4.00++ Each	
Ice	\$1.00 per Pound (10 Pound Minimum)	

### BEVERAGE LIST (Unopened Items are Non-Returnable)

Domestic Beer \$7.00++ Each (Requires Bartender)	Imported Beer \$7.75++ Each (Requires Bartender)	Wine \$46.00++ per Bottle (Requires Bartender)
(please indicate # of each) <input type="checkbox"/> Miller Light <input type="checkbox"/> Sierra Nevada Pale Ale <input type="checkbox"/> Michelob Ultra <input type="checkbox"/> Non-Alcoholic	(please indicate # of each) <input type="checkbox"/> Milk Stout <input type="checkbox"/> Stella Artois <input type="checkbox"/> Corona Light	(please indicate # of each) <input type="checkbox"/> Cabernet Sauvignon <input type="checkbox"/> Merlot <input type="checkbox"/> Chardonnay <input type="checkbox"/> White Zinfandel <input type="checkbox"/> Freixenet Blanc de Blancs

1<sup>st</sup> DATE SERVICE IS REQUIRED:

START/END TIME:

2<sup>nd</sup> DATE SERVICE IS REQUIRED:

START/END TIME:

3<sup>rd</sup> DATE SERVICE IS REQUIRED:

START/END TIME:



## SECURITY SERVICES

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 GPExhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE - November 11, 2013**

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Ordering Instructions

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
2. **Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.

Gaylord Palms Resort & Convention Center will provide Security Services exclusively. Security labor rates are subject to change. A 4-hour minimum is required on all security labor.

Advance Rate: \$35.00 per Man-hour  
 Standard Rate: \$42.00 per Man-hour  
 Fire Watch: \$45.00 per Man-hour

- A worker may be released if they are no longer needed after they have worked the minimum 4 hours.
- Any changes or elimination of a worker will require 24-hour notice. Without 24-hour notice, the event will be required to pay the original charges for the worker that is canceled.
- All worker hours over 40 will be considered overtime and charged at the rate of time and ½.
- In the event Gaylord Palms Security cannot fill the required shifts with Gaylord Palms Personnel, the Security Department will be required to hire staff from an outside agency. The staffing fees will be at the standard rate.
- Subject to 7% Sales Tax.

### Security Personnel

Date	Begin Time	End Time	# Security Personnel	Hourly Rate

Office Use Only

ELO: \_\_\_\_\_

AUTH: \_\_\_\_\_

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_





**FLORAL ARRANGEMENTS & LINENS**  
**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 (407) 586-2219 Fax (407) 586-2279  
 GPExhibits@gaylordhotels.com  
**ADVANCE PRICE DEADLINE - November 11, 2013**

Event Name: DMC/DMSMS & Standardization Event Dates: December 2, 2013  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

**Ordering Instructions**

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.

Standard Arrangements*	Advance Price	Standard Rate	Quantity	Total
Small Seasonal Vase - 12" high	\$35.00	\$44.00		
Large Seasonal Vase - 18" high	\$55.00	\$69.00		
Small Tropical Arrangement - 16" high	\$65.00	\$82.00		
Large Tropical Arrangement - 24" high	\$85.00	\$107.00		
Flower selection and colors may change based on season and market availability*				
<b>Greens &amp; Blooming Plants &amp; Trees</b>				
3-4' Green Plant in basket _____ White _____ Natural	\$40.00	\$50.00		
5-6' Palm in basket _____ White _____ Natural	\$60.00	\$70.00		
5-6' Top-dressed Palm: _____ White _____ Lavender _____ Bronze	\$110.00	\$120.00		
Large Fern (18" - 24" spread)	\$30.00	\$35.00		
Specialty Plants (Orchid Plant, Bromeliads or Call of Additional Availability)	\$65.00	\$75.00		
Dish Garden	\$55.00	\$65.00		
Seasonal flowering potted plant in 6" foil container (Mums, Azaleas, Kalanchoe)	\$20.00	\$25.00		
Rectangular Window Box (Foliage and flowering plants, call for availability)	\$150.00	\$165.00		
<b>SPECIAL MONEY SAVING PACKAGE</b>				
Three 3-4' Green Plant and One Seasonal flowering potted plant (\$140.00 - \$175.00 value)	\$133.00	\$166.00		
<b>Custom Services</b>				
Choose and guarantee up to 3 colors; available on pre-ordered Arrangements only per color	\$10.00	\$15.00		
Colors: _____				
Specialty floral arrangements require a minimum of \$150.00. Please call for pricing				
<b>Linens</b>				
Circle Color Selection: Black White Blue Chocolate Red				
Linen for 6'L x 30"H Table	\$35.00	\$45.00		
Linen for 3'W x 30'H Round Table	\$20.00	\$30.00		

Orders cancelled less than 5 business days prior to show shall be subject to a 50% cancellation fee.

Date of Delivery: \_\_\_\_\_

AM Deliveries will be made between 9:00am-10:45am and PM Deliveries will be made between 1:30pm-3:30pm.

Please check one: AM Delivery \_\_\_\_\_ PM Delivery \_\_\_\_\_

Any requests received within 2 business days of the show will be charged at market price and will consist of the Floral Designers' choice of flowers and colors.

For questions, please contact Bethanny Lahey – Floral Designer at 407-586-2109 or [blahey@gaylordhotels.com](mailto:blahey@gaylordhotels.com)

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_



## BOOTH LAYOUT

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 GPExhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE - November 11, 2013**

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 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Please indicate placement of Electrical/Utility and Telecommunication services ordered if outside of standard placement.**

**BACK**

**LEFT**

**RIGHT**


**FRONT**

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

## Gaylord Rigging Rates and Regulations

***PS-AV is proud to serve as the exclusive in-house rigging contractor for the Gaylord Palms, Gaylord Texan and the Gaylord Opryland. These Hotels are equipped with permanent rigging point systems in the Ballrooms as well as the Exhibit Halls. As part of a comprehensive overhead safety and risk management program, the systems are annually load tested and inspected.***

We are required to approve all rigging designs and provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

### **Rigging Equipment Guidelines**

- A scissors lift is required for all rigging calls at the hotel. PS-AV has lifts on site and available for rental. All lifts used in the Hotel must have white, non-marking tires and be in good repair, construction or outdoor lifts will not be allowed in the hotel
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel "safety" is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PS-AV.

### **PS-AV on-site practices**

- All rigging calls shall consist of one Rigging Supervisor and one Rigging Assistant. If there is a need for additional riggers, PS-AV will fulfill any and all needs. Any calls extending past (4) hours will be billed hourly per the rate card. The number of Rigging Assistants required will be decided by PS-AV based on the size and production schedule of the event.
- PS-AV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we have to offer to assist you in a safe and cost effective event.
- PS-AV will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

### **Banner & Signage**

- All signs, banner, and decorations must be hung by PSAV whether in the ballroom, Exhibition Hall, Lobbies, Atriums or Gazebos. Banner placement inside or outside of ballrooms and/or meeting rooms, must be approved in advanced through Conference Services.
- Banners and Sign exceeding quantities (3) will be priced on a (4) hour minimum basis.
- Banners or Signs with weights over 20 lbs may require a Chain Motor and truss.
- A scissor lift is required to hang all banners, signs, truss, etc. **SCISSOR LIFT CHARGES ARE IN ADDITION TO THE LABOR RATES QUOTED.**

The following federal Holidays are billed at double time: Christmas, Veteran's Day, Thanksgiving Day, Independence Day, President's Day, New Years Day, Memorial Day, Martin Luther King Day, Presidential Election Day, and Labor Day.

- Please allow us the opportunity to provide you with an estimated budget that will clearly identify your labor costs and overtime rules.
- Time and one half rates will apply after eight (8) hours and double time rates will apply after sixteen (16) hours.
- Short turnaround rates will apply if there is less than eight (8) hours off between calls.
- 4 hour minimum calls apply.
- A Meal break is required every (5) hours.
- Services that are cancelled with less than (72) hours notice will be billed at published rates.
- **Services that are scheduled with less than (14) days notice will be billed at double time rates.**

All changes in labor calls must be called to the Presentation Services Rigging Supervisor.  
Onsite staff cannot change call times. *All prices and rates are subject to change.*



Contact us at [gaylordpalms.exhibitsales@psav.com](mailto:gaylordpalms.exhibitsales@psav.com)

[http://partner.psav.com/GaylordPalmsResort/Products\\_and\\_Services/Exhibitor\\_Services.aspx](http://partner.psav.com/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx)

### Ordering Instructions ...

### Pricing Information...

PSAV is the exclusive Rigging provider for Gaylord Hotels. (Rigging equipment includes chain motors, truss, span sets, shackles, steel, deck chain, etc.)

Please call for package pricing for single PSAV approved signage (4' X 6' or smaller / less than 20 lbs.) to include rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. Please contact us for quotation.

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled and disassembled by the exhibitor company.
- All electrical signs must be in good working order and

in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider

- All signs, banners and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.

- **ALL rigging of banners and signs require a minimum 3 person rigging team @ 4 hour minimum**

- The total charge per item is determined as a **Show RATE**, that is the requested items selected are charges of the actual **show days** of the exhibition.
- A service charge of 24% will be added to the subtotal before Tax.
- Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- **To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery.**
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- **NO** equipment charges for set-up day required.
- **CANCELLATIONS:**
  - A) Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.
  - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.

**All rigging crews will be a 3 person team @ 4 hour minimum**

Labor	On Site Rate	& Service Charge
<b>** Additional Labor per person / per hour (4hr. Min)**</b>		
Straight Time - 8:00am-5:00pm (m-f)	\$ 90.00	24% Service charge
Overtime - 5:00pm - 12:00am (m-f)	\$ 135.00	24% Service charge
Double Time -12:00am - 8:00am (m-s)	\$ 180.00	24% Service charge
Saturday - 8:00am - 12:00am (sat only)	\$ 90.00	24% Service charge
Sunday - All Day (sun only)	\$ 180.00	24% Service charge
Holidays - All Day	\$ 180.00	24% Service charge
Scissor / Boom Lifts	\$ 300.00	24% Service charge

**CLICK LOGO TO ORDER RIGGING SERVICES**

**RIGGING FOR YOUR EXHIBIT BOOTH**

Company Name:



**Technology Meets Inspiration**

Telephone #:

On Site Cell #

On Site Contact Name

Email:

**This document is incomplete without a formal confirmation and proposal. If confirmation is not received within 3 days, please contact us at 407.586.2251.**

### ORDER ONLINE ONLY

PSAV

Gaylord Palms Resort and Convention Center

6000 W. Osceola Parkway  
Kissimmee, FL 34746

PH: 407-586-2251

FAX: 407-586-2255

**PSAV exclusively provides rigging & banner hanging services.**

**This form expires 1/1/14**

# Find out what **Convention** and **Convenience** have in common at **Gaylord Palms!**



## **Save** on Producing Your Event **MATERIALS** & Avoid Shipping Costs

- ◆ Presentations
- ◆ Newsletters
- ◆ Program Guides
- ◆ Conference Manuals
- ◆ CEU Packets
- ◆ Addendums
- ◆ Registration Forms
- ◆ Booklets
- ◆ Resolutions

All printed prior to your event and delivered to the meeting room of your choice at no extra charge.



## **Equipment Rentals**

24/7 Tech Support  
2 Hour Response Time  
and an **army** of equipment at  
your disposal to meet your



## **Color & B/W Copiers**



## **Color & B/W Desktop Printers**



## **Fax Machines**



## **Shredders**



## **PARCEL Management**

As an added convenience, we can provide shipping and receiving of the hotel guest packages. We receive and track your packages from the minute they reach the hotel receiving department until you sign for them.

## Last Minute Office **SUPPLIES**



Did you forget your stapler?  
Are you out of tape?  
We stock those little things you need to run your event or booth smoothly.



### **Alexandra Salazar**

Convention Services Sales Specialist  
Mobile: **407.552.2954**  
Email: [Alexandra.Salazar@fedex.com](mailto:Alexandra.Salazar@fedex.com)

### **Jay Sousa**

FedEx Office Parcel Manager  
Mobile: **407.586.9546**  
Email: [amp5519@fedex.com](mailto:amp5519@fedex.com)





EXHIBITOR AV ORDER DETAIL

**All Audio visual equipment orders must be placed online [HERE](http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx).**

[http://partner.psav.com/en/GaylordPalmsResort/Products\\_and\\_Services/Exhibitor\\_Services.aspx](http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx)

**Video/Projection Equipment**

**Customer Information**

Tripod Screen (6' , 7' , 8')	contact us at <a href="mailto:gaylordpalms.exhibitsales@psav.com">gaylordpalms.exhibitsales@psav.com</a>	
20" LCD Monitor		<b>THIS IS NOT AN ORDER FORM. ALL REQUEST MUST BE SUBMITTED VIA the Audio Visual Exhibitor Request form online, found here.</b>
32" Plasma Monitor w/ Floor Stand		
42" Plasma Monitor w/ Floor Stand		
50" Plasma Monitor w/ Floor Stand		
60" Plasma Monitor w/ d Floor Stand		
Monitor Cart (size may vary)		
VGA Distribution Amplifier		ALL FORMS OF PAYMENT MUST BE RECEIVED PRIOR TO LOAD IN UNLESS ORDERED ON SITE.
BlueRay or DVD Player		
LCD Video Projector w/ 6' Screen		
Larger Screens and custom options available	<b>Call or email PSAV for additional requests or information</b>	
Call PSAV for additional requests or information 407.586.2251		

**Computer Display Equipment**

PC based Laptop w/ CDR / DVD / Microsoft Office (latest)		<b>PSAV</b> Gaylord Palms Resort and Convention Center 6000 W. Osceola Parkway Kissimmee, FL 34746 PH: 407-586-2251 FAX: 407-586-2255
Please list any specific details needed		
MAC based Laptop or Desktop		
LCD Data Projector w/ 6' Screen		
25' VGA Cable		
Wireless Mouse		
Call PSAV for additional requests or information 407.586.2251		

**Lighting Equipment**

Uplight Par Can Lighting fixture (each)		
4 Par Can Uplighting Package		
Leko Lighting Tree Package (2 lekos / single stand)		
LED Color Lighting Fixture (LED PAR 54) <i>uplighting only</i>		
LED Lighting Package (6 lights) <i>uplighting only</i>		
Custom Metal Gobo		
10' 12" X 12" Truss		
Let PSAV create a custom lighting design for your booth!		
Lighting requires PSAV labor and may require rigging (additional)		
<b>Lighting requires electrical and is NOT provided by PSAV</b>		
Call PSAV for additional requests or information 407.586.2251		

**Audio Equipment**

Powered Speaker with stand		⇒ To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery
CD Player		⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum
5 Channel Mixer		⇒ NO equipment charges for set-up day required.
Wireless Headset Microphone		⇒ <b>CANCELLATIONS:</b> A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied
Sound System: (2) powered speakers w/stands ; (1) Wireless <b>Handheld</b> or <b>Lavaliere</b> Mic (List preference in notes)		
This form expires 1/1/14		



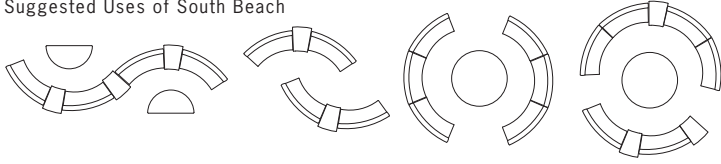
p r o d u c t   g a l l e r y





S02

Suggested Uses of South Beach



## south beach



S01

OTS



OCA

## t-vac



SC9

## panton

Complementary Items for South Beach Include:

- C1E Silverado Cocktail Table
- E1E Silverado End Table
- WTN 36" Graphite Bar Table, Tulip Chrome Base
- BSN Jetson Barstool

- CG1 Manhattan Glass, Black Table
- SC6 Manhattan Oyster Side Chair
- OTH Black Leather Cube
- PWB Black and Red Pinwheel Ottoman



SED



COD



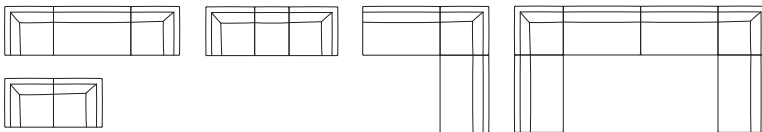
LSD



CHD

## newport

Suggested Uses of Newport



Complementary Items for Newport Include:

- C1D Soho Cocktail Table
- E1D Soho End Table
- BS3 Grey Ohio Barstool
- BR1 Martini Bar



SOK

## rio



CHK

Complementary Items for Rio Include:

- Ottomans
- C1K Inspiration Cocktail Table
- E1K Inspiration End Table
- SC1 New York Maple, Chrome Chair

## cappuccino



OCL



CHQ



SOQ



SON

## astro



CHN

Complementary Items for Astro Include:

LAE Orange Lumalight Lamp  
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base  
BSL Gin Barstool  
XC4 Altura High Back Chair

## marrakesh



LSM



SOM



SOC



OCB

## key west



CHC

## lisbon



LSC



MPC



MPS

## memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table  
E1M Visions Cherry End Table  
CF1 42" Black Geo Conference Table  
SC3 Black Brewer Chair  
WTB 30" Brushed Red Bar Table, Tulip Chrome Base  
BS2 Black Ohio Barstool  
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White  
E1Y Sydney End Table – Black  
LA1 Pewter Floor Lamp  
OSC Cube, White Leather  
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table  
E1C Chrome Geo End Table  
LA1 Pewter Floor Lamp  
CE1 42" Chrome Geo Conference Table  
SC8 Flex Chair, With Wheels  
ET2 Black Etagere

## Sofas & Sectionals



SO1



SOC



SOQ



SON



SOK



SOM



MPS



S02



SED

## Loveseats



LSD



LSM



LSC

## Club Chairs



CHD



COD



CHC



MPC



CHK



CHQ



CHN

### Sofas & Sectionals

**SO1** South Beach Sofa  
Platinum Suede  
69"L 29"D 33"H

**SOC** Lisbon Sofa  
Black Leather  
88"L 36"D 34"H

**SOQ** Astro Sofa  
Cream  
83"L 36"D 29"H

**SON** Marrakesh Sofa  
Light Beige  
84"L 37"D 34"H

**SOK** Rio Sofa  
Blue Suede  
76"L 34"D 33"H

**SOM** Key West Sofa  
Black  
85"L 35"D 33"H

**MPS** Memphis Sofa (Mini Size)  
Black  
55"L 31"D 28"H

**S02** South Beach 3 pc.  
Sectional Platinum Suede  
152"L 40"D 33"H

**SED** Newport 3 pc. Sectional  
Charcoal Leather  
113"L 34"D 33"H

### Loveseats

**LSD** Newport Loveseat  
Charcoal Leather  
54"L 34"D 33"H

**LSM** Key West Loveseat  
Black  
57"L 35"D 33"H

**LSC** Lisbon Loveseat  
Black Leather  
64"L 36"D 34"H

### Club Chairs

**CHD** Newport Armless Chair  
Charcoal Leather  
24"L 34"D 33"H

**COD** Newport Corner  
Charcoal Leather  
34"L 34"D 33"H

**CHC** Lisbon Chair  
Black Leather  
40"L 36"D 34"H

**MPC** Memphis Chair (Mini Size)  
Black  
27.25"L 31.75"D 27.5"H

**CHK** Rio Chair  
Blue Suede  
39"L 34"D 33"H

**CHQ** Astro Chair  
Cream  
36"L 36"D 29"H

**CHN** Marrakesh Chair  
Light Beige  
34"L 37"D 38"H

## Occasional Chairs



CCE



OCA



OCH



OCW



OCU



OCB



OCL



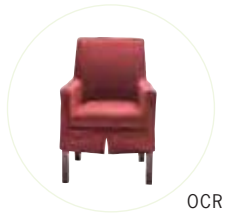
OCY



OCC



OCZ



OCR

## Ottomans



OTS



OTQ



OTN



OTP



OTM



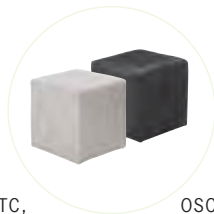
OSA



OSB



OTE, OTC,  
OTD



OSC, OTH



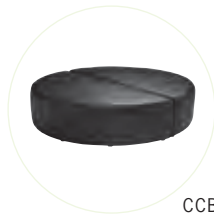
OTK



OTL



CCZ



CCB



CCW



PWM



PWB

### Occasional Chairs

**CCE** Ice Chair  
Transparent, Chrome  
17.25"L 20"D 32"H

**OCA** T-Vac Chair  
Translucent, Chrome  
25"L 23"D 30"H

**OCH** Barcelona Chair  
Black Leather  
30"L 30"D 31"H

**OCW** Barcelona Chair  
White Leather  
30"L 30"D 31"H

**OCU** Globus Chair  
White Leather, Chrome  
28"L 26"D 28"H

**OCB** Key West Tub Chair  
Black  
31"L 31"D 31"H

**OCL** Cappuccino Chair  
Chocolate  
29"L 29"D 34"H

**OCY** Stage Chair  
Onyx  
24"L 26"D 36"H

**OCC** Stage Chair  
Camel  
24"L 26"D 36"H

**OCZ** Stage Chair  
Beige  
24"L 26"D 36"H

**OCR** Stage Chair  
Red  
24"L 26"D 36"H

### Ottomans

**OTS** South Beach Ottoman  
Wedge, Platinum Suede  
25"L 31"D 18"H

**OTQ** Square Ottoman  
White Leather  
40"L 40"D 17"H

**OTN** Bench Ottoman  
White Leather  
24"L 60"D 17"H

**OTP** Square Ottoman  
Black Leather  
40"L 40"D 17"H

**OTM** Bench Ottoman  
Black Leather  
24"L 60"D 17"H

**OSA** Oval Ottoman  
Black  
52"L 32"D 19"H

**OSB** Oval Ottoman  
White  
52"L 32"D 19"H

**OTE** Cube  
Raspberry  
17"L 17"D 18"H

**OTC** Cube  
Lemon  
17"L 17"D 18"H

**OTD** Cube  
Blueberry  
17"L 17"D 18"H

**OSC** Cube  
White Leather  
17"L 17"D 18"H

**OTH** Cube  
Black Leather  
17"L 17"D 18"H

**OTK** Half Round Ottoman  
Black Leather  
6' L 3'D 17'H

**OTL** Half Round Ottoman  
White Leather  
6' L 3'D 17'H

**CCZ** Circle Ottoman  
Black, White Leather  
6' L 6'D 17'H

**CCB** Circle Ottoman  
Black Leather  
6' L 6'D 17'H

**CCW** Circle Ottoman  
White Leather  
6' L 6'D 17'H

**PWM** Pinwheel Ottoman  
Black, White, Red  
10'7"L 10'7"D 17'H

**PWB** Pinwheel Ottoman  
Black, Red  
10'7"L 10'7"D 17'H

Custom Configurations  
Available.

## Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

## Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

### Occasional Cocktail Tables

**C1E** Silverado Table  
36" Round 17"H

**C1D** Soho Table  
Steel Base, Chocolate Top  
38"L 38"D 18.5"H

**C1K** Inspiration Table  
42"L 28"D 18"H

**C1F** Geo Rectangle Table  
Glass, Black  
50"L 22"D 16"H

**C1C** Geo Rectangle Table  
Glass, Chrome  
50"L 22"D 16"H

**C1M** Visions Table  
Cherry  
48"L 28"D 17"H

**C1W** Sydney Table  
White  
27"L 23"D 22v "H

**C1Y** Sydney Table  
Black  
48"L 26"D 18"H

### Occasional End Tables

**E1E** Silverado End Table  
24" Round 22"H

**E1D** Soho End Table  
Steel Base, Chocolate Top  
26"L 26"D 27"H

**E1K** Inspiration End Table  
24"L 28"D 22"H

**E1F** Geo End Table  
Glass, Black  
26"L 26"D 20"H

**E1C** Geo End Table  
Glass, Chrome  
26"L 26"D 20"H

**E1M** Visions End Table  
Cherry  
22"L 24"D 21"H

**E1W** Sydney End Table  
White  
27"L 23"D 22"H

**E1Y** Sydney End Table  
Black  
27"L 23"D 22"H

## Conference Tables



## Sample Conference Sets



### Conference Tables

**CF2** Geo Table  
Rectangle Glass, Black  
60"L 36"D 29"H

**CE1** Geo Table  
Square Rounded Glass, Chrome  
42"L 42"D 29"H

**CF1** Geo Table  
Square Rounded Glass, Black  
42"L 42"D 29"H

**CG1** Manhattan Table  
Glass, Black  
42" Round 29"H

**CE2** Geo Table  
Rectangle Glass, Chrome  
60"L 36"D 29"H

**CB2** Table  
6' Graphite Nebula  
72"L 36"D 29"H

**CB3** Table  
8' Graphite Nebula  
96"L 36"D 29"H

**CD2** Table  
6' Grey Nebula  
72"L 36"D 29"H

**CD3** Table  
8' Grey Nebula  
96"L 36"D 29"H

**CC6** Table  
6' Mahogany  
72"L 36"D 29"H

**CC7** Table  
8' Mahogany  
96"L 48"D 29"H

**CC8** Table  
10' Mahogany  
120"L 48"D 29"H

**CB1** Table  
Graphite Nebula  
42" Round 29"H

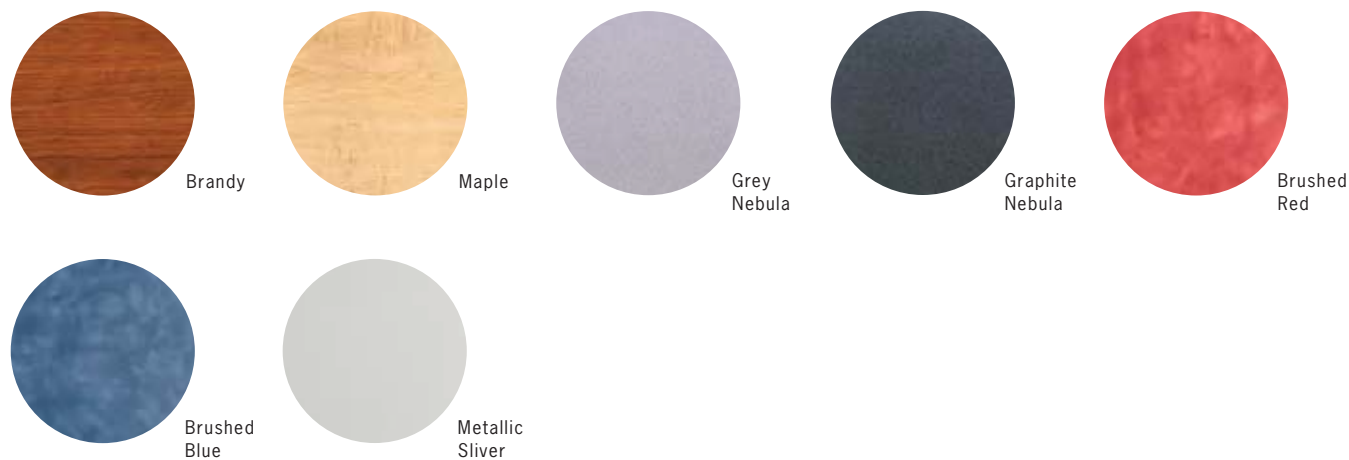
**CD1** Table  
Grey Nebula  
42" Round 29"H

**CC5** Table  
Mahogany  
42" Round 29"H

## Café Tables



## Table Tops



### Café Tables

**ZTK** Table  
Standard Black Base  
Maple Top  
30" Round 29"H

**ZTP** Table  
Standard Black Base  
Maple Top  
36" Round 29"H

**ZTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 29"H

**ZTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 29"H

**ZTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 29"H

**ZTE** Table  
Standard Black Base  
Brandy Top  
36" Round 29"H

**ZTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 29"H

**ZTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 29"H

**ZTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 29"H

**XTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 29"H

**XTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 29"H

**XTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 29"H

**XTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 29"H

**XTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 29"H

**XTE** Table  
Tulip Chrome Base  
Brandy Top  
36" Round 29"H

**XTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 29"H

**XTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 29"H

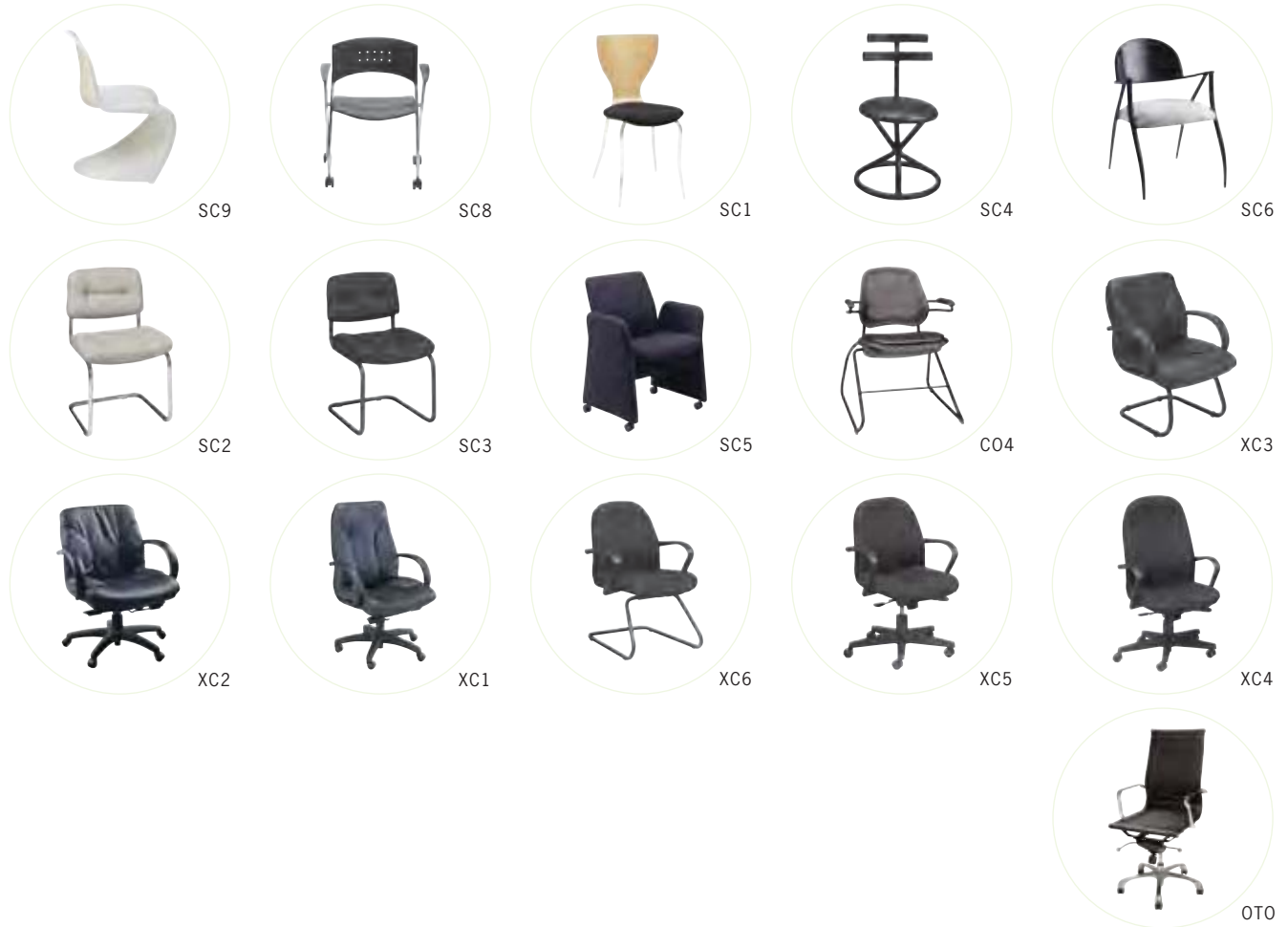
**XTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 29"H

### Table Top Options

Brandy  
Maple  
Grey Nebula  
Graphite Nebula  
Brushed Red  
Brushed Blue  
Metallic Silver



## Conference Chairs



## Conference Chairs Stacking & Utility Seating



### Conference Chairs

**SC9** Panton Chair  
White  
20"L 24"D 33"H

**SC8** Flex Chair  
With Wheels  
24"L 22"D 31"H

**SC1** New York Chair  
Onyx Seat, Maple Back,  
Chrome Legs  
23"L 32"D 33"H

**SC4** Jetson Chair  
Black  
19"L 18"D 31"H

**SC6** Manhattan Chair  
Oyster  
26"L 22"D 34"H

**SC2** Brewer Chair  
Grey, Chrome  
20"L 20"D 32"H

**SC3** Brewer Chair  
Onyx, Black  
20"L 20"D 32"H

**SC5** Tilt Executive Chair  
With Arms, Onyx, Black  
26"L 25"D 34"H

**C04** Iso Mesh Chair  
Black  
26"L 24"D 38"H

**XC3** Luxor Guest Chair  
Black Leather  
27"L 28"D 40"H

**XC2** Luxor Executive Chair  
Mid Back, Black Leather  
27"L 28"D 41"H Adjustable

**XC1** Luxor Executive Chair  
High Back, Black Leather  
27"L 28"D 47"H Adjustable

**XC6** Altura Guest Chair  
Black Crepe  
25"L 20"D 34"H

**XC5** Altura Executive Chair  
Mid Back, Black Crepe  
25"L 25"D 37"H Adjustable

**XC4** Altura Executive Chair  
High Back, Black Crepe  
25"L 25"D 43"H Adjustable

**OTO** Otto Chair  
High Back, Black  
23"L 21"D 43"H Adjustable

### Conference Chairs Stacking & Utility Seating

**CS8** Berlin Chair  
Black  
18"L 22"D 32"H

**CS9** Berlin Chair  
Red  
18"L 22"D 32"H

**SY1** Altura Task Chair  
Black Crepe  
25"L 26"D 21"H

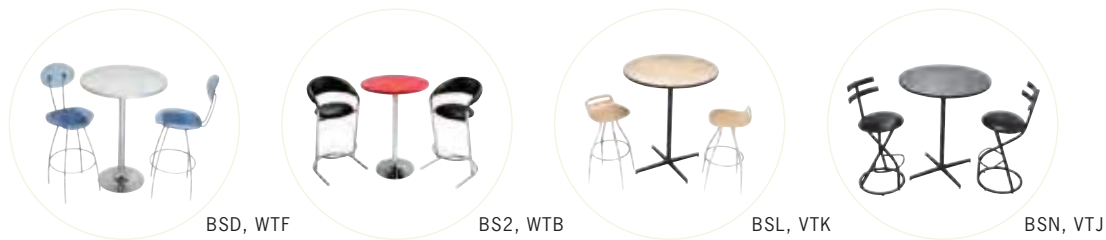
**DF1** Altura Drafting Stool  
Black Crepe  
25"L 26"D 34"H



## Bar Tables



## Sample Bar Table Sets



### Bar Tables

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**VTP** Table  
Standard Black Base  
Maple Top  
36" Round 42"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

**VTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 42"H

**VTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 42"H

**VTE** Table  
Standard Black Base  
Branded Red Top  
36" Round 42"H

**VTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 42"H

**VTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 42"H

**VTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 42"H

**WTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 42"H

**WTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 42"H

**WTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 42"H

**WTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 42"H

**WTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 42"H

**WTE** Table  
Tulip Chrome Base  
Branded Red Top  
36" Round 42"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**WTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 42"H

### Sample Bar Table Sets

**BSD** Oslo Barstool  
Blue  
17"L 20"D 30"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**BS2** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

## Bars

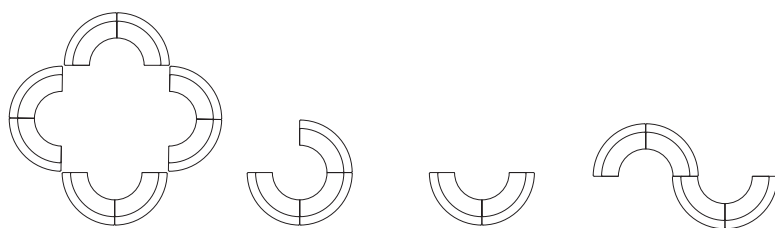


BRC



BR1

Suggested Uses of Martini Bar



## Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

### Bars

**BRC** Circle Martini Bar  
Comprised of three  
BR1 Martini Bars.  
100"L 100"D 47"H

**BR1** Martini Bar  
50"L 50"D 47"H

### Barstools

**BS3** Ohio Barstool  
Grey, Chrome  
18" Round 31"H Adjustable

**BS1** Ohio Barstool  
Red, Chrome  
18" Round 31"H Adjustable

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

**BST** Banana Barstool  
White, Chrome  
21"L 22"D 30"H

**BSS** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**BCE** Ice Barstool  
Transparent, Chrome  
16.75"L 16"D 32"H

**BSD** Oslo Barstool  
Blue  
17"L 20"D 30"H

**BSC** Oslo Barstool  
White  
17"L 20"D 30"H

**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

## Training Room



CP5



P03



P01



CP3



WD2

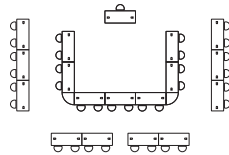
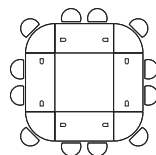
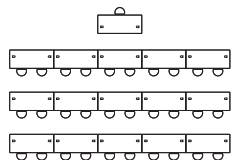


C04



CP3, CP4

### Suggested Uses of Training Table and Connecting Wedge



### Training Room

**CP5** Computer Table  
Graphite Nebula  
36"L 30"D 42"H

**P03** Kiosk  
Black, Maple  
24"L 21"D 42"H

**P01** Lecturn Podium  
Cherry  
24"L 19"D 50"H

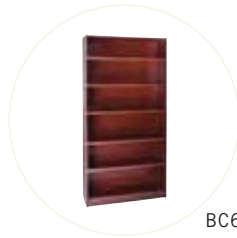
**WD2** Writing Desk  
Graphite  
48"L 24"D 30"H

**C04** Flex Back Chair  
Charcoal Mesh, Black  
26"L 24"D 38"H

**CP3** Training Table  
Wire Grommets,  
Privacy Panel, Grey  
48"L 24"D 30"H

**CP4** Connector Wedge  
Matches Training Table  
24"L 24"D 30"H

## Desks & Bookcases



BC6



BC7



JD6



JD7

## Credenzas & Lateral Files



L26



L27



CR6



CR7

## Files



VF4



VF2

### Desks & Bookcases

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**JD6** Executive Desk  
Mahogany  
60"L 30"D 29"H

**JD7** Executive Desk  
Graphite  
60"L 30"D 29"H

### Credenzas & Lateral Files

**L26** Lateral File  
Mahogany  
36"L 20"D 29"H

**L27** Lateral File  
Graphite  
36"L 20"D 29"H

**CR6** Credenza  
Mahogany  
72"L 24"D 29"H

**CR7** Credenza  
Graphite  
72"L 24"D 29"H

### Files

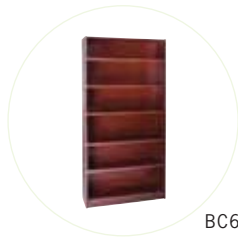
**VF4** Vertical File  
4 Drawer  
27"L 19"D 52"H

**VF2** Vertical File  
2 Drawer  
27"L 19"D 28"H

## Product Display



PDL



BC6



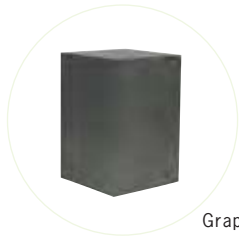
BC7



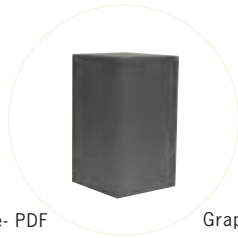
ET2



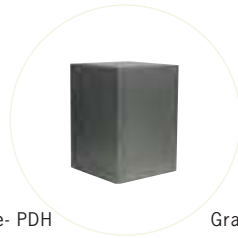
ET1



Graphite- PDF



Graphite- PDH



Graphite- PDK

## Lamps



Red- LAF  
White- LAD  
Orange- LAE



LA1



LA2

## Refrigerators



R1R



R1Q

### Product Display

**PDL** Locking Door Pedestal  
Black  
24"L 24"D 42"H

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**ET2** Etagere  
Black  
30"L 16"D 70"H

**ET1** Etagere  
Pewter  
30"L 16"D 70"H

**PDF** Pedestal  
Graphite Nebula  
24"L 24"D 36"H

**PDH** Pedestal  
Graphite Nebula  
24"L 24"D 42"H

**PDK** Pedestal  
Graphite Nebula  
30"L 30"D 42"H

### Lamps

**LAF** Lumalight Lamp  
Red  
15"L 13"D 90"H

**LAD** Lumalight Lamp  
White  
15"L 13"D 90"H

**LAE** Lumalight Lamp  
Orange  
15"L 13"D 90"H

**LA1** Floor Lamp  
Pewter  
58"H

**LA2** Parisian Lamp  
Pewter  
28"H

### Refrigerators

**R1R** Refrigerator  
White  
14.0 cubic feet  
20"L 30"D 65"H

**R1Q** Refrigerator  
White  
4.0 cubic feet  
20"L 22"D 33"H



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24 Hours a Day, 7 Days a Week, 365 Days a Year


### A Nationwide Service Network

Nationwide	1-888-CORT-YES
Atlanta Area	(404) 815.8488
Boston Area	(201) 392.0228
Chicago Area	(630) 972.0146
Dallas Area	(214) 638.6101
Las Vegas Area	(702) 362.2552
Los Angeles Area	(714) 517.7400
New Orleans Area	(404) 815.8488
New York Area	(201) 392.0228
Orlando Area	(407) 857.9122
San Francisco Area	(650) 624.0930
Seattle Area	(650) 624.0930
Washington, DC Area	(301) 776.7690

### Nationwide Service

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Supported by 12 distribution centers nationwide, with professional staff dedicated to the success of your event, CORT Trade Show Furnishings is the furniture solution.



ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	\$ -	CONTRACTOR:	
PHONE:	FAX:	TOTAL DUE:	\$ -	SHOW DATE:	
CONTACT:		CREDIT CARD:			
EMAIL ADDRESS:		SIGNATURE: EXP:			
AUTHORIZED BY:		NAME: (PRINT)			

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Sofa's, Sectional's, Loveseat's &amp; Chair's</b>					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 440	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 960	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 510	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 460	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 338	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 475	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 314	\$ -
SO N		SOFA	MARRAKESH	\$ 415	\$ -
CH N		CHAIR	MARRAKESH	\$ 295	\$ -
SO K		SOFA	RIO, BLUE SUEDE/CHROME LEG	\$ 404	\$ -
CH K		CHAIR	RIO, BLUE SUEDE/CHROME LEG	\$ 290	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 388	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 344	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 992	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 443	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 244	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 304	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 365	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 259	\$ -
<b>Bar's &amp; Barstool's</b>					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 155	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 189	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 175	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 175	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 168	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 168	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 133	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 125	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 125	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 125	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,743	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 953	\$ -

**LATE ORDERS:**

- Orders received within 14-days prior to show opening will incur a 30% late fee.

**CANCELLATIONS:**

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

**PAYMENT:**

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Occasional Chair' &amp; Ottoman's</b>					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 196	\$ -
OC H		OCCASIONAL CHAIR	BARCELONA, BLACK	\$ 530	\$ -
OC W		OCCASIONAL CHAIR	BARCELONA, WHITE	\$ 530	\$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 241	\$ -
OC U		OCCASIONAL CHAIR	GLOBUS	\$ 271	\$ -
OC B		TUB CHAIR	KEY WEST, BLACK	\$ 282	\$ -
OC Y		STAGE CHAIR	ONYX	\$ 132	\$ -
OC C		STAGE CHAIR	CAMEL	\$ 132	\$ -
OC Z		STAGE CHAIR	BEIGE	\$ 132	\$ -
OC R		STAGE CHAIR	RED	\$ 132	\$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 170	\$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 210	\$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 234	\$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 262	\$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 274	\$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 210	\$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 234	\$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 262	\$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 274	\$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 426	\$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 426	\$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 426	\$ -
PW M		OTTOMAN	PINWHEEL, BLACK, WHITE & RED	\$ 923	\$ -
PW B		OTTOMAN	PINWHEEL, BLACK & RED	\$ 896	\$ -
OT C		OTTOMAN	CUBE, LEMON	\$ 74	\$ -
OT D		OTTOMAN	CUBE, BLUEBERRY	\$ 74	\$ -
OT E		OTTOMAN	CUBE, RASPBERRY	\$ 74	\$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 80	\$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 80	\$ -

Email orders to: [pamela.astell@cort.com](mailto:pamela.astell@cort.com)  
Phone: 407-857-9122 ORLANDO  
Fax: 407-850-0155

- All orders must be received with full payment no later than 14 days prior to the show.
  - Payment may be made by credit card, or check on a U.S. Bank
  - Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.
- TS.649 2009 - PROPRIETARY AND CONFIDENTIAL, ALL RIGHTS RESERVED



CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Occasional Cocktail &amp; End Table's</b>						<b>Conference Chair's, Stacking &amp; Utility Seating</b>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 200	\$ -	SC 9		SIDE CHAIR	PANTON, WHITE	\$ 132	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 200	\$ -	SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 109	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -	SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 125	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 265	\$ -	CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	\$ 145	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 213	\$ -	SC 4		SIDE CHAIR	JETSON, BLACK	\$ 125	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 170	\$ -	SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 153	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 175	\$ -	SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 117	\$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	\$ 170	\$ -	SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 117	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 180	\$ -	SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 222	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 180	\$ -	CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 208	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 175	\$ -	XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 246	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 239	\$ -	XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 267	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 203	\$ -	XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 159	\$ -	XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 219	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 164	\$ -	XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 241	\$ -
E1 M		END TABLE	VISIONS, CHERRY	\$ 147	\$ -	XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 262	\$ -
<b>Cafe Tables</b>						OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 300	\$ -
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 142	\$ -	CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 76	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 158	\$ -	CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 76	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 142	\$ -	SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 137	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 158	\$ -	DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 203	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 158	\$ -	<b>Desk's, Bookcase's, Credenza's &amp; File's</b>					
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 161	\$ -	JD 6		EXECUTIVE DESK	MAHOGANY	\$ 383	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 142	\$ -	JD 7		EXECUTIVE DESK	GRAPHITE	\$ 366	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 142	\$ -	CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 383	\$ -
ZT E		CAFÉ TABLE	BRANDY, STANDARD BASE	\$ 196	\$ -	CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 361	\$ -
XT E		CAFÉ TABLE	BRANDY, TULIP CHROME BASE	\$ 213	\$ -	BC 6		BOOKCASE	MAHOGANY, 72"	\$ 234	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 196	\$ -	BC 7		BOOKCASE	GRAPHITE, 72"	\$ 229	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 213	\$ -	L2 6		LATERIAL FILE	MAHOGANY	\$ 290	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 196	\$ -	L2 7		LATERIAL FILE	GRAPHITE	\$ 274	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 213	\$ -	VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 180	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 213	\$ -	VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 132	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 216	\$ -	<b>Conference Table's</b>					
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 196	\$ -	CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 284	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 196	\$ -	CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 274	\$ -
<b>Bar Table's</b>						CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 196	\$ -
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 164	\$ -	CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 186	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 170	\$ -	CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 202	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 164	\$ -	CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 306	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 170	\$ -	CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 371	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 170	\$ -	CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 306	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 186	\$ -	CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 371	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 164	\$ -	CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 251	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 164	\$ -	CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 284	\$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	\$ 205	\$ -	CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 350	\$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	\$ 229	\$ -	CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 557	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -	CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 251	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -	CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 251	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -	<b>Product Display's, Lamps, &amp; Refrigerators</b>					
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 229	\$ -	ET 2		ETAGERE	BLACK	\$ 234	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 229	\$ -	ET 1		ETAGERE	SILVER	\$ 234	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 229	\$ -	PD F		PEDESTAL	GRAPHITE NEBULA	\$ 274	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -	PD H		PEDESTAL	GRAPHITE NEBULA	\$ 284	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -	PD K		PEDESTAL	GRAPHITE NEBULA	\$ 306	\$ -
<b>Training Room</b>						PD L		PEDESTAL	LOCKING, BLACK	\$ 313	\$ -
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 274	\$ -	LA F		LAMP	LUMALIGHT, RED	\$ 219	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 328	\$ -	LA D		LAMP	LUMALIGHT, WHITE	\$ 219	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 208	\$ -	LA E		LAMP	LUMALIGHT, ORANGE	\$ 219	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 228	\$ -	LA 1		LAMP	PEWTER, FLOOR LAMP	\$ 104	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 104	\$ -	LA 2		LAMP	PARISIAN, PEWTER	\$ 104	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 241	\$ -	R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 574	\$ -61
TS.649 2009 CORT ORDER FORM - PROPRIETARY AND CONFIDENTIAL, ALL RIGHT RESERVED.						R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 191	\$ -