



Palm Beach County Convention Center  
April 10, 2018

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<a href="#">INDEX</a>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	

### **Exhibitor Kit Forms:**

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### **Additional Vendor Forms:**

Electrical Services (PBCCC)  
 Audio/Visual Services (VAE)  
 Telecommunications (PBCCC)  
 Floral Services (Jeren Tropical)  
 UPS Freight Information  
 Accent Furniture

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>BOOTH PACKAGE &amp; EXHIBIT TIMES</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	

Dear Exhibitor:

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

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

**Palm Beach Condo & HOA Expo**  
**Layne Knutson**  
**7809 Southtown Center, # 200**  
**Bloomington, MN 55431**  
**Tel: (800) 374-6463**  
**Email: [layneknutson@homeshowcenter.com](mailto:layneknutson@homeshowcenter.com)**

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

**Customer Service**  
**Vista Convention Services South**  
**6901 NW 26th Avenue**  
**Miami, FL 33147**  
**Tel: (305) 673-1123**  
**Fax: (305) 673-8713**  
**Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)**

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

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

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

8' x 10' Booth Package:	8' High Back Wall - Black 3' High Side Rails - Black 1 - 7" x 44" ID Sign	1 - 6' Draped Table - Black 1 - Wastebasket 2 - Side Chairs
6' Table Top Package:	1 - Wastebasket 1 - 7" x 44" ID Sign	1 - 6' Draped Table - Black 2 - Side Chairs

**Please Note: The exhibit floor is carpeted.**

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>EXHIBIT AREA INSTALLATION &amp; DISMANTLE</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	

## Exhibit Area Installation & Dismantle

### Set-up Dates & Times

Tuesday      April 10, 2018      7:00am-10:00am

All prefabricated displays must be set and empty crates tagged for storage by  
**9:00am on Tuesday, April 10, 2018.**

### Exhibit Dates & Times

Tuesday      April 10, 2018      10:30am-3:00pm

### Dismantle Dates & Times

Tuesday      April 10, 2018      3:00pm-6:30pm

**Please Note: Freight not picked up by 6:30pm on Tuesday, April 10, 2018  
will be re-routed through the house carrier.**

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>PAYMENT &amp; CREDIT CARD AUTHORIZATION FORM</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: MONDAY, MARCH 26, 2018</b>

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

### ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....	\$	
*Plush Booth Carpet Order Form.....	\$	
*VCS Modular Rental Unit Order Form.....	\$	
*Special Signs Order Form .....	\$	
Booth Cleaning Order Form.....	\$	
Estimated Labor Order Form .....	\$	
Estimated Material Handling Order Form.....	\$	
Subtotal	\$	
*Add 7% Sales Tax	\$	
Net Amount due Vista	\$	

*\*Note: Services taxable in the state of FL.*

**Indicate Payment Method**

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date 

--	--	--	--	--	--	--	--

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

Cardholder's Name \_\_\_\_\_

(Print or Type)

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE**

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>LIMITS OF LIABILITY &amp; RESPONSIBILITY</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		

6901 NW 26TH AVE.  
 MIAMI, FL 33147  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 WWW.VISTACS.COM

## Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>PAYMENT POLICIES</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		<b>DEADLINE DATE: MONDAY, MARCH 26, 2018</b>

### **Payment Options**

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

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

**2. Advance Payment by Company Check**

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

**3. Wire Transfer in U.S. Funds**

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

**Domestic incoming wire transfer fee: \$25.00**

**International incoming wire transfer fee: \$35.00**

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **Monday, March 26, 2018.**

### **Showsite Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date.

***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.***

Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

### **Payment Terms**

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

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

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

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

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

**Please Note:** All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.





# STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

**Palm Beach County Convention Center**  
**April 10, 2018**

**6901 NW 26TH AVE.**  
**MIAMI, FL 33147**  
**PHONE: (305) 673-1123 FAX: (305) 673-8713**  
**WWW.VISTACS.COM**

**DEADLINE DATE:**  
**MONDAY, MARCH 26, 2018**

## Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
------	-------------------	------------------------

### SEATING

Side Chair .....	\$47.25	\$ 64.55
Padded Stool .....	\$88.50	\$114.45

### ACCESSORIES

Round Pedestal Table (30"h x 30"d)....	\$85.60	\$132.50
Round Pedestal Table (42"h x 30"d)....	\$132.50	\$144.65
Wastebasket.....	\$21.30	\$ 27.60
Easel.....	\$29.40	\$ 36.25
Chrome Sign Frame (22" x 28").....	\$74.55	\$ 86.10
Bag Holder.....	\$97.65	\$126.80
8' Stanchion.....	\$25.50	\$ 34.65
Crossbar.....	\$25.50	\$ 34.65
Garment Rack.....	\$78.25	\$101.60
Literature Rack.....	\$97.65	\$126.80

### STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

10'x 10'.....	\$127.35	\$165.40
10'x 20'.....	\$254.40	\$330.75
10'x 30'.....	\$378.55	\$496.40
10'x 40'.....	\$508.46	\$662.05
10'x 50'.....	\$635.80	\$827.40

**Circle color:** Blue Burgundy Gray Teal Red Black Hunter Green

### CUSTOM SIZE CARPET

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

INDICATE OVERALL DIMENSIONS:

ft. x ft. (100 sq. ft. minimum) \$3.15 sq. ft. \$3.95 sq. ft. \_\_\_\_\_

**Circle color:** Blue Burgundy Gray Teal Red Black Hunter Green

### CARPET PADDING

INDICATE OVERALL DIMENSION:

ft. x ft. (100 sq. ft. minimum) \$1.35 sq. ft. \$1.60 sq. ft. \_\_\_\_\_

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
------	-------------------	------------------------

### DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

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

2' x 4' x 30".....	\$87.15	\$112.65
2' x 6' x 30".....	\$103.45	\$134.40
2' x 8' x 30".....	\$116.55	\$150.95
4th Side Drape 6' & 8' Only.....	\$39.40	\$ 86.10

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

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

2' x 4' x 42".....	\$117.60	\$153.30
2' x 6' x 42".....	\$132.30	\$174.90
2' x 8' x 42".....	\$154.35	\$203.25
4th Side Drape 6' & 8' Only.....	\$39.40	\$ 86.10

### UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....	\$48.30	\$ 63.30
2' x 6' x 30".....	\$57.75	\$ 75.35
2' x 8' x 30".....	\$69.84	\$ 91.10

### UNDRAPED DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....	\$63.80	\$ 82.45
2' x 6' x 42".....	\$72.20	\$ 94.00
2' x 8' x 42".....	\$84.80	\$110.55

### DRAPED RISERS

White Vinyl

4' One Step .....	\$44.40	\$57.75
6' One Step.....	\$67.70	\$73.80

Raise & Drape Package Table to 42" high.....	\$69.05	\$86.10
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**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

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

**FULL PAYMENT MUST ACCOMPANY ORDER**

**TOTAL ALL ITEMS ORDERED**

**ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM**

**ENTER TOTAL**

Company Name _____	Booth # _____
Street Address _____	Phone # _____
City _____ State _____ Zip _____	Fax# _____
Ordered by (Print or Type) _____	E-Mail _____
Signature _____	Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>PLUSH BOOTH CARPET ORDER FORM</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: MONDAY, MARCH 26, 2018</b>

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

## PLUSH BOOTH CARPET - 28 OZ.

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

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

**QTY**

**TOTAL**

\_\_\_\_\_ Square feet (200 square feet minimum)

\$4.00 per sq. ft. \_\_\_\_\_

Please circle your selection:

FRENCH BEIGE

COLONY BLUE

BLACK

CHARCOAL GRAY

WHITE

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

**NO REFUND AFTER DEADLINE DATE.**

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

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

**FULL PAYMENT MUST ACCOMPANY ORDER**

**TOTAL ALL ITEMS ORDERED**

**ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

**ENTER TOTALS**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE**

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>BOOTH CLEANING &amp; PORTER SERVICES ORDER FORM</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: MONDAY, MARCH 26, 2018</b>

## BOOTH CLEANING RATES

**Please indicate your requirements:**

- ☐ Daily - Vacuuming.....\$.37 per sq. ft.
- ☐ Once - Vacuuming before initial opening.....\$.42 per sq. ft.

**Calculate total:**

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

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

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

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

## PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.05 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: **\$1.05** x Number Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
**(Minimum charge: 100 Sq. Ft. Per Day - \$105)**

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.  
**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL**

Company Name _____	Booth # _____
Street Address _____	Phone # _____
City _____ State _____ Zip _____	Fax# _____
Ordered by (Print or Type) _____	E-Mail _____
Signature _____	Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		<b>VCS MODULAR RENTAL UNITS ORDER FORM</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, MARCH 20, 2018</b>

**☐ VCS TableTop**

**Unit contains**

- Lit Header - 70"x8"
- 6' Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available



**Price \$546.00**

**☐ VCS 10G**

**Unit contains**

- Custom Header 10.5"x117"
- 3-Graphic Panels (Panel size - 38 1/4"x 87")
- 2 -Arm Lights



**Price \$1,092.00**

**Optional Rental Accessories**

Qty	Item	Price	Total
___	Side Rail (each)	\$117.10	\$___

**Extra Shelves**

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$54.60	\$___

**☐ VCS 20G**

**Unit contains**

- 2-Custom Headers 10.5"x117"
- 6-Graphic Panels (Panel Size - 38 1/4"x87")
- 4-Arm Lights



**Price \$2,074.80**

**☐ Lockable Counters (White only)**



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$273.00	\$___
___	80"L x 42"H x 22"W	\$341.25	\$___

**Custom units available.  
Please call for pricing.**

- All graphics must be sent per the graphic guidelines.
- Sizes for graphics will be given upon request.

**Header Copy:**

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.  
**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
 Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

	 <p><b>6901 NW 26TH AVE. MIAMI, FL 33147</b>  <b>PHONE: (305) 673-1123 FAX: (305) 673-8713</b>  <b>WWW.VISTACS.COM</b></p>	<p><b>SPECIAL SIGNS ORDER FORM</b></p>
<p><b>Palm Beach County Convention Center April 10, 2018</b></p>		<p><b>DEADLINE DATE: TUESDAY, MARCH 20, 2018</b></p>


### Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$38.35	\$47.80	\$ _____
_____	14" x 22"	\$54.60	\$68.25	\$ _____
_____	22" x 28"	\$81.90	\$102.40	\$ _____
_____	28" x 44"	\$114.75	\$143.35	\$ _____
_____	1 Meter x 8'	\$191.10	\$238.90	\$ _____
_____	30" round graphic for pedestal tables**	\$78.75	\$98.45	\$ _____

\*\*(please call for details, measurements, or questions)

1. Easel back applied to sign quoted upon request.
  2. All prices are for single sided-double sided quoted upon request.
  3. Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
  - **All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
  - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical



Horizontal



Color of  
Background

Color of  
Lettering

Please type desired copy below or attach a separate sheet

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.  
**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>GRAPHIC GUIDELINES</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, MARCH 20, 2018</b>

## GUIDELINES FOR SUBMITTING GRAPHICS

### Vista Convention Services-Design/Graphics Department/Miami, Florida

#### Vista Convention Services

6901 NW 26th Ave.

Miami, FL 33147

E-mail: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

We can accept graphic files created with the following programs:

**Adobe Acrobat Professional 8.0**

**Adobe Illustrator CS5**

**Photoshop CS5**

**Adobe InDesign CS5**

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible artwork saved as vector files, which can be resized without losing resolution.

**ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).**

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please consult us before sending files

**(\*No bleeds needed on printable files)**

**“Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.”**

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

#### Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

#### Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>INTENT TO USE NON- OFFICIAL CONTRACTORS</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: MONDAY, MARCH 26, 2018</b>

### Intent to Use Non-Official Contractors

**A Non-Official Contractor is:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

**Exhibiting Firm:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Authorized Name & Title:** \_\_\_\_\_

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

**Full Name of Non-Official Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Certificate of Insurance Included:**     ☐ Yes     ☐ No

**Non-Official Contractor "Show Site" Representative:** \_\_\_\_\_

**Type of Service to Be Performed:** \_\_\_\_\_

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*Retain one copy for your files.*



 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>LIMITS OF LIABILITY &amp; RESPONSIBILITY FOR LABOR</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		

6901 NW 26TH AVE.  
 MIAMI, FL 33147  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 WWW.VISTACS.COM

## Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

		<p style="text-align: center; font-size: 1.2em;">LABOR ORDER FORM</p>
<p style="text-align: center;">Palm Beach County Convention Center April 10, 2018</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	<p style="text-align: center;">DEADLINE DATE: MONDAY, MARCH 26, 2018</p>

**Display Labor for Installation and Dismantling of Exhibits**

**Display Labor Rates:**

Straight Time	Overtime
\$69.85 per hour	\$104.75 per hour
One hour minimum per worker	One hour minimum per worker
Thereafter 1/2 hr. increments	Thereafter 1/2 hr. increments
ST: 8:00AM to 3:30PM	OT: Before 8:00AM and after 3:30PM
Monday through Friday	Monday through Friday and all hours on Saturday and Sunday

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

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

**Please indicate the type of labor requested:**

       **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

       **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$42.00

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

Shipped to:        Warehouse        Showsite        Display Includes Carpet        Vista's Rental Carpet

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

**After Dismantle Return Display To (Shipping Address):** \_\_\_\_\_

VIA: \_\_\_\_\_

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

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

Company Name _____		Booth _____																					
Street Address _____		Phone # _____																					
City _____	State _____	Zip _____	Fax# _____																				
Ordered by (Print or Type) _____		E-Mail _____																					
Signature _____		Title _____																					
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
CARDHOLDERS SIGNATURE:		CARDHOLDERS NAME:																					

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH**

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>UNION JURISDICTIONS</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	

## Union Jurisdictions

### Exhibit Labor Jurisdictions

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

### Freight Handling Jurisdiction

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

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

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

### Gratuities

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

### In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>MATERIAL HANDLING SERVICES &amp; RATES</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		<b>DEADLINE DATE: MONDAY, APRIL 2, 2018</b>

## Material Handling Services & Rates

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

<b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate            <u>\$62.50</u></b>  <b>Showsite Rate               <u>\$68.00</u></b>	<u><b>Crated and/or Skidded Floor Load Shipments</b></u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.
<b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate            <u>\$92.70</u></b>  <b>Showsite Rate               <u>\$98.20</u></b>	<u><b>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</b></u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.
<b>Per CWT (100 lbs.)</b>  <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b>	<u><b>Overtime Rates</b></u> <b>All rates quoted above are straight time rates.</b> All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
<b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b>	<u><b>Deliveries to Warehouse AFTER DEADLINE DATE</b></u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>Monday, April 2, 2018</u> will be charged in addition to the above rates.
<b>*First Package</b>  <u><b>\$40.00</b></u>  <b>***Each additional package \$30.00</b>	<u><b>Small Package Shipments</b></u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>SHIPPING &amp; MATERIAL HANDLING RECAP</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	<b>DEADLINE DATE: MONDAY, APRIL 2, 2018</b>

## Shipping and Material Handling Recap

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

<b>Computation of Order:</b> When recording weight, round up to the next 100 pounds.  <u><b>Crated and/or Skidded Floor Load Shipments</b></u> <b>Warehouse</b> We will ship _____ lbs. @ \$62.50 per 100 lbs. (200 lb. minimum/\$125.00)  <b>Showsite</b> We will ship _____ lbs. @ \$68.00 per 100 lbs. (200 lb. minimum/\$136.00)	\$ _____  \$ _____
<u><b>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</b></u> <b>Warehouse</b> We will ship _____ lbs. @ \$92.70 per 100 lbs. (200 lb. minimum/\$185.40)  <b>Showsite</b> We will ship _____ lbs. @ \$98.20 per 100 lbs. (200 lb. minimum/\$196.40)	\$ _____  \$ _____
<u><b>Overtime Rates</b></u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>in or out</b> of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.	
<u><b>Deliveries to Warehouse AFTER Deadline Date</b></u> Shipments received at the warehouse after 3:30PM or after the deadline date of <b>Monday, April 2, 2018</b> will be charged 25% surcharge, for each occurrence, in addition to the above rates.	
<b>Payment Enclosed</b>	\$ _____

**We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite.** If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**

*Mail, Fax or Email to Vista Convention Services South at [VistaSouth@vistacs.com](mailto:VistaSouth@vistacs.com)*

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>SHIPPING INFORMATION</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		

6901 NW 26TH AVE.  
 MIAMI, FL 33147  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 WWW.VISTACS.COM

## Shipping Information

### What you should know:

- \* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- \* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- \* **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- \* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- \* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- \* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- \* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- \* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

### Material Handling includes:

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

### Material Handling does not include:

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



 <b>PALM BEACH CONDO &amp; HOA EXPO</b>	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>SHIPPING INSTRUCTIONS (INBOUND)</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		

## Inbound Shipping Instructions

### Freight Handling Services:

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

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

### Shipping in Advance to the Warehouse:

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

**TO: PALM BEACH CONDO & HOA EXPO**  
**(Exhibiting Company's Name & Booth Number)**  
**C/O VISTA CONVENTION SERVICES SOUTH**  
**6901 NW 26th AVENUE**  
**MIAMI, FL 33147**

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Friday, March 9, 2018.
- Shipments received after the deadline of Monday, April 2, 2018 will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

### Shipping Directly to Showsite:

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

**TO: PALM BEACH CONDO & HOA EXPO**  
**(Exhibiting Company's Name & Booth Number)**  
**C/O VISTA CONVENTION SERVICES SOUTH**  
**PALM BEACH COUNTY CONVENTION CENTER**  
**650 OKEECHOBEE BLVD**  
**WEST PALM BEACH, FL 33401**

Show site shipments will be received beginning 8:00am-10:00am on Tuesday, April 10, 2018.

**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>SHIPPING INSTRUCTIONS (OUTBOUND)</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		

## Outbound Shipping Instructions

### Shipping Outbound from Showsite

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

**FROM:** (Your Company Name)  
**BOOTH #:**  
**SHOW NAME:** Palm Beach Condo & HOA Expo  
**LOCATION:** Palm Beach County Convention Center  
**TO:** (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than [4:30pm on Tuesday, April 10, 2018.](#)

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

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than [5:00pm on Tuesday, April 10, 2018.](#)

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>LIMITS OF LIABILITY FOR MATERIAL HANDLING</b>
<b>Palm Beach County Convention Center April 10, 2018</b>		

**6901 NW 26TH AVE.  
 MIAMI, FL 33147  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 WWW.VISTACS.COM**

## Limits of Liability for Material Handling

- \* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- \* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- \* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- \* Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- \* Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- \* Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- \* The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- \* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- \* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- \* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- \* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>IMPORTANT FREIGHT INFORMATION</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	

## Important Freight Information

### Definition of Special Handling:

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

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

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

 <b>PALM BEACH CONDO &amp; HOA EXPO</b>		<b>MATERIAL HANDLING SPECIAL SERVICES</b>
<b>Palm Beach County Convention Center April 10, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</b>	

## **Material Handling Special Services**

### **Empty Storage**

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### **Mobile Unit Spotting**

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

### **Shipments Returned to Warehouse**

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

### **Special Rates and Services**

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

### **UPS & FEDEX Shipments**

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_

\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

FROM: \_\_\_\_\_

\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

## FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN MONDAY, APRIL 2, 2018.

RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_

\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_

\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147



ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

**C/O VISTA CONVENTION SERVICES SOUTH**

**PALM BEACH COUNTY CONVENTION CENTER**

**650 OKEECHOBEE BLVD**

**WEST PALM BEACH, FL 33401**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

**C/O VISTA CONVENTION SERVICES SOUTH**

**PALM BEACH COUNTY CONVENTION CENTER**

**650 OKEECHOBEE BLVD**

**WEST PALM BEACH, FL 33401**

# FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning 8:00am-10:00am on Tuesday, April 10, 2018.

ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

**C/O VISTA CONVENTION SERVICES SOUTH**

**PALM BEACH COUNTY CONVENTION CENTER**

**650 OKEECHOBEE BLVD**

**WEST PALM BEACH, FL 33401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(EXHIBITOR NAME)

(BOOTH #)

**PALM BEACH CONDO & HOA EXPO**

**C/O VISTA CONVENTION SERVICES SOUTH**

**PALM BEACH COUNTY CONVENTION CENTER**

**650 OKEECHOBEE BLVD**

**WEST PALM BEACH, FL 33401**



# Electric

Return Form To:  
650 Okeechobee Blvd.  
West Palm Beach, FL. 33401  
Attn: Exhibitor Services

Phone: 561-366-3009  
Fax: 561-366-3024

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

<b>Event Name:</b>				<b>Booth #</b>		
<b>Exhibiting Company:</b>				<b>Dates - From:</b>		<b>To:</b>
<b>Address:</b>				<b>Ordered By:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>E-Mail:</b>			
<b>Phone:</b>		<b>Cell:</b>	<b>Fax:</b>			
				<b>Quantity</b>	<b>14 Day Advance Rate</b>	<b>Show Rate</b>
<b>120 Volts (Standard Electric)</b>						<b>Total</b>
500-1000 Watts (10 Amps)					\$89.00	\$119.00 \$
1001-2000 Watts (20 Amps)					\$129.00	\$169.00 \$
<b>208 Volts Single [1] Phase (Basic Installation/Removal Labor Included *)</b>						
20 Amps					\$269.00	\$329.00 \$
30 Amps					\$329.00	\$409.00 \$
60 Amps					\$479.00	\$599.00 \$
100 Amps					\$649.00	\$819.00 \$
<b>208 Volts Three [3] Phase (Basic Installation/Removal Labor Included *)</b>						
20 Amps					\$299.00	\$369.00 \$
30 Amps					\$419.00	\$519.00 \$
60 Amps					\$649.00	\$829.00 \$
100 Amps					\$769.00	\$1,269.00 \$
<b>Electrical Accessories (Remain the property of PBCCC)</b>						
3-Wire Ground 25 ft. extension cord					\$25.00	\$
Power Strip 6 outlet					\$20.00	\$
Cube Tap - 3-way Connector					\$5.00	\$
<b>Labor:</b>						
<b>* Additional Special Placement Labor - per hour</b>					\$70.00	\$70.00 \$
<b>SUB TOTAL</b>						\$
<b>SALES TAX 6%</b>						\$
<b>TOTAL</b>						\$
<b>Special Instructions:</b>						

Prices listed are for the entire show.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check: Payable to: Palm Beach County Convention Center	
Visa	MasterCard American Express
Account No: _____	Exp. Date _____ Verification Code _____
Cardholder Name (Please Print)	
**Authorized Signature:	
Credit Card Billing Address:	
City/State/Zip:	

Rev.02/11

**\*\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD.**

**\* SEE REVERSE SIDE FOR PAYMENT, TERMS AND CONDITIONS**

## Palm Beach County Convention Center Electrical Services Terms and Conditions:

### Payment:

PBCCC must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive advance rates, regardless of date of receipt from Show Management. Unpaid orders will not be installed.

We accept checks, Visa, MasterCard, and American Express.

Any additions or changes to your order, advance or on-site, will require full payment before installation.

Any additional charges for damaged or missing equipment will be billed after the end of the event.

### Rates and Labor Charges:

- a. These rates only cover bringing service to your booth in the most convenient manner.
- b. Rates do not include connecting equipment to provided services.
- c. Special placement or relocation of service will require a labor charge.  
Contact Exhibitor Services, at top of Order Form, to order special placement of service.
- d. Late or On-Site Orders: - We cannot guarantee service will be operable by the opening of the show. Installation during show hours may require Show Management approval. No discounts will be given.
- e. All prices are based on current rates and are subject to change without notice.

### Install / Disconnect and Use of Service

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

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

### CANCELLATION POLICY:

- a. If cancelled before installation and more than six [6] days prior to 1st Show Date = 90% REFUND.
- b. If cancelled before installation, but six [6] days or less prior to the 1st Show Date = 50% REFUND.
- c. If cancelled after the service has been installed = NO REFUND.

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

650 Okeechobee Blvd.  
West Palm Beach, Fl. 33401

tel. (561) 366-3054  
fax: (561) 366-3024

Booth No. \_\_\_\_\_

Event: \_\_\_\_\_

Dates: \_\_\_\_\_

**Exhibiting Company Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Ordered by:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**On site contact:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Cell phone #:** \_\_\_\_\_

**ORDERING:** To order audio-visual equipment for your booth, please fill out this form 14 days prior to start of show. Send or FAX a copy with your payment information to the Palm Beach County Convention Center at the above address/ FAX number, attn: Exhibit Service Desk Manager

**PRICES:** Prices listed are **daily rates** and must be multiplied by the number of days used. Advance rates are available only on orders received 14 days in advance of the show. Show rates apply to all other orders. Equipment is subject to availability on any orders within 14 days.

**DELIVERY:** Your on-site contact must be present to sign for receipt of your order. You are responsible for security of equipment.

Description	QTY	Advance Rate	Show Rate	x no. of days	Total
<b>Personal Computers / Laptops</b>					
Desktop Computer		\$375.00	\$425.00		
Laptop w/DVD drive		\$450.00	\$500.00		
<b>Monitors / Display</b>					
20" LCD Monitor Monitor w/ desk stand		\$195.00	\$225.00		
40" LCD Monitor with Floor Stand		\$400.00	\$525.00		
55" LCD Monitor with Floor Stand		\$750.00	\$875.00		
<b>Data / Video Projection / Screens</b>					
LCD Projector 3000 Lumen		\$525.00	\$625.00		
6'or 8' Tripod Screen with Black Skirt		\$45.00	\$50.00		
DVD Player w/ auto repeat		\$75.00	\$99.00		
6 X 8 FF Screen w/dress kit		\$150.00	\$175.00		
9 X 12 FF Screen w/dress kit		\$195.00	\$215.00		
<b>Audio Equipment</b>					
Wireless Hand-Held or Lav. Microphone		\$135.00	\$195.00		
Powered Speaker		\$125.00	\$175.00		
<b>Accessory Equipment</b>					
Display Easel		\$10.00	\$15.00		
Carts: 34"; 42"; 54"		\$20.00	\$24.00		
Flip Chart		\$35.00	\$50.00		
<b>Miscellaneous</b>					
<b>FAX MACHINE (one time charge for show)</b>		\$225.00	\$250.00		




Cardholder Name (print): \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

<b>Equipment Total</b>		
<b>6% Sales Tax</b>		
communications tax of 14.89%	(on fax only)	
Install Fee 20% or Max \$59.00		
<b>TOTAL AMOUNT DUE</b>		

**Note: taxes subject to change without notice**

# Data & Telecom Services

Return Form To:  
650 Okeechobee Blvd.  
West Palm Beach, FL. 33401  
Attn: Exhibitor Services

Phone: 561-366-3009  
Fax: 561-366-3024

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

<b>Event Name:</b>			<b>Booth #</b>	
<b>Exhibiting Company:</b>			<b>Dates - From:</b>	
<b>Address:</b>			<b>To:</b>	
<b>City:</b>			<b>Ordered By:</b>	
<b>State:</b>	<b>Zip Code:</b>	<b>E-Mail:</b>		
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>		

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

Service Descriptions:	Quantity	14 Day Advance	Show Rate	Total
<b>Hard-Wired High-Speed Internet Service:</b>				
Daily Rate - Per Connection		\$99.00	\$130.00	\$
Run of Show - Per Connection - up to 14 days		\$300.00	\$390.00	\$
Each Additional Connection - Run of Show, to 14 days		\$200.00	\$260.00	\$
<b>Other Data Services:</b>				
1 Block of 16 IP Addresses at 1 location		\$385.00	\$499.00	\$
ISDN/T-1 Extension Service from YOUR Carrier to booth		\$500.00	30 Day Notice Only	\$
<b>Data Equipment Rentals:</b>				
16 Port Ethernet Switch		100.00 x 6% = 106.50	130.00 x 6% = 137.80	\$
Ethernet Patch Cable		10.00 x 6% = 10.65	15.00 x 6% = 15.90	\$

## Analog Telephone Services [Dial 9 - Direct Dial Capable]:

Analog Package, which includes: 1 Phone Line & 1 Phone Set		\$190.00 + \$27.72 CST Tax = <b>\$217.72</b>	\$260.00 + \$37.93 CST Tax = <b>\$297.93</b>	\$
Analog Telephone Line Only		\$185.00 + \$26.99 CST Tax = <b>\$211.99</b>	\$240.00 + \$35.02 CST Tax = <b>\$275.02</b>	\$
Automatic Outside Line No Need to Dial 9		\$15.00 + \$2.19 CST Tax = <b>\$17.19</b>	\$20.00 + \$2.92 CST Tax = <b>\$22.92</b>	\$

## Digital Phone Services [Dial 9 - Direct Dial Capable]:

Digital Package, which includes 1 phone line w/multifunction speaker phone		\$250.00 + \$36.25 CST Tax = <b>\$286.25</b>	\$325.00 + \$47.13 CST Tax = <b>\$372.13</b>	\$
Hunt / Rollover Feature with Basic Digital Service		\$30.00 + \$4.38 CST Tax = <b>\$34.38</b>	\$39.00 + \$5.69 CST Tax = <b>\$44.69</b>	\$
Voice Mail (Per Mailbox)		\$25.00 + \$3.65 CST Tax = <b>\$28.65</b>	\$32.00 + \$4.67 CST Tax = <b>\$36.67</b>	\$

**Long Distance Rates per Minute:** (All Long Distance charges will be assigned to credit card on file.)

N. America -\$1.00 + 14.59% CST Tax; Directory Asst.-\$2.00 + 14.59% CST Tax; Int'l. Dialing \$3.00 + 14.59% CST Tax

**Do You Require International Dialing?:** Yes No

<b>Labor:</b> IT Techs are available for Customer Support at \$80.00 per hour, 1/2 hour min.	hr/hrs.	\$
<b>TOTAL</b>		<b>\$</b>

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check: Payable to: Palm Beach County Convention Center Visa _____ MasterCard _____ American Express _____ / / Enter Account Number Above _____ Exp Date _____ Verification Code _____ Cardholder Name (Please Print): _____ Authorized Signature*: _____ Credit Card Billing Address: _____ City/State/Zip: _____	<b>PBCCC Use Only !</b> Amount Paid: _____ Balance Due: _____ FOP: _____ Date Received: _____ Initials: _____ Notes: _____
--	--





## UPS Freight<sup>SM</sup> Trade Show Services

### Simplified shipping solutions

#### Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

#### Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed\* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com).



### A complete range of services from the carrier you know and trust

#### Freight services:

- Ground freight
- Air freight
- Urgent

#### Package services:

- Ground
- Air
- International



# UPS Freight<sup>SM</sup> Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

## Full range of services

### Urgent

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

### Standard

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

### Package

- On-site coordination of package and freight shipping

## Tips for smoother trade show shipping

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

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

## Online resources

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

Visit us at:  
[upsfreight.com/tradeshow](http://upsfreight.com/tradeshow)  
or call 800.988.9889

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## Multimodal capabilities



CUSTOM  
FURNITURE

*Accent*

TRADESHOW & EVENT FURNISHINGS



*Accent* on Service...  
*Accent* on Excellence!

[www.GetAccent.com](http://www.GetAccent.com)

A-1 Sofa - Black Suede  
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede  
59"L x 32"D x 32"H

A-3 Chair - Black Suede  
39"L x 32"D x 32"H

A-4 Bench - Black Suede  
61"L x 20"D x 17"H

A-7 Corner - Black Suede  
33"L x 33"D x 28"H

A-8 Armless - Black Suede  
31"L x 33"D x 28"H

A-9 Half Ottoman - Black  
Suede  
72"L x 36"D x 18"H



A-1

## UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9





B-1

B-1 Sofa - Tan Suede  
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede  
54"L x 34"D x 32"H

B-3 Chair - Tan Suede  
32"L x 34"D x 32"H

C-1 Sofa - Black Leather  
77"L x 34"D x 32"H

C-2 Loveseat - Black Leather  
54"L x 34"D x 32"H

C-3 Chair - Black Leather  
32"L x 34"D x 32"H

## NEWPORT... TAN SUEDE



B-2



B-3



C-1

## LAREDO... BLACK LEATHER



C-2



C-3

E-1 Sofa - White  
77"L x 34"D x 32"H

E-2 Chair - White  
53"L x 34"D x 32"H

E-3 Bench - White  
53"L x 27"D x 16"H

E-4 Sofa - Red  
77"L x 34"D x 32"H

E-5 Chair - Red  
53"L x 34"D x 32"H

E-6 Bench - Red  
53"L x 27"D x 16"H



E-1

**SOUTH BEACH... WHITE/RED LEATHER**



E-2



E-3



E-4



E-5



E-6



## CHARGED!

*\*Electric Required for following products*

**CHARGED...**



E-11

E-11 Juiced Sofa  
72"L x 31"D x 32"H

E-12 Juiced Love Seat  
55"L x 31"D x 32"H

E-13 Juiced Chair  
33"L x 31"D x 32"H

E-8C White Rectangle Cocktail  
47"L x 23"D x 16"H

E-10C White Cube End Table  
20"L x 20"D x 20"H

D-6C Black Cube End Table  
24"L x 24"D x 20"H

M-5J Bar Table - White / Chrome  
30"Dia x 42"H

E-14C Tall Pub Table - White  
60"L x 25"D x 42"H

E-15C Short Pub Table - White  
60"L x 25"D x 30"H

\*E-UL Under Lighting Add-on  
\*Available on E-8C, E-14C, and  
E-15C



E-12



E-13



E-8C

*White Rectangle Cocktail - CHARGED*



E-10C

*White Cube End Table -  
(Multi Device Charging Cable)*



D-6C

*Black Cube End Table -  
(Multi Device Charging Cable)*



M-5J

*Tall Bar Table - CHARGED*



E-14C



E-15C

\*E-UL Under-Lighting Add-on Available on E-8C, E-14C, and E-15C



WHITE  
I-1 Curved Sofa  
71"L x 34"D x 30"H

I-2 Curved Bench  
71"L x 34"D x 17"H

I-3 Round Ottoman  
40"L x 40"D x 17"H

BLACK  
I-4 Curved Sofa  
71"L x 34"D x 30"H

I-5 Curved Bench  
71"L x 34"D x 17"H

I-6 Round Ottoman  
40"L x 40"D x 17"H



**CONTEMPO...WHITE/BLACK LEATHER**



I-1



I-2



I-3



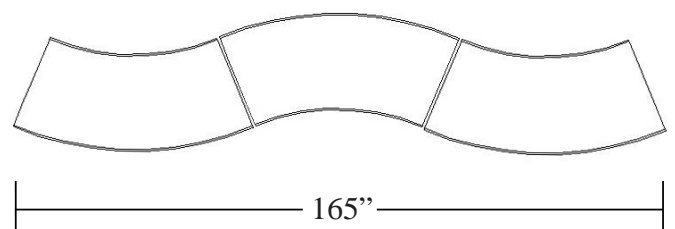
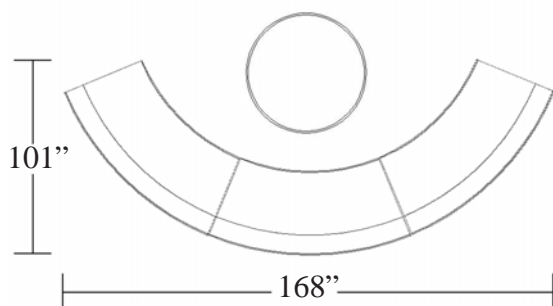
I-4



I-5



I-6





BLACK  
H-1 Sectional Loveseat  
50"L x 38"D x 29"H

H-2 Sectional Corner  
40"L x 40"D x 29"H

WHITE  
H-3 Sectional Loveseat  
50"L x 38"D x 29"H

H-4 Sectional Corner  
40"L x 40"D x 29"H

MONTE CARLO...WHITE/BLACK LEATHER



H-1



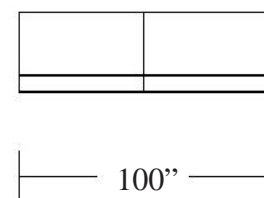
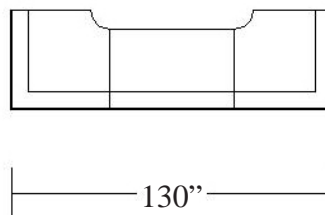
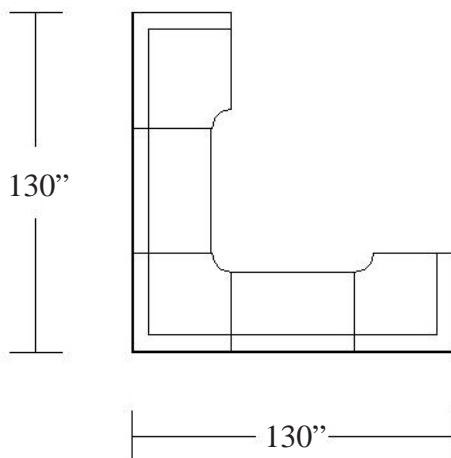
H-2



H-3



H-4



G-1 Sofa - Red  
78"L x 41"D x 30"H

G-2 Chair - Red  
40"L x 36"D x 30"H

G-3 Bench - Red  
61"L x 21"D x 17"H

I -10 Da Vinci  
Folding Sofa - White  
74"L x 35"D x 36"H  
Flat (74"L x 48"D x 18"H)

H-5 Modern Sofa - White  
72"L x 31"D x 26"H

H-6 Modern Chair - White  
35"L x 32"D x 27"H



G-1

## MELROSE... RED SUEDE



G-2



G-3

## MODERN... WHITE & CHROME



I-10



*Sofa Folds into Flat Bench*



H-5



H-6



I-7



I-8

I-7 Cocktail - Chrome / Glass  
45"L x 32"D x 18"H

I-8 End - Chrome / Glass  
25"Dia x 21"H

A-10 Cocktail - Black / Glass  
48"L x 24"D x 17"H

A-11 End - Black / Glass  
21"L x 21"D x 21"H

B-4 Cocktail - Natural  
48"L x 24"D x 17"H

B-5 End - Natural  
24"Dia x 21"H

D-4 Cocktail - Black Square  
30"L x 30"D x 16"H

D-5 Cocktail - Black Cylinder  
30"Dia x 15"H

D-6 End - Black Cube  
24"L x 24"D x 20"H

E-7 Cocktail - White Square  
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle  
47"L x 23"D x 16"H

E-9 End - White Square  
20"L x 20"D x 19"H

E-10 End - White Cube  
20"L x 20"D x 20"H

## OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



D-6



*\*Also Available Charged (D-6C)*



E-7



E-8



*\*Also Available Charged (E-8C)*



E-9



E-10



*\*Also Available Charged (E-10C)*

F-7 Stage Chair - Black  
27"L x 23"D x 35"H

F-8 Stage Chair - Burgundy  
27"L x 23"D x 35"H

F-9 Stage Chair - White  
27"L x 23"D x 35"H

F-1 Barcelona Chair - Red  
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red  
24"L x 24"D x 17"H

F-3 Barcelona Chair - White  
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White  
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black  
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black  
24"L x 24"D x 17"H

I-9 Glove Chair - White  
30"L x 30"D x 32"H

K-12 Stage Chair - Mocha  
28"L x 26"D x 32"H

E-6 Bench - Red  
53"L x 27"D x 16"H

E-3 Bench - White  
53"L x 27"D x 16"H

J-19 Bench - Rustic Wood  
59"L x 16"D x 17.5"H

A-4 Bench - Black Suede  
61"L x 20"D x 17"H



F-7



F-8



F-9

## CHAIRS & BENCHES...



F-1

F-2



F-3

F-4



F-5

F-6



I-9



K-12



E-6



E-3



J-19



A-4





J-12



J-13



J-14



J-15

J-12 Cube - Black Leather  
17"L x 17"D x 17"H

J-13 Cube - Orange Leather  
17"L x 17"D x 17"H

J-14 Cube - White Leather  
17"L x 17"D x 17"H

J-15 Cube - Red Leather  
17"L x 17"D x 17"H

## OTTOMANS...



J-16



J-17



J-18

J-16 Swivel Ottoman - White  
18"Dia x 17.25"H

J-17 Swivel Ottoman - Orange  
18"Dia x 17.25"H

J-18 Swivel Ottoman - Black  
18"Dia x 17.25"H



G-4

**GLOW**  
ADJUSTABLE COLORS



J-10



J-11

G-4 LED Cube - Glow  
20"L x 20"D x 20"H

J-10 Storage Cube - White  
18"L x 18"D x 17"H

J-11 Ottoman - Black Leather  
18"L x 18"D x 18"H

E-14 Tall Pub Table - White  
60"L x 25"D x 42"H

E-15 Short Pub Table - White  
60"L x 25"D x 30"H

J-20 Work Station - Black  
57"L x 24"D x 40"H

J-21 Work Station - White  
57"L x 24"D x 40"H

O-10 Parson Desk - Black  
48"L x 24"D x 29"H

## WORK STATIONS...



E-14



\*Also Available Charged (E-14C)



E-15



\*Also Available Charged (E-15C)



J-20



J-21



O-10 11



J-1 Dynamic Chair - Black  
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green  
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange  
23"L x 24"D x 32"H

J-4 Dynamic Chair - White  
23"L x 24"D x 32"H

L-3 Maple / Chrome Chair  
16"L x 18"D x 31"H

L-9B Chair - Black / Chrome  
16"L x 18"D x 31"H

L-9R Chair - Red / Chrome  
16"L x 18"D x 31"H

L-9W White / Chrome  
16"L x 18"D x 31"H

K-5 Euro Chair - Black  
22"L x 23"D x 28"H

K-6 Jet Black Chair  
16"L x 18"D x 31"H

L-24 Anaheim Chair - White  
18"L x 20"D x 36"H

M-16 Gunmetal Chair  
18"L x 21"D x 34"H

L-21 Chrome Chair  
24"L x 18"D x 29"H

M-1 Chair - Blue / Black  
20"L x 20"D x 32"H

M-3 Chair - Red / Black  
20"L x 20"D x 32"H



L-24

## SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

L-1 Table - Maple / Chrome  
30"Dia x 29"H

L-2 Table - Maple / Chrome  
36"Dia x 29"H

L-7W Table - White / Chrome  
30"Dia x 29"H

L-7S Table - White Square  
30"L x 30"D x 29"H

L-7 Table - Black / Chrome  
30"Dia x 29"H

L-8 Table - Black / Chrome  
36"Dia x 29"H

K-1 Table - Black  
24"Dia x 29"H

K-2 Table - Black  
30"Dia x 29"H

K-3 Table - Black  
36"Dia x 29"H

K-4 Table - Black  
42"Dia x 29"H

L-7R Table - Rustic  
30"L x 30"D x 30"H

L-20 Table - Chrome  
30"Dia x 29"H

L-14 Glass Table - Black  
(Rounded Corners)  
42"Dia x 29"H

L-15 Glass Table - Chrome  
36"Dia x 29"H

## SHORT TABLES...



L-1 / L-2



L-7W



L-7S



L-7 / L-8



K-1 / K-2 / K-3 / K-4



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome  
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome  
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome  
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome  
16"L x 18"D x 42"H

M-6 Curve Barstool  
White / Chrome - Adj  
17"L x 18"D x 35"H

M-14 Crescent Stool  
White / Chrome - Adj  
22"L x 19"D x 40"H

L-18B Swivel with Back  
White / Chrome - Adj  
23"L x 17"D x 42"H

L-18 Swivel Stool  
White / Chrome - Adj  
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black  
21"L x 20"D x 41"H

K-11 Jet Black Stool  
16"L x 18"D x 42"H

L-23 Stool - Chrome  
20"L x 16"D x 39"H

L-19 Swivel Stool  
Black / Chrome - Adj  
15"L x 15"D x 25" - 33"H

M-2 Barstool - Blue / Black  
20"L x 22"D x 45"H - Swivel

M-4 Barstool - Red / Black  
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black  
20"L x 22"D x 45"H - Swivel

M-15 Gunmetal Barstool  
18"L x 18"D x 29"H

M-10 Scoop - Red  
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey  
17"L x 22" - 33"H - Adj

M-12 Scoop - Black  
17"L x 22" - 33"H - Adj

M-13 Scoop - White  
17"L x 22" - 33"H - Adj



L-6



L-12W



L-12B



L-12R

## SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



## TALL BAR TABLES...



L-4 Bar Table - Maple / Chrome  
30'Dia x 42"H

L-5 Bar Table - Maple / Chrome  
36'Dia x 42"H

M-5 Bar Table - White / Chrome  
30'Dia x 42"H

M-5S Bar Table - Square  
White / Chrome  
30"L x 30"D x 42"H

L-10 Bar Table - Black / Chrome  
30'Dia x 42'H

L-11 Bar Table - Black / Chrome  
36"Dia x 42"H

K-7 Bar Table - Black  
24"Dia x 42"H

K-8 Bar Table - Black  
30"Dia x 42"H

K-9 Bar Table - Black  
36"Dia x 42"H

M-5R Bar Table - Square  
Rustic  
30"L x 30"D x 42"H

L-17 Bar Table - Glass / Chrome  
28"Dia x 42"H

L-22 Bar Table - Chrome  
30"Dia x 42"H

M-7 Gelato Table -White  
24"Dia x 31"- 40"H - Adj

M-8 Gelato Table - Grey  
24"Dia x 31"- 40"H - Adj

M-9 Gelato Table - Black  
24"Dia x 31"-40"H-Adj

N-1 Pedestal - Black  
12"L x 12"D x 30"H

N-2 Pedestal - Black  
12"L x 12"D x 36"H

N-3 Pedestal - Black  
12"L x 12"D x 42"H

N-4 Pedestal - Grey  
12"L x 12"D x 30"H

N-5 Pedestal - Grey  
12"L x 12"D x 36"H

N-6 Pedestal - Grey  
12"L x 12"D x 42"H

N-7 Pedestal - Black  
18"L x 18"D x 36"H

N-8 Pedestal - Black  
18"L x 18"D x 42"H

N-9 Pedestal - Grey  
18"L x 18"D x 36"H

N-10 Pedestal - Grey  
18"L x 18"D x 42"H

N-15 Pedestal - White  
18"L x 18"D x 36"H

N-16 Pedestal - White  
18"L x 18"D x 42"H

N-11 Pedestal - Black  
24"L x 24"D x 42"H

N-12 Pedestal - Grey  
24"L x 24"D x 42"H

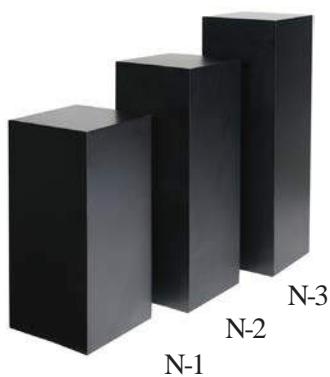
N-13 Locking Pedestal - Black  
24"L x 24"D x 42"H

N-14 Locking Pedestal - White  
24"L x 24"D x 42"H



N-13

## DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



N-13



N-14





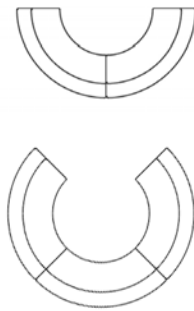
\*Electric Required for Lighting Options

O-4

## BARS & RECEPTION COUNTERS...



O-1



O-2

O-1 Martini Bar  
50"L x 50"D x 47"H

O-2 Martini Bar with  
Colored Lighting.  
50"L x 50"D x 47"H

O-3 Cosmopolitan Bar  
72"L x 27"D x 42"H

O-4 Cosmopolitan Bar with  
Lighting Option  
72"L x 27"D x 42"H

O-5 Reception  
Counter - Black  
48"L x 16"D x 42"H

O-6 Contour  
Counter with Literature  
Holder - Black  
45"L x 21"D x 41"H

O-7 Contour  
Counter with Literature  
Holder - Grey  
45"L x 21"D x 41"H



O-3



O-5



O-6



O-7



P-16 Table - White  
79"L x 36"D x 30"H

P-1 Table - Maple 6ft  
72"L x 36"D x 29"H

P-2 Table - Maple 8ft  
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft  
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft  
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft  
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft  
72"L x 36"D x 29"H

P-6B Table - Honey Oak 6ft  
72"L x 36"D x 29"H  
(Includes Power Grommets)

P-6C Table - Honey Oak 8ft  
96"L x 36"D x 29"H  
(Includes Power Grommets)

P-7 Table - Black Oval 6ft  
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft  
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft  
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft  
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft  
96"L x 48"D x 29"H

P-13 Chrome Table - White  
Frosted Glass  
53"L x 33"D x 29"H

P-14 Table - Honey Oak  
42"Dia x 29"H

P-14C (Includes Power  
Grommets)

P-15 Table - Mahogany  
42" Dia x 29"H

P-18 Table - Rustic 8ft  
96"L x 36"D x 30"H



P-16

## CONFERENCE TABLES...



P-1 6ft

P-2 8ft



P-3 6ft

P-4 8ft

P-5 10ft



P-6 6ft

P-6B 6ft CHARGED

P-6C 8ft CHARGED



P-7 6ft

P-8 8ft

P-9 10ft



P-10 6ft

P-11 8ft



P-13



P-14

P-14C CHARGED



P-15



P-18 8ft



Q-4

## CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

Q-1 Leather Executive - Black  
25"L x 28"D x 43"H

Q-3 Leather Izzo - White  
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black  
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black  
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey  
24"L x 25"D x 38"H

Q-7 Sled Chair - Black  
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey  
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black /  
Chrome  
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey /  
Chrome  
19"L x 23"D x 31"H

Q-11 Drafting Stool - Black  
20"L x 23"D x 51"H  
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey  
20"L x 23"D x 51"H  
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black  
20"L x 23"D x 36"H  
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey  
20"L x 23"D x 36"H  
Seat Height 16'-21"H Adj

O-18 iPad Stand - White  
14"H x 41"Dia Base

O-19 iPad Stand - Black  
14"H x 41"Dia Base

O-22 Stanchion Pole - Chrome  
39" H

O-23 Stanchion Rope  
6.5' Burgundy

O-24 Stanchion Rope  
6.5' Black

O-25 Park Bench - Black  
50"L x 21"D x 35"H

O-11 Refrigerator  
20"L x 20"D x 34"H  
115 Volts / 155.25 Watts

O-12 Coat Rack  
21"x 21" Base x 68"H

A-12 Floor Lamp - Silver  
72"H

O-13 Free Standing Mirror  
20"W x 58"H

O-14 Literature Stand  
6 pocket  
10"L x 9"H x 64"H

O-15 Folding Literature Stand  
Silver  
11"L x 15"D x 60"H

O-16 Folding Literature Stand  
Black  
11"L x 15"D x 60"H

O-20 Universal Tablet Stand  
Base 17.5"W x 49"H



O-18



O-19

## ACCESSORIES...



O-22 Stanchion Pole  
O-23 Burgundy Rope  
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black  
(Glass Shelves)  
30"L x 14"D x 67"H

R-2 Etagere - Chrome  
(Glass Shelves)  
30"L x 14"D x 67"H

R-3 Bookcase - Grey  
36"L x 12"D x 48"H

R-4 Bookcase - Black  
36"L x 12"D x 48"H

R-5 Bookcase - Grey  
36"L x 12"D x 72"H

R-6 Bookcase - Black  
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey  
(2 drawer)  
15"L x 25"D x 29"H

R-8 Filing Cabinet - Black  
(2 drawer)  
15"L x 25"D x 29"H

R-9 Filing Cabinet - Black  
(4 drawer)  
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey  
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black  
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black  
36"L x 18"D x 72"H

## SHELVING & STORAGE...



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

S-1 Desk - Natural / Black  
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black  
60"L x 20"D x 29"H

S-3 Desk - Honey Oak  
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak  
60"L x 20"D x 29"H

S-5 Desk - Mahogany  
60"L x 30"D x 29"H

S-6 Credenza - Mahogany  
60"L x 20"D x 29"H



S-5

## OFFICE... DESKS



S-1



S-2



S-3



S-4



S-5

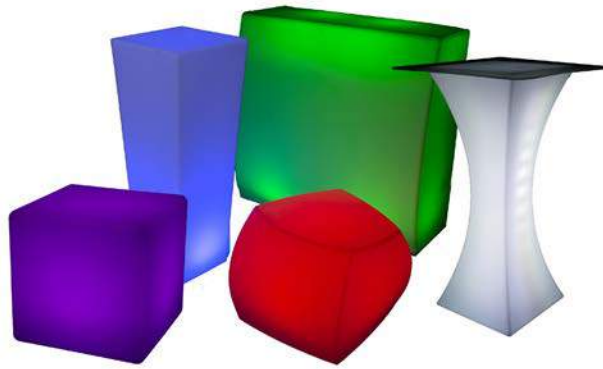


S-6



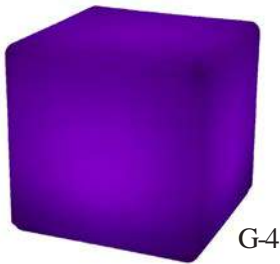


LED GLOW...MULTI-COLORED LIGHTING

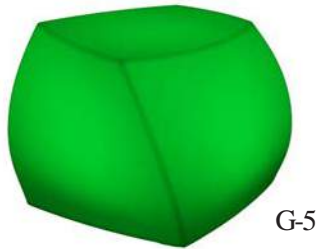


- G-4 LED Cube - Glow  
20"L x 20"D x 20"H
- G-5 Twisted Cube - Glow  
22"L x 22"D x 17"H
- G-6 LED Fluted Bar Table  
Glow  
26"L x 26"D x 43"H
- G-7 LED Pedestal - Glow  
15.5"L x 15.5"D x 40"H
- G-9 LED Curve Bar - Glow  
64"L x 23"D x 42"H
- G-10 Straight Bar - Glow  
48"L x 19"D x 42"H

LED Items come Fully Charged  
with remote control  
to adjust color options



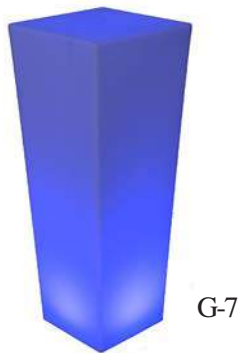
G-4



G-5



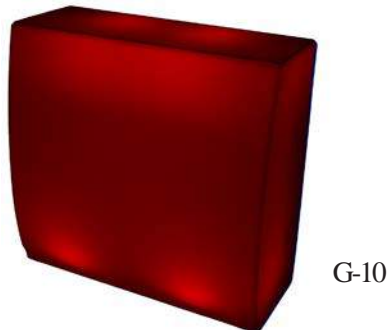
G-6



G-7



G-9



G-10





# ACCENT Tradeshaw & Event Furnishings

3438 Maggie Blvd. \* Orlando FL 32811 \* Phone 407.648.7474 \* Email: John@GetAccent.com

v017.2.425

A-1	Black Suede Sofa	\$425	H-1	Black Sectional Loveseat	\$448	L-12B	Black/Chrome Barstool	\$172	O-13	Free Standing Mirror	\$150
A-2	Black Suede Loveseat	\$385	H-2	Black Sectional Corner	\$328	L-12R	Red/Chrome Barstool	\$172	O-14	Literature Stand	\$126
A-3	Black Suede Chair	\$270	H-3	White Sectional Loveseat	\$448	L-12W	White/Chrome Barstool	\$172	O-15	Silver Folding Lit. Stand	\$167
A-4	Black Suede Bench	\$241	H-4	White Sectional Corner	\$328	L-14	Black/Glass Table	\$155	O-16	Black Folding Lit. Stand	\$167
A-7	Black Suede Corner	\$270	H-5	Wht/Chrm Modern Sofa	\$475	L-15	Chrome/Glass Table	\$150	O-18	White iPad Stand	\$126
A-8	Black Suede Armless	\$270	H-6	Wht/Chrm Modern Chair	\$275	L-17	Chrm/Glass Tall Bar Tbl	\$195	O-19	Black iPad Stand	\$126
A-9	Blk/Half Round Ottoman	\$339	I-1	White Curve Sofa	\$489	L-18	Wht/Chrm Swivel Stool	\$150	O-20	Universal Tablet Stand	\$126
A-10	Black/Glass Cktl. Table	\$178	I-2	White Curve Bench	\$316	L-18B	Wht Swivel Stool w/ Back	\$184	O-22	Chrome Stanchion	\$50
A-11	Black/Glass End Table	\$161	I-3	White Round Ottoman	\$241	L-19	Blk/Chrome Swivel Stool	\$150	O-23	Burgundy Rope	\$30
A-12	Silver Floor Lamp	\$86	I-4	Black Curve Sofa	\$489	L-20	30" Chrome Table	\$155	O-24	Black Rope	\$30
B-1	Tan Suede Sofa	\$425	I-5	Black Curve Bench	\$316	L-21	Chrome Chair	\$144	O-25	Black Park Bench	\$168
B-2	Tan Suede Loveseat	\$385	I-6	Black Round Ottoman	\$241	L-22	30" Chrome Tall Bar Tbl	\$184	P-1	6' Maple Conf. Table	\$351
B-3	Tan Suede Chair	\$270	I-7	Chrome/Glass Cktl. Table	\$201	L-23	Chrome Barstool	\$172	P-2	8' Maple Conf. Table	\$445
B-4	Natural Ckt Table	\$178	I-8	Chrome/Glass End Table	\$178	L-24	White Anaheim Chair	\$144	P-3	6' Mahogany Conf. Table	\$351
B-5	Natural End Table	\$161	I-9	Wht/Chrome Glove Chair	\$282	M-1	Blue/Black Chair	\$144	P-4	8' Mahogany Conf. Table	\$445
C-1	Black Leather Sofa	\$425	I-10	White Da Vinci Sofa	\$475	M-2	Blue/Black Barstool	\$172	P-5	10' Mahogany Conf. Tbl.	\$569
C-2	Black Leather Loveseat	\$385	J-1	Black Dynamic Chair	\$144	M-3	Red/Black Chair	\$144	P-6	6' Honey Oak Conf. Table	\$351
C-3	Black Leather Chair	\$270	J-2	Green Dynamic Chair	\$144	M-4	Red/Black Barstool	\$172	P-6B	6' Honey Oak- Charged	\$391
D-4	Black Cube Ckt Table	\$184	J-3	Orange Dynamic Chair	\$144	M-4B	Black/Black Barstool	\$172	P-6C	8' Honey Oak- Charged	\$495
D-5	Black Round Ckt Table	\$184	J-4	White Dynamic Chair	\$144	M-5	30" Wht/Chrome Tall Tbl.	\$175	P-7	6' Black Conf. Table	\$333
D-6	Black Cube End Table	\$167	J-10	White Storage Cube	\$109	M-5J	30" Wht/Chrm Tall- Charged	\$209	P-8	8' Black Conf. Table	\$445
D-6C	Black Cube End- Charged	\$197	J-11	Black Leather Ottoman	\$109	M-5R	Rustic Square Tall Table	\$175	P-9	10' Black Conf. Table	\$569
E-1	White South Beach Sofa	\$512	J-12	Black Cube	\$109	M-5S	White Square Tall Table	\$175	P-10	6' Grey Conf. Table	\$333
E-2	White South Beach Chair	\$328	J-13	Orange Cube	\$109	M-6	White Curve Barstool	\$184	P-11	8' Grey Conf. Table	\$445
E-3	White SouthBeach Bench	\$241	J-14	White Cube	\$109	M-7	White Gelato Table	\$225	P-13	White Frosted Glass Table	\$350
E-4	Red South Beach Sofa	\$512	J-15	Red Cube	\$109	M-8	Grey Gelato Table	\$225	P-14	42" Dia. Honey Oak Table	\$241
E-5	Red South Beach Chair	\$328	J-16	White Swivel Ottoman	\$109	M-9	Black Gelato Table	\$225	P-14C	42" Honey Oak - Charged	\$281
E-6	Red SouthBeach Bench	\$241	J-17	Orange Swivel Ottoman	\$109	M-10	Red Scoop	\$172	P-15	42" Dia. Mahogany Table	\$241
E-7	White Square Ckt Table	\$172	J-18	Black Swivel Ottoman	\$109	M-11	Grey Scoop	\$172	P-16	6.5' White Conf. Table	\$545
E-8	White Rec. Ckt. Table	\$172	J-19	Rustic Bench	\$241	M-12	Black Scoop	\$172	P-18	8' Oak Rustic Table	\$545
E-8C	White Rec. Ckt.- Charged	\$247	J-20	Black Work Station	\$375	M-13	White Scoop	\$172	Q-1	Leather Executive Chair	\$225
E-9	White Square End Table	\$161	J-21	White Work Station	\$375	M-14	White Crescent Stool	\$184	Q-3	Wht/Leather Exec Chair	\$276
E-10	White Cube End	\$225	K-1	24" Black Table	\$132	M-15	Gunmetal Barstool	\$172	Q-4	Blk/Leather Exec Chair	\$276
E-10C	White Cube End- Charged	\$255	K-2	30" Black Table	\$132	M-16	Gunmetal Chair	\$144	Q-5	Blk. Jr. Executive Chair	\$190
E-11	White Sofa w/Outlet	\$595	K-3	36" Black Table	\$150	N-1	12X12X30 Black Ped	\$172	Q-6	Grey Jr. Executive Chair	\$190
E-12	White Loveseat w/Outlet	\$495	K-4	42" Black Table	\$178	N-2	12x12x36 Black Ped	\$184	Q-7	Black Sled Chair	\$161
E-13	White Chair w/Outlet	\$395	K-5	Black Euro Chair	\$120	N-3	12x12x42 Black Ped	\$195	Q-8	Grey Sled Chair	\$161
E-14	Tall White Pub Table	\$375	K-6	Jet Black Chair	\$120	N-4	12x12x30 Grey Ped	\$172	Q-9	Blk/Chrome Breuer Chair	\$144
E-14C	Tall White Pub- Charged	\$450	K-7	24" Black Tall Bar Table	\$172	N-5	12x12x36 Grey Ped	\$184	Q-10	Grey/Chrome Breuer Chair	\$144
E-UL	Under-Lighting Add-on	\$50	K-8	30" Black Tall Bar Table	\$172	N-6	12x12x42 Grey Ped	\$195	Q-11	Black Drafting Stool	\$172
E-15	Short White Pub Table	\$350	K-9	36" Black Tall Bar Table	\$184	N-7	18x18x36 Black Ped	\$207	Q-12	Grey Drafting Stool	\$172
E-15C	Short White Pub-Charged	\$425	K-10	Black Barstool	\$150	N-8	18x18x42 Black Ped	\$218	Q-13	Black Secretarial Chair	\$144
F-1	Barcelona Chair Red	\$362	K-11	Jet Black Barstool	\$172	N-9	18x18x36 Grey Ped	\$207	Q-14	Grey Secretarial Chair	\$144
F-2	Barcelona Ottoman Red	\$184	K-12	Mocha Stage Chair	\$161	N-10	18x18x42 Grey Ped	\$218	R-1	Black Etagere	\$184
F-3	Barcelona Chair White	\$362	L-1	30" Maple Table	\$150	N-11	24x24x42 Black Ped	\$230	R-2	Chrome Etagere	\$184
F-4	Barcelona Ottoman White	\$184	L-2	36" Maple Table	\$161	N-12	24x24x42 Grey Ped	\$230	R-3	42" Grey Bookcase	\$150
F-5	Barcelona Chair Black	\$362	L-3	Maple/Chrome Chair	\$144	N-13	24x24x42 Black w/Door	\$316	R-4	42" Black Bookcase	\$150
F-6	Barcelona Ottoman Black	\$184	L-4	30" Maple Tall Bar Table	\$178	N-14	24x24x42 White w/Door	\$316	R-5	72" Grey Bookcase	\$172
F-7	Black Stage Chair	\$185	L-5	36" Maple Tall Bar Table	\$184	N-15	18x18x36 White Ped	\$207	R-6	72" Black Bookcase	\$172
F-8	Burgundy Stage Chair	\$185	L-6	Maple/Chrome Barstool	\$172	N-16	18x18x42 White Ped	\$218	R-7	2-Dr Grey File Cabinet	\$150
F-9	White Stage Chair	\$185	L-7	30" Black/Chrome Table	\$138	O-1	Martini Bar	\$875	R-8	2-Dr Black File Cabinet	\$150
G-1	Red Melrose Sofa	\$512	L-7S	White Square Table	\$138	O-2	Martini Bar (w/Light Kit)	\$975	R-9	4-Dr Black File Cabinet	\$165
G-2	Red Melrose Chair	\$328	L-7R	Rustic Table	\$138	O-3	Cosmopolitan Bar	\$857	R-10	42" Grey Storage Cabinet	\$165
G-3	Red Melrose Bench	\$241	L-7W	30"White/Chrome Table	\$138	O-4	Cosmo Bar (w/Light Kit)	\$975	R-11	42" Black Storage Cabinet	\$165
G-4	LED Glow Cube	\$185	L-8	36" Black/Chrome Table	\$155	O-5	Reception Counter	\$236	R-12	72" Black Storage Cabinet	\$195
G-5	LED Glow Twist Cube	\$195	L-9B	Black/Chrome Chair	\$144	O-6	Black Rec. Counter	\$385	S-1	Natural/Black Desk	\$405
G-6	LED Fluted Bar Table	\$245	L-9R	Red/Chrome Chair	\$144	O-7	Grey Rec. Counter	\$385	S-2	Natural/Black Credenza	\$360
G-7	LED Glow Pedestal	\$235	L-9W	White/Chrome Chair	\$144	O-10	Parson Desk	\$225	S-3	Honey Executive Desk	\$405
G-9	LED Glow Curve Bar	\$975	L-10	30" Blk/Chrome Tall Tbl	\$178	O-11	Refrigerator	\$201	S-4	Honey Credenza	\$360
G-10	LED Glow Straight Bar	\$875	L-11	36" Blk/Chrome Tall Tbl	\$184	O-12	Coat Rack	\$115	S-5	Mahogany Desk	\$405
									S-6	Mahogany Credenza	\$360

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