



Marine Hotel Association
March 27 - 28, 2020
Hyatt Regency Orlando



Marine Hotel Association
March 27 - 28, 2020
Hyatt Regency Orlando



7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: Mbastida@vistasouthcs.com

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Electrical Services(Edlen)
Audio/Video Services (Encore)
Telecommunication Services (Encore)
Catering Services(Hyatt)
UPS Freight
Accent Furniture

		<p>BOOTH PACKAGE & CONTACT INFO</p>
<p>Marine Hotel Association March 27 - 28, 2020 Hyatt Regency Orlando</p>	<p>7045 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: Mbastida@vistasouthcs.com</p>	

Dear Exhibitor:

As the official decorator and service contractor, Encinosa Expositions has appointed Vista South Convention Services as the official sub-contractor for this event. 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:

Marine Hotel Association
Tel: (415) 332-1903
Email: mha@mhaweb.org
www.mhaweb.org

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

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

1 - 6' x 30" Draped Table - BLACK
1 - Wastebasket

1 - 7" x 44" ID Sign
2 - Side Chairs

****For emptying of wastebaskets, please place your wastebasket in the aisle in front of your booth. Wastebaskets will be periodically emptied throughout the run of the show, and at the end of each day.****

Please note: The exhibit floor is carpeted. Electricity is NOT included!



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EXHIBIT AREA
INSTALLATION
&
DISMANTLE

Exhibit Area Installation & Dismantle

Set-up Dates & Times

Thursday,	March 26, 2020	9:00am - 5:00pm
Friday,	March 27, 2020	8:00am - 10:00am

All prefabricated displays must be set and empty crates tagged for storage
by 4:00pm Thursday, March 26, 2020.

Exhibit Dates & Times

Friday,	March 27, 2020	10:00am - 4:00pm
Saturday,	March 28, 2020	8:30am - 2:00pm

Dismantle Dates & Times

Saturday,	March 28, 2020	2:00pm - 8:00pm
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Please note: Freight not picked up by 8:00pm on Saturday March 28, 2020 will be re-routed through the house carrier.



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**PAYMENT
&
CREDIT CARD
AUTHORIZATION FORM**

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

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.....	\$	_____
*Siderail Installation Form.....	\$	_____
*Hardwall Panel Graphics Form.....	\$	_____
*Special Signs Order Form.....	\$	_____
*Showcase Order Form.....	\$	_____
Booth Cleaning Order Form.....	\$	_____
Estimated Labor Order Form.....	\$	_____
Priority Empty Container Return Order Form.....	\$	_____
Estimated Material Handling Order Form.....	\$	_____
Subtotal	\$	_____
*Add 6.5% 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 SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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LIMITS OF LIABILITY & RESPONSIBILITY

Limits of Liability and Responsibility

1. Vista South Convention Services shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista South Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista South Convention Services 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 South Convention Services 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 South Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista South Convention Services 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 South Convention Services 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 South Convention Services 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.



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PAYMENT POLICIES

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

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 South Convention Services 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 South Convention Services (305) 673-1123 or e-mail: Mbastida@vistasouthcs.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 Wednesday, March 11, 2020.

Showsite Orders

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

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista South Convention Services 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 South Convention Services 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 South Convention Services.



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STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

Rental price includes delivery to and removal from your booth.

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

SEATING

Side Chair.....	\$57.30	\$74.60	_____
Padded Stool.....	\$109.70	\$142.80	_____

ACCESSORIES

Round Pedestal Table (30"h x 30"d).....	\$95.50	\$121.30	_____
Round Pedestal Table (42"h x 30"d).....	\$121.30	\$157.10	_____
Wastebasket.....	\$28.20	\$36.40	_____
Easel.....	\$31.90	\$41.30	_____
Chrome Sign Frame (22" x 28").....	\$83.80	\$95.20	_____
Bag Holder.....	\$113.60	\$149.10	_____
8' Stanchion.....	\$31.90	\$41.30	_____
Crossbar.....	\$31.90	\$41.30	_____
Garment Rack.....	\$113.60	\$149.10	_____
Literature Rack.....	\$113.60	\$149.10	_____

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

10' x 10'.....	\$140.80	\$183.20	_____
10' x 20'.....	\$282.70	\$366.20	_____
10' x 30'.....	\$421.40	\$550.90	_____
10' x 40'.....	\$535.40	\$731.60	_____
10' x 50'.....	\$702.40	\$914.50	_____

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) \$3.45 sq. ft. \$4.35 sq. ft. _____

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ ft. x _____ ft. (100 sq. ft. minimum) \$1.55 sq. ft. \$1.80 sq. ft. _____

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

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

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

2' x 4' x 30".....	\$117.60	\$149.10	_____
2' x 6' x 30".....	\$132.70	\$169.80	_____
2' x 8' x 30".....	\$159.50	\$207.30	_____
4th Side Drape 6' & 8' Only.....	\$42.00	\$89.50	_____

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".....	\$168.30	\$218.80	_____
2' x 6' x 42".....	\$184.10	\$239.40	_____
2' x 8' x 42".....	\$213.20	\$275.50	_____
4th Side Drape 6' & 8' Only.....	\$42.00	\$89.50	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....	\$59.10	\$93.20	_____
2' x 6' x 30".....	\$72.60	\$109.90	_____
2' x 8' x 30".....	\$86.90	\$113.30	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....	\$72.80	\$93.20	_____
2' x 6' x 42".....	\$84.60	\$109.90	_____
2' x 8' x 42".....	\$98.90	\$128.20	_____

DRAPED RISERS

White Vinyl			
4' One Step.....	\$57.10	\$73.80	_____
6' One Step.....	\$74.00	\$95.80	_____
Raise & Drape Package			
Table to 42" high.....	\$75.40	\$89.50	_____

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

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

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 SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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**PLUSH BOOTH
CARPET
ORDER FORM**

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

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) \$4.40 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.

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

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 _____

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**BOOTH CLEANING
&
PORTER SERVICES
ORDER FORM**

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

BOOTH CLEANING RATES

Please indicate your requirements:

- ☐ Daily - Vacuuming.....\$.45 per sq. ft.
☐ Once - Vacuuming before initial opening.....\$.50 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 South Convention Services 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 **\$1.10 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.15** x Number Of Days: _____ = \$ _____
(Minimum charge: 100 Sq. Ft. Per Day - \$115.00)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the 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 _____

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VCS MODULAR
RENTAL UNITS

DEADLINE DATE:
FRIDAY, MARCH 13, 2020

□ VCS TableTop

Unit contains

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

Price \$596.30



□ VCS 10

Unit contains

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

Price \$1,195.80



Optional Rental Accessories

Qty	Item	Price	Total
___	Side Rail (each)	\$128.00	\$ ___

Extra Shelves

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$59.60	\$ ___

□ VCS 20

Unit contains

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

Price \$2,265.70



□ Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$298.20	\$ ___
___	80"L x 42"H x 22"W	\$417.40	\$ ___

All graphics must be sent per the graphic guidelines.

Custom units available.
Please call for pricing.

Header Copy:

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

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

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 _____

E-MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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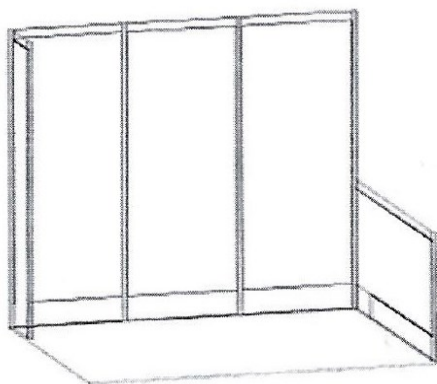
7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: Mbastida@vistasouthcs.com

**SIDERAIL
INSTALLATION**
(Corner Booths ONLY)

DEADLINE DATE:
THURSDAY, MARCH 19, 2020

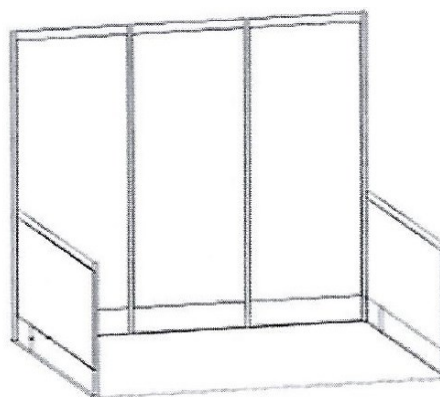
SAMPLE: 1

If you have a booth at the end of an aisle (corner booth), this is how your booth will appear:



SAMPLE: 2

If you would like to have a full side wall, your booth would appear like this:



We will be happy to provide these side rail installations/removals as such, but you must confirm your preference and advise us no later than **Thursday, March 19, 2020** by completing and submitting this form.

☐ I prefer to have a short support wall on my booth as indicated by Sample: 1.

☐ I prefer to have a full side wall on my booth as indicated by Sample: 2

****There will be a \$100.00 fee if a siderail would need to be installed at showsite****

Please e-mail this form to Mbastida@vistasouthcs.com or fax it to **(305) 673-8713**.

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ALL CHARGES SUBJECT TO SALES TAX (6.5%)
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 _____



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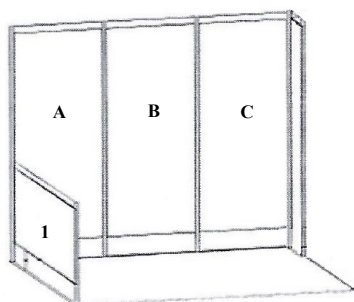


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**HARDWALL PANEL
GRAPHICS**

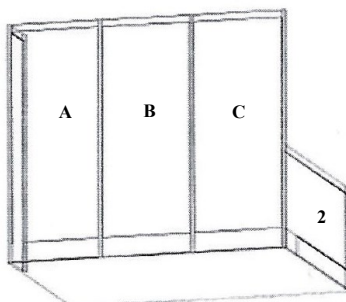
DEADLINE DATE:
THURSDAY, MARCH 19, 2020

SAMPLE: 1



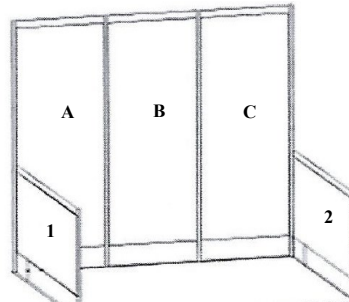
RIGHT CORNER BOOTH
(PLEASE CHECK OFF PANELS THAT WILL
REQUIRE GRAPHICS)
1 ☐ ☐ ☐
A ☐ B ☐ C ☐

SAMPLE: 2



LEFT CORNER BOOTH
(PLEASE CHECK OFF PANELS THAT WILL
REQUIRE GRAPHICS)
2 ☐ ☐ ☐
A ☐ B ☐ C ☐

SAMPLE: 3



CLOSED ENDS BOOTH
(PLEASE CHECK OFF PANELS THAT WILL
REQUIRE GRAPHICS)
1 ☐ 2 ☐
A ☐ B ☐ C ☐

QTY	DESCRIPTION	COST	
<input type="checkbox"/> 87" x 38 1/4" Graphic Panel	Letters A,B,C	Discount Price: <u>\$275.00</u>	Standard Price: <u>\$400.00</u>
<input type="checkbox"/> 38" x 77 1/2" Graphic Panel	Numbers 1, 2	Discount Price: <u>\$150.00</u>	Standard Price: <u>\$225.00</u>

Graphics received after the deadline date of **Friday, March 13, 2020** will be charged a 25% late fee. In addition, Payment received after the deadline date of **Wednesday, March 11, 2020** will be charged a 25% late fee.

When submitting the print ready graphics for your order, it is imperative to properly indicate the panel that corresponds to the art work.

Please submit your Payment Authorization Form (page 5), Optional Siderail Installation Form (page 12), and this page Mbastida@vistasouthcs.com by fax to **(305) 673-8713**.

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 (6.5%)
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 _____



Marine Hotel Association
March 27 - 28, 2020
Hyatt Regency Orlando



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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: Mbastida@vistasouthcs.com

**SPECIAL
SIGNS**

DEADLINE DATE:
FRIDAY, MARCH 13, 2020

Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$42.00	\$52.20	\$_____
_____	14" x 22"	\$59.60	\$74.60	\$_____
_____	22" x 28"	\$89.50	\$111.80	\$_____
_____	28" x 44"	\$125.40	\$156.60	\$_____
_____	1 Meter x 8'	\$208.80	\$261.00	\$_____
_____	30" round graphic for pedestal tables**	\$86.00	\$107.60	\$_____

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

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received (15) 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 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 (6.5%)

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 _____

E-MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



Marine Hotel Association
March 27 - 28, 2020
Hyatt Regency Orlando



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E-MAIL: Mbastida@vistasouthcs.com

GRAPHIC GUIDELINES

DEADLINE DATE:
FRIDAY, MARCH 13, 2020

GUIDELINES FOR SUBMITTING GRAPHICS

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

Vista Convention Services

7045 NW 26th Ave.

Miami, FL 33147

E-mail: Mbastida@vistasouthcs.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



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SHOWCASE ORDER FORM

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

FULL VISION



REGULAR WALL CASE
84" H X 18" D X 6' W

HALF VISION



SEE-THROUGH WALL CASE
84" H X 18" D X 6' W

QUARTER VISION



20" X 20" X 80"
WALL CASE

6' Counter Cases:

Electrical Outlet NOT included.

38" H X 20" D X 6' W
Includes: Light & Locks



6' Wall Cases:

Electrical Outlet NOT included.

Includes: Adjustable Glass
Shelves, Glass Sliding Doors,
Light & Walnut Finish

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	\$473.30	\$_____
_____	6' Half Vision	\$473.30	\$_____
_____	6' Quarter Vision	\$473.30	\$_____
_____	6' Regular Wall Case	\$534.20	\$_____
_____	6' See-Through Wall Case	\$675.70	\$_____
_____	20" X 20" X 80" Wall Case	\$534.20	\$_____

Please note: All showcase orders received after the deadline date will be charged an additional 30%

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

Showcases will be delivered in white, unless color is indicated!

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

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

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 SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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March 27 - 28, 2020
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**INTENT TO USE
NON-OFFICIAL
CONTRACTORS**

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

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 South Convention Services 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 South Convention Services with a valid and current Certificate of Insurance naming Vista South Convention Services 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 South Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista South Convention Services. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Certificate of Insurance Included: ☐ Yes ☐ No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.



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**LIMITS OF LIABILITY
&
RESPONSIBILITY
FOR LABOR**

Limits of Liability and Responsibility for Labor

1. Vista South Convention Services shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista South Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista South Convention Services 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 South Convention Services 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 South Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista South Convention Services 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 South Convention Services 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 South Convention Services 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.



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LABOR ORDER FORM

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$80.80 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

Overtime
\$117.90 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

OT: Before 8:00AM and after 3:30PM
Monday through Friday and all hours
on Saturday and Sunday

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

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

Please indicate the type of labor requested:

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

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

 PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum \$45.90

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"> <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>																						EXPIRATION DATE: <table border="1"> <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: _____																																									

E-MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES



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March 27 - 28, 2020
Hyatt Regency Orlando



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**PRIORITY EMPTY
CONTAINER RETURN
ORDER FORM**

DEADLINE DATE:
WEDNESDAY, MARCH 11, 2020

***PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER
THE EMPTIES HAVE BEEN TAKEN TO STORAGE***

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

Priority Empty Container Return.....**\$114.80 per container**

Estimated Number of Pieces.....

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

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

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

Credit Card Information

M/C VISA AMEX / ACCOUNT #

☐ ☐ ☐

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EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE



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March 27 - 28, 2020
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**UNION
JURISDICTIONS**

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 South Convention Services 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 South Convention Services will not be responsible, however, for any materials, they do not handle. Vista South Convention Services will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista South Convention Services 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 South Convention Services.

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 South Convention Services 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 South Convention Services.



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MATERIAL HANDLING SERVICES & RATES

DEADLINE DATE:
MONDAY, MARCH 16, 2020

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.***

Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$108.70</u> Showsite Rate <u>\$113.90</u>	<u>Crated and/or skidded Floor Load Shipments</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.
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$151.20</u> Showsite Rate <u>\$158.30</u>	<u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</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.
Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>Monday, March 16, 2020</u> will be charged in addition to the above rates.
*First Package <u>\$45.90</u> ***Each additional package \$34.50	<u>Small Package Shipments</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.



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SHIPPING & MATERIAL HANDLING RECAP

DEADLINE DATE:
MONDAY, MARCH 16, 2020

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.

Computation of Order: When recording weight, round up to the next 100 pounds.		
<u>Crated and/or skidded Floor Load Shipments</u>		
Warehouse We will ship _____ lbs. @ \$108.70 per 100 lbs. (200 lb. minimum/\$217.40)		\$ _____
Showsite We will ship _____ lbs. @ \$113.90 per 100 lbs. (200 lb. minimum/\$227.80)		\$ _____
<u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u>		
Warehouse We will ship _____ lbs. @ \$151.20 per 100 lbs. (200 lb. minimum/\$302.40)		\$ _____
Showsite We will ship _____ lbs. @ \$158.30 per 100 lbs. (200 lb. minimum/\$316.60)		\$ _____
<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.		
<u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Monday, March 16, 2020 will be charged 25% surcharge, for each occurrence, in addition to the above rates.		
Payment Enclosed		\$ _____

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

COMPANY NAME:

BOOTH #



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March 27 - 28, 2020
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SHIPPING INFORMATION

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 South Convention Services 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 South Convention Services for such shipments. Shipments without certified weight documents at time of delivery, will be estimated by Vista South Convention Services. 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 South Convention Services 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 South Convention Services, the exhibitor is required to use Vista South Convention Services 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).



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**SHIPPING
INSTRUCTIONS
(INBOUND)**

Inbound Shipping Instructions

Freight Handling Services:

Vista South Convention Services 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 South Convention Services 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: MARINE HOTEL ASSOCIATION
(Exhibiting Company's Name & Booth Number)
J M Freight
3315 MAGGIE BLVD
ORLANDO, FL 32811

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Monday, February 24, 2020.
- Shipments received after the deadline of Monday, March 16, 2020 will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

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

TO: MARINE HOTEL ASSOCIATION
(Exhibiting Company's Name & Booth Number)
C/O VISTA SOUTH CONVENTION SERVICES
HYATT REGENCY ORLANDO
9801 INTERNATIONAL DRIVE
ORLANDO, FL 32819

Showsite shipments will be received beginning at 9:00am on Thursday, March 26, 2020.

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



Marine Hotel Association
March 27 - 28, 2020
Hyatt Regency Orlando



7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: Mbastida@vistasouthcs.com

SHIPPING
INSTRUCTIONS
(OUTBOUND)

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: MARINE HOTEL ASSOCIATION
LOCATION: HYATT REGENCY ORLANDO
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 **3:00pm on Saturday, March 28, 2020.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtime 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 **3:00pm on Saturday, March 28, 2020.**



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Limits of Liability for Material Handling

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



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March 27 - 28, 2020
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E-MAIL: Mbastida@vistasouthcs.com

**IMPORTANT FREIGHT
INFORMATION**

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 South Convention Services 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.



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March 27 - 28, 2020
Hyatt Regency Orlando



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E-MAIL: Mbastida@vistasouthcs.com

**MATERIAL HANDLING
SPECIAL SERVICES**

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 South Convention Services may acquire on-site storage for empty containers based on the following rates: \$23.00 per carton and \$34.50 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista South Convention Services supervision services at the rate of \$120.50 round-trip per mobile unit. A representative from Vista South Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

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

Special Rates and Services

Steel banding is available at \$3.20 per linear foot, plus one-half hour minimum labor.

Shrink Wrap Skid: \$40.20 per skid, labor included

Clear Tape: \$14.90 per roll

Double Face Tape: \$24.10 per roll

UPS & FEDEX Shipments

A fee of \$86.00 will apply for all UPS & FedEx shipments going back to Vista South Convention Services Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME) (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O J M FREIGHT LOGISTICS
3315 MAGGIE BLVD
ORLANDO, FL 32811

FROM: _____

TO: _____

(EXHIBITOR NAME) (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O J M FREIGHT LOGISTICS
3315 MAGGIE BLVD
ORLANDO, FL 32811

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN **MONDAY, MARCH 16, 2020**
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY **3:00PM.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME) (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O J M FREIGHT LOGISTICS
3315 MAGGIE BLVD
ORLANDO, FL 32811

FROM: _____

TO: _____

(EXHIBITOR NAME) (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O J M FREIGHT LOGISTICS
3315 MAGGIE BLVD
ORLANDO, FL 32811

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O VISTA SOUTH CONVENTION SERVICES
HYATT REGENCY ORLANDO
9801 INTERNATIONAL DRIVE
ORLANDO, FL 32819

FOR ON-SITE DIRECT SHIPMENTS ONLY

SHOWSITE SHIPMENTS WILL BE RECEIVED BEGINNING AT 9:00AM ON THURSDAY, MARCH 26, 2020.

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O VISTA SOUTH CONVENTION SERVICES
HYATT REGENCY ORLANDO
9801 INTERNATIONAL DRIVE
ORLANDO, FL 32819

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O VISTA SOUTH CONVENTION SERVICES
HYATT REGENCY ORLANDO
9801 INTERNATIONAL DRIVE
ORLANDO, FL 32819

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O VISTA SOUTH CONVENTION SERVICES
HYATT REGENCY ORLANDO
9801 INTERNATIONAL DRIVE
ORLANDO, FL 32819

ELECTRICAL ORDER FORM

EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC
OF ORLANDO

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Support@edlenelectrical.com

Advance Payment Deadline Date: 03/13/20

E ☐ M ☐

COMPANY:

BTH #

EVENT: Marine Hotel Association

FACILITY: HYATT REGENCY ORLANDO

DATES: March 27-28

ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.

ISLAND BOOTHS

There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 90/210-121514 OR

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			90.00	135.00	
1000 WATTS (10 AMPS)			150.00	225.00	
2000 WATTS (20 AMPS)			210.00	315.00	
For outdoor events 20 AMP Minimum Required					
208 VOLT SINGLE PHASE					
20 AMPS			325.00	490.00	
30 AMPS			395.00	595.00	
60 AMPS			550.00	825.00	
100 AMPS			720.00	1080.00	
208 VOLT THREE PHASE					
20 AMPS			450.00	675.00	
30 AMPS			540.00	810.00	
60 AMPS			760.00	1140.00	
100 AMPS			1000.00	1500.00	
200 AMPS			1500.00	2250.00	
400 AMPS			2800.00	4200.00	
LIGHTING					
150 WATT FLOOD LIGHT			80.00	120.00	
300 WATT FLOOD LIGHT			100.00	150.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		25.00	
POWER STRIP		30.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)		70.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)		130.00	

SUB TOTAL

25% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:
(FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)

6.5% SALES TAX

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

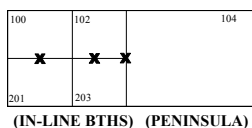
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

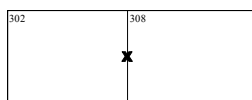
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

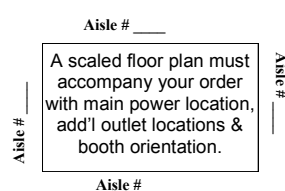
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



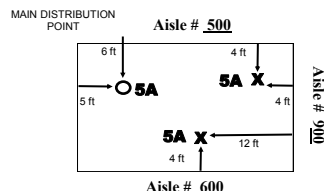
(IN-LINE BTHS) (PENINSULA)



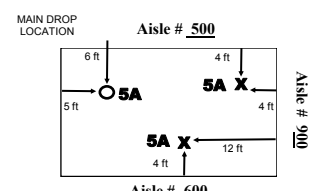
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/13/20



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819

Phone: (407) 854-9991 Fax: (407) 854-9992

Support@edlenelectrical.com

COMPANY:

BTH #

EVENT: **Marine Hotel Association**

FACILITY: **HYATT REGENCY ORLANDO**

DATES: **March 27-28**

EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ VISA ☐ MASTER CARD ☐ AMX

ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>

CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

SUB TOTAL

**25% SERVICE CHARGE ON
OUTLETS, MATERIAL & LABOR**

**6.5% SALES TAX. SALES TAX IS
DUE UNLESS EXEMPTION CERTIFICATE
ACCOMPANIES THIS ORDER.**

TOTAL DUE

Exhibit Request Form

Contact Information

Client/Exhibitor Information

Company/Organization: _____ Event: _____

Requested By _____ Email Address _____

Address _____ City _____ State _____ Zip _____

Phone# _____ Fax # _____

On-Site Contact _____ On-Site Mobile # _____

Booth Name

BOOTH NUMBER:

EVENT DATE:					
Start Time:					
End Time:					

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Master Account #: _____

Credit Card #: _____

CCID: _____ Type: _____ Exp: _____

Print Name (as it appears on credit card) _____

Credit Card Holder Signature _____

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. Cancellation charges will be incurred at 100% for equipment and labor canceled within 24 hours of your event 75% within 48 hours and 50% within 72 hours.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. Absolutely no credits will be issued after show closing.

Signature below indicates acknowledgement and acceptance of Terms and Conditions outlined above.

Authorized Signature: _____

Print Name: _____ Date: _____



Exhibit Request Form

	DAILY RATE	QTY	DAYS	TOTAL
VIDEO EQUIPMENT				
PC Laptop	\$250.00			
24" LCD Monitor (includes desktop stand)	\$150.00			
50" LED Monitor	\$500.00			
60" LED Monitor	\$600.00			
70" LED Monitor	\$700.00			
Height Adjustable Monitor Stand (for 50", 60" or 70" monitors)	\$75.00			
6-10' HDMI Cable	\$25.00			

AUDIO EQUIPMENT				
10" Portable Speaker	\$100.00			
4-Channel Mixer	\$50.00			
Wireless Lavalier Microphone	\$150.00			
Wireless Handheld Microphone	\$150.00			
Wired Handheld Microphone	\$50.00			

NETWORKING EQUIPMENT				
Wired Internet Access (up to 5Mbps)*	\$200.00			
Basic Wireless Internet Access (up to 5Mbps)	\$40.00			
Premium Wireless Internet Access (up to 10Mbps)	\$80.00			

*Routers and/or servers are prohibited on hardwired service.

For custom routing service, contact HyattRegencyOrlando@encore-us.com

TELECOM EQUIPMENT				
DID Phone Line**	\$100.00			
Office Desk Phone	\$25.00			
Conference Speaker Phone with Extension Microphones	\$150.00			

**Exhibitor required to complete Hyatt Credit Card authorization form to be applied to usage fees associated with long distance and/or international calls. Local/800 calls are complimentary.

SUBTOTAL: _____

Service Charge=26% of Subtotal: _____

Sales tax=6.5% of Subtotal & Service Charge: _____

GRAND TOTAL: _____

Signed Encore contract must be received prior to installation of service.



EXHIBITOR REPLY FORM

To: Renee Dougherty
Senior Event Planning Manager
Hyatt Regency Orlando
Direct: (407) 345-4423
Fax: (407) 309-5695
renee.dougherty@hyatt.com

From:

Exhibitor Name: _____

Company: _____

Telephone Number: _____

E-mail Address: _____

Attachments (check all that apply):

- | | |
|--------------------------|------------------------------------------------|
| <input type="checkbox"/> | Show Guidelines Acknowledgement* |
| <input type="checkbox"/> | Perishable Storage Form |
| <input type="checkbox"/> | Product Preparation / Chef Services Form |
| <input type="checkbox"/> | Notice of F&B Sampling/Preparation |
| <input type="checkbox"/> | Indemnity & Hold Harmless Agreement |
| <input type="checkbox"/> | Equipment Rental and Hotel Services Order Form |
| <input type="checkbox"/> | Credit Card Authorization Form** |

*Required for all exhibitors to sign and return acknowledgement form

**Required for any order forms (storage, product prep, equipment rental, etc). All orders must be paid in full prior to show.

No. of pages including this cover sheet: _____

ALL FORMS MUST BE COMPLETED AND SUBMITTED BY

March 9, 2020

SHOW GUIDELINES

Storage:

- Booth setup and exhibitor drayage is provided by **Vista Convention Services**. Refer to your exhibitor packet for shipping information.
- All other non-perishable shipment sent to the hotel is handled by 11th Hour Business Center. Handling and/or storage charges will apply.
- For perishable items shipped to the hotel, please use the Shipping Label provided. Refer to the terms of shipment and storage listed on this form.
- Every box should be clearly labeled on the outside by the company names and names of items being shipped, which should match the EXACT verbiage as they are displayed on the menus. If the item is Curly fries from US Foods, we need a bold label on each box that's says Curley Fries, US Foods.
- Unboxing Fees will be charged a prevailing rates below

Food Preparation:

- Any Vendor, whose product requires Chef's assistance, must indicate this on the form listed below.
- If specific recipes must be followed, please include this information on the Product Preparation Form provided. Chef Fees will apply.
- On site food preparation and last minute arrangements will be accommodated based on availability.

Food Sampling and Display:

- Complete the enclosed Food & Beverage Sampling Form provided.
- All sampling sizes must not exceed 2 oz for both solid and liquid items. Any sample sizes exceeding 2 oz must have written approval from the hotel and may be subject to corkage fees.
- Any alcoholic beverage samples must be dispensed by a licensed server.
- Booths serving Seafood products and liquid/liquid-based samples (including but not limited to sauces, beverages, and oils) must have reinforced carpet protection approved by the hotel – please arrange this with your booth company.

Equipment Rental and Services:

- Complete the enclosed order form for any equipment that you will need for the show, rental charges will apply. On-site orders will be accommodated based on availability.
- All equipment must be returned at the end of the show in the condition received. Otherwise, the replacement value of the item(s) will be charged.

Exhibitor Acknowledgement:

Printed Name

Signature

Date

Exhibitor Company



Marine Hotel Association Trade Show
March 28-30, 2020

For any questions or further assistance, please contact:

Renee Dougherty
Senior Event Planning Manager
Hyatt Regency Orlando
Direct: (407) 345-4423
Email: renee.dougherty@hyatt.com

PERISHABLE STORAGE FORM

Company Name: _____ Booth #: _____

PERISHABLE STORAGE <i>Applicable sales tax and taxable service charge shall be added to your total order</i>	STORAGE RATES	
	Shipment received on or after 3/23/2020	Shipment received before 3/23/2020
Specify: Refrigeration or Freezer Half Pallet or Less Full Pallet	\$ 200.00 (flat rate) \$ 300.00 (flat rate)	\$ 125/day prior to 4/6 + flat rate \$ 200/day prior to 4/6 + flat rate

The above rates do not apply to non-perishable items shipped to the hotel.

ALL PERISHABLE ITEMS MUST BE SCHEDULED TO ARRIVE NO EARLIER THAN MARCH 23, 2020. Otherwise, additional storage fees will apply. As storage space is limited, space is guaranteed on a first-come, first-served basis.

International shipments for agricultural products meant for human consumption must pass USDA and FDA inspection regulations, and exhibitor is responsible for all taxes and duties. ***The hotel will not accept international shipments for meat, poultry and poultry by-products, unless the box bears the USDA-approved seal.***

All relevant holding, storage and delivery information must be included on your shipment. The shippers or their agents, once on property, shall be directed to Purchasing to review their shipment with the Chefs responsible. Purchasing will not deliver or release product without it having been inspected and approved by the shipper or their agent. Exhibitors are responsible in getting their products from the hotel perishable storage, and all products must be removed at the end of the show.

PLEASE USE THE ATTACHED SHIPPING LABEL FOR ALL PERISHABLE ITEMS SHIPPED TO THE HOTEL. Unmarked boxes and products may result on delays in preparation and delivery to booth.

PRODUCTS TO BE SHIPPED TO HOTEL

Product Name / Description	Quantity to be shipped

Mark this box if you are not shipping any perishable items to the hotel → ☐



Marine Hotel Association Trade Show
March 28-30, 2020

SHIPPING LABEL FOR PERISHABLE ITEMS

Ship To:

Paul Blanchette
Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819

HOLD FOR:

**MARINE HOTEL ASSOCIATION TRADE SHOW
March 28-29, 2020**

Company Name: _____ Booth # _____

Contact Person: _____ Telephone _____

On-Site Contact: _____ Cell Phone# _____

Description of Box Contents: _____

BOX ____ of ____

<input type="checkbox"/>
<input type="checkbox"/>

FREEZER

REFRIGERATION

PERISHABLE

PRODUCT PREPARATION AND CHEF SERVICES FORM

- Chef services include basic cooking equipment in the preparation of your item(s). It does not include ingredients and serving ware (i.e., chafing dishes, display platters, etc).
- Vendors are not allowed in the banquet kitchen without prior approval.
- If you or your designated representative is using the kitchen, chef services must still be arranged as hotel equipment (oven, deep fryer, etc) must only be operated by a hotel staff. An indemnity and release form must also be signed prior to kitchen access. A utility sink and table are located in the back service area of the exhibit hall, for your convenience, available on a first-come, first-served basis.
- All products will be delivered to the Vendor's Booth by designated food runner.

LABOR	RATES <i>Subject to sales tax only</i>	DATE(S) & TIME(S) NEEDED
Chef Preparation/Service Fees	\$ 225.00/Hour with a 2 Hour minimum \$ 100.00 per hour in excess	
Labor Fees for unboxing packages	\$ 225.00/Hour \$ 100.00 per hour in excess	Date/Time Item needed to be delivered to booth:

PRODUCT PREPARATION

Date/Day	Delivery Time Start Time & End Time	Quantity of Food for Each day	Item Description/ Prep Instructions (Include thawing time, heating, cooking instructions and portioning)	Recipe Enclosed Yes or No

Please Re-print this page and include with completed packet if additional space is needed

Mark this box if you are not shipping any perishable items to the hotel → ☐

FOOD AND BEVERAGE SAMPLING, FOOD PREPARATION, AND HEAT-PRODUCING DEVICE NOTICE

Complete and sign this form if you intend to conduct **ANY** of the following activities within your exhibit space.

Open flame cooking and/or preparation are strictly not allowed on the show floor.

Food safety and handling must be observed at all times.

Required booth protection and preventative measures will be communicated to submitting exhibitor after review by Hyatt Convention Services and the office of the Fire Marshal.

- A fire extinguisher must be located no more than thirty feet (30') from any cooking or heat producing appliance.
- Provide a four foot (4') space or barrier to separate the attendees or general public from a cooking, or heat producing appliance
- Please indicate, if any, which of the appliance(s) need to be left operating overnight.

Introduction of a hazard deemed unsafe, or out of the ordinary, by the Orange County Fire Rescue Department (i.e. grease-laden vapors, flammable liquids, etc.) is strictly prohibited.

PLEASE CHECK ALL THAT APPLY:

☐ **Food & Beverage Sampling:** (Please describe product you are providing a 2 oz or smaller sample of)

☐ **Range or Cook Top:** (Specify range cooking area dimensions):
Electric: _____ Dimensions: _____

☐ **Grill or Griddle:** (Specify grill or griddle cooking area dimensions):
Electric: _____ Dimensions: _____

☐ **Other heat producing device(s):** (Please describe or attach appliance literature, including Underwriter's Laboratories listing information) _____

Mark this box if you are not offering any food and/or beverage samples in your booth → ☐

Mark this box if you are not using any heat-producing device in your booth → ☐

Exhibitor Acknowledgement:

Printed Name

Signature

Date

Exhibitor Company



INDEMNITY AND HOLD HARMLESS AGREEMENT

Name: _____ Company: _____

Address: _____

This Indemnity and Hold Harmless Agreement is entered into between (company name) _____ herein referred to as "the exhibitor" and Hyatt Regency Orlando, herein referred to as "the hotel".

Any representative of the exhibitor utilizing the banquet kitchen or any area in the meeting facilities of the hotel in preparation or in the act of serving is assuming full responsibility for the safety of their associates, themselves, and other agents who represent the exhibitor. The hotel is not responsible for the safety of the Chef or cooking agent, and/or damage to the equipment utilized based on the actions of the chef or cooking agent during the preparation of the presentation, or during the act of presentation. This hold harmless agreement applies to materials and/or equipment owned by the exhibitor, its vendors or sponsors, and its staff member or guests.

The undersigned agrees that the hotel shall not be liable in case of damage or injury to said persons or their property and that negligence shall not be presumed or inferred from any damage or injury to persons or property. The exhibitor will indemnify and hold harmless the Hotel, its employees, agents, representatives and affiliates from all claims and other liabilities, including reasonable attorneys fees, which may result from any illness described herein.

The undersigned hereby acknowledges to having read and understood the statement printed above.

The Agreement will remain in effect between the exhibitor and the hotel, until cancelled by both parties.

Exhibitor

Printed Name & Title

Hyatt Regency Orlando

Renee Dougherty
Senior Event Planning Manager

Signature

Signature



Marine Hotel Association Trade Show
March 28-30, 2020

EQUIPMENT RENTAL AND HOTEL SERVICES ORDER FORM

Contact Name: _____ Booth # _____
 Company Name: _____ Phone: _____
 Address: _____ Fax: _____
 City, State, ZIP, Country: _____ Email: _____
 On-site contact: _____ Mobile # _____

EQUIPMENT RENTAL					
DESCRIPTION <i>Applicable sales tax and taxable service charge shall be added to your total order</i>	RATES		QTY NEEDED	Date(s) of use	Time of use
	Order(s) Received by 3/23/2020	Order(s) Received after 3/23/2020 and On-site orders			
Chafing dish <i>(includes insert & sterno)</i>	\$ 85.00 per day	\$ 120.00 per day			
Serving Bowls: Large	\$ 15.00 per day	\$ 30.00 per day			
Small	\$ 10.00 per day	\$ 20.00 per day			
Plates (circle): 10" Dinner	\$ 5.00 each	\$ 10.00 each			
6" Salad					
4" Dessert					
Utensils (circle): Fork / Spoon /Knife	\$ 2.00 each	\$ 4.00 each			
Serving (circle): Fork / Spoon / Tongs	\$ 20.00 each	\$ 35.00 each			
Glassware (circle): White Wine	\$ 75.00 per rack	\$ 125.00 per rack			
Red Wine					
Water Goblet					
Other:					
Ice (includes vessel): Bucket (5 lbs*)	\$ 50.00 each	\$ 100.00 each			
Tub (40 lbs*)	\$ 100.00 each	\$ 150.00 each			
Cambro (200 lbs*)	\$ 200.00 each	\$ 250.00 each			
<i>*Gross weight of ice not including container</i>					
Heat Lamp	\$ 150.00 per day	\$ 250.00 per day			
Other:					

LABOR	RATES	DATE(S) & TIME(S) NEEDED
	<i>Subject to sales tax only</i>	
Food Runners	\$ 225.00/hour with a 2 hour minimum \$ 75.00 per hour in excess	
Dishwashing services	\$ 200.00 per rack or tub	

Mark this box if no hotel equipment or services will be required → ☐



UPS FreightSM 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.



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 FreightSM Trade Show Services

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

Full range of services

Urgent

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

Standard

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

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our 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 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
or call 800.988.9889

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Multimodal capabilities



Accent on Service...
Accent on Excellence!

Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE



CORDOBA... BLACK LEATHER



CM-1 Cordoba Sofa - Black Leather



CM-2 Cordoba Loveseat - Black Leather



CM-3 Cordoba Chair - Black Leather

CM-1 Sofa - Black Leather
80"L x 31"D x 33"H

CM-2 Loveseat - Black Leather
56"L x 31"D x 33"H

CM-3 Chair - Black Leather
33"L x 31"D x 33"H



CHARGED!

CONCORD... WHITE LEATHER



C-4 Concord Sofa - White Leather



C-4C Concord Sofa w/ Charging Console - White Leather



C-5 Concord Loveseat
White Leather



C-5C Concord Loveseat w/ Charging Console
White Leather



C-6 Concord Chair
White Leather

C-4 Sofa - White Leather
79.5"L x 32"D x 34.5"H

C-4C Sofa - White Leather
w/ Charging Console
87"L x 32"D x 34.5"H

C-5 Loveseat - White Leather
56"L x 32"D x 34.5"H

C-5C Loveseat - White Leather
w/ Charging Console
63.5"L x 32"D x 34.5"H

C-6 Chair - White Leather
33"L x 32"D x 34.5"H



CONCORD



ENCORE...WHITE LEATHER



H-7 Encore Curve Loveseat
White Leather



H-8 Encore Convex Loveseat
White Leather



H-9 Encore Wedge Table
White Leather - Powered



H-10 Encore Curved Bench
White Leather - Powered



H-7 Curve Love Seat - White Leather
67"L x 32"D x 31"H

H-8 Convex Love Seat - White Leather
67"L x 32"D x 31"H

H-9 Wedge Table - White Leather
14.5"L x 32"D x 18"H

H-10 Curve Bench - White Leather
58"L x 22"D x 17"H

LAREDO... BLACK LEATHER



C-1 Laredo Sofa - Black Leather



C-2 Laredo Loveseat - Black Leather



C-3 Laredo Chair - Black Leather

SOUTH BEACH... WHITE LEATHER



E-1 South Beach Sofa -White Leather



E-2 South Beach Chair
White Leather



E-3 South Beach Bench
White Leather

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

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

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

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



MODERN... WHITE LEATHER & CHROME

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

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



H-5 Modern Sofa



H-6 Modern Chair



CONTEMPO... WHITE OR BLACK LEATHER



☐ I-1 Contempo Curve Sofa
White Leather

☒ I-4 Contempo Curve Sofa
Black Leather



☐ I-2 Contempo Curve Bench
White Leather

☒ I-5 Contempo Curve Bench
Black Leather



☐ I-3 Contempo Round Ottoman
White Leather

☒ I-6 Contempo Round Ottoman
Black Leather

I-1 Curve Sofa - White Leather
71"L x 34"D x 30"H

I-2 Curve Bench - White Leather
71"L x 34"D x 17"H

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

I-4 Curve Sofa - Black Leather
71"L x 34"D x 30"H

I-5 Curve Bench - Black Leather
71"L x 34"D x 17"H

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



MONACO...WHITE LEATHER SECTIONAL



H-1 Monaco Chair
Left Corner - White Leather



H-2 Monaco Chair
Armless - White Leather



H-3 Monaco Chair
Right Corner - White Leather



H-4 Monaco Ottoman
White Leather



H-1 White Corner -Left
28.5"L x 28.5"D x 27.5"H

H-2 White Armless
28"L x 28.5"D x 27.5"H

H-3 White Corner -Right
28.5"L x 28.5"D x 27.5"H

H-4 White Square Ottomam
28"L x 28"D x 17"H
(Also available in Black)



UPTOWN... BLACK SUEDE



A-1 Uptown Sofa - Black Suede



A-2 Uptown Loveseat - Black Suede



A-3 Uptown Chair - Black Suede



A-4 Uptown Bench - Black Suede

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



NEWPORT... TAN SUEDE



B-1 Newport Sofa - Tan Suede



B-2 Newport Loveseat - Tan Suede



B-3 Newport Chair - Tan Suede

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



ACCENT CHAIRS...

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

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

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



F-7



F-8



F-9

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

E-18 Aspen Chair
White Leather
30.5"L x 28"D x 30"H

F-10 Guest Chair
Removable Swivel Tablet
Carbon Grey Fabric
30.1"L x 32"D x 33"H



F-10



I-9



E-18



F-1



F-3



F-5

F-2

F-4

F-6

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

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

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

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

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

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



CHARGED!

**Electric Required for all CHARGED products*



E-14C



E-15C



M-5J

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

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

ADD LIGHTING

*E-UL Under Lighting Add-on

*Available on E-8C, E-14C, and
E-15C

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

CHARGED CONFERENCE TABLES



P-13C



P-17C

P-13C White Laminant
Conference Table - Charged
53"L x 33"D x 29"H

P-17C Walnut
Conference Table - Charged
72"L x 32"D x 30"H



CHARGED!

**Electric Required for all CHARGED products*



E-11 Charged Sofa
White Leather



E-12 Charged Loveseat
White Leather



E-13 Charged Chair
White Leather



E-11 Sofa - White Leather - Charged
72"L x 31"D x 32"H

E-12 Loveseat - White Leather - Charged
55"L x 31"D x 32"H

E-13 Chair - White Leather - Charged
33"L x 31"D x 32"H



E-10Qi

Qi Wireless Charged + Electrical / USB
outlet. (Device must be Qi-enabled)



E-8C

E-10Qi White Cube End Table Qi + Charged
20"L x 20"D x 20"H

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

OCCASIONAL TABLES...



I-7



I-8



A-10



A-11



B-4



B-5



D-4



D-5



D-6

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

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

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

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

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

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

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

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

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



OCCASIONAL TABLES...



E-7



E-8



E-9

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



E-10



E-19



CM-4



CM-5



CM-6



CM-7

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 Table - White Square
20"L x 20"D x 19"H

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

E-19 Side Table - White
10"L x 18"D x 25"H

CM-4 Cocktail Table - Wood Grain
44"L x 22"D x 17"H

CM-5 End Table - Wood Grain
19.5"L x 19.5"D x 21"H

CM-6 Cocktail Table - White
44"L x 22"D x 17"H

CM-7 End Table - White
19.5"L x 19.5"D x 21"H



OTTOMANS & BENCHES...

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



J-12

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



J-13

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



J-14



J-15

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

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



J-16



J-17



J-18

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

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

J-22 White & Chrome Ottoman
18"L x 18.5"D x 18"H



J-22



J-23

J-23 Black & Chrome Ottoman
18"L x 18.5"D x 18"H



H-4



H-4B

H-4 White Square Ottoman
28"L x 28"D x 17"H

H-4B Black Square Ottoman
28"L x 28"D x 17"H



E-6



E-3

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

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



J-19



A-4

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

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



J-20

WORK STATIONS...



E-14

**Also Available Charged (E-14C)*



E-15

**Also Available Charged (E-15C)*

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

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



J-21

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

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 Chair - 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

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

G-14 Glacier Chair -
Aquamarine Blue
18"L x 20"D x 31"H

G-15 Glacier Chair
Smoke Grey
18"L x 20"D x 31"H

G-16 Glacier Chair - Orange
18"L x 20"D x 31"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

M-3B Chair - Black / 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



G-14



G-15



G-16



M-16



K-5



K-6



L-21



■ M-1 Blue / Black

■ M-3 Red / Black

■ M-3B Black / Black



SHORT TABLES...



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



L-1 (30"Diam)
L-2 (36"Diam)



L-7W



L-7S



L-7 (30"Diam)
L-8 (36"Diam)



K-1 (24"Diam)
K-2 (30"Diam)
K-3 (36"Diam)
K-4 (42"Diam)



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

G-11 Glacier Stool
Aquamarine Blue - Adjust
16"L x 17"D x 30-38"H

G-12 Glacier Stool
Smoke Grey - Adjust
16"L x 17"D x 30-38"H

G-13 Glacier Stool
Orange - Adjust
16"L x 17"D x 30-38"H

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

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

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

L-25 Black / Chrome Adjustable
Bar Stool
21"L x 21"D x 32"H

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

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

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

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

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



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



G-11



G-12



G-13



L-18



L-18B



L-19



L-25



M-6



M-14



L-23



M-15



K-10



K-11



- M-4 Red / Black
- M-4B Black / Black
- M-2 Blue / Black



M-15R

M-15O

M-15Y

M-15B

M-15G

M-15W

TALL BAR TABLES...



L-4 (30"Diam)

L-5 (36"Diam)



M-5

** Also Available Charged (M-5J)*



M-5S



L-10 (30"Diam)

L-11 (36"Diam)



K-7 (24"Diam)

K-8 (30"Diam)

K-9 (36"Diam)



M-5R



L-17



L-22

M-15R Gunmetal Barstool
Red

18"L x 18"D x 29"H

M-15O Gunmetal Barstool
Orange

18"L x 18"D x 29"H

M-15Y Gunmetal Barstool
Yellow

18"L x 18"D x 29"H

M-15B Gunmetal Barstool
Blue

18"L x 18"D x 29"H

M-15G Gunmetal Barstool
Green

18"L x 18"D x 29"H

M-15W Gunmetal Barstool
White

18"L x 18"D x 29"H

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
31.5"Dia x 42"H

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

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-13C Locking Pedestal - Black
(Charged) 24"L x 24"D x 42"H

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

N-14 C Locking Pedestal - White
(Charged) 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 Black
□ N-14 White



■ N-13C Black - Charged
□ N-14C White - Charged



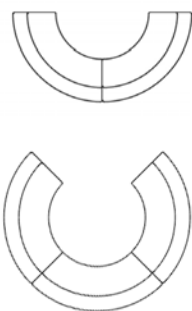
**Electric Required for Bar Lighting Options*

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-17 6ft Walnut
72"L x 32"D x 30"H

P-17C 6ft Walnut - (Powered)
72"L x 32"D x 30"H

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

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

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

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

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

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

P-6B 6ft Honey Oak - (Powered)
72"L x 36"D x 29"H

P-6C 8ft Honey Oak - (Powered)
96"L x 36"D x 29"H

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

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

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

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

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

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

P-14 42" Round Honey Oak
42"Dia x 29"H
P-14C (Powered)

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

P-13C White Laminant
(Powered)
53"L x 33"D x 29"H



P-17

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-13C - Charged



CONFERENCE CHAIRS...



Q-1



Q-3F



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-3F Leather Executive- White
27"L x 26"D x 43"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-25 Park Bench - Black
50"L x 21"D x 35"H

O-26 Boxwood Hedge Wall
48"L x 12"D x 48"H

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

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
Adjustable from 24.8"-42.5"H

O-21 New Age Tablet Stand
14"H - 44.5"H



O-25



O-26

ACCESSORIES...



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



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



O-21



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 26.5"D x 28.5"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 28.5"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



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

SHELVING & STORAGE...

S-10R Rustic Desk / Black
60"L x 32"D x 30"H

S-11R Rustic 2 Drawer
Filing Cabinet
18"L x 20"D x 20"H

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-10R



S-11R

OFFICE... DESKS



S-1



S-2



S-3



S-4



S-5



S-6



ACCENT
3438 Maggie Blvd. * Orlando FL 32811 * 407-648-7474
Email order to John Pierce john@getaccent.com



Orders received within 14 days of event are subject to a 20% Late Fee
25% cancellation will be applied if canceled 7 days prior to event opening
Check or Credit Card must accompany order

100% cancellation will be applied if canceled on day of delivery
All show site orders are subject to a 25% service charge
ACCENT is not responsible for any drayage fees impose by Gen Contractor.

Item #	Description	Price	Item #	Description	Price
Lounge			G-11	Glacier Stool - Aquamarine Blue	\$172
A-1	Uptown - Black Suede Sofa	\$476	G-12	Glacier Stool - Smoke Grey	\$172
A-2	Uptown - Black Suede Loveseat	\$430	G-13	Glacier Stool - Orange	\$172
A-3	Uptown - Black Suede Chair	\$295	G-14	Glacier Chair - Aquamarine Blue	\$160
A-4	Uptown - Black Suede Bench Ottoman	\$269	G-15	Glacier Chair - Smoke Grey	\$160
A-10	Black / Glass Cocktail Table	\$178	G-16	Glacier Chair - Orange	\$160
A-11	Black / Glass End Table	\$161	Lounge		
A-12	Silver Floor Lamp	\$86	H-1	Monaco - Left Corner Chair	\$175
B-1	Newport - Tan Suede Sofa	\$476	H-2	Monaco - Armless Chair	\$175
B-2	Newport - Tan Suede Loveseat	\$430	H-3	Monaco - Right Corner Chair	\$175
B-3	Newport - Tan Suede Chair	\$295	H-4	Monaco - Square Ottoman - White	\$175
B-4	Natural Cocktail Table	\$178	H-4B	Monaco - Square Ottoman - Black	\$175
B-5	Natural End Table	\$161	H-5	Modern - White / Chrome Sofa	\$495
C-1	Laredo - Black Leather Sofa	\$476	H-6	Modern - White / Chrome Chair	\$295
C-2	Laredo - Black Leather Loveseat	\$430	H-7	Encore - Curve Loveseat	\$520
C-3	Laredo - Black Leather Chair	\$295	H-8	Encore - Convex Loveseat	\$520
C-4	Concord - White Leather Sofa	\$545	H-9	Encore - Wedge / Ottoman Table - Powered	\$167
C-4C	Concord - White Leather Sofa w/ Charging Console	\$595	H-10	Encore - White Bench - Powered	\$195
C-5	Concord - White Leather Loveseat	\$495	I-1	Contempo - White Leather Curve Sofa	\$520
C-5C	Concord - White Leather Loveseat w/ Charging Console	\$545	I-2	Contempo - White Leather Curve Bench	\$316
C-6	Concord - White Leather Chair	\$295	I-3	Contempo - White Leather Round Ottoman	\$241
CM-1	Cordoba - Black Leather Sofa	\$476	I-4	Contempo - Black Leather Curve Sofa	\$520
CM-2	Cordoba - Black Leather Loveseat	\$430	I-5	Contempo - Black Leather Curve Bench	\$316
CM-3	Cordoba - Black Leather Chair	\$295	I-6	Contempo - Black Leather Round Ottoman	\$241
CM-4	Cordoba - Wood Grain Rectangle Cocktail Table	\$178	I-7	Chrome / Glass Cocktail Table	\$201
CM-5	Cordoba - Wood Grain Square End Table	\$161	I-8	Chrome / Glass End Table	\$178
CM-6	Cordoba - White Rectangle Cocktail Table	\$178	I-9	Glove Chair - White / Chrome	\$282
CM-7	Cordoba - White Square End Table	\$161	Chairs, Ottomans, Work Stations		
D-4	Black Cube Cocktail Table	\$184	J-1	Dynamic Chair - Black	\$144
D-5	Black Round Cocktail Table	\$184	J-2	Dynamic Chair - Green	\$144
D-6	Black Cube End Table	\$167	J-3	Dynamic Chair - Orange	\$144
E-1	South Beach - White Leather Sofa	\$545	J-4	Dynamic Chair - White	\$144
E-2	South Beach - White Leather Chair	\$345	J-12	Cube Ottoman - Black	\$105
E-3	South Beach - White Leather Bench	\$269	J-13	Cube Ottoman - Orange	\$105
E-4	South Beach - Red Leather Sofa	\$545	J-14	Cube Ottoman - White	\$105
E-5	South Beach - Red Leather Chair	\$345	J-15	Cube Ottoman - Red	\$105
E-6	South Beach - Red Leather Bench	\$269	J-16	Swivel Ottoman - White	\$105
E-7	White Square Cocktail Table	\$172	J-17	Swivel Ottoman - Orange	\$105
E-8	White Rectangle Cocktail Table	\$172	J-18	Swivel Ottoman - Black	\$105
E-8C	White Rectangle Cocktail Table - Powered	\$247	J-19	Rustic Bench	\$241
E-9	White Square End Table	\$161	J-20	Work Station - Black	\$375
E-10	White Cube End Table	\$225	J-21	Work Station - White	\$375
E-10Q	White Cube Qi End Table - Powered W/ Qi	\$265	J-22	White & Chrome Ottoman	\$105
E-11	White Sofa With Outlet - Powered	\$595	J-23	Black & Chrome Ottoman	\$105
E-12	White Loveseat With Outlet - Powered	\$495	Tables, Chairs, Bar Stools		
E-13	White Chair With Outlet - Powered	\$395	K-1	Table - Black - 24" Dia x 29"H	\$132
Pub Tables, Lounge, Stage Chairs			K-2	Table - Black - 30" Dia x 29"H	\$132
E-14	Tall White Pub Table	\$420	K-3	Table - Black - 36" Dia x 29"H	\$150
E-14C	Tall White Pub Table - Powered	\$495	K-4	Table - Black - 42" Dia x 29"H	\$178
E-U4L	Under Light Add-On	\$50	K-5	Euro Chair - Black	\$120
E-15	Short White Pub Table	\$350	K-6	Jet Black Chair	\$120
E-15C	Short White Pub Table - Powered	\$425	K-7	Tall Bar Table - Black - 24" Dia x 42"H	\$172
E-18	Aspen Chair - White Leather	\$328	K-8	Tall Bar Table - Black - 30" Dia x 42"H	\$172
E-19	White & Chrome Side Table	\$85	K-9	Tall Bar Table - Black - 36" Dia x 42"H	\$184
F-1	Barcelona Chair - Red	\$395	K-10	Black Bar Stool	\$150
F-2	Barcelona Ottoman - Red	\$184	K-11	Jet Black Bar Stool	\$172
F-3	Barcelona Chair - White	\$395	L-1	Table - Maple / Chrome - 30" Dia x 29"H	\$150
F-4	Barcelona Ottoman - White	\$184	L-2	Table - Maple / Chrome - 36" Dia x 29"H	\$161
F-5	Barcelona Chair - Black	\$395	L-3	Maple / Chrome Chair	\$120
F-6	Barcelona Ottoman - Black	\$184	L-4	Tall Bar Table - Maple / Chrome - 30" Dia x 42"H	\$178
F-7	Black Stage Chair	\$185	L-5	Tall Bar Table - Maple / Chrome - 36" Dia x 42"H	\$184
F-8	Burgundy Stage Chair	\$185	L-6	Maple / Chrome Bar Stool	\$150
F-9	White Stage Chair	\$185	L-7	Table - Black / Chrome - 30" Dia x 29"H	\$138
F-10	Guest Chair w/ Removable Swivel Tablet - Carbon Grey Fabric	\$320	L-7S	Table - White / Chrome Square 30" x 30" x 29"H	\$138

Tables, Chairs, Bar Stools				Accessories			
L-7R	Table - Rustic Square 30" x 30" x 29"H		\$138	O-10	Parsons Desk - Black		\$245
L-7W	Table - White / Chrome Round 30" Dia x 29"H		\$138	O-11	Refrigerator - Silver / Black 3.6 CuFt (155volt)		\$200
L-8	Table - Black / Chrome - 36" Dia x 29"H		\$155	O-12	Coat Rack		\$115
L-9B	Black / Chrome Chair		\$120	O-13	Free Standing Mirror		\$150
L-9R	Red / Chrome Chair		\$120	O-14	Literature Stand / 6 Pocket - Black		\$126
L-9W	White / Chrome		\$120	O-15	Folding Literature Stand - Silver		\$145
L-10	Tall Bar Table - Black / Chrome - 30" Dia x 42"H		\$178	O-16	Folding Literature Stand - Black		\$145
L-11	Tall Bar Table - Black / Chrome - 36" Dia x 42"H		\$184	O-20	Universal Tablet Stand		\$126
L-12B	Black / Chrome Bar Stool		\$150	O-21	New Age Tablet Stand		\$145
L-12R	Red / Chrome Bar Stool		\$150	O-22	Chrome Stanchion (Pole)		\$50
L-12W	White / Chrome Bar Stool		\$150	O-23	Burgundy Rope for Stanchion		\$30
L-14	Glass Table / Black Base - 42" Dia x 29"H		\$155	O-24	Black Velvet Rope for Stanchion		\$30
L-15	Glass Table / Chrome Base - 36" Dia x 29"H		\$150	O-25	Park Bench - Black		\$168
L-17	Glass Tall Bar Table / Chrome Base - 28" Dia x 42"H		\$195	O-26	Boxwood Hedge Wall - 48"Lx12"Dx48"H		\$376
L-18	Swivel Stool - White / Chrome		\$135	Conference / Office			
L-18B	Swivel Stool With Back - White / Chrome		\$150	P-1	6' Maple Conference Table		\$395
L-19	Swivel Stool - Black / Chrome		\$135	P-2	8' Maple Conference Table		\$445
L-20	Table - Chrome - 30" Dia x 29"H		\$155	P-3	6' Mahogany Conference Table		\$395
L-21	Chrome Chair		\$120	P-4	8' Mahogany Conference Table		\$445
L-22	Tall Bar Table - Chrome - 30" Dia x 42"H		\$184	P-5	10' Mahogany Conference Table		\$569
L-23	Chrome Bar Stool		\$145	P-6	6' Honey Oak Conference Table		\$345
L-24	Anaheim Chair - White / Chrome		\$120	P-6B	6' Honey Oak Conference Table - Powered		\$445
L-25	Adjustable Stool - Black & Chrome		\$172	P-6C	8' Honey Oak Conference Table - Powered		\$495
M-1	Blue / Black Chair		\$120	P-7	6' Black Conference Table		\$385
M-2	Blue / Black Bar Stool		\$150	P-8	8' Black Conference Table		\$445
M-3	Red / Black Chair		\$120	P-9	10' Black Conference Table		\$569
M-4	Red / Black Bar Stool		\$150	P-10	6' Grey Conference Table		\$395
M-4B	Black / Black Bar Stool		\$150	P-11	8' Grey Conference Table		\$445
M-5	Tall Bar Table - White / Chrome - 30" Dia x 42"H		\$175	P-13	4'4" Conference Table - Frosted White Glass Top		\$375
M-5J	Tall Bar Table - White / Chrome - 30" Dia x 42"H - Powered		\$225	P-13C	4'4" Conference Table - White Laminate Top - Powered		\$450
M-5R	Tall Bar Table - Rustic / Chrome - Square 30" x 30" x 42"H		\$175	P-14	42" Dia Round Conference Table - Honey Oak		\$265
M-5S	Tall Bar Table - White / Chrome - Square 30" x 30" x 42"H		\$175	P-14C	42" Dia Round Conference Table - Honey Oak - Powered		\$295
M-6	Curve Bar Stool - White / Chrome		\$145	P-15	42" Dia Round Conference Table - Mahogany		\$265
M-14	Crescent Bar Stool - White / Chrome		\$150	P-17	6' Walnut Conference Table		\$395
M-15	Gunmetal Bar Stool		\$150	P-17C	6' Walnut Conference Table - Powered		\$445
M-15R	Gunmetal Bar Stool - Red		\$150	Q-1	Black Leather Executive Chair		\$225
M-15O	Gunmetal Bar Stool - Orange		\$150	Q-3F	White / Chrome Leather Executive Chair		\$276
M-15Y	Gunmetal Bar Stool - Yellow		\$150	Q-4	Black / Chrome Leather Executive Chair		\$276
M-15B	Gunmetal Bar Stool - Blue		\$150	Q-5	Black Jr. Executive Chair		\$190
M-15G	Gunmetal Bar Stool - Green		\$150	Q-6	Grey Jr. Executive Chair		\$190
M-15W	Gunmetal Bar Stool - White		\$150	Q-7	Black Sled Chair		\$161
M-16	Gunmetal Chair		\$120	Q-8	Grey Sled Chair		\$161
Display Pedestal & Storage Kiosks				Q-9	Black / Chrome Breuer Chair		\$144
N-1	12x12x30 Black Pedestal		\$172	Q-10	Grey / Chrome Breuer Chair		\$144
N-2	12x12x36 Black Pedestal		\$184	Q-11	Black Drafting Stool		\$172
N-3	12x12x42 Black Pedestal		\$195	Q-12	Grey Drafting Stool		\$172
N-4	12x12x30 Grey Pedestal		\$172	Q-13	Black Secretarial Chair		\$144
N-5	12x12x36 Grey Pedestal		\$184	Q-14	Grey Secretarial Chair		\$144
N-6	12x12x42 Grey Pedestal		\$195	R-1	Black Étagère (Glass Shelves)		\$184
N-7	18x18x36 Black Pedestal		\$207	R-2	Chrome Étagère (Glass Shelves)		\$184
N-8	18x18x42 Black Pedestal		\$218	R-3	48" Grey Bookcase		\$150
N-9	18x18x36 Grey Pedestal		\$207	R-4	48" Black Bookcase		\$150
N-10	18x18x42 Grey Pedestal		\$218	R-5	72" Grey Bookcase		\$172
N-11	24x24x42 Black Pedestal		\$230	R-6	72" Black Bookcase		\$172
N-12	24x24x42 Grey Pedestal		\$230	R-7	2-Drawer Grey Filing Cabinet		\$150
N-13	24x24x42 Black Storage Kiosk w/ Locking Door		\$316	R-8	2-Drawer Black Filing Cabinet		\$150
N-13C	24x24x42 Black Storage Kiosk w/ Locking Door - Powered		\$381	R-9	4-Drawer Black Filing Cabinet		\$165
N-14	24x24x42 White Storage Kiosk w/ Locking Door		\$316	R-10	42" Grey Storage Cabinet		\$165
N-14C	24x24x42 White Storage Kiosk w/ Locking Door - Powered		\$381	R-11	42" Black Storage Cabinet		\$165
N-15	18x18x36 White Pedestal		\$207	R-12	72" Black Storage Cabinet		\$195
N-16	18x18x42 White Pedestal		\$218	S-1	Natural / Black Office Desk		\$405
Bars & Reception Counters				S-2	Natural / Black Office Credenza		\$360
O-1	Martini Bar - Black / Chrome / Glass Shelves		\$875	S-3	Honey Oak Office Desk		\$405
O-2	Martini Bar - Black / Chrome / Glass Shelves *w/ Lighting		\$975	S-4	Honey Oak Office Credenza		\$360
O-3	Cosmopolitan Bar		\$857	S-5	Mahogany Office Desk		\$405
O-4	Cosmopolitan Bar *w/ Lighting		\$975	S-6	Mahogany Office Credenza		\$360
O-5	Reception Counter - Black		\$275	S-10R	Rustic / Black Office Desk		\$365
O-6	Contour Reception Counter - Black		\$385	S-11R	2 Drawer Rustic Filing Cabinet		\$250
O-7	Contour Reception Counter - Grey		\$385				



Tradeshow & Event Furnishings



Company Information	
Company Name: _____	

Address: _____	

Phone: _____	Fax: _____
E-Mail: _____	

ACCENT will send confirmation upon receiving your completed order request.

Delivery Information	
Event: _____	
Location: _____	
Booth #: _____	
Open Date: _____	
Close Date: _____	
Event Contact: _____	

Item #	Description	Qty	Price	Total

Credit Card Information	
Credit Card #: _____	
Exp. Date: _____	Security Code: _____
Mastercard	Visa
AMEX	Discover
Cardholders Name: _____	
(Please Print)	
Cardholders Signature: _____	

TOTAL ORDER _____
MISCELLANEOUS _____
SUBTOTAL _____
TAX _____
TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening.
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.

Please email order to John Pierce john@getaccent.com