



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

**DISCOUNT
 DEADLINE: MARCH
 20, 2018**

PAYMENT POLICY

ICC
 April 4 - 6, 2018
 Intercontinental Hotel Miami

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

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

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

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

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

ADJUSTMENTS: Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

SALES TAX: Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

CANCELLATION POLICY: In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit .

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

Return via fax 305-751-1298 or email info@expocci.com

**We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.
 No checks will be accepted at show site.**

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Email _____ Contact/s _____

Credit Card Used For Payment: No. _____ Expires _____

Security Code _____ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: _____

City _____ State _____ Zip Code _____

Credit Card Holder (Print Name as it appears on card) _____

Card Holders Signature _____

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



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DISCOUNT DEADLINE:
MARCH 20, 2018

THIRD PARTY PAYMENT

ICC
 April 4 - 6, 2018
 Intercontinental Hotel Miami

This form is to be filled out ONLY if you have hired a third party to set up your booth.

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

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

- All Expo Services Booth Cleaning Booth Labor
 Freight Handling Furniture/Carpet Other (Specify): _____

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

Authorized Firm Representative Signature: _____

We accept American Express, Visa, MasterCard and Discover Card for your convenience.

EXHIBITING COMPANY

Exhibiting Company: _____ Booth #: _____

Address: _____

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

Phone: _____ Fax: _____

Email: _____ Contact/s: _____

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

Security Code _____ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: _____

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

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

List Persons Authorized to Incur Charges on Credit Card: _____

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

THIRD PARTY

Third Party Company Name: _____ Booth #: _____

Address: _____

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

Phone: _____ Fax: _____

Email: _____ Contact/s: _____

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

Security Code _____ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: _____

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

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

List Persons Authorized to Incur Charges on Credit Card: _____

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



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ESTIMATED BILLING OF SERVICES

ICC
 April 4 - 6, 2018
 Intercontinental Hotel Miami

**DISCOUNT DEADLINE:
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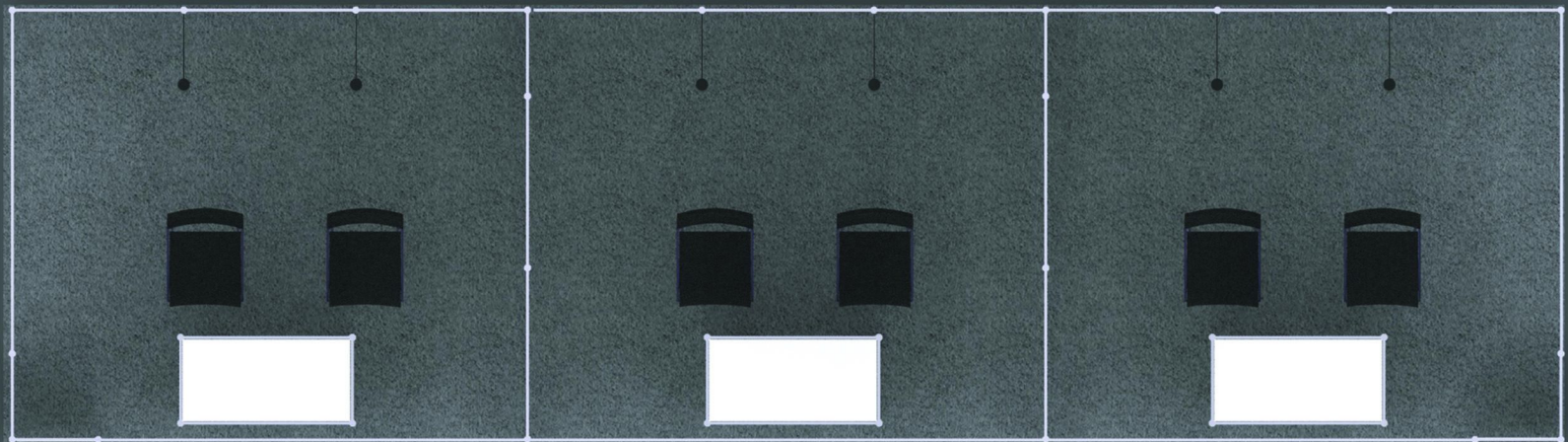
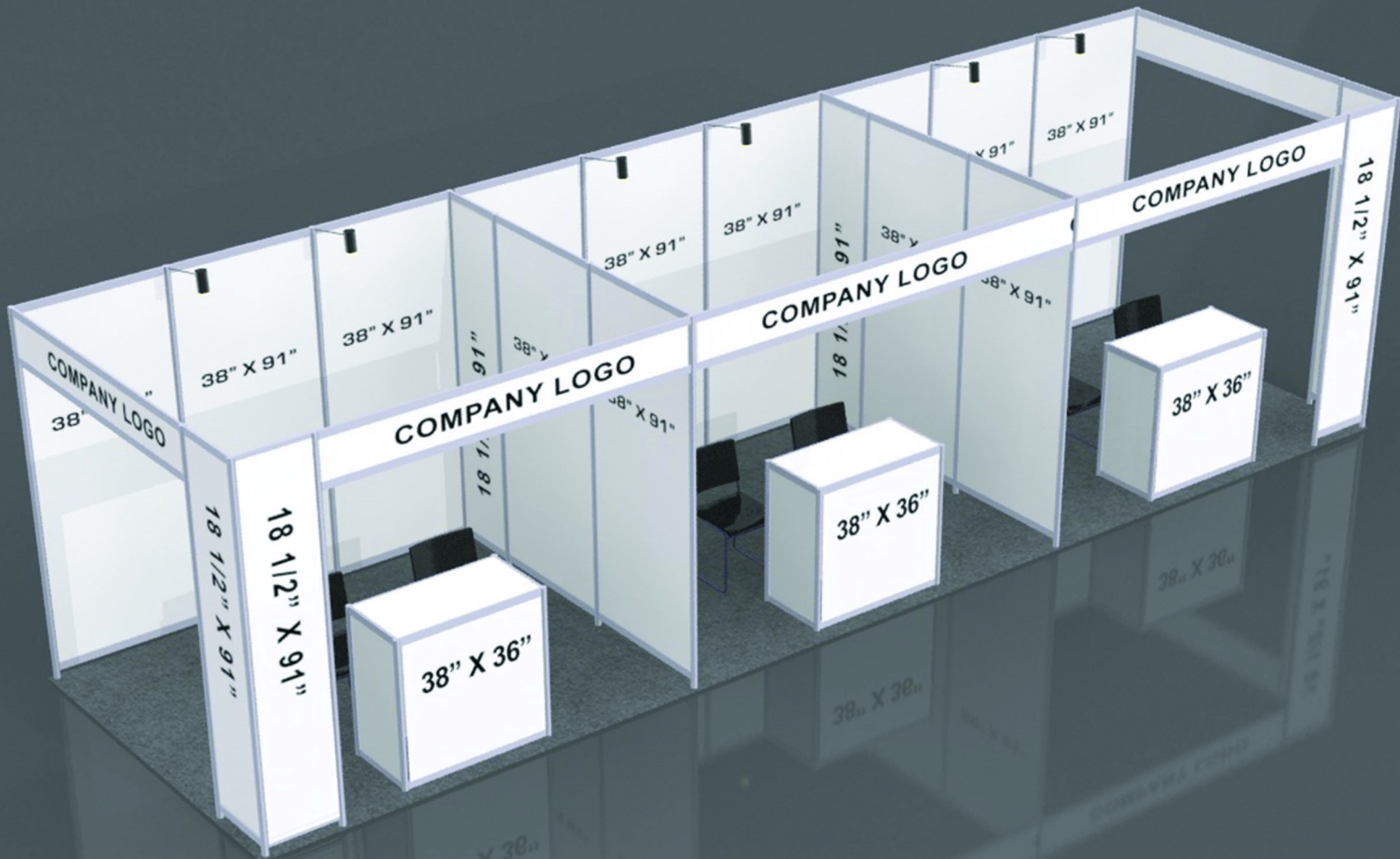
FURNITURE AND CARPETING	\$ _____
CUSTOM ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
CLEANING	\$ _____
OTHER (Late Standard Equipment order, etc.)	\$ _____
TOTAL ESTIMATED	\$ _____

Did you remember to circle the carpet and/or table drape color?

Thank you for your order!

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com





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RENTAL FURNISHINGS

ICC

April 4 - 6, 2018

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CHAIRS				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	Upholstered Arm Chair	67.50	88.15	
	Upholstered Side Chair	58.00	71.25	
	Executive Swivel Arm Chair	151.15	172.85	
	Padded Counter Stool w/Back	123.75	151.25	
ACCESSORIES				
	Chrome Stanchion w/ Black Retractable Belt	49.00	59.25	
	Velvet Rope - 7' Red	70.00	89.50	
	Chrome Stanchion for Velvet Rope	38.25	48.50	
	Aluminum Stanchion 8' high	23.75	33.75	
	Aluminum Stanchion 3' high	23.75	33.75	
	Crossbar / Tellie	23.75	33.75	
	Base	23.75	33.75	
	Easel	32.50	37.50	
	Wastebasket	33.00	41.25	
	Adjustable Arm Rack	65.00	78.75	
	2-Way Waterfall Rack	82.50	103.75	
	4-Way Arm Rack	103.75	127.50	
PEGBOARDS / TACKBOARDS				
Pegboards Do NOT include hooks or brackets.				
	4' X 8' Pegboard - Vertical	128.00	142.00	
	4' x 8' Pegboard - Horizontal	128.00	142.00	
	2' x 8' Pegboard - Vertical	91.25	102.75	
	2' x 8' Pegboard - Horizontal	91.25	102.75	
	4' x 6' Tackboard	128.00	142.00	
SPECIAL DRAPERY				
	Feet of 8' high drapery at \$14.82 per linear foot			
	Feet of 3' high drapery at \$12.65 per linear foot			
	Circle Color: White Grey Red Blue Black Teal Gold Peach Burgundy			

DRAPED TABLES				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	131.25	145.00	
	2' x 6' TABLES - Standard	145.00	172.50	
	2' X 8' TABLES - Standard	172.50	196.00	
	2' X 4' TABLES - Counter High	186.25	213.75	
	2' x 6' TABLES - Counter High	200.00	241.25	
	2' X 8' TABLES - Counter High	227.50	268.75	
CIRCLE COLOR OF DRAPE:				
Gold Red Blue Black Grey White Peach Teal Burgundy				
The tables above are draped on three sides. If you want the fourth side draped please order below.				
	4TH SIDE DRAPE	48.75	62.50	
UNDRAPED TABLES				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	98.44	108.75	
	2' x 6' TABLES - Standard	108.75	129.38	
	2' X 8' TABLES - Standard	129.38	150.00	
	2' X 4' TABLES - Counter High	139.69	160.31	
	2' x 6' TABLES - Counter High	150.00	180.94	
	2' X 8' TABLES - Counter High	170.63	200.94	
ROUND PEDESTAL TABLES				
	Round Table - 30" x 30" high	168.75	217.50	
	Round Table - 30" x 42" high	193.75	242.50	
TABLE RISERS				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	4' x 8" x 8" One Step Riser	55.00	76.25	
	4' x 8" x 16" Two Step Riser	68.75	82.50	
	6' x 8" x 8" One Step Riser	68.75	82.50	
	6' x 8" x 16" Two Step Riser	82.50	103.75	

Sub Total \$ _____

7% Sales Tax \$ _____

Grand Total \$ _____

Company Name: _____ Booth #: _____

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CARPETING

ICC

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BOOTH DIMENSIONS

What is your booth size (ft.) $\frac{\quad}{\text{Length}} \times \frac{\quad}{\text{Width}} = \frac{\quad}{\text{Sq. Ft.}}$

Prices quoted below include installation and taping of front edge only.
 All rental carpet is delivered clean to your booth space, but during setup,
 carpet may become dirty. Please order cleaning service at least once
 before show opening.



EXPO CLASSIC CARPET					
Please Circle Color Choice: Gray Teal Black Burgundy Blue Red					
Qty.	Item	Discount Price	Regular Price	Amount	
	10' x 10'	123.75	158.75		
	10' x 20'	255.00	288.75		
	10' x 30'	378.75	447.50		
	10' x 40'	495.00	635.00		

Variation in dye lot may occur when ordering more than one cut of carpet.

EXPO CUSTOM CUT CARPET					
Please Circle Color Choice: Red Blue Grey Black Teal Burgundy					
Booth Size: $\frac{\quad}{\text{Length}} \times \frac{\quad}{\text{Width}} = \frac{\quad}{\text{Sq. Ft.}}$		Discount Price	Regular Price	Amount	
Do you want Expo Classic Carpet		3.90	4.65		
Do you want Expo Plush Carpet		4.65	5.58		

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Amount
	1/2" Padding	1.15	1.25	
	1" Padding	1.50	1.95	
	Visqueen	0.50	0.90	

Subtotal	\$
7% Tax	\$
Amount Due	\$

Company Name: _____ Booth #: _____

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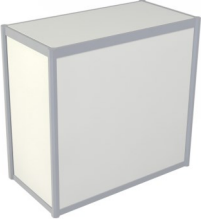
ACCESSORIES 1

ICC

April 4 - 6, 2018
 Intercontinental Hotel Miami

**DISCOUNT DEADLINE:
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1 meter Cabinet with Sliding Doors & Lock




38" w x 36" h

White
 Advance \$294.00
 Standard \$373.50
 Quantity _____

With Graphics
 Advance \$384.00
 Standard \$463.50
 Quantity _____

2 meter Cabinet with Sliding Doors & Lock



77" w x 36" h

White
 Advance \$345.50
 Standard \$436.50
 Quantity _____

With Graphics
 Advance \$527.50
 Standard \$618.50
 Quantity _____

1 meter Single Sided Gondola with 3 shelves



Straight Shelves
 Advanced \$341.00
 Standard \$416.50
 Quantity _____

Angled Shelves
 Advanced \$393.50
 Standard \$490.00
 Quantity _____

1 meter Double Sided Gondola with 6 shelves



Straight Shelves
 Advanced \$426.50
 Standard \$542.50
 Quantity _____

Angled Shelves
 Advanced \$510.50
 Standard \$658.00
 Quantity _____

1 meter Curved Cabinet with Sliding Doors & Lock

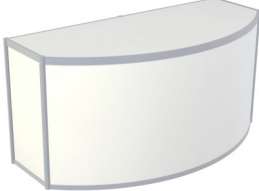


42 1/4" w x 36" h

White
 Advance \$294.00
 Standard \$373.50
 Quantity _____

With Graphics
 Advance \$384.00
 Standard \$463.50
 Quantity _____

2 meter Curved Cabinet with Sliding Doors & Lock




85 5/8" w x 36" h

White
 Advance \$345.50
 Standard \$436.50
 Quantity _____

With Graphics
 Advance \$548.00
 Standard \$632.50
 Quantity _____

1 meter Diagonal Curved Cabinet without Doors

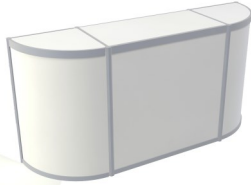


60 1/8" w x 36" h

White
 Advance \$331.00
 Standard \$408.00
 Quantity _____

With Graphics
 Advance \$430.50
 Standard \$508.00
 Quantity _____

2 meter Curved Corners Cabinet with Sliding Doors & Lock



**38" w x 36" h
 2 Sides - 29 5/8" w x 36" h**

White
 Advance \$345.50
 Standard \$436.50
 Quantity _____

With Graphics
 Advance \$575.50
 Standard \$666.50
 Quantity _____

- ◆ Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- ◆ Convert all fonts to outlines.
- ◆ Send Graphic Files to info@expocci.com

SUB-TOTAL _____
 7% SALES TAX _____
 TOTAL _____

Exhibitor _____ Booth _____

Please return along with Payment Policy form to fax 305-751-1298 or email info@expocci.com



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ACCESSORIES 2

ICC

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**DISCOUNT DEADLINE:
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1 meter Directional with Graphics

38" x 91"
 Advanced \$259.00 Standard \$378.50
 Quantity _____

Pull Up Banner

33" x 84"
 Advanced \$ 209.50 Standard \$303.50
 Quantity _____

1 meter Graphic on PVC

38" x 91"
 Advanced \$259.00 Standard \$378.50
 Quantity _____

3 meter Overlay Graphic on 3/16" Ultramount

115 7/16" x 96"
 Advance \$828.50 Standard \$1212.00
 Quantity _____

3 meter Digital Banner

115 7/16" x 96"
 Advance \$828.50 Standard \$1212.00
 Quantity _____

Graphic Posters on 3/16" Ultramount

Qty.	Size	Advance	Standard
_____	20" x 30"	\$45.00	\$66.00
_____	24" x 36"	\$64.50	\$94.50
_____	36" x 48"	\$157.50	\$215.50

- ◆ Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- ◆ Convert all fonts to outlines.
- ◆ Send Graphic Files to info@expocci.com

SUB-TOTAL _____
 7% SALES TAX _____
 TOTAL _____

Exhibitor _____ Booth _____

Please return along with Payment Policy form to fax 305-751-1298 or email info@expocci.com



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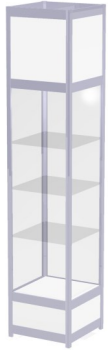
ACCESSORIES 3

ICC

April 4 - 6, 2018
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**DISCOUNT DEADLINE:
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1/2 meter Tower Showcase



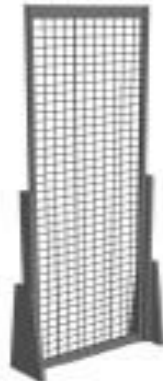
1 light in the top
 1/2 meter x 1/2 meter x 1.8 meter high
 Advanced \$396.75
 Standard \$466.75
 Quantity _____

1 meter Tower Showcase



2 lights in the top
 1 meter x 1/2 meter x 1.8 meter high
 Advanced \$ 496.75
 Standard \$566.75
 Quantity _____

Free Standing Chrome Grid



2'W x 8'H
 Advanced \$307.00
 Standard \$395.00
 Quantity _____

Literature Rack




11"L x 15"D x 60"H
 Advanced \$160.00
 Standard \$186.00
 Quantity _____

Chrome Square Table



30" x 30" x 30"
 Advanced \$150.00
 Standard \$175.00
 Quantity _____

Black / White Arm Light w/Bulb



Arm lights only fit our custom booths.

Black Arm Light
 Advance \$65.00
 Standard \$80.00
 Quantity _____

White Arm Light
 Advance \$75.00
 Standard \$95.00
 Quantity _____

Black Leather Chair



Advanced \$75.00
 Standard \$90.00
 Quantity _____

White Wooden Folding Chair



Advanced \$75.00
 Standard \$90.00
 Quantity _____

**Electric is NOT included.
 You MUST order from the
 electrical contractor.**

SUB-TOTAL _____
 7% SALES TAX _____
 TOTAL _____

Exhibitor _____ Booth _____

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MATERIAL HANDLING AUTHORIZATION

ICC
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Please complete the following information:

We plan to ship to: _____ Advance Warehouse _____ Direct to Show Site
 We plan to ship on (date): _____
 Our materials should arrive on (date): _____
 Carrier Name: _____ Pro #: _____
 Origin of Shipment (City, state): _____
 Please provide a contact name and number for any questions EXPO may have in
 Regards to this shipment.
 Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100lbs.

For example: 285 lbs. 300lbs/100lbs. = 3 x RATE = \$ Amount or minimum charge, whichever is greater. **200 lbs. minimum charge per shipment**

Advance Shipment \$88.00 per CWT

**Advance Address is
 Expo Convention Contractors, Inc.
 15959 NW 15th Avenue
 Miami, Florida 33169-5607**

**Deadline Date is MARCH 27, 2018 shipments received
 after this date will incur an additional 25% late handling
 fee.**

Direct Shipment \$86.00 per CWT

**Direct Address is
 Expo Convention Contractors, Inc.
 c/o Intercontinental Hotel Miami
 100 Chopin Plaza Mezzanine
 Miami, Florida 33131**

Will not be accepted prior to APRIL 3, 2018.

Advance Shipment Rates Include:

- Unloading crated material.
- Storing at EXPO's warehouse for up to 30 days.
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing during show, returning at close of show.
- Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

- Unloading materials when received and delivery to your booth
- Removing of empty shipping containers from your booth, storing during show, returning at close of show.
- Reloading materials onto outbound transportation.

Description	Weight ÷ 100 = CWT	CWT x Price per CWT =	Estimated Total Cost
	÷ 100 =	X \$	
	÷ 100 =	X \$	

Additional Surcharges based on inbound weight.

Warehouse shipment Delivered after the deadline date. Add 25% to above rates.

Show Site Shipment Delivered Off Target. Add 25% to above rates.

Overtime. Add 25% to above rates.

When Expo incurs charges for exhibitor freight from the venue, Expo will pass these additional fees to the exhibitor.

EXPO Warehouse Hours are

Monday through Friday; 8:30am to 3:30pm.

Holidays excluded.

Straight Time Hours

Monday through Friday; 8:00am to 4:30pm

Overtime Hours

Monday through Friday before 8:00am & after 4:30pm

All day Saturday, Sunday & Holidays

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

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

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

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

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

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____ **Fax #:** _____

Authorized Signature: _____ **Print Name:** _____

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO.

Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

EXPO Fax # 305.751.1298



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SHIPPING INSTRUCTIONS

ICC
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SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Consign to (Ship To): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Type of Carrier: Motor Freight _____ Air _____ Van Line _____
 Name of Carrier: _____
 If pre-paid bill to: _____
 City, State and Zip: _____

SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID

- Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they may be refused.
- All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge, Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
- All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration.
- Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.
- All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
- Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$35.00 per crate, box or carton is accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
- Remove all expired shipping labels before shipping to avoid confusion.
- Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

INSURANCE

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.
 Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.
 Please make certain all materials are properly insured against "ALL RISK" while in transit to and from point of origin, to and from booth and for the exhibition's duration.

**AUTHORITY TO HANDLE & BILLING INSTRUCTIONS
 ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:**

Company Name: _____
 Address: _____
 Attention: _____ Phone: _____ Fax: _____
 City: _____ State: _____ Zip: _____
 Authorized by (please print): _____ Title: _____
 Signature: _____ Convention /Tradeshow: _____

To insure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer and RETURNED PROMPTLY TO:

EXPO CONVENTION CONTRACTORS, INC. 15959 NW 15th Avenue, MIAMI, FLORIDA 33169-5607
 TEL: 305-751-1234 FAX: 305-751-1298



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING INFORMATION

ICC
April 4 - 6, 2018
Intercontinental Hotel Miami

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

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

OVERTIME

Surcharge: 25%

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

LATE SHIPMENTS

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to EXPO Quick Facts page for dates) for advance warehouse or arriving on show site.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 25% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 25%

A surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

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

MARSHALING YARD

Surcharge: Maximum \$20.00

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

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

EMPTY CRATE STORAGE

Surcharge: \$35.00 per piece

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges. Empty crates/cartons are stored in trailers during the show. They are returned in random order after the show closes and the aisle carpet has been picked up.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

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

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form)

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Surcharge: Minimum one-hour labor fee for each trip

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee

(crated materials only, uncrated materials will not be accepted at warehouse)

Receive & place in storage

Storage per month

Remove from storage & load out

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

Surcharge: \$6.00 per CWT

Surcharge: \$8.00 per CWT, Minimum \$25.00

Surcharge: \$4.00 per CWT

MOBILE SPOTTING FEE

Surcharge: \$250.00 round trip

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

If you have any questions about material handling, please contact EXPO Exhibitor Sales & Services Department.



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

MATERIAL HANDLING Q & A

ICC

April 4 - 6, 2018

Intercontinental Hotel Miami

MATERIAL HANDLING Q & A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

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

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday thru Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.) Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100lbs. For example: 285lbs. = 300lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization form.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. *Material handling* begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

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

No, please do not order a forklift for unloading/reloading of your materials. It is included in the material handling/drayage fee.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100lbs.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

Crates weighing over 5,000lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

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

OUTBOUND SHIPMENTS

You must complete an EXPO Bill of Lading (BOL) for all outbound shipments. Please come to the Expo Service Desk the last day of the show to settle your account and pick up a BOL.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to the Exhibitor Service Desk. If you have questions on how to complete your bill of lading, please ask an EXPO exhibitor service representative located at the exhibitor service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).

ICC

From:
Company Name: _____
Booth #: _____
Contact Name: _____
Contact Phone #: _____



ADVANCE WAREHOUSE

To: EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607

For:
ICC

First Day freight can arrive w/o a surcharge:
MARCH 5, 2018

Last day freight can arrive w/o a surcharge:
MARCH 27, 2018

Delivery Hours: M-F 8:30am-3:00pm

From:
Company Name: _____
Booth #: _____
Contact Name: _____
Contact Phone #: _____



ADVANCE WAREHOUSE

To: EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607

For:
ICC

First Day freight can arrive w/o a surcharge:
MARCH 5, 2018

Last day freight can arrive w/o a surcharge:
MARCH 27, 2018

Delivery Hours: M-F 8:30am-3:00pm

ICC

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

**TO: EXPO Convention Contractors, Inc.
c/o Intercontinental Hotel Miami
100 Chopin Plaza Mezzanine
Miami, Florida 33131**

For:
ICC

Must arrive on **APRIL 3, 2018 ONLY**

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

**TO: EXPO Convention Contractors, Inc.
c/o Intercontinental Hotel Miami
100 Chopin Plaza Mezzanine
Miami, Florida 33131**

For:
ICC

Must arrive on **APRIL 3, 2018 ONLY**



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

AREA WORK RULES

ICC

April 4 - 6, 2018

Intercontinental Hotel Miami

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

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

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

EXHIBIT INSTALLATION AND DISMANTLING

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

GRATUITIES

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

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

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

IN GENERAL

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



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:
MARCH 20, 2018

LABOR ORDER

ICC

April 4 - 6, 2018

Intercontinental Hotel Miami

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$72.00	\$93.00
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$108.00	\$139.50
Double Time	Holiday	All Day	\$144.00	\$186.00

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Expo Supervisory Fee is 20% of total cost or \$50.00, whichever is greater.

Is Labor for assembling sign for hanging? Y/N _____
 Is Labor for laying your own carpet? Y/N _____

INSTALLATION

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

DISMANTLE

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

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

Set-up Information for Installation

Please check all that apply and provide information where requested.
 Booth size: _____ X _____
 Forklift required? _____ Yes _____ No
 Carpet is? _____ Owned _____ Rented from EXPO
 Carpet padding? _____ Yes _____ No
 Drawings? _____ Faxed to EXPO _____ Shipped w/exhibit crates

Inbound Freight Information

Carrier Company Name: _____
 # of pieces: _____ Weight of Shipment _____
 Is Shipment? _____ Crated _____ Uncrated
 Tracking/Pro#: _____
 Estimated arrival date: _____
 Shipment to arrive at: _____ Warehouse _____ Show Site

Electrical Information:

____ Electrical should go under the carpet (diagram is attached)
 ____ Electrical drawings are attached
 ____ Electrical drawings are with exhibit in crate number
 ____ Electrical drawings were sent to the official contractor

Outbound Freight Information

Carrier Company Name: _____
 Delivery Shipment To: _____
 Address: _____
 City, State, Zip: _____
 Type of Service (air, van line, ground, etc.): _____

Services You Have Ordered (please check all that apply):

Electrical _____ Furniture _____ A/V Equipment _____
 Booth Cleaning _____ Telephone/Internet _____

**If for any reason your shipment is not picked up by your carrier,
 Your shipment will be forced through our preferred carrier.**

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
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NON-OFFICIAL CONTRACTOR

ICC

April 4 - 6, 2018

Intercontinental Hotel Miami

**DISCOUNT DEADLINE:
 MARCH 20, 2018**

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

NOTE: Complete this form only if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to unpack, erect, assemble, dismantle or pack your display. **The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits.**

PLEASE COMPLETE:

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

Exhibiting Company Name: _____ Booth # _____

Address: _____

City: _____ State _____ Zip _____

Telephone: _____ Fax: _____

Authorized on-site representative _____ Cell Phone: _____
 (Please Print)

Name of Service Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Telephone: _____

On-Site Supervisor _____

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by **MARCH 20, 2018** to EXPO, the Official Decorating Contractor:

EXPO CONVENTION CONTRACTORS, INC.
 15959 NW 15th Avenue, Miami, Florida 33169-5607
 ATTN: EXHIBITOR SALES & SERVICES
 Tel: 305-751-1234 Fax: 305-751-1298
 nstewart@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

CLEANING FORM

ICC

April 4 - 6, 2018
 Intercontinental Hotel Miami

**DISCOUNT DEADLINE:
 MARCH 20, 2018**

Please indicate the Services Needed
 All Rates Based on Gross Booth/Display Area, 100 square feet Minimum

Carpet Vacuuming	Rate	Booth Size**	# Days	Total
_____ (Check if Needed)	Vacuuming \$0.38 per sq. ft.	X _____ (# Sq. Feet)	X _____ (# Days Needed)	= \$ _____ Total Due

Specify Dates Needed: _____

Porter Service - Trash Removal (2 hour intervals)

	Rate	Times Per Day	# Days	Total
_____ (Check if Needed)	1 - 5 Booths: \$52.50 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due
_____ (Check if Needed)	6 -15 Booths: \$63.00 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due

Specify Dates Needed: _____

Exhibit Cleaning

_____ (Check if Needed)	Exhibit cleaning & dusting of display daily	\$33.50 X _____ # of days	= \$ _____
_____ (Check if Needed)	Exhibit cleaning & dusting 1 time only	\$44.00 _____ (Specify Date Needed)	= \$ _____

Specify Dates Needed: _____

Total Order	_____
7% Sales Tax	_____
Total Due	_____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



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ICC

April 4 - 6, 2018

Intercontinental Hotel Miami

**DISCOUNT DEADLINE:
 MARCH 20, 2018**

EXPO GRAPHICS & SIGNS ORDER FORM

We at EXPO, are committed to exceptional service to our clients from inception to production. Dynamic signage and stunning graphics makes a lasting impression and a more successful meeting.

Send your PRINT READY ARTWORK and complete the below information to have your graphics & signs delivered right to your booth.

Advance Orders	Late Orders	Size	Qty.	Horizontal	Vertical	Easel Back add \$6	Total \$
25.00	45.00	8.5" x 11"					
50.00	75.00	22" x 28"					
100.00	130.00	28" x 44"					
150.00	205.00	36" x 48"					
Banners are \$10.00 per square foot & come with Grommets. (\$100 min)							

All signs come mounted on 3/16" foam core.

Please call for quote on dimensions of graphics not shown above.
 Contact us with questions at 305.751.1234

For basic Black Text on White Sign Copy....Please print clearly

HOW TO SUBMIT YOUR ARTWORK:

Expo uses HP 5000 Series large format printers using Onyx RIP software. We use Windows XP computers. All files should be saved for PC format. No MAC files are accepted.

EPS & AI formats:

We use Illustrator CS5 to read eps. & ai. files Check & make sure that all graphic elements are inside the document box. No clip masks. The document box should be the same size as the image you want printed or reduced in multiple of 2. No bleeds or crop marks. These are outside the document box & would need to be removed before the image enters the RIP process. Only Illustrator "crop area make" – "crop area release" function is compatible with Onyx RIP software. Bleeds are added if necessary in the Rip process.

Please convert all fonts to outlines.

TIF & PSD (Photoshop) formats

We use Photoshop CS5 to read TIF & PSD files. For best results images should be at least 72 ppi or greater when viewed close up. If the image is going to be viewed at a distance, lower quality images are ok.*

Problem formats

Word documents Images: Images embedded in Word documents are unsuitable for large format printing. Please try to obtain the original image.

Adobe In Design files: Please convert In Design files to an illustrator or pdf format.

Gif files: The gif format has only 256 colors (8 bit) & require a lot of editing for large format printing.**

Jpg files: jpg is an image compression format. This compression leaves artifacts in the image. Only images that are saved with little or no compression are suitable for large format printing.

* A 300 ppi 8.5" X 11" magazine cover at is only 34 ppi when printed 8 ft tall. This would be ok if viewed at a distance.

** Needs to be converted to 24bit & noise added to reduce banding.

Send graphics file to EXPOCCI@GMAIL.COM and include SHOW NAME, COMPANY NAME & BOOTH #

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



INTERCONTINENTAL

MIAMI

AUDIOVISUAL EXHIBITOR SERVICES ORDER FORM

NAME OF CONFERENCE:				START DATE:	END DATE:	# EVENT DAYS:	
COMPANY NAME:				ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:				CITY & STATE:		ZIP CODE:	
TELEPHONE NUMBER:				FAX NUMBER:			
ORDERED BY:				PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:	
AMEX	M CARD	CHECK#:	ROOM#:	EXP DATE:	CC #	CV	
VISA	CHECK						
CARDHOLDER'S SIGNATURE:				EMAIL ADDRESS (PLEASE PRINT):			

*We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of all event site changes placed by your representatives.

If you have a special request or need additional equipment, please call 305.377.4411. Fax completed form to 877.508.3902.

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO 15% MARKUP IF ORDERED DAY OF .

VIDEO/DATA DISPLAY	Price	Days	QTY
DVD Player	\$115		
LCD Projector	\$570		
Blu-Ray Player	\$170		
iPad	\$75		
Laptop	\$260		
AUDIO EQUIPMENT	Price	Days	QTY
CD Player	\$95		
Wired Microphone: Handheld Lavalier (check one)	\$80		
Wireless Microphone Unit: Handheld Lavalier (check one)	\$235		
Computer Audio Connection Requires Speaker & Mixer	\$65		
Individual 8" Small Powered Speaker with Stand	\$135		
Sound System: (2) 12" speakers (2) stands (1) Mixer Wired Microphone	\$587		
4-Channel Mixer	\$85		
LIGHTING	Price	Days	QTY
Booth Illumination Package 2- 20 amp circuits required (includes 2 - Par 64 & Stands)	\$450		
12-Channel Light Board	\$155		
6-Channel Dimmer	\$100		
Gobo Lighting Package - 20 amp circuit required (Call for Details)	\$420		
Intelligent Lighting and control	Please contact PSAV for proposal		

ACCESSORIES	Price	Days	QTY
Tripod Screens: 5', 6', 7' or 8'	\$105		
Projector Stand w/Spandex Cover	\$40		
Mac Adapter VGA DVI Please provide model/year/generation	\$35		
Flipchart Package (Includes: Stand, Pad, 4 Markers)	\$80		
MONITORS - Don't have a USB port. Will require laptop rental.	Price	Days	QTY
24" Multi Sync (Can't be wall mounted) Single Pole	\$260		
46" LCD w/built-in Speaker Floor Stand Table Stand	\$650		
55" LCD w/built-in Speaker Floor Stand Table Stand	\$765		
70" LCD w/built-in Speaker Floor Stand Table Stand	\$1160		
Need another size? Please contact us directly with your request. Touchscreen options available			
POWER	Price	Days	QTY
120v- 20 AMP	\$95		
208V Three Phase - 60 AMPs	\$495		
208v Three Phase - 100 AMPs	\$825		
25' AC Cable	\$20		
Power Strip	\$20		
PSAV Power Center	Please contact PSAV for details		
For Special Power Needs Please contact PSAV for details			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. A written confirmation will be sent once your order is received and processed.

The total charge per item is determined by multiplying the price by the quantity ordered per day of use. Please include applicable Sales Tax on equipment rental and/or labor.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

DELIVERY INFORMATION

On-Site Contact:

Booth #: _____ Room # _____

Delivery Date: _____

Delivery Time: AM PM

Pickup Date: _____

Pickup Time: AM PM

Location #: 4035 Job #: _____

RETURN FOR PROCESSING



100 Chopin Plaza | Miami, FL 33131
305.377.4411 (office) 877.508.3902 (fax)
psavintercontinentalmiami@psav.com

Exhibits Sales Person

Contact email address

RENTAL TOTALS

EQUIPMENT TOTAL (Multiply Price X Days X QTY per each item requested to get total amount)	1
SET UP AND TEAR DOWN (22% OF LINE 1 OR \$80 Minimum - REQUIRED)	2
SUB-TOTAL DUE (A 23% Service Charge and 7% Local Sales Tax will apply to this amount)	3

****PAYMENT IS DUE WHEN ORDER IS PLACED****

Internet/Phone Request Form



Order form must be received 30 days prior to the installation date

Phone: 305-577-1000, Request Conference Services Department

Fax Order Form to: 305-372-4496

Event Name _____	Exhibitor Contact Name _____
Event Location _____	Contact Phone Number _____
Install Date & Time _____	Removal Date & Time _____
Exhibit Company Name _____	Booth Number _____
E-mail: _____	Current Date _____

PHONE LINES	Quantity Needed	# Days	Advance Order (each per day)	Late Order (each per day)	Total
DID Line with Local & Long Distance			\$ 100.00	\$ 200.00	
DID Line for Credit Card Machine/Fax			\$ 100.00	\$ 200.00	
House Phone			\$ 25.00	\$ 50.00	

Credit Card Machines and Laptops Must be Configured to Dial "9" to access local/long distance phone numbers

For all Guests Staying in the hotel, Wifi access is included in the hotel services fee

HIGH SPEED INTERNET ACCESS	Quantity Needed	# Days	Advance Order (each per day)	Late Order (each per day)	Total
Wireless (10mbps upload/download average)			\$ 15.00	\$ 25.00	
Hard Line			\$ 200.00	\$ 400.00	

An Order is Considered Late if Received less than 30 Days Prior to Install

CONDITIONS AND REGULATIONS

Prevailing rates for local and long distance calls will apply
 Requests must be received 30 days prior to the installation date
An Order is Considered Late if Received less than 30 Days Prior to Install

Total	
-------	--

I Agree that I will be responsible for all calls made from the above requested phone lines during the period indicated above

Signature _____	Date _____
-----------------	------------

PAYMENT

A credit card authorization form must be completed and sent with this form for the order to be processed along with a CLEAR photocopy of the front and back of the credit card and the ID of the card holder

If you are staying at the hotel you may bill the charge to your room by completing the details below

Name of Reservation: _____

Dates of Stay: _____

Confirmation Number: _____



CREDIT CARD GUARANTEE

A CLEAR PHOTOCOPY OF THE FRONT AND BACK OF THE CREDIT CARD AND PHOTOCOPY OF CARDHOLDER'S I.D. SHOWING SIGNATURE AS IT APPEARS ON THE CARD MUST BE ATTACHED. IF NOT THIS ORDER CAN NOT BE PROCESSED

GROUP NAME: _____ **For Attention Of:** _____

I _____, authorize the Hotel InterContinental
(Cardholder's Name as it appears on the credit card)

Miami to bill my () AMEX () VISA () MASTERCARD () DINERS () OTHER

Credit Card #: _____ **Exp Date:** _____ for the following charges:

- | | |
|------------------------------|---------------------------|
| () All Charges | () Banquets/Audio Visual |
| () Guest Room and Tax | () Business Center |
| () Guest Incidental Charges | (x) Other |
| () Guest Amenity | Specify: |

NOTE: The person executing this agreement, and, if applicable, the entity on whose behalf such person is executing this Agreement, shall be jointly and severally liable for payment of all charges incurred pursuant to this Agreement, inclusive of late charges.

I assume responsibility for the charges of the exhibit internet order:

SPECIAL REQUESTS: _____

BILLING ADDRESS:

TELEPHONE NUMBER: _____ **E-mail:** _____

CARDHOLDER SIGNATURE _____ **DATE:** _____

Please return via fax to (305) 372-4496



100 CHOPIN PLAZA
 MIAMI, FL 33131
 PHONE: 305-375-0300
 FAX: 305-375-0571
 EMAIL: info@bayfrontfloral.com

ORDER FORM FOR FLORAL & BOOTH DÉCOR

NAME OF CONFERENCE: _____ ICC _____
 DATE: _____ April 4-6, 2018 _____ Mezzanine _____
 LOCATION/ BOOTH NO.: _____

CONTACT: _____ PHONE NO. _____
 ADDRESS: _____ CITY/STATE/ZIP CODE: _____

CREDIT CARD AUTHORIZATION:

CARD NO.: _____
 EXP. DATE: _____ SECURITY CODE: _____
 BILLING ADDRESS: _____



PLANT RENTALS

- 5'-6' Green Plants (Palms, Birds of Paradise) in baskets \$70.00 Each x ____ No. Plants= Total \$ _____
- 3'-4' Green Plants in basket \$55.00 Each x ____ No. Plants= Total \$ _____



SEASONAL BLOOMING PLANTS

- For Purchase Only \$30.00 Each x _____ No. Plants = Total \$ _____



FLORAL ARRANGEMENTS

- For Purchase Only \$50.00 & up per arrangement x _____ No. Arr.= Total \$ _____



FERN PLANTS

- For Purchase Only \$30.00 Each x ____ No. Plants= Total \$ _____

Please complete all of the above information & email it to info@bayfrontfloral.com and we will gladly send you a confirmation and receipt.

Above Total \$ _____
 Add 7% Floral Sales Tax \$ _____
 Total \$ _____



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 t1.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





 **EXPO**
CONVENTION CONTRACTORS INC.
15959 NW 15th Ave, Miami, FL 33169

CUSTOM

FURNITURE

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

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

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

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

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

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

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



A-1

UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9



B-1

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

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

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

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

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

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

NEWPORT... TAN SUEDE



B-2



B-3



C-1

LAREDO... BLACK LEATHER



C-2



C-3

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

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

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

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

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

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



E-1

SOUTH BEACH... WHITE/RED LEATHER



E-2



E-3



E-4



E-5



E-6



E-11

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

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

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

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

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

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

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

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

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

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



CHARGED!

*Electric Required for following products

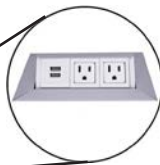
CHARGED...



E-12



E-13



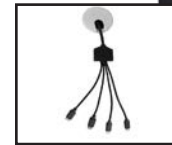
E-8C

White Rectangle Cocktail - CHARGED



E-10C

White Cube End Table -
(Multi Device Charging Cable)



D-6C

Black Cube End Table -
(Multi Device Charging Cable)



M-5J

Tall Bar Table - CHARGED



E-14C



E-15C

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

WHITE

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

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

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

BLACK

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

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

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



CONTEMPO...WHITE/BLACK LEATHER



I-1



I-2



I-3



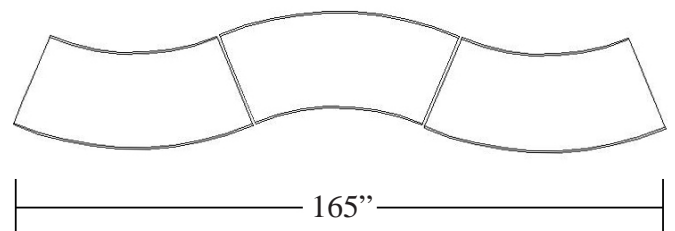
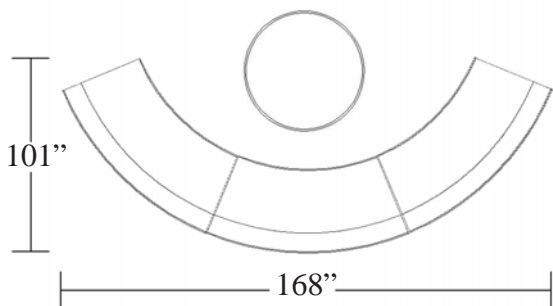
I-4



I-5



I-6





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

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

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

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

MONTE CARLO...WHITE/BLACK LEATHER



H-1



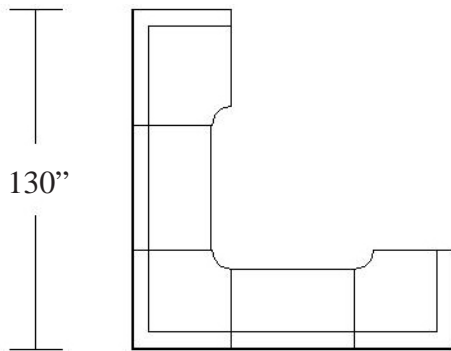
H-2



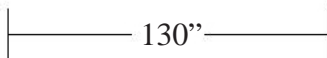
H-3



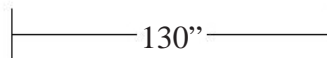
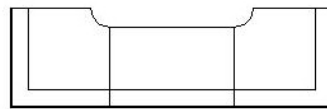
H-4



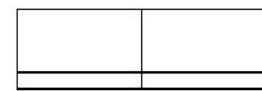
130"



130"



130"



100"

G-1 Sofa - Red
78"Lx41"Dx30"H

G-2 Chair - Red
40"Lx36"Dx30"H

G-3 Bench - Red
61"Lx21"Dx17"H

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

H-5 Modern Sofa - White
72"Lx31"Dx26"H

H-6 Modern Chair - White
35"Lx32"Dx27"H



MELROSE... RED SUEDE



MODERN... WHITE & CHROME



Sofa Folds into Flat Bench





I-7



I-8

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

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

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

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

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

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

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

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

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

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

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

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

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

OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



D-6



*Also Available Charged (D-6C)



E-7



E-8



*Also Available Charged (E-8C)



E-9



E-10



*Also Available Charged (E-10C)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



F-7



F-8



F-9

CHAIRS & BENCHES...



F-1

F-2



F-3

F-4



F-5

F-6



I-9



K-12



E-6



E-3



J-19



A-4



J-12



J-13



J-14



J-15

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OTTOMANS...



J-16



J-17



J-18



G-4



J-10



J-11



ADJUSTABLE COLORS

WORK STATIONS...



E-14



*Also Available Charged (E-14C)



E-15



*Also Available Charged (E-15C)



J-20



J-21



O-10 11

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



L-24

SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

SHORT TABLES...



L-1 / L-2



L-7W



L-7S

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-7 / L-8



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



L-7R



L-20



L-14



L-15

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



L-10 / L-11

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TALL BAR TABLES...



L-4 / L-5



M-5



*Also Available Charged (M-5J)



M-5S



L-10 / L-11



K-7 / K-8 / K-9



M-5R



L-17



L-22



M-7



M-8



M-9

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

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

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

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

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

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

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

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

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

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

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

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

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

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

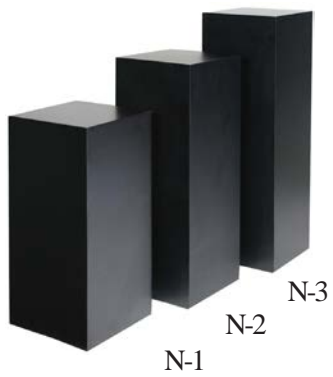
N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

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



N-13

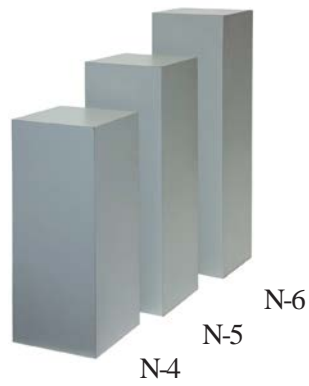
DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



N-13



N-14



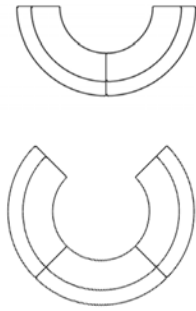
*Electric Required for Lighting Options

O-4

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

P-14C (Includes Power
Grommets)

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

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



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-6 6ft
P-6B 6ft CHARGED
P-6C 8ft CHARGED



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14
P-14C CHARGED



P-15



P-18 8ft



Q-4

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

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

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

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

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

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

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

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

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

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

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

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

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

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

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

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

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

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

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

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

A-12 Floor Lamp - Silver
72"H

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

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

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

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

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



O-18



O-19

ACCESSORIES...



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



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

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

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

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

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

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

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

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

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

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

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

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

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

SHELVING & STORAGE...



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

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

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

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

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

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

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

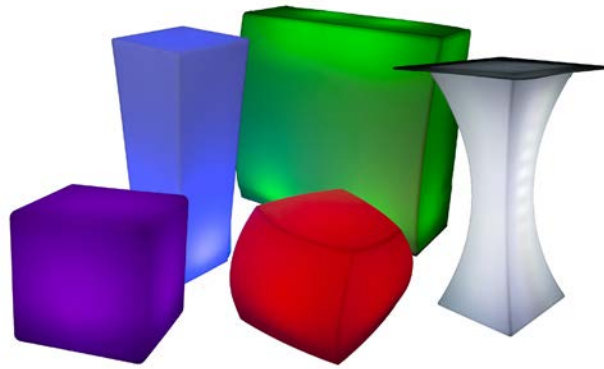


OFFICE... DESKS



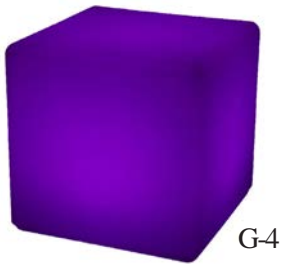


LED GLOW...MULTI-COLORED LIGHTING

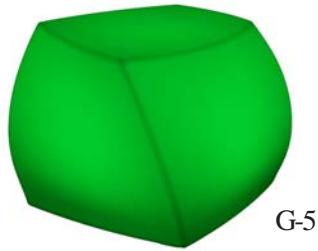


- G-4 LED Cube - Glow
20"L x 20"D x 20"H
- G-5 Twisted Cube - Glow
22"L x 22"D x 17"H
- G-6 LED Fluted Bar Table
Glow
26"L x 26"D x 43"H
- G-7 LED Pedestal - Glow
15.5"L x 15.5"D x 40"H
- G-9 LED Curve Bar - Glow
64"L x 23"D x 42"H
- G-10 Straight Bar - Glow
48"L x 19"D x 42"H

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



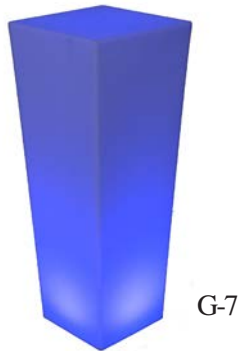
G-4



G-5



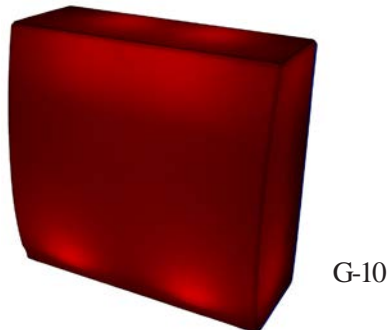
G-6



G-7



G-9



G-10





Exhibitor Services
 Tel: 305.751.1234 Fax: 305.751.1298
 email: info@expocci.com

Item #	Description	Adv. Price	Reg. Price	Item #	Description	Adv. Price	Reg. Price	Item #	Description	Adv. Price	Reg. Price
A-1	Black Suede Sofa	\$659	\$791	J-13	Orange Cube	\$169	\$203	N-13	24x24x42 Blk w/Door	\$490	\$588
A-2	Black Suede Loveseat	\$597	\$717	J-14	White Cube	\$169	\$203	N-14	24x24x42 Wht w/Door	\$490	\$588
A-3	Black Suede Chair	\$419	\$503	J-15	Red Cube	\$169	\$203	N-15	18x18x36 White Ped	\$321	\$386
A-4	Black Suede Bench	\$374	\$449	J-16	White Swivel Ottoman	\$169	\$203	N-16	18x18x42 White Ped	\$338	\$406
A-7	Black Suede Corner	\$419	\$503	J-17	Orange Swivel Ottoman	\$169	\$203	O-1	Martini Bar	\$1,357	\$1,628
A-8	Black Suede Armless	\$419	\$503	J-18	Black Swivel Ottoman	\$169	\$203	O-2	Martini Bar (w/light kit)	\$1,512	\$1,814
A-9	Blk/Half Round Ottoman	\$526	\$631	J-19	Rustic Bench	\$374	\$449	O-3	Cosmopolitan Bar	\$1,329	\$1,595
A-10	Black/Glass Cklt Table	\$276	\$332	J-20	Black Work Station	\$582	\$698	O-4	Cosmo Bar (w/light kit)	\$1,512	\$1,914
A-11	Black/Glass End Table	\$250	\$300	J-21	White Work Station	\$582	\$698	O-5	Reception Counter	\$366	\$439
A-12	Silver Floor Lamp	\$134	\$160	K-1	24" Black Table	\$205	\$246	O-6	Black Rec. Counter	\$597	\$717
B-1	Tan Suede Sofa	\$659	\$791	K-2	30" Black Table	\$205	\$246	O-7	Grey Rec. Counter	\$597	\$717
B-2	Tan Suede Loveseat	\$597	\$717	K-3	36" Black Table	\$233	\$280	O-10	Parson Desk	\$349	\$419
B-3	Tan Suede Chair	\$419	\$503	K-4	42" Black Table	\$276	\$332	O-11	Refrigerator	\$312	\$374
B-4	Natural Cklt Table	\$276	\$332	K-5	Black Euro Chair	\$187	\$224	O-12	Coat Rack	\$179	\$214
B-5	Natural End Table	\$250	\$300	K-6	Jet Black Chair	\$187	\$224	O-13	Free Standing Mirror	\$233	\$279
C-1	Black Leather Sofa	\$659	\$791	K-7	24" Black Tall Bar Table	\$267	\$320	O-14	Literature Stand	\$196	\$235
C-2	Black Leather Loveseat	\$597	\$717	K-8	30" Black Tall Bar Table	\$267	\$320	O-15	Silver Folding Lit Stand	\$259	\$311
C-3	Black Leather Chair	\$419	\$503	K-9	36" Black Tall Bar Table	\$267	\$320	O-16	Black Folding Lit. Stand	\$259	\$311
D-4	Black Cube Cklt Table	\$286	\$343	K-10	Black Barstool	\$233	\$280	O-18	White iPad Stand	\$196	\$235
D-5	Black Round Cklt Table	\$286	\$343	K-11	Jet Black Barstool	\$267	\$320	O-19	Black iPad Stand	\$196	\$235
D-6	Black Cube End Table	\$259	\$311	K-12	Mocha Stage Chair	\$250	\$300	O-20	Universal Tablet Stand	\$196	\$235
D-6C	Black Cube End-Charged	\$303	\$364	L-1	30" Maple Table	\$233	\$280	O-22	Chrome Stanchion	\$78	\$93
E-1	White South Beach Sofa	\$794	\$953	L-2	36" Maple Table	\$250	\$300	O-23	Burgundy Rope	\$47	\$56
E-2	White South Beach Chair	\$509	\$611	L-3	Maple/Chrome Chair	\$224	\$268	O-24	Black Rope	\$47	\$56
E-3	White South Beach Bench	\$374	\$449	L-4	30" Maple Tall Bar Table	\$276	\$332	O-25	Black Park Bench	\$261	\$313
E-4	Red South Beach Sofa	\$794	\$953	L-5	36" Maple Tall Bar Table	\$286	\$343	P-1	6' Maple Conf. Table	\$545	\$653
E-5	Red South Beach Chair	\$509	\$611	L-6	Maple/Chrome Barstool	\$267	\$320	P-2	8' Maple Conf. Table	\$690	\$828
E-6	Red South Beach Bench	\$374	\$449	L-7	30" Black/Chrome Table	\$214	\$257	P-3	6' Mahogany Conf. Table	\$545	\$653
E-7	White Square Cklt Table	\$267	\$320	L7S	White Square Table	\$214	\$257	P-4	8' Mahogany Conf. Table	\$690	\$828
E-8	White Rec. Cklt Table	\$267	\$320	L-7R	Rustic Table	\$214	\$257	P-5	10' Mahogany Conf. Table	\$882	\$1,059
E-8C	White Rec. Ckt.-Charged	\$371	\$445	L-W	30" White/Chrome Table	\$214	\$257	P-6	6' Honey Oak Conf. Table	\$545	\$653
E-9	White Square End Table	\$250	\$300	L-8	36" Black/Chrome Table	\$241	\$287	P-6B	6' Honey Oak-Charged	\$576	\$691
E-10	White Cube End Table	\$349	\$419	L-9B	Black/Chrome Chair	\$224	\$268	P-6C	8' Honey Oak-Charged	\$742	\$890
E-10C	White Cube End-Charged	\$383	\$460	L-9R	Red/Chrome Chair	\$224	\$268	P-7	6' Black Conf. Table	\$517	\$620
E-11	White Sofa w/Outlet	\$923	\$1,107	L-9W	White/Chrome Chair	\$224	\$268	P-8	8' Black Conf. Table	\$690	\$828
E-12	White Loveseat w/Outlet	\$768	\$921	L-10	30" Blk/Chrm Tall Table	\$276	\$332	P-9	10' Black Conf. Table	\$882	\$1,059
E-13	White Chair w/Outlet	\$613	\$735	L-11	36" Blk/Chrm Tall Table	\$286	\$343	P-10	6' Grey Conf. Table	\$517	\$620
E-14	Tall White Pub Table	\$582	\$698	L-12B	Black/Chrome Barstool	\$267	\$320	P-11	8' Grey Conf. Table	\$690	\$828
E-14C	Tall White Pub.-Charged	\$675	\$810	L-12R	Red/Chrome Barstool	\$267	\$320	P-13	Wht Frosted Glass Table	\$543	\$652
E-UL	Under Lighting Add-On	\$75	\$90	L-12W	White/Chrome Barstool	\$267	\$320	P-14	42" Dia. Honey Oak Table	\$374	\$449
E-15	Short White Pub Table	\$543	\$652	L-14	Black/Glass Table	\$241	\$289	P-14C	42" Honey Oak-Charged	\$421	\$505
E-15C	Short White Pub.-Charged	\$638	\$766	L-15	Chrome/Glass Table	\$233	\$280	P-15	42" Dia. Mahogant Table	\$374	\$449
F-1	Barcelona Chair Red	\$562	\$674	L-17	Chrm/Glass Tall Bar Tbl	\$303	\$363	P-16	6.5' White Conf. Table	\$845	\$1,014
F-2	Barcelone Ottoman Red	\$286	\$343	L-18	Wht/Chrm Swivel Stool	\$233	\$280	P-18	8' Oak Rustic Table	\$845	\$1,014
F-3	Barcelon Chair White	\$562	\$674	L-18B	Wht Swivel Stool w/back	\$286	\$343	Q-1	Leather Executive Chair	\$349	\$419
F-4	Barcelone Ottoman White	\$286	\$343	L-19	Blk/Chrm Swivel Stool	\$233	\$280	Q-3	Wht/Leather Exec. Chair	\$428	\$514
F-5	Barcelon Chair Black	\$562	\$674	L-20	30" Chrome Table	\$241	\$289	Q-4	Blk/Leather Exec. Chair	\$428	\$514
F-6	Barcelon Ottoman Black	\$286	\$343	L-21	Chrome Chair	\$224	\$268	Q-5	Blk Jr. Executive Chair	\$295	\$354
F-7	Black Stage Chair	\$287	\$345	L-22	30" Chrome Tall Bar Tbl	\$286	\$343	Q-6	Grey Jr. Executive Chair	\$295	\$354
F-8	Burgundy Stage Chair	\$287	\$345	L-23	Chrome Barstool	\$267	\$320	Q-7	Black Sled Chair	\$250	\$300
F-9	White Stage Chair	\$287	\$345	L-24	White Anaheim Chair	\$224	\$268	Q-8	Grey Sled Chair	\$250	\$300
G-1	Red Melrose Sofa	\$794	\$953	M-1	Blue/Black Chair	\$224	\$268	Q-9	Blk/Chrome Breuer Chair	\$224	\$268
G-2	Red Melrose Chair	\$509	\$611	M-2	Blue/Black Barstool	\$267	\$320	Q-10	Grey/Chrm Breuer Chair	\$224	\$268
G-3	Red Melrose Bench	\$374	\$449	M-3	Red/Black Chair	\$224	\$268	Q-11	Black Drafting Stool	\$267	\$320
G-4	LED Glow Cube	\$287	\$345	M-4	Red/Black Barstool	\$267	\$320	Q-12	Grey Drafting Stool	\$267	\$320
G-5	LED Glow Twist Cube	\$303	\$364	M-4B	Black/Black Barstool	\$267	\$320	Q-13	Black Secretarial Chair	\$224	\$268
G-6	LED Fluted Bar Table	\$380	\$456	M-5	30" Wht/Chrm Tall Table	\$272	\$326	Q-14	Grey Secretarial Chair	\$224	\$268
G-7	LED Glow Pedestal	\$365	\$438	M-5J	30" Wht/Chrm Tall-Charged	\$314	\$377	R-1	Black Etagere	\$286	\$343
G-9	LED Glow Curve Bar	\$1,512	\$1,814	M-5R	Rustic Square Tall Table	\$272	\$326	R-2	Chrome Etagere	\$286	\$343
G-10	LED Glow Straight Bar	\$1,357	\$1,628	M-5S	White Square Tall Table	\$272	\$326	R-3	42" Grey Bookcase	\$233	\$280
H-1	Black Sectional Loveseat	\$695	\$834	M-6	White Curve Barstool	\$286	\$343	R-4	42" Black Bookcase	\$233	\$280
H-2	Black Sectional Corner	\$509	\$611	M-7	White Gelato Table	\$349	\$419	R-5	72" Grey Bookcase	\$267	\$320
H-3	White Sectional Loveseat	\$695	\$834	M-8	Grey Gelato Table	\$349	\$419	R-6	72" Black Bookcase	\$267	\$320
H-4	White Sectional Corner	\$509	\$611	M-9	Black Gelato Table	\$349	\$419	R-7	2-Dr. Grey File Cabinet	\$233	\$280
H-5	Wht/Chrm Modern Sofa	\$737	\$884	M-10	Red Scoop	\$267	\$320	R-8	2-Dr. Black File Cabinet	\$233	\$280
H-6	Wht/Chrm Modern Chair	\$427	\$512	M-11	Grey Scoop	\$267	\$320	R-9	4-Dr. Black File Cabinet	\$256	\$307
I-1	White Curve Sofa	\$758	\$910	M-12	Black Scoop	\$267	\$320	R-10	42" Grey Storage Cabinet	\$256	\$307
I-2	White Curve Bench	\$490	\$588	M-13	White Scoop	\$267	\$320	R-11	42" Black Storage Cabine	\$256	\$307
I-3	White Round Ottoman	\$374	\$449	M-14	White Crescent Stool	\$286	\$343	R-12	72" Black Storage Cabine	\$303	\$363
I-4	Black Curve Sofa	\$758	\$910	M-15	Gunmetal Barstool	\$267	\$320	S-1	Natural/Black Desk	\$628	\$754
I-5	Black Curve Bench	\$490	\$588	M-16	Gumetal Chair	\$224	\$268	S-2	Natural/Black Credenza	\$559	\$670
I-6	Black Curve Ottoman	\$374	\$449	N-1	12x12x30 Black Ped	\$267	\$320	S-3	Honey Executive Desk	\$628	\$754
I-7	Chrm/Glass Cklt Table	\$312	\$374	N-2	12x12x36 Black Ped	\$286	\$343	S-4	Honey Credenza	\$559	\$670
I-8	Chrome/Glass End Table	\$276	\$332	N-3	12x12x42 Black Ped	\$303	\$363	S-5	Mahogany Desk	\$628	\$754
I-9	Wht/Chrome Glove Chair	\$438	\$525	N-4	12x12x30 Grey Ped	\$267	\$320	S-6	Mahogany Credenza	\$559	\$670
I-10	White Da Vinci Sofa	\$737	\$884	N-5	12x12x36 Grey Ped	\$286	\$343				
J-1	Black Dynamic Chair	\$224	\$268	N-6	12x12x42 Grey Ped	\$303	\$363				
J-2	Green Dynamic Chair	\$224	\$268	N-7	18x18x36 Black Ped	\$321	\$386				
J-3	Orange Dynamic Chair	\$224	\$268	N-8	18x18x42 Black Ped	\$338	\$406				
J-4	White Dynamic Chair	\$224	\$268	N-9	18x18x36 Grey Ped	\$321	\$386				
J-10	White Storage Cube	\$169	\$203	N-10	18x18x42 Grey Ped	\$338	\$406				
J-11	Black Leather Ottoman	\$169	\$203	N-11	24x24x42 Black Ped	\$357	\$428				
J-12	Black Cube	\$169	\$203	N-12	24x24x42 Grey Ped	\$357	\$428				



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SPECIALTY FURNITURE

ICC

April 4 - 6, 2018

Intercontinental Hotel Miami

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 MARCH 20, 2018**

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- 25% cancellation will be applied if cancelled 7 days prior to event opening.
- 100% cancellation will be applied if canceled on day of deliver.
- All show site orders are subject to a 25% service charge.

Sub Total	
7% Sales Tax	
Total Due	

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