



Your Company is exhibiting at the event listed below.  
Please forward this Exhibitor Manual to the person in charge of your Exhibit.

# Exhibitor's Manual

## E.M.L.R.C

# Symposium by the Sea

## August 2-5, 2007

# The Naples Grand Resort & Club

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7101 Presidents Drive suite 300, Orlando, FL 32809 • Tel: 407 240 3348 • Fax 407 240 8710  
Email: [info@gobencs.com](mailto:info@gobencs.com) • [www.gobencs.com](http://www.gobencs.com)

Dear Exhibitors:

Goben Convention Services are pleased to have been selected as your official service contractor. We realize your participation in this event is a vital part of your Company's marketing program, and we would like to do everything possible to make it as enjoyable and rewarding for you.

All questions regarding registration, booth assignment, and the event schedule should be directed to:

Mr. Jerry Cutchens  
Tel: 407 281 7396 x 15  
Email: [jcutchens@emlrc.org](mailto:jcutchens@emlrc.org)

All questions regarding Shipping, Storage, Furniture, Plants, Signs, Labor, Carpet and Cleaning should be directed to:

Myra Murray or Stephanie Dill  
Goben Convention Services  
407 240 3348 phone  
407 240 8710 fax  
[myra@gobencs.com](mailto:myra@gobencs.com) or [Stephanie@gobencs.com](mailto:Stephanie@gobencs.com)

All questions regarding Electricity should be directed to:

Chris Roffe  
Naples Grande Resort & Club  
239 594 6010 phone  
239 597 1567 fax  
[croffe@luxuryresorts.com](mailto:croffe@luxuryresorts.com)

All questions regarding Internet access should be directed to:

Chris Roffe  
Naples Grande Resort & Club  
239 594 6010 phone  
239 597 1567 fax  
[croffe@luxuryresorts.com](mailto:croffe@luxuryresorts.com)

All questions regarding Audio Visual requirements should be directed to:

Myra Murray  
Goben Convention Services  
407 240 3348 phone  
407 240 8710 fax  
[myra@gobencs.com](mailto:myra@gobencs.com)

- Included in this Exhibitor Manual are order forms for services or items you may require for your Exhibit booth.
- Please review each form, ordering in advance those items and services you require.
- Please return to Gobencis Convention Services with the "method of payment" form.
- All other contractor's forms must be sent to the contractor providing the service.



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# Show Information

## Symposium by the Sea

The Naples Grande Resort & Club

475 Seagate Drive

Naples, FL 34103

**August 2-5, 2007**

This Schedule may be subject to change by the Show Management.

	<i>DAY</i>	<i>DATE</i>	<i>TIME</i>
<b>EXHIBITOR MOVE-IN/SET UP</b>	Friday	August 3	1pm – 4pm
<b>EXHIBIT HOURS</b>	Friday	August 3	5:30pm – 7:30pm
	Saturday	August 4	7am – 11am
	Sunday	August 5	7am – 10:30am
<b>EXHIBITOR MOVE OUT</b>	Sunday	August 5	10:30am

**BOOTH EQUIPMENT:** Each booth will provide the following items:

8' x 10'	Booth space (blue & white)
1	6' x 30" high table skirted in blue
1	7' x 44" booth I.D. Sign
1	Wastebasket with liner
2	Folding chairs

The ballroom is completely carpeted.

- IMPORTANT DATES:**

Fri	July 13	Shipments may begin arriving at the advance warehouse
Thu	July 19	Discount deadline for orders received with payment
Fri	July 27	Discount Deadline on freight received at warehouse
Thu	August 2	Last day for shipments to arrive at warehouse (must be am)
Thu	August 2	Shipments may arrive at show site
Sun	August 5	Outbound Freight carrier must sign in with Goben CS staff. 11am
Sun	August 5	Outbound Freight will be redirected using UPS Freight @ 12:00 noon



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## OFFICIAL CONTRACTOR:

### **MATERIAL HANDLING:**

Goben CS has been contracted to handle this event which includes all drayage whether it is received at the warehouse or the show site.

Drayage is the delivery of freight from the warehouse, loading dock or Hotel storage room to the booth and from the booth to the loading dock: Empty crates will be removed to storage and returned to your booth when the show closes. Sufficient time must be allowed to return containers as they will not be returned in any particular order. There will be no additional charge provided you have used drayage services for the delivery of your products.

No material handling equipment such as dollies or pallet jacks may be used by anyone other than Goben CS. For quality assurance please read "shipping quick facts" on page 13.

### **OFFICIAL Show FREIGHT CARRIER:**

UPS Freight is the preferred freight carrier for this show.

Tel: 800 988 9889 - [www.UPSFreight.com](http://www.UPSFreight.com) – 24 hour tracking

Remember to mention the show name, date & location to receive the discounted rates.

### **LABOR:**

Labor is for installation & dismantling of displays.

Exhibitors are allowed to set and dismantle their own displays provided they use their own company employees to do so.

### **EXHIBITOR APPOINTED CONTRACTOR REQUEST:**

If you wish to bring in an outside contractor you must inform Goben CS two weeks prior to the set up.

A valid "certificate of Insurance" must be submitted to Goben Convention Services by March 7<sup>th</sup> requests received after this date may not receive approval.

Failure to provide Goben CS the cert of insurance will result in Labor hire from Goben CS staff. The non official contractor will be able to provide supervision only.

Exhibitor Appointed Contractors who subcontract for services other than general contracting are also considered non-official contractors and must follow procedures, including florists, a/v and computer rental firms.

### **SECURITY:**

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Goben Convention Services are not responsible for items left in booths unattended.

### **EQUIPMENT USE:**

Goben Convention Services do not lend out any equipment for use by exhibitors.

If you require help with the set up of your booth, you must fill out the labor forms provided. (show site not guaranteed).

If you require help bringing items to your booth you will be subject to material handling fees or Labor charges.

### **SAFETY:**

Standing on chairs, tables or any rental furnishings are prohibited. We will not be responsible for injuries or falls caused by improper use of furnishings. *If you weigh over 250lbs please advise us and we will substitute your folding chair for a side chair.*

### **TAXES:**

There will be a 7% sales tax on all rental items added to your invoice. If you are tax exempt please send a copy of your Florida Tax Exempt Certificate to us, with your order.

If you have any questions regarding charges made at show-site please consult with a Goben representative. Do not wait until after the show closes to settle discrepancies that can easily be resolved at the show-site.

# **PAYMENT TERMS AND CONDITIONS**

## ***PAYMENTS***

Full payment, including applicable tax, is due in advance or at show site. Purchase Orders are not considered payment. Orders received without payment and/or orders received after the deadline date will be charged standard rates.

## ***RENTALS***

All materials and equipment are on a rental basis for the duration of the show and remain property of Goblen Convention Services, except where specifically identified as a sale. All rentals include delivery, installation and removal from your booth.

## ***CREDITS***

It is your responsibility to advise our Service Center Representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibit.

## ***CANCELLATIONS***

- A) If services have already been provided at the time of cancellation, original charges will be applied.
- B) A one-hour "per person" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

## ***INTERNATIONAL EXHIBITORS***

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment must be made by check in U.S. funds drawn on a U.S. bank.

## ***TAX EXEMPTION STATUS***

If you are exempt from the payment of sales tax, we require you to forward a Sales Tax Exemption Certificate for the state of Florida.

Goben CS must receive your certificate with your order; otherwise tax will appear on your invoice.

## ***THIRD PARTY BILLING***

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Goblen CS reserves the right to institute collection action against the exhibitor if the third party does not pay.

## ***UNPAID BALANCES***

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5 % per month, which is an annual percentage rate of 18% and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Goblen Convention Services shall be either applied to reduce the principal unpaid balance or refunded to the payer. This Payment Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Florida.



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# Method of Payment

Symposium by the sea

**PRE-ORDER DISCOUNT**

**July 19, 2007**

**IF YOU ARE GOING TO UTILIZE THE SERVICES OF GOBEN, THIS FORM MUST BE COMPLETED AND RETURNED.**

- CASH
- COMPANY CHECK

Please make check payable to: GOBEN CONVENTION SERVICES

- CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance order and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor and material handling. Please complete the information requested below:

- AMERICAN EXPRESS
- MASTER CARD
- VISA

Account No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Authorization code: \_\_\_\_\_

Email: \_\_\_\_\_

- Personal Credit Card*
- Company Credit Card*

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

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

Cardholder's billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

### THIRD PARTY AUTHORIZATION

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- ALL SERVICES
- BOOTH CLEANING
- I & D LABOR
- MATERIAL HANDLING/IN & OUT
- RENTAL FURNITURE & CARPET
- AUDIO VISUAL
- OTHER (Please specify)

### THIRD PARTY AGENT:

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

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: \_\_\_\_\_

*We have read and understand and agree to all terms as described on both sides and have advised our show site representative accordingly.*

**Exhibitor Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by & Title: \_\_\_\_\_ E-mail: \_\_\_\_\_



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# Furniture Order

**PRE-ORDER DISCOUNT DEADLINE**

**July 19, 2007**

Symposium by the sea

<b>SEATING</b>					<b>PEDESTAL TABLES</b>							
CODE	QTY	DESCRIPTION	Discount RATE	Standard RATE	TOTAL	CODE	QTY	DESCRIPTION	Discount RATE	Standard RATE	TOTAL	
100		Side Chair	35.00	44.00		400		Round-24" Diameter 18" or 30" (42" High add \$10)	45.00	56.00		
101		Upholstered Arm chair	44.00	55.00		401		Round-30" Diameter 18" or 30" (42" High add \$10)	60.00	75.00		
102		Upholstered Counter Stool	46.00	57.00		402		Round-36" Diameter 18" or 30" (42" High add \$10)	75.00	93.00		
<b>ACCESSORIES</b>					<b>DISPLAY TABLES (30" H X 2' W)</b>							
200		Chrome Clothes Tree	37.00	46.00		600						
201		Chrome Stanchion 41" High	25.00	31.00		601		4' Long Table Skirted 3 sides	75.00	93.00		
203		Gray Rope 6', 8' Long 10' add \$2	15.00	18.00		602		6' Long Table Skirted 3 sides	90.00	112.00		
206		Wastebasket	10.00	12.00		603		8' Long Table Skirted 3 sides	102.00	127.00		
207		Sign Holder 22" x 28" Vertical	25.00	30.00		604		4 <sup>th</sup> Side skirted	27.00	32.00		
208		Chrome Tripod Easel	22.00	27.00		605		3' Long Table Not Skirted	50.00	66.00		
209		Literature revolving rack	57.00	71.00		606		4' Long Table Not Skirted	60.00	78.00		
		Table Top Display unit	260.00	325.00		607		6' Long Table Not Skirted	75.00	97.00		
		Pop up Display unit with lights	560.00	700.00		608		8' Long Table Not Skirted	87.00	112.00		
		Poster Board with Stand - 4' x 4' 4' x 6' add \$15 4' x 8' add \$30	65.00	75.00				Tick Skirt Color (Includes Top Cover with White Vinyl)				
		Peg Board with stand 4' x 8'	70.00	80.00				<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> Peach
								<input type="checkbox"/> Gray	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White	<input type="checkbox"/> Mauve

<b>SPECIAL BOOTH DRAPING</b>					<b>DISPLAY TABLE COUNTER HIGH (42" H X 2' W)</b>						
500		White Vinyl Table Cover	12.00	15.00		700		4' Long Counter Skirted 3 sides	85.00	106.00	
501		Special Skirting 30"	4.00/ft	5.00/ft		701		6' Long Counter Skirted 3 sides	100.00	125.00	
502		Special Skirting 40"	5.00/ft	6.50/ft		702		8' Long Counter Skirted 3 sides	115.00	143.00	
503		3' High Side Rail	7.00/ft	9.50/ft		703		4 <sup>th</sup> Side Skirted	27.00	32.00	
504		8' High Side Rail	10.00/ft	12.00/ft		704		4' Long Table Not Skirted	70.00	91.00	
		Tick Special Drape Color				705		6' Long Table Not Skirted	85.00	110.00	
		<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	706		8' Long Table Not Skirted	100.00	128.00	
		<input type="checkbox"/> Gray	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White						

<b>TABLE TOP RISERS</b>					
800		4' Single Step, 12" High	25.00	31.00	
801		6' Single Step, 12" High	35.00	43.00	
802		8' Single Step, 12" High	45.00	56.00	

<b>FLORAL</b>					
300		4' Plant (silk)	85.00	100.00	
301		6' Plant (silk)	98.00	113.00	

*Charges listed above include delivery to your booth, rental (not sale) during the event, and removal. No credit will be given after close of event on items or services ordered, but not received. If you have a problem, please contact Goblen Personnel prior to opening.*

<b>Subtotal</b>	\$
<b>7% Tax</b>	\$
<b>Total</b>	\$

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note "method of payment" form must accompany this order



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# Carpet Order

**PRE-ORDER DISCOUNT DEADLINE**

**July 19, 2007**

Symposium by the sea

- Price includes delivery, installation and removal.
- Carpet Ordered in multiples are not guaranteed a color match
- Custom carpet orders after the deadline date are subject to availability.

## BOOTH CARPET

Choose your color:  Blue  Burgundy  Black  Gray  Red  Teal

QTY	SIZE	QTY	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL
	8' x 10'		10' x 10'	\$105.00	\$130.00	
	8' x 20'		10' x 20'	\$210.00	\$260.00	
	8' x 30'		10' x 30'	\$315.00	\$390.00	
	8' x 40'		10' x 40'	\$420.00	\$520.00	

## CARPET PADDING / VISQUEEN

CARPET PADDING: Price per square foot  VISQUEEN: Price per square foot

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \$0.80 = \$ \_\_\_\_\_

## SPECIAL CUT CARPET (min order is 100 square feet)

SPECIAL CUT: Price per square foot: \_\_\_\_\_ DISCOUNT RATE \_\_\_\_\_ STANDARD RATE \_\_\_\_\_ TOTAL \_\_\_\_\_  
 Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \$2.50 or \$2.85 \_\_\_\_\_

## DELUX CARPET (min order is 200 square feet)

Choose your color:  Blue  Burgundy  Black  Gray  Red  Teal

### Rental:

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \$3.25/sq.Ft. = \$ \_\_\_\_\_

### Purchase Price:

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \$4.25/sq.Ft. = \$ \_\_\_\_\_

Subtotal	\$
7% Tax	\$
<b>Total</b>	<b>\$</b>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_



# Cleaning Services

**ORDER DEADLINE DATE**  
  
**July 26, 2007**

Symposium by the sea

- Tick the service you require
- Our basic price includes vacuuming, emptying of wastebasket(s) in your exhibit area before opening of show.
- All rental carpets are delivered clean to your booth. However, during exhibitor set up the carpet can become soiled. We suggest that you order cleaning service prior to show opening.

**BOOTH CLEANING**

**ONE TIME BOOTH CLEANING** (Before show opens)

	PRICE	SHOW ORDER
Any Booth size up to 10' x 10'	\$28.00	\$31.00

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
Subtotal 7% Tax Total Cost

**BOOTH CLEANING**

**DAILY BOOTH CLEANING** (Before show opens and each morning before show starts).

BOOTH SIZE	DAILY PRICE	SHOW ORDER
10' x 10'	\$25.00	\$27.00
8' x 10'	\$23.00	\$25.00
8' x 8'	\$21.00	\$23.00

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
Daily Price Days Subtotal 7% Tax Total Cost

**PORTER SERVICE**

- Daily price \$65.00 per 10' Booth Space.
- Our price includes emptying of wastebasket(s) and policing your exhibit area at two hour intervals during show hours.

**PORTER SERVICE**

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
Daily Price Days Subtotal 7% Tax Total Cost

**PORTER SERVICE**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note "method of payment" form must accompany this order



# Display Labor

**ORDER DEADLINE DATE**  
  
**July 26, 2007**

Symposium by the sea

## HOURLY RATES

**STRAIGHT TIME:** \$65.00 per person per hour      **OVERTIME:** \$85.00 per person per hour  
 Overtime hours are before 8am or after 4:30pm Monday - Friday, and all day Saturday, Sundays + Holidays.

### PLAN A:

**SUPERVISION BY GOBEN:**

	# of Laborers	Hours per Laborer	Hourly Rate	Total Cost
<b>INSTALL</b>				
<b>DISMANTLE</b>				
<b>SUPERVISION</b>				
<b>TOTAL</b>				

- Exhibits will be set up prior to exhibitor's arrival under the direction of Goben CS Personnel.
- The supervision charge for this service is 30% of the total labor bill, with a minimum charge of \$40.00.

### PLAN B:

**SUPERVISION BY EXHIBITING PERSONELL:**

	Date	Time	# of Laborers	Hours per Laborer	Hourly Rate	Total Cost
<b>INSTALL</b>						
<b>DISMANTLE</b>						
<b>TOTAL</b>						

Supervisor: \_\_\_\_\_ Tel: \_\_\_\_\_

- Supervisor must check in at Service Desk to pick up Laborers.
- Upon completion of work, supervisor must return to Service Desk to release Laborers.
- Start time only guaranteed where Labor is requested at the start of the working day, unless the official set up time is later in the day.
- Workers are assigned orders and completion time of the first assignment is uncertain. Therefore starting times can not be guaranteed, although every effort will be made to provide labor at requested times.

### FORKLIFT ORDER

- Forklift \$50.00 per hour
- A forklift crew will consist of one driver and one spotter.

	Date	Time	# of Laborers	Hours per Laborer	Hourly Rate	Total Cost
<b>INSTALL</b>						
<b>DISMANTLE</b>						

- Forklift crews do not need to be ordered if it is part of the material handling process.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note "method of payment" form must accompany this order



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# Material Handling Service & Rates

Symposium by the sea

**FREIGHT DEADLINE DATE**  
  
**AUGUST 2, 2007**

**SHIPPING INFORMATION**

1. All shipments must be sent prepaid. Collect shipments will not be accepted.
2. Goben CS has been contracted to handle this event which included all drayage whether it is received at the warehouse or the show site.
3. Contact Goben Convention Services for acceptance policy of loose, uncrated or shipments requiring special handling.
4. Any shipment that must be taken off pallet and hand carried in loose will be charged the unpackaged rates of \$0.60 per lb(min200lbs).
5. Consignment or delivery of a shipment to Goben Convention Services or its subcontractors by an exhibitor or shipper on behalf of the exhibitor will be construed as an acceptance by the exhibitor of the freight terms and conditions.
6. \$15 Research fee will be added for shipments received if labeling does not include Show name & Exhibiting Company name/booth #.
7. If you have brought your own materials in and wish to have Goben CS store your empty containers this will be charged at \$10.00 per item.
8. Shrink wrap and Banding will incur a one ½ hour Labor charge.
9. Mobile equipment will be moved in & out of the Exhibit hall on a time & material basis with a min charge of \$200 round trip.

<i>Advance Warehouse</i>	<b>SHIPPING ADDRESS AS FOLLOWS</b>	<i>Show Site</i>
Symposium by the sea		Symposium by the sea c/o Goben Convention Services
EMLRC Booth # _____		Exhibiting Company Name Booth # _____
UPS Freight c/o Goben CS		The Naples Grande Resort & Club
4511 Cummins Ct		475 Seagate Drive
Fort Myers, FL 33905		Naples, FL 34103
No# _____ of _____ PCS		
This shipment must arrive on Aug 1 or Aug 2 AM		This Shipment must arrive on or after August 2

**FREIGHT RATES**

Rates below include receipt of your freight on straight time; delivery to booth; removal, storage, and return of empty crates; and at the end of the show – movement of your freight from the booth to the dock and reloading on trucks. **A 200lb minimum per shipment applies.**

PLAN	DESCRIPTION	RECEIVED AT:	RATE /LB.
<input type="checkbox"/> A	Packaged Shipments (received by July 27 <sup>th</sup> )	Warehouse	\$ 0.60
<input type="checkbox"/> B	Packaged Shipments	Show site	\$ 0.65
<input type="checkbox"/> C	Late Shipment Surcharge (Received after July 27 <sup>th</sup> )	Warehouse	\$0.65
<input type="checkbox"/> D	Small Package - Total Shipment Maximum Weight 25lbs	Show site	\$50.00
<input type="checkbox"/> E	Return to Warehouse for special pick up	Minimum \$20/piece	\$0.20
<input type="checkbox"/> F	Shrink Wrap (one ½ hour Labor charge)	Per skid	\$25
<input type="checkbox"/> G	Banding ( one ½ hour Labor charge)	Per linear foot	\$1.25

**All rates quoted above are straight time rates.** If the inbound and/or outbound receiving hours occur during **overtime** there will be a **25% surcharge**. Overtime hours are Mon – Fri before 8am and after 4pm, and all day Saturday, Sunday and on Holidays.

**FREIGHT PAYMENT COMPUTATION**

	PLAN (A,B,C,D,E,F,G)	# OF PIECES	WEIGHT (MIN 200LBS.)	RATE/LB	=	TOTAL
SHIPMENT 1			Lbs		=	\$
SHIPMENT 2			Lbs		=	\$
SHIPMENT 3			Lbs		=	\$
SHIPMENT 4			Lbs		=	\$

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note “method of payment” form must accompany this order. 11



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# Shipping Information

**FREIGHT DEADLINE DATE**  
**AUGUST 2, 2007**

Symposium by the sea

### **INCOMING SHIPMENTS TO WAREHOUSE**

Shipped From (City): \_\_\_\_\_ Carrier: \_\_\_\_\_ Tracking/Pro #: \_\_\_\_\_  
Shipping Date: \_\_\_\_\_ Expected Arrival Date: \_\_\_\_\_  
No. of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_  
Dimensions of Largest Piece: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_  
Comments/Special Handling Requirements: \_\_\_\_\_

### **INCOMING SHIPMENTS TO SHOW SITE**

Shipped From (City): \_\_\_\_\_ Carrier: \_\_\_\_\_ Tracking/Pro #: \_\_\_\_\_  
Shipping Date: \_\_\_\_\_ Expected Arrival Date: \_\_\_\_\_  
No. of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_  
Dimensions of Largest Piece: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_  
Comments/Special Handling Requirements: \_\_\_\_\_

**Attach Separate Sheet for Multiple Shipments if necessary.**

### **INSTRUCTIONS FOR OUTGOING SHIPMENTS – At Close of Show**

Ship to: \_\_\_\_\_  Prepaid  Collect  
Address: \_\_\_\_\_ Attention: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Description: \_\_\_\_\_ # of Pieces \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_ lbs.  
Outbound Carrier \_\_\_\_\_ Pro # \_\_\_\_\_

- Exhibitors must label each piece of outbound freight and prepare the outbound bill of lading prior to departing the show.
- Please see Goben CS Representative

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note “method of payment” form must accompany this order.

# Shipping Quick Facts

## Things to know:

- It is the responsibility of the exhibitor to complete the “Shipping information” form so that Goblen CS may complete the following courtesies.
  1. Upon arrival of your freight we will notify the contact person listed by fax
  2. Should your materials not arrive complete by the expected date listed on the Shipping information form then Goblen Convention Services will notify the contact listed as to known status of shipment.
- All materials must be properly labeled c/o Goblen Convention Services and include Showname, booth number and exhibiting Company name. (Labels are provided for your convenience).
- We will start receiving crates/skids/boxed materials three weeks prior to the show.
- Warehouse receiving hours 8:30am – 3pm Monday through Friday.
- Method of Payment forms must be sent to Goblen Convention Services before the start of the show.
- Please prepay all shipping charges- we will not accept collect shipments.
- As an exhibitor it is your responsibility for providing your carrier with proper delivery and pick up information for your materials, both in advance and at the show site.
- All materials handling rates are calculated for round trip, and are based on incoming weights only. We understand your calculations are an estimate. Invoicing will be completed from the actual weight as listed on the inbound bill of lading.
- Goblen CS has been contracted to handle the event which includes all drayage whether it is received at the warehouse or the show site.
- Exhibitors can hand carry their own freight in to the exhibit hall, provided they use their personal automobile and they use their own company employees to do so. Freight being delivered to the loading dock in any vehicle other than personal must be unloaded and delivered by Goblen Convention Services. Our min freight charges will apply.
- No material handling equipment such as dollies or pallet jacks may be used by anyone other than Goblen CS.
- Exhibitors who have not shipped in with Goblen CS and use our services for the outbound will be charged our inbound min rates.

## Material Handling includes:

- Storage of freight at our advance warehouse 30 days in advance of the show.
- Delivery of materials to your booth at show site
- Removing empty containers from your booth, storing them for the duration of the show then returning them to your booth at the close of the show.
- Moving packed and labeled materials from your booth to the dock area at the close of show and reloading them on the designated vehicles based on the information provided on your show site bill of lading.

## Material Handling does NOT include:

- Labor and/or equipment for uncrating, un-skidding, assembling, dismantling, re-crating, & re-skidding. These tasks may be ordered by filling out the Labor forms enclosed.
- Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier (UPS Freight)

## **NOTE:**

**Do not attempt to ship direct to the show site facility before August 2<sup>nd</sup> your shipment may be refused. All freight shipped to the show site should be scheduled to arrive on/or after August 2<sup>nd</sup> and be consigned to Goblen Convention Services or we can not guarantee your shipment will be in your booth.**

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**UPS Freight c/o Goben Convention Services**

**4511 Cummins Ct  
Fort Myers, FL 33905**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment must arrive on or before: August 2, 2007

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**UPS Freight c/o Goben Convention Services**

**4511 Cummins Ct  
Fort Myers, FL 33905**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment must arrive on or before: August 2, 2007

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**UPS Freight c/o Goben Convention Services**

**4511 Cummins Ct  
Fort Myers, FL 33905**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment must arrive on or before: August 2, 2007

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**UPS Freight c/o Goben Convention Services**

**4511 Cummins Ct  
Fort Myers, FL 33905**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment must arrive on or before: August 2, 2007

Make copies and cut as necessary.

SHOW SITE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**C/O Goben Convention Services**

**The Naples Grande Resort & Club  
475 Seagate Drive  
Naples, FL 34103**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment should be scheduled to arrive on/or after August 2, 2007

SHOW SITE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**C/O Goben Convention Services**

**The Naples Grande Resort & Club  
475 Seagate Drive  
Naples, FL 34103**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment should be scheduled to arrive on/or after August 2, 2007

SHOW SITE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**C/O Goben Convention Services**

**The Naples Grande Resort & Club  
475 Seagate Drive  
Naples, FL 34103**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment should be scheduled to arrive on/or after August 2, 2007

SHOW SITE

EXHIBITION MATERIAL FROM: \_\_\_\_\_

TO EXHIBITING COMPANY: \_\_\_\_\_

**Symposium by the sea** Booth # \_\_\_\_\_

**C/O Goben Convention Services**

**The Naples Grande Resort & Club  
475 Seagate Drive  
Naples, FL 34103**

Carrier: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pcs

This shipment should be scheduled to arrive on/or after August 2, 2007

# Outbound shipments from show site

**All Freight must be removed from the Naples Grande Resort Sunday Aug 5, 2007**

□ **FOR EXHIBITORS RETURNING FREIGHT TO GOBEN WAREHOUSE:**

- ◆ We are limited for space on trucks and may accept small boxes or cases. Larger items such as skids or crates will only be accepted if previous arrangements have been made with our office staff.

□ **FOR EXHIBITORS USING SHOW CARRIER: (UPS Freight)**

- ◆ UPS Freight will be on location at the close of show if you prefer to ship with our show carrier.
- ◆ Complete the UPS Freight or generic bill of lading for each destination.
- ◆ Indicate billing information
- ◆ Label each individual piece with destination address, identification ( # of # pcs )
- ◆ Contact Goben Convention site personnel for verification when completed.

□ **FOR EXHIBITORS NOT USING SHOW CARRIER: (UPS Ground, FED-EX, VAN LINES, YELLOW, AIR FREIGHT CARRIERS ETC.)**

- ◆ **It is the responsibility of the exhibitor to make outbound shipping arrangements with selected carrier.**
- ◆ Be sure your selected carrier knows the company name & booth # when making arrangements
- ◆ Please have the driver sign in with our staff by 11am on Sunday August 5, 2007
- ◆ Complete carriers' or generic bill of lading for each destination.
- ◆ Indicate billing information
- ◆ Label each individual piece with destination address, identification ( # of # pcs )
- ◆ Contact Goben Convention site personnel for verification when completed and to notify them of carrier selected.
- ◆ Shipments must be ready for removal from show floor 45 minutes prior to arrival of carrier.
- ◆ **Please note if your selected carrier does not show up/sign in with our staff, your freight will be rerouted using UPS Freight to enable us to complete the tear-down.**
- ◆ Goben will have the authority, without further clearance from exhibitors to change designated carriers

**PICK UP ADDRESS: The Naples Grande Resort  
475 Seagate Drive  
Naples, FL 34103**

- 
- ◆ Exhibitors who have not used Goben CS for the inbound freight and use our services for the outbound will be charged our inbound min rates.
  - ◆ Goben CS will not responsible for anything left abandoned beyond the Exhibitors move out time.
  - ◆ Any materials left abandoned on the show floor after the close of show will be disposed of in a manner selected by Goben Convention Services.
-

**LIMITATION OF LIABILITY AND RESPONSIBILITY  
FOR MATERIAL HANDLING SERVICES**

1. Goben Convention Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Goben Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
3. Goben 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. Bills-of-Lading covering outgoing shipments, which are furnished by Goben Convention Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
4. Goben Convention Services shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
6. Goben Convention Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Goben 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.
7. Claims for loss or damage must be submitted to Goben Convention Services prior to the close of the Show. No suit or action shall be brought against Goben Convention Services more than one year after the accrual of the cause of action.
8. INSURANCE - It is understood that Goben Convention Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.
9. The consignment or delivery of a shipment to Goben 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.
10. Empty container labels will be available at the Goben Convention Services Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Goben Convention Services assumes no responsibility for:
  - Error to above procedures.
  - Removal of containers with old empty labels and without Goben Convention Services labels.
  - Improper information on empty labels.
  - Materials stored in containers with empty labels.

# UPS Freight Trade Show Services

## Your Official Trade Show Carrier

### The following services are available

Truck / Ground Service: Two to five day service

Air Freight / Expedited Service: Guaranteed service for time critical shipments.

Small Shipment rates: (arrangements must be made at least one hour before this show closes)

- Pre-Show contact offering discounted freight rates to and from shows.

Shipments weighing up to 100 lbs.	\$85.00*
Shipments weighing between 100 - 150 lbs.	\$105.00*
Shipments over 150 lbs please call for a quote	

\* Delivered anywhere in the 48 states.

Add \$50 to Manhattan ZIP codes 10001-10299, fuel surcharge included in these rates. Liability limited to \$200 per piece.

- Round trip discount package: discounts available when you set up for UPS Freight to service your shipment both in to and out of the show!
- Additional discounts on freight weighing over 3000lbs
- 24 hour tracking at [www.upsfreight.com](http://www.upsfreight.com)

Call UPS Freight Trade show specialists toll free 1-800-988-9889 to set up your reduced freight charges and arrange a pick up.

- **Be sure to mention the show name, date and location to receive your discount.**



7101 Presidents Drive, suite 300, Orlando, FL 32809  
 Tel: (407) 240-3348 • Fax: (407) 240-8710 • Email: info@gobencs.com • www.gobencs.com

# Audio Equipment

**ORDER DEADLINE DATE**

**July 19, 2007**

Symposium by the Sea

QTY	Monitors (Flat Screen)	Discount Rate	Standard Rate	Total
	17" LCD Data Monitor	\$225	\$282	
	20" LCD Data Monitor	\$300	\$375	
	37" LCD Data Monitor	\$975	\$1220	
	42" LCD Data Monitor	\$1350	\$1690	
	50" LCD Data Monitor	\$1425	\$1782	
	61" LCD Data Monitor	\$3450	\$4310	
	Floor Stand	\$225	\$280	
	Table Stand	\$225	\$280	
	Wall Mount for Plasma	\$225	\$280	
	<b>CRT Monitors</b>			
	20" Color Video Monitor	\$50	\$62	
	27" Color Video Monitor	\$75	\$93	
	27" DVD/VHS Color Video Monitor	\$125	\$156	
	35" Color Video Monitor	\$155	\$193	
	21" SVGA Data Monitor	\$100	\$125	
	27" VGA Data Monitor	\$175	\$218	
	<b>Computers</b>			
	Desktop Computer (includes monitor)	\$250	\$312	
	Laptop Computer	\$350	\$437	
	<b>Projection Equipment</b>			
	Standard Overhead Projector	\$60	\$75	
	Overhead Projector (6000 Lumen)	\$165	\$206	
	Navitar 750 Xenon Slide Projector	\$750	\$937	
	6' Tripod Screen	\$75	\$93	
	8' Tripod Screen	\$90	\$112	

<p><b>Please call for items not listed!</b></p> <p>All orders must be received with payment by July 19, 2007          A 25% surcharge applies to orders placed within 72 of delivery          No credits will be issued after delivery or attempted delivery.          Exhibitor must be present in booth to accept delivery.          Cancellation fees will apply to orders cancelled within 5 days of delivery.          Pricing exclusive of delivery &amp; set up.</p>	<b>Subtotal</b>	
	<b>Tax 7%</b>	
	<b>Delivery</b>	<b>\$50.00</b>
	<b>Labor</b>	
	<b>Total</b>	

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note "method of payment" form must accompany this order



7101 Presidents Drive suite 300, Orlando, FL 32809  
 Tel: (407) 240-3348 • Fax: (407) 240-8710 • Email: info@gobencs.com • www.gobencs.com

# Audio Labor

Symposium by the Sea

**ORDER DEADLINE DATE**

**JULY 26, 2007**

**HOURLY RATES**

**STRAIGHT TIME:** \$78.00 per person per hour      **OVERTIME:** \$98.00 per person per hour  
**Overtime hours are before 8am or after 4:30pm Monday - Friday, and all day Saturday, Sundays + Holidays.**  
**Work will be done on straight time basis if possible. However, overtime charges will be involved on show floor orders.**

**Plases select on of the following plans:**

**PLAN A:**

**DELIVER & SET-UP:**

	Date	Time	# of Laborers	Hours per Laborer	Hourly Rate	Total Cost
<b>INSTALL</b>						
<b>DISMANTLE</b>						
<b>TOTAL</b>						

Exhibitor must be present in booth to accept delivery and direct Laborers to the position of equipment.

Exhibitor's Name: \_\_\_\_\_ Cell: \_\_\_\_\_

**PLAN B:**

**DELIVER TO BOOTH: Exhibitor will set up and dismantle**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please note "method of payment" form must accompany this order

**The Naples Grande Resort & Club**

**ELECTRICAL ORDER FORM**

Mail to: The Naples Grande Resort, 475 Seagate Drive, Naples, FL 34103  
Attention: Convention Services Manager, Fax: 239-597-1567

**IMPORTANT:** This order form must be completed and received by Hotel fifteen (15) days prior to arrival date of conference. Orders not received prior to this date and/or without payment are subject to an additional \$50 dollar *same day set-up fee*.

**LIABILITY:** The Naples Grande Resort & Club assumes no liability for damage to Client's equipment due to improper installation by Client/Firm. Under no circumstances shall anyone other than The Naples Grande Resort & Club "House Electrician" make electrical connections.

**ELECTRICAL OUTLETS**

<u>WATTAGE/AMPERAGE</u>	<u># of Outlets</u>	<u>Price</u>	<u>Cost</u>
0-500 WATTS (5 AMPS)	_____	\$55.00	_____
500-1000 WATTS (10 AMPS)	_____	\$65.00	_____
1000-1500 WATTS (15 AMPS)	_____	\$75.00	_____
1500-2000 WATTS (20 AMPS)	_____	\$90.00	_____
3000 WATTS (30 AMPS)	_____	\$110.00	_____

**EXTENSION CORDS** (Electricity not included)

SINGLE OUTLET	_____	\$10.00	_____
QUAD OUTLET/POWER STRIP	_____	\$15.00	_____

**ELECTRICAL SERVICE CONNECTIONS** (Approx. 208v AC 60 Cycle)

<u>208 VOLTS SINGLE PHASE</u>	<u># of Outlets</u>	<u>Price</u>	<u>Cost</u>
20 AMPS	_____	\$130.00	_____
30 AMPS	_____	\$150.00	_____
60 AMPS	_____	\$180.00	_____
100 AMPS	_____	\$365.00	_____
200 AMPS	_____	\$695.00	_____

<u>208 VOLTS THREE PHASE</u>	<u># of Outlets</u>	<u>Price</u>	<u>Cost</u>
20 AMPS	_____	\$120.00	_____
30 AMPS	_____	\$175.00	_____
60 AMPS	_____	\$300.00	_____
100 AMPS	_____	\$550.00	_____
200 AMPS	_____	\$1025.00	_____

**MISCELLANEOUS ELECTRICAL**

**BREAKDOWN DISTRIBUTION PANEL** (20 - 30 amps single phase 208v/120v AC) \$100.00 \_\_\_\_\_

**CEILING TILE REPLACEMENT** \$50.00 EACH \_\_\_\_\_

	<u>Time/date</u>	<u># of hours</u>	<u>\$ Per hour</u>	<u>Cost</u>
<b>ELECTRICAL HIGH LIFT</b>	____/____	_____	\$50.00	_____
<b>FREIGHT ELEVATOR</b> (Date & time - must be approved by Convention Svc's. Manager. Elevator must be opened by Resort Staff)	____/____	_____	\$150.00 (4 hours)	_____
<b>LABOR</b> (Per hour/4 hour minimum)	____/____	_____	\$50.00	_____

**LABOR** (Per hour/4 hour minimum) \_\_\_\_\_ \$50.00 \_\_\_\_\_

**LABOR** (Per hour/4 hour minimum) \_\_\_\_\_ \$50.00 \_\_\_\_\_

**LABOR** (Per hour/4 hour minimum) \_\_\_\_\_ \$50.00 \_\_\_\_\_

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**LABOR** (Per hour/4 hour minimum) \_\_\_\_\_ \$50.00 \_\_\_\_\_

**BILLING INFORMATION:** Group Master Account Direct Payment

Credit Card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Authorizing Signature X \_\_\_\_\_

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

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

Firm Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax # \_\_\_\_\_

Signature X \_\_\_\_\_

(Please see reverse side for Conditions and Regulations)

CC: Convention Services Manager

Accounting

Engineering

Set Up

Business Center

**FULL PAYMENT DUE 15  
DAYS PRIOR TO  
CONVENTION DATE.  
CHECK OR MONEY  
ACCOMPANY  
ADVANCE ORDER**

## **CONDITIONS AND REGULATIONS**

1. Advance orders must be received a minimum of 15 days prior to exhibitor or group's arrival for move-in.
2. Under no circumstances shall anyone other than "house electrician" make electrical connections.
3. Claims will not be considered unless filed by the user prior to close of exhibition for function.
4. Prices based upon current wage rates are subject to change without notice.
5. All equipment, regardless of source and power, must comply with all federal, state & local safety codes.
6. Use of open clip socket, latex, or lamp cord wire, duplex or triplex attachment plug in exhibits is prohibited.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle horsepower, etc.
8. All material and equipment furnished by The Naples Grande Resort & Club for this service order shall remain The Naples Grande Resort & Club property and shall be removed only by The Naples Grande Resort & Club at the close of the show.
9. Electrical power for lights and displays will be turned on one hour prior to show opening time.
10. All exhibitor or group cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

## **STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON-FLAMMABLE MATERIALS:** All materials used in the exhibit area, ballroom, or any other room of the Hotel, MUST be non-flammable to conform to the Fire Regulations of Naples, Florida. Electrical wiring and equipment installation must conform to appropriate Naples, Florida codes. Material not conforming with such regulations will be removed immediately at the exhibitor's or group's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Convention Services Manager of the Hotel through the Convention Services Department @ 239-597-3232.

**SPECIAL NOTES:** All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires shall be used in erecting display may be attached to building without written consent of the Convention Services Manager at the Hotel. All Hotel property destroyed or damaged by exhibitor or group must be replaced in its original condition by the user or at the user's expense.

**LIABILITY:** The Naples Grande Resort & Club will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor's or group's employees or property, or to any other person, prior, during, or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of The Naples Grande Resort & Club. Each exhibitor or group expressly releases The Naples Grande Resort & Club from such liabilities and agrees to indemnify The Naples Grande Resort & Club against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors or groups who desire to carry insurance on their exhibits must place it at their own expense.