1900 NW 21st Avenue, Fort Lauderdale, Florida 33311 ◈ (954) 764 - 7719

Show Facts

American Association of Dental Office Management (AADOM) Hilton Bonnet Creek Resort, Orlando, FL - Bonnet Creek Ballroom and Foyer Areas July 18 - 20, 2019

- Tabletops
- Included in each Tabletop will be one (1) 6' draped table, two (2) chairs, and one (1) wastebasket
- Exhibit Hall is carpeted in a multi-color pattern
- Electric Service, IT and AV must be ordered from Hilton Bonnet Creek Resort (order forms enclosed).

Exhibitor Set-Up:

Wednesday	July 17, 2019	10:00 a.m. - 8:00 p.m.

Show Hours:

Thursday	July 18, 2019	8:00 a.m. - 5:00 p.m.
		5:00 p.m. - 7:00 p.m. ~ Happy Hour on Show Floor
Friday	July 19, 2019	8:00 a.m. - 4:00 p.m.
Saturday	July 20, 2019	8:00 a.m. - 4:00 p.m.

Breakdown Schedule:

Saturday	July 20, 2019	4:00 p.m. - 7:00 p.m.

Additional Information:

- Please note the dates on the forms to receive the discount rates and also the advance shipment deadline date.
- If you have questions regarding any of Show Management Convention Services forms, please contact us at (954) 764-7719 or email us at customerservice@showmanagement.com.

Shipping Information:

- Advance Shipments send to warehouse at: **UPS Freight, C/O JM Freight Logistics, 3315 Maggie Blvd, Suite 300, Orlando, FL 32811** accepted up to 30 days prior to show dates. Requested **NOT** to ship to the Hilton Bonnet Creek.
- **ALL DIRECT SHIPMENTS MUST BE SCHEDULED IN ADVANCE WITH CLAIRE VAN DYK ~** Office: (954) 764 - 7719, On-Site Cell: (239) 253 - 1201, Email: claire.vandyk@informa.com
- Advance shipment deadline: ***July 9th*** ~ Shipments received after this date will be handled at the standard rate.
- Please ship directly to the advance shipment warehouse to arrive ***NO LATER THAN Friday, July 12, 2019.*** Any shipments received after this date "special handling fees" will apply. (See Material Handling Form).

CONVENTION SERVICES
1900 NW 21st Avenue
Fort Lauderdale, Florida 33311
Ph: 954/764-7719
Email: customerservice@showmanagement.com

Payment Policy

Deadline:
July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

A SIGNED COPY OF THIS POLICY MUST BE SENT ALONG WITH YOUR ORDER OR SERVICES WILL NOT BE RENDERED

ORDERING SERVICE
All orders and changes to orders must be made in writing via fax, e-mail, mail or in person at the Convention Services office. No orders may be accepted over the phone. Advance orders shall receive priority service.

PAYMENT FOR SERVICE
Show Management Convention Services (SMCS) requires payment in full at the time an order is placed. Failure to provide payment may result in interruption of services. SMCS requires all exhibitors to complete the SMCS Credit Card Authorization form for all orders. All credit card advance orders will not be charged until the advance deadline date. For your convenience, additional services ordered by company representatives will be covered by this credit card authorization if another form of payment is not provided. SMCS accepts American Express, Master Card, Visa, cash, wire transfers (plus $30.00 wire service charge) and company checks made payable to Show Management. All payments are to be in U.S. funds drawn on a U.S. Bank.

ADVANCE RATE
To qualify for the advance rate, completed orders must be received with payment on or before the advance deadline. Standard rates apply to orders and changes to orders after the deadline. If an order is placed without payment, standard rates apply unless payment is also received before the deadline.

DEFAULT COLORS
If skirting and/or carpet colors are not selected, show colors will prevail. If at show site exhibiting company determines that they would like a different color skirt other than the default color, the exhibiting company must pay a 50% cancellation fee and rent a new skirt.

RENTAL RESPONSIBILITY
All materials are on a rental basis and shall remain the property of Show Management Convention Services. The exhibiting company shall be held financially responsible for any damage to Show Management equipment used by the exhibiting company.

THIRD PARTY BILLING
The exhibiting company is ultimately responsible for payment of charges incurred on its behalf. In the event the named third party does not provide prompt payment, charges immediately revert to the exhibiting company along with any service charges, collection fees, etc.

SHOW SITE ORDERS
No service will be performed without full payment at the time the order is placed. Standard Rates will apply to ALL show site orders. Show site orders subject to availability.

ADJUSTMENTS / CANCELLATIONS
Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. No credits will be issued for services ordered and installed even though not used.

OUTBOUND SERVICES
All outbound services will be processed on your credit card and a copy of the receipt will be mailed within 10 days of the close of show.

FREIGHT SHIPPING / LABOR / RIGGING
If you will be shipping to our warehouse or show site, ordering installation, dismantling labor or rigging labor, you MUST complete the enclosed Payment & Credit Card Authorization form. Our services cannot be performed unless we have this form completed and returned to us.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

***By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions**

CONVENTION SERVICES
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Payment & Credit Card Authorization

Deadline:
July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard

Please use the link to process all credit card payments https://payments.informaexhibitions.com/
Orders will be processed upon payment confirmation.

Cardholder's Name:_____

Credit Card Billing Address:_____

Authorized Signature*:_____ Print Name:_____

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ADVANCE RATES:

Please note the deadline dates on each of the forms to receive the advance rates (In Deadline Date Order):

Furniture and Vacuuming Deadline:	July 05, 2019
Labor Order Deadline:	July 05, 2019
Material Handling Questionnaire Deadline:	July 05, 2019
Advance Rate for Freight Shipment Deadline:	July 09, 2019

Company Name:_____ Space #:_____

Address:_____ Email:_____

City/State/Zip:_____

Phone:_____ On-Site Cell/Beeper:_____ Fax:_____

Name (print or type):_____ On-Site Contact:_____

Signature*:_____ Date:_____

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Furniture & Vacuuming

Advance Rate
Deadline: July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

PIPE & DRAPE OPTIONS	QTY	TOTAL
Option 1) 8' High x 8' Wide Pipe & Drape Frame behind Booth ~ **(PERIMETER BOOTHS ONLY)**		$ 25.00
Option 2) 8' High x 8' Wide Pipe Frame (No Drape) ~ **(PERIMETER BOOTHS ONLY)**		$ 20.00

CHAIR & STOOLS	QTY	Advance	STANDARD	TOTAL
Upholstered Side Chair		$ 36.00	$ 52.00	
Counter Stool With Back		$187.00	$200.00	
Counter Stool No Back		$159.00	$174.00	
ACCESSORIES				
Wastebasket		$ 10.00	$ 13.00	
Easel		$ 28.00	$ 34.00	
Bag Holder		$ 40.00	$ 60.00	
Literature Rack		$110.00	$150.00	
Cafe' Table 30" x 42" High		$185.00	$200.00	

VACUUM SERVICE

Vacuum DAILY	____ (Length)	X	____ (Width)	=	____ (Sq. Feet)	=	____ (Per Day)	X ____ (# of Days)	$ .30 per sq ft	$ .45 per sq ft	

Please indicate days requested: ☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday** ☐ **Saturday** ☐ **Sunday**
Vacuuming Service is done in the AM

PORTER SERVICE				TOTAL
# OF DAYS				
	Empty wastebaskets ONLY each night (rented from Show Management)	$12.00	$18.00	

Rate is in addition to vacuuming service.
Rate is per day
Please indicate days requested: ☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday** ☐ **Saturday** ☐ **Sunday**
Porter Service is done in the PM

Sub Total	
6.5% Sales	
Tax Total	

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Third Party Authorization

Deadline:
July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

Both parties MUST sign this form indicating acceptance, otherwise request will be denied

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this Third Party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Show Management Convention Services will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include the outbound drayage services/rigging, etc.

THIRD PARTY INFORMATION (*complete only if applicable*)

Third Party Agent:_____ Phone: _____

Billing Address:_____ Fax: _____

Printed Name:_____ Authorized Signature: _____

☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard

Please use the link to process all credit card payments https://payments.informaexhibitions.com/
Orders will be processed upon payment confirmation.

Cardholder's Name:_____

Credit Card Billing Address:_____

Authorized Signature*:_____ Print Name:_____

* By signing this form you acknowledge, understand and agree to the Convention Services by **Show Management** an **informa** business Payment Policy and Terms & Conditions.

☐ All Services
☐ Rental Furniture
☐ Drayage/Material Handling
☐ Booth Cleaning
☐ Installation & Dismantle Labor
☐ Other (please specify):

EXHIBITING COMPANY INFORMATION (*please print or type*)

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Labor Order (Installation & Dismantling)

Deadline: July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

Please choose the plan and fill in the appropriate areas:

○ **Plan A** ○ **Plan B**

	INSTALLATION	DISMANTLE
Date labor needed		
Start Time		
Number of persons needed		
Hours per person		
Total Hours		
Hourly Rate		
Estimated Cost		
Estimated Total of installation /dismantling		
If using Plan A, add 25% supervision fee (or $35.00 minimum)		
ESTIMATED TOTAL OF LABOR DUE		

		HOURLY RATE
Straight time	**Monday - Friday** 8:00 AM - 4:30 PM	$ 95.00
Over time	**Monday - Friday** 4:30 PM - 8:00 AM **Saturday & Sunday** All Day	$125.00

For Plan B, please list on-site exhibitor representative:

On-Site Phone:

PLAN A - Show Management Supervised Labor

- Proceeds without exhibitor present.
- In addition to above rates, a 25% supervision fee ($35.00 minimum) will apply for both installation and dismantling.
- Show Management does NOT unpack or re-pack customer product. Customer must be present.
- Minimum one (1) hour charge applies, per man, and time will be charged in one hour increments thereafter.
- Work will be done on straight time if circumstances permit, however, this is NOT a guarantee. Overtime charges will apply as necessary.

PLAN B - Exhibitor Supervised Labor

- Does not proceed without exhibitor present.
- Start time can be guaranteed only in those instances where labor is requested for the start of the work day which is 8:00am.
- Must sign labor in and out at Show Management Service Desk.
- Minimum one (1) hour charge applies per man, and time will be charged in one hour increments thereafter.
- Order cannot be cancelled within 24 hours of scheduled labor needed date.
- Orders received at show site will be processed after advance orders.

Company Name:_____ Space #:_____

Phone:_____ Fax:_____ Email:_____

On-Site Contact:_____ On-Site Cell/Beeper:_____

Name (print or type):_____ Signature*:_____ Date:_____

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SHOW MANAGEMENT
CONVENTION SERVICES
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Email: customerservice@showmanagement.com

Material Handling Rates & Order Form

Advance Rate Deadline: July 09, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

- ALL SHIPMENTS ARE REQUIRED TO HAVE DOCUMENTED WEIGHT TICKETS.
- IF MATERIAL DOES NOT INCLUDE A WEIGHT TICKET, SHOW MANAGEMENT CONVENTION SERVICES WILL WEIGH MATERIAL.
- NO COLLECT SHIPMENTS WILL BE ACCEPTED.
- RATES ARE BASED ON PER SHIPMENT ON THE INBOUND WEIGHT AND THE DATE/TIME FREIGHT IS RECEIVED.

WEIGHT	ADVANCE RATE Shipment(s) arriving by July 09, 2019	STANDARD RATE Shipment(s) arriving after July 09, 2019
Up to 19 lbs.	$ 51.00	$ 60.00
20 to 100 lbs.	$ 133.00	$ 149.00
101 to 300 lbs.	$ 375.00	$ 421.00
301 to 500 lbs.	$ 564.00	$ 631.00
501 to 1000 lbs.	$ 869.00	$ 974.00
1001 to 1500 lbs.	$1,246.00	$1,395.00
1501 to 2000 lbs.	$1,614.00	$1,807.00
2001 lbs. and over	$ 97.00 per hundred weight	$107.00 per hundred weight

For your convenience, we will use your authorization (*given on the Payment & Credit Card Authorization form*) to charge your credit card for services not covered by your initial payment and/or any order(s) placed by you or your representative.

CRATED / CARTONED / PACKAGED / SKIDDED MATERIAL Rates above include all labor and equipment required to unload shipment, storage at no charge for 30 days prior to set-up time, delivery to exhibit space, handling of empty containers to and from booth area, and reloading of shipment onto outbound carrier at the close of the event.

Amount = _____

SHIPMENTS REQUIRING SPECIAL HANDLING will be handled at the exhibitors risk and will be charged the above published rates plus 50%. Includes, but is not limited to any shipment that is loaded and/or packed in such a manner as to require additional handling, ground loading, side door loading, constricted space loading, designated piece loading and stacked shipment(s).

Includes shipments that are loose and not in crates, cases, boxes, and/or non-skidded machinery without proper lifting bars or hooks.

Includes shipments arriving at the warehouse after **July 12, 2019** and during show hours.

Rate x 50% = _____

OVERTIME RATES in the amount of 25% of the above mentioned rates will be assessed and applied each way to freight either received at the warehouse or show site that must be moved into or out of booth(s) before 8:00 am or after 4:30 pm Monday to Friday or on Saturday and/or Sunday.

Rate x 25% = _____

Estimated Total Due $ _____

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Material Handling Shipping Instructions

Advance Rate Deadline: July 09, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

BEFORE SHIPPING:
Complete payment arrangements with Show Management Convention Services by filling out the Payment & Credit Card Authorization form and mail, email or fax to Show Management Convention Services.

WHEN TO SHIP:
Shipments consigned to the WAREHOUSE will incur a 50% Special Handling fee if materials arrive after **July 12, 2019.**

Please ship directly to the Advance Warehouse address below.

ALL SHIPMENTS MUST BE PREPAID.
COLLECT SHIPMENTS OR LOOSE OR UNCRATED MATERIALS WILL NOT BE ACCEPTED.

ADVANCE RATE DEADLINE: JULY 9, 2019

Where to Ship & Label Format:

WAREHOUSE
Shipping Address
Must arrive no later than July 12, 2019

Name of Exhibiting Company/Booth Number
SMCS
AADOM
C/O Show Management an informa Business
JM Freight Logistics
3315 Maggie Blvd, Suite 300
Orlando, FL 32811

Warehouse Hours: 8:00 AM - 4:00 PM Mon - Fri

The consignment or delivery of a shipment to Show Management Convention Services by a customer, or by a shipper, or carrier acting on behalf of a customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Customer accepts responsibility for the payment of Show Management Convention Services charges in connection with the handling of customer's shipment(s) as set forth in the Material Handling Rates & Order Form, and customer guarantees payment to Show Management Convention Services in the event that any third party who acts on Customer's behalf shall fail to pay such charges.

Company Name:_____ Space #:_____

Phone:_____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type):_____ Signature*: _____ Date: _____

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Material Handling Questionnaire

Deadline: July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

Completing this form by the deadline date of July 5, 2019 will enable us to better coordinate the move-in of your exhibit and assist in tracing your shipment if necessary. Please complete and return with the Material Handling Rates & Order Form.

1. Where are you shipping?

☐ Advance Warehouse

2. What is the est. total weight to be shipped?

_____ lbs.

3. Est. total number of exhibit items being shipped

Crated _____ Carton _____ Machinery _____

4. What is the weight of the heaviest piece being shipped?

_____ lbs.

5. List any special handling requirements to unload your exhibit. (extended forklift blades, special lifting bars, etc.)

☐ Yes ☐ No

6. List carrier name(s)

7. Enter name of Exhibit Manager/Coordinator in charge of booth set-up

Name

Phone

8. Booth and labor set-up

A. ***What on-site labor are you planning on using?***

B. ***What date and time will your labor be on-site to begin booth installation?***

9. Services Ordered

Please check all services ordered:

☐ Electrical ☐ Telecommunications ☐ A / V Equipment
☐ Booth Cleaning ☐ Furniture ☐ Other Items (please list)

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Outbound Freight Procedure

Deadline:
July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

TO ASSIST YOU WITH ARRANGEMENTS FOR OUTBOUND SHIPMENTS, SMCS WILL HAVE A SERVICE DESK TO PROVIDE YOU WITH LABELS, BILLS OF LADING AND SHIPPING INFORMATION

NOTE: UPS Freight IS NOT UPS Ground, Air, 2nd Day, etc.. It is a Freight Trade Show Service

UPS Freight is the appointed show carrier and outbound arrangements have already been made with them. If it is your preference to use a carrier other than UPS Freight, it is your responsibility to make the necessary pick up arrangements and a bill of lading must be turned in at the service desk for all types of shipments. Carriers should arrive prepared with the exhibiting company name, number of pieces, and destination for any shipment they are picking up. *No freight will be loaded onto any carrier without this information!* Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments. In the event your designated carrier does not make the pick up at the allocated time, SMCS reserves the right to force any shipment onto UPS Freight trailers in order to vacate the show grounds.

Should you use Federal Express, UPS Ground, UPS Air, Airborne, or any other air freight forwarder, it will be necessary for you to provide the appropriate shipping document with your account clearly visible and affix the necessary document to each item being shipped. When contacting the carrier for pick up arrangements either at show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with the confirmation numbers and complete a bill of lading for our reference.

Any shipment not picked up at show site or where no disposition is made will be returned to the warehouse and will incur a return fee along with applicable storage charges. These charges are in addition to the material handling rates. All charges for services performed must be settled before any shipment will be released to any carrier.

To be completed for reference only. A bill of lading must be submitted by exhibitor at show site.

Ship To:

Company Name _____ Attention _____

Address _____ Country _____

City _____ State _____ Zip Code _____

More than 1 shipping destination? ☐ Yes (attach additional information) ☐ No

Type of Carrier: ☐ UPS AIR ☐ UPS GROUND ☐ FEDEX AIR ☐ FEDEX GROUND

☐ SHOW CARRIER (**UPS FREIGHT**) ☐ OTHER _____

Note: All outbound shipments will be shipped collect unless otherwise specified.

Bill Charges To _____ Phone _____ Address _____

City _____ State _____ Zip Code _____

All carriers are required to check in at the service desk on July 20th between 4:30pm - 5:30pm

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Terms & Conditions

Deadline:
July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

A SIGNED COPY OF THESE TERMS & CONDITIONS MUST BE SENT ALONG WITH YOUR ORDER OR SERVICES WILL NOT BE RENDERED

Please read carefully!
You are entering into a contract which may limit your possible recoveries in case of loss or damage. The terms and conditions set forth below become a part of the contractual agreement between Show Management Convention Services and you, the CUSTOMER. Acceptance of said terms and conditions will be construed when the documents in this packet are signed by the CUSTOMER, his/her agent, or representative.

DEFINITIONS
The word SMCS shall be construed within the meaning of this contract as Show Management Convention Services (aka: Show Management) and their employees, officers, agents, and assigns including any subcontractors that SMCS may appoint. The term CUSTOMER refers to any party who contracts for services with SMCS.

SMCS RESPONSIBILITES
SMCS shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. SMCS assumes no responsibilities for any persons, parties, or other contracting firms not under SMCS's direct supervision and control. SMCS shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war or any other causes beyond SMCS's reasonable control, or ordinary wear and tear in the handling of materials.
SMCS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.

INSURANCE
It should be clearly understood that SMCS is not an insurer. Each CUSTOMER should arrange complete risk coverage for the value of said equipment through endorsements to existing policies, insuring the exhibit material from the time it leaves their facility until it is returned. It should be further understood and agreed that SMCS does not provide for full liability, should loss or damage occur. Should SMCS incur a liability, it shall be limited to the specific article which is lost or damaged, and in any event, the maximum liability shall be limited to $ .30 per pound per article with a maximum liability of $50.00 per item, or $500.00 per shipment, whichever is less.

CLAIM(S) FOR LOSS
CUSTOMER agrees that any and all claims for loss or damage shall be submitted to SMCS prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which CUSTOMER must vacate the show site. All claims reported after the 30 day period will be rejected.

PAYMENT FOR SERVICES MAY NOT BE WITHELD
In the event of any dispute between the CUSTOMER and SMCS relative to any loss or damage claim, the CUSTOMER shall not be entitled to, and shall not withhold payment for SMCS services as an offset against the amount of the alleged loss or damage. Any claim against SMCS shall be considered a separate transaction and shall be resolved on its own merit.

INDEMNIFICATION
CUSTOMER agrees to indemnify, forever hold harmless and defend SMCS and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following:
CUSTOMERS negligent supervision of any labor secured through SMCS or the negligent supervision of such labor by any of the CUSTOMER'S employees, agents, representatives invitees, and/or any CUSTOMER appointed contractor (EAC).
CUSTOMER'S negligence, willful misconduct, or deliberate act, or such actions of CUSTOMER'S employees, agents invitees, representatives or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SMCS equipment.
CUSTOMER'S violation of Federal, State, or Local ordinances.
CUSTOMER'S violation of Show Regulations and/or Rules as published by Facility and/or Association Management.

PACKING AND CRATING
SMCS shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials. SMCS shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. SMCS shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

EMPTY CONTAINERS
Affixing "empty storage" labels to containers is the sole responsibility of the CUSTOMER or their representative. All previous labels should be removed. SMCS assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss of or damage to materials stored in containers labeled "empty". SMCS shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material.
Any shipment not handled by SMCS, but for which SMCS is required to handle the storage of empty shipping containers, a charge of $75.00 per crate, case, or any type of container will be assessed.

SHOW MANAGEMENT

Terms & Conditions (Continued)

Deadline:
July 5, 2019

Event: AADOM
Location: Hilton Bonnet Creek Resort
Show Dates: July 18 - 20, 2019

INBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse in time between the delivery of shipment(s) to the booth and the arrival of the CUSTOMER or their representative. During such time, the materials will be left unattended. SMCS is not, and cannot be, responsible for loss, damage, theft, or disappearances of CUSTOMER'S materials after same have been delivered to the CUSTOMER'S booth at the show site. All shipments should be made on a commercial bill of lading.

SMCS shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts of freight bills, such as UPS, Fed Ex, Van Lines, etc. Such shipments will be delivered to booth without guarantee of piece count or condition. Further, the CUSTOMER agrees, in connection with the receipt, handling, temporary storage, and reloading of the freight, that SMCS and its affiliates will provide these services as CUSTOMER'S agent and not as bailee or shipper.

Bills of lading or delivery slips indicating number of pieces, description of merchandise and weight are required for all shipments. In the event no weight is indicated on delivery documents, SMCS will estimate the weight if no actual scale weight is provided prior to the close of the event. This estimated weight will be final and binding.

OUTBOUND SHIPMENTS

SMCS will have bills of lading and labels available at the Service Desk. NO SHIPMENT WILL BE LOADED WITHOUT A BILL OF LADING.

Once materials have been labeled, packed and ready to be shipped, completed bills of lading should be turned in to the Service Desk. Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments.

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of CUSTOMER'S materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. SMCS shall not be responsible for loss, damage or theft of materials loaded after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to SMCS by the CUSTOMER. Notations of exceptions to conditions of materials, or piece counts will be on the form submitted by the CUSTOMER.

Exhibitors selecting carriers other than the selected show carrier will need to make their own arrangements for pick up. SMCS will not release any shipment to any carrier until the CUSTOMER has provided a completed bill of lading to the service desk. In the event a carrier arrives at show site or warehouse with their own bill of lading, SMCS will not honor the paperwork unless and until the CUSTOMER has completed a standard bill of lading provided by SMCS or written instruction from the CUSTOMER indicating the pick up is acceptable.

SMCS assumes no responsibility for loss, damage, theft or disappearance of CUSTOMER'S materials after the same have been delivered to CUSTOMER'S appointed carrier, or agent for transportation after the show. SMCS loads materials onto the carrier's truck under the supervision of the carrier's driver who checks and assumes custody of materials, SMCS assumes no liability for any materials after carrier assumes custody of materials.

If CUSTOMER'S designated carrier fails to show by the move-out deadline after a show, SMCS shall have the authority to route CUSTOMER'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at CUSTOMER'S expense.

Materials left behind without orders at the service desk may be classified as abandoned. SMCS shall not be responsible for same. SMCS is not responsible for any delay of rush shipments. While rush shipments will be expedited to the best of our ability, we will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.

Materials returned to warehouse where no disposition is made by the CUSTOMER or for pick up by a chosen carrier, the CUSTOMER agrees to be responsible for a return to warehouse surcharge of $350.00 when this service is necessary. Materials will be held in storage until payment and instruction for destination is provided.

GENERAL INFORMATION

The material handling rates quoted include the labor and equipment for unloading and loading the freight. Labor and equipment is available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment of exhibitors. Rates for these services can be obtained from SMCS.

All shipments must be consigned to SMCS to enable us to accept them for handling. Direct shipments should not be addressed to hotels, convention centers, or any named show site, as they have no facility for storing exhibit freight.

Any shipments requiring special handling due to length, width, height, or weight will be handled on a time and material basis. Any single piece, due to its size, that will not fit through doorways or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by SMCS at the expense of the CUSTOMER.

SMCS shall have control over all freight docks, doors, elevators, and crate storage areas, as the material handling contractor.

Unless the bill of lading clearly identifies the weights of crated and uncrated material, SMCS will invoice the entire load as uncrated/loose and will be unable to adjust charges later.

Any cancellation of services must be placed in writing and provided to SMCS at least 48 hours prior to the set up.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

***By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions**

2019 EXHIBIT EQUIPTMENT PRE-ORDER FORM

WALDORF ASTORIA ORLANDO | Hilton ORLANDO BONNET CREEK | PSAV

Please send form to:
exhibits.bonnet.creek@psav.com
(407) 597 - 5428

ALL ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO INSTALLATION FOR ADVANCE RATES

= Editable Field

COMPUTER	Advance	Onsite	QTY	TOTAL
Laptop PC w/Windows/Office	$ 255.00	$ 275.00		$ -
Wireless Presentation Remote	$ 65.00	$ 75.00		$ -
Cable (HDMI/VGA/DISPLAY)	$ 32.00	$ 42.00		$ -
MONITORS			**QTY**	**TOTAL**
24" Flat Panel Monitor on Table Stand	$ 225.00	$ 245.00		$ -
46" LCD Monitor w/ Stand	$ 640.00	$ 660.00		$ -
55" LCD Monitor w/ Stand	$ 850.00	$ 870.00		$ -
A/V			**QTY**	**TOTAL**
LED Uplighting package - 2 fixtures	$ 200.00	$ 22.00		$ -
Blu Ray Player	$ 135.00	$ 155.00		$ -
iPod/Laptop/MP3 audio connection	$ 80.00	$ 100.00		$ -
Wired Hand Held Microphone & Stand	$ 80.00	$ 100.00		$ -
Wireless Microphone (Hand or Lav)	$ 230.00	$ 250.00		$ -
4 Channel Mixer	$ 80.00	$ 85.00		$ -
Powered Speaker on Stand	$ 162.00	$ 182.00		$ -
Flipchart w/Markers	$ 102.00	$ 122.00		$ -
Other:				$ -
INTERNET			**QTY**	**TOTAL**
WiFi Internet (per connection)	$ 22.00	$ 42.00		$ -
Wired High Speed Internet (per PC)	$ 200.00	$ 250.00		$ -
Custom Internet Configuration	**contact for pricing**			
ELECTRICAL - 120 volt			**QTY**	**TOTAL**
5 AMP Power Drop - one time fee	$ 85.00	$ 125.00		$ -
10 AMP Power Drop - one time fee	$ 150.00	$ 225.00		$ -
15 AMP Power Drop - one time fee	$ 175.00	$ 255.00		$ -
20 AMP Power Drop - one time fee	$ 195.00	$ 295.00		$ -
AC Extension Cord	$ 30.00	$ 35.00		$ -
Power Strip	$ 40.00	$ 45.00		$ -

*****For Services not listed above contact for pricing*****

Labor for all equipment and services will be added to the total and a confirmation will be sent for final order approval.

DAILY SUB TOTAL (not including power)	**$ -**
NUMBER OF DAYS NEEDED (please fill out for a proper estimate)	
EQUIPMENT SUB TOTAL (including power)	**$ -**
HOTEL SERVICE CHARGE 25%	**$ -**
SUB TOTAL	**$ -**
SALES TAX 6.5%	**$ -**
ESTIMATED GRAND TOTAL*(additional labor may be needed)*	**$ -**

*****ALL CHARGES ARE ON A PER DAY BASIS, unless otherwise noted*****
Advance pricing applicable for **order received 14 days** prior to load in.
Daily charge will apply on set up day if requested before 2pm
6.5% Sales Tax & 25% Service Charge is applied to all orders.

Totals listed do not include set up and tear down labor .
This will be added by PSAV upon receipt of your order if needed.
Labor is charged as follows:
* Mon-Fri 8am to 5pm $90/hr ($110/hr for electrician)
* Mon-Fri 5pm to 12am, Saturdays 8am to Midnight $135/hr ($165/hr for electrician)
* Sundays, Holidays and Mon-Sat 12am - 8am $180/hr ($220 for electrician)

Labor included for Power Drops placed behind standard inline/peninsula booths.
Additional labor will be required for drops that need to be run to specific locations in a booth (1 hour min) or to an island booth (2 hour min).
A booth diagram worksheet is available upon request.

INFORMATION		
EVENT NAME		
COMPANY		
ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL		
On-Site REPRESENTATIVE'S NAME		
On-Site REPRESENTATIVE'S Cell Phone #		
ROOM	BOOTH	
START DATE:	TIME:	
END DATE:	TIME:	
ADDITIONAL INSTRUCTIONS		

Payment must be received 14 days prior to installation to receive advance rate

For your security PSAV will not take credit card information through email. A PSAV representative will reach out by phone to collect information.

SIGNATURE
(Type name below as an Electronic Signature)

All cancellations require 48 hour notice or full rental charges will apply.
PAYMENT MUST be established before installation.
All fees current as of January 2019