

PME Expo Services is proud to be your Exposition Management team for the 2025 FSA Meeting & Trade Show. The following are important dates and information to keep at hand:

Official General Contractor

PME Expo Services 7580 Exchange Dr, Orlando, Florida 32809
Phone: (407) 782-5355

Show Information:

Back-wall Drape: Blue/White/White/Blue
Side-wall Drape: Blue
Room Carpet Color: Multi (Exhibit Hall is Carpeted)
Booth Size / Includes: 8' x 10', Pipe & drape, (1) 6' Blue Skirted Table, (2) Folding Chairs, (1) Waste Basket, and (1) ID Sign provided

During the show:

• *PME Expo Services maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.*

SHIPPING ADDRESSES:

Advance to Warehouse:
PME Expo Services
2025 FSA Annual Meeting
Company Name Booth #
7580 Exchange Dr
Orlando, Florida 32809

Direct to Show site:

Atten: PME Expo Services
2025 FSA Annual Meeting
Company Name Booth #
The Breakers
One South County Road
Palm Beach, Florida 33480

• Important Dates:

Monday	May 12, 2025	Shipments may begin arriving at warehouse
Friday	May 30, 2025	Discount deadline for orders received with payment
Tuesday	June 3, 2025	Last day for advance shipments to arrive at the warehouse without surcharges

Do Not Ship to Show Site Prior to Thursday, June 5, 2025. Freight maybe charged a storage fee. Shipping to Show Site may also result in additional charges for freight handling.

Show Schedule:

[Refer to Page 2 for Revised Schedule](#)

Please inform your drivers to be checked in at the loading area by 5:00pm on Saturday. Freight not picked up by 6:00pm will be redirected. All Exhibit Materials must be off the show floor by 6:00pm. PME Freight will be on location if you prefer to ship with our show carrier.

Do Not Ship to Show Site Prior to Thursday, June 5,2025. Freight will be charged a storage fee. Shipping to Show Site may also result in additional charges for freight handling.

After the show:

Feel free to contact PME Expo Services throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

Schedule of Events

Decorator Set-Up:	Thursday, June 05, 8:00 am – 1:00 pm
Exhibitor Set-Up:	Thursday, June 05, 1:00 pm – 6:00 pm
Exhibitor Teardown:	Saturday, June 7, 2:00 pm to 6:00 pm
Decorator Teardown:	Saturday, June 7, 2:00 pm to 8:00 pm

Exhibit Schedule:

Friday, June 6

9:30 am to 2:00 pm - Exhibit Hall Open
9:45 am to 10:15 am - Refreshment Break
12:15 pm to 1:15 pm - Lunch
2:00 pm to 5:00 pm - Hall Closed
5:00 pm to 6:30 pm - Welcome Reception/Exhibit Hall Open

Saturday, June 7

9:30 am to 2:00 pm - Exhibit Hall Open
9:40 am to 10:10 am - Refreshment Break
12:20 pm to 1:20 pm - Lunch

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard VISA American Express Corporate Personal

Account Number

EXPIRATION DATE

				/
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Card Holders Name (Please Print)		
Billing Address		
City	State	Zip
Phone Number	Fax Number	
Email Address		
Card Holders Signature		
Company Name	Booth #	

Calculation of Orders	Total
Electrical Service ordered directly with Power Source	
Material & Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishing & Accessories	\$
Carpet Order	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
Audio Visual Rental	\$
Custom Furniture Rental	\$
Subtotal	\$
Bank Surcharge 4% of Subtotal (Credit Card Charges Only)	\$
Total	\$

To simplify payment, send a check payable to PME Expo Services for your entire order or note the amount to be charged to your credit card.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

Check #

Please list all authorized persons for credit card use at show site below.

Payment Policy

Payment for Services

PME Expo Services requires payment in full at the time services are ordered. PME Expo Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 407-782-5355 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME Expo Services. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

THIRD PARTY PAYMENT AND STATEMENT OF TERMS

PME Expo Services will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 12 of this manual.
2. The payment record of the third party must be acceptable to PME Expo Services . Also, the charge card information must be completed and submitted to PME Expo Services as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires PME Expo Services to fax an invoice from the Convention Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment.
ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:	BOOTH#:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
DISPLAY HOUSE NAME/THIRD PARTY PAYER:	
COMPLETE ADDRESS:	
CITY, STATE:	ZIP CODE:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
PHONE NUMBER:	FAX NUMBER:

ITEMS TO BE BILLED TO THIRD PARTY:	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS	
ACCOUNT NUMBER:	EXPIRATION DATE:
NAME ON CARD:	
SIGNATURE:	
COMPANY NAME:	
COMPANY ADDRESS:	
CITY, STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the show move-in date. Such shipments must arrive on or before June 3, 2025 between 8:00am & 4:30pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-782-5355.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**

- **NOTE: Shipments that arrive at the warehouse after show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.**

- **Label each package or crate as follows:**

TO ARRIVE ON OR BEFORE

June 3, 2025

**TO: PME Expo Services
Company Name & Booth #
7580 Exchange Dr
Orlando, Florida 32809**

FOR: 2025 FSA Annual Meeting

SHIPMENTS TO SHOW SITE

- All shipments arriving prior to June 5, 2025 could be charged a storage fee by the Marriott and additional handling fees.
- **NOTE: Shipments will only be received at the show site up to three days prior to the move-in periods - SEE PAGE ONE OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

- **NOTE: Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at show site and by PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**

- **Label each package or crate as follows:
DO NOT DELIVER PRIOR TO June 5, 2025
facility could add additional charges.**

**TO: Atten: PME Expo Services
2025 FSA Annual Meeting
Booth #
The Breakers
One South County Road
Palm Beach, Florida 32811**

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by PME Expo Services for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.

FOR WAREHOUSE ADVANCE SHIPMENTS
TO ARRIVE BY June 3, 2025

RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

**PME Expo Services
7580 Exchange Dr
Orlando, Florida 32809**

Name of Show: 2025 FSA Annual Meeting

Booth #: _____

#0f Pieces: _____

Carrier: _____

FOR WAREHOUSE ADVANCE SHIPMENTS
TO ARRIVE BY June 3, 2025

RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

**PME Expo Services
7580 Exchange Dr
Orlando, Florida 32809**

Name of Show: 2025 FSA Annual Meeting

Booth #: _____

#0f Pieces: _____

Carrier: _____

MATERIAL HANDLING RECAP

Advance Warehouse , we will ship ____ pieces @ ____ lbs. @ \$110.00 per 100 lbs. (200 lb. minimum)	\$
Show Site , we will ship ____ pieces @ ____ lbs. @ \$110.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge @ \$25.00 (25 lb. maximum for the total shipment)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)
Overtime rates prevail before 8:00AM and after 4:30PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at show site. If you have any questions about material handling, please call 407-782-5355.	Material Handling Subtotal	\$
	Overtime Subtotal	\$
	Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."
*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 407-782-5355.
COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One:	PREPAID COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM: _____ **BOOTH#:** _____

MATERIAL HANDLING RATES

- \$110.00 per hundred weight (or fraction thereof).
- Minimum of \$220.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:30pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. PME Expo Services will assume no liability for these shipments. \$25.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted convention facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Uncrated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the convention facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Uncrated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, PME Expo Services shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if PME Expo Services finds it necessary to provide this weigh scale service. No adjustments will be made after the show closes. Copies of the Bills of Lading, including pro number, should be mailed to PME Expo Services as soon as shipments are made. This will assist in tracing, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Desk. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. PME Expo Services assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.

MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to PME Expo Services for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Desk. Previous shipping labels should be removed. PME Expo Services accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. PME Expo Services will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with PME Expo Services, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. PME Expo Services reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by PME Expo Services as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, should shipments need to be brought back for any reason, there will be an additional charge of \$100.00 per shipment for straight time and \$150.00 per shipment for overtime, with a 200 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by PME Expo Services and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. PME Expo Services and its subcontractors are not insurers. The amounts paid to PME Expo Services are based on the value of the material handling services and are unrelated to the value of the property being handled.

PME Expo Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. PME Expo Services and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. PME Expo Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to PME Expo Services by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of PME Expo Services.* PME Expo Services and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to PME Expo Services within thirty (30) days of the close of the show shall be considered waived.

No suit or action shall be brought against PME Expo Services or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the show site, PME Expo Services shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to PME Expo Services or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in the above section.

INSTALLATION AND DISMANTLING LABOR ORDER

Straight Time: \$62.00 per personnel hour

Overtime: \$83.00 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.
A minimum charge is one hour per labor personnel, with a ten percent service charge on show site orders.

PLAN A: Installation and dismantling of display under the supervision of I&D PME Expo Services .

PLAN B: Installation and dismantling of display under the supervision of Exhibitor.

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

Please note the following:

- Labor personnel must be picked up at PME Expo Services Desk when under exhibitor supervision.
- A one hour “no show” charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times.

FORKLIFT ORDER Straight Time: \$42.00 per personnel hour Overtime: \$63.00 per personnel hour Forklift: \$50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate box:		<input type="checkbox"/> PME Expo Services Supervision	<input type="checkbox"/> Exhibitor Supervision	<input type="checkbox"/> Forklift Crew
Install	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
Dismantle	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
PME Expo Services Supervision Install 35%:	PME Expo Services Supervision Dis-mantle 35%:	Forklift Fee: \$50.00	\$ _____	
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR , AND/OR FORKLIFT LABOR:				\$ _____

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. PME Expo Services & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. PME Expo Services and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by PME Expo Services, or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by PME Expo Services or its subcontractor.
3. PME Expo Services and its subcontractors 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, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to PME Expo Services, within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against PME Expo Services or its subcontractor more than one year after the accrual of the cause of action.
5. PME Expo Services , will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. PME Expo Services will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

EXHIBITING FIRM: _____

BOOTH#: _____

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

PME Expo Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A *NON-OFFICIAL CONTRACTOR IS:* Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the PME Expo Services Desk. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the PME Expo Services Desk by a representative who has verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

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

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at PME Expo Services, no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide PME Expo Services with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide PME Expo Services with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from PME Expo Services. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the PME Expo Services **Exhibitor Service Center**.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to PME Expo Services no later than May 30, 2025.

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names PME Expo Services, as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$2 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to PME Expo Services by May 30, 2025, Non-Official Contractor will be required to order labor from PME Expo Services .

**INTENT TO USE NON-OFFICIAL CONTRACTORS
NOTIFICATION DEADLINE: *May 30, 2025***

EXHIBITING FIRM:	BOOTH #:
AUTHORIZED NAME AND TITLE:	
AUTHORIZED SIGNATURE:	

FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:

NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):	
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:

STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Literature Stand	\$110.00	\$137.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Café Table 30" round x 42" high	\$115.00	\$165.00	\$
	Bar Stool Black with Back Support	\$85.00	\$105.00	\$
	Bag Rack	\$60.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$89.75	\$115.50	\$
	6' Draped	\$99.25	\$138.50	\$
	8' Draped	\$107.25	\$154.50	\$
	4th Side Draped	\$22.00	\$33.00	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$95.75	\$129.25	\$
	6' Draped	\$108.75	\$147.00	\$
	8' Draped	\$120.50	\$162.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

TABLE RISERS AND DRAPING

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.

Subtotal	\$
Tax @ 7%	\$
EXHIBITING FIRM:	BOOTH #:
Total	\$

STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color: Black Blue Grey Red

Quantity	Description	Discount Price	Standard Price	Total
	8' x 10'	\$115.00	\$143.50	\$
	8' x 20'	\$225.00	\$286.75	\$
	8' x 30'	\$335.00	\$395.00	\$
	8' x 40'	\$445.00	\$525.50	\$
	Carpet Padding per 10' space	\$65.00 x _____	\$85.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zefron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

- | | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gunmetal | <input type="checkbox"/> Misty Grey | <input type="checkbox"/> Bay Water | <input type="checkbox"/> Cherry Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Silver Mist | <input type="checkbox"/> Baby Blue | <input type="checkbox"/> Ebony |
| <input type="checkbox"/> Navy | <input type="checkbox"/> Sky Blue | <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Light Teal |

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.
Freight handling charges at the close of the show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$5.25/Sq. Ft. \$ _____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

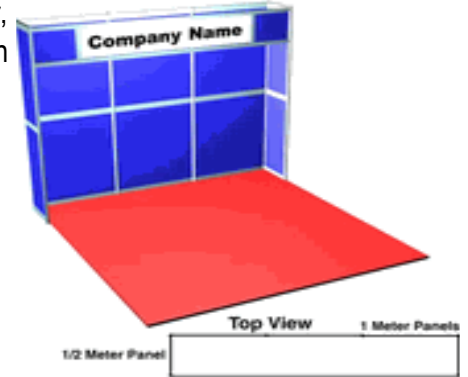
Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.95/Sq. Ft. \$ _____

EXHIBITING FIRM:
BOOTH #

Subtotal \$
Tax @ 7% \$
Total \$

RENTAL EXHIBITS ORDER FORM

ALL PME EXPO SERVICES RENTAL EXHIBIT PACKAGES INCLUDE: One 6' skirted table and two chairs, one wastebasket, Installation and Dismantle Labor, Standard Booth Carpeting, three 75-watt header copy (*in black*), and daily booth vacuuming.



PME EXPO SERVICES BASIC RENTAL

10-foot Exhibit (Please indicate instructions for header below)

Choose 1: Standard White Panels - \$1,000.00 Velcro Panel - \$1,425.00*

*Indicate Velcro Color: Black Silver

Indicate Carpet Color: Blue Red Grey

Indicate Drape Color: Blue Red Grey Black White

Shelves Qty _____ Cost \$65.00 each Subtotal \$ _____

PME EXPO SERVICES RENTAL EXHIBIT HEADER TO READ:

Table Top Display

6' Wide X 4' Tall - Folding Panels

Indicate Color: Black Grey
\$300.00 *Advance* \$375.00 *Standard*



**EXHIBITING FIRM:
BOOTH#**

Subtotal	\$	
Tax @ 7%	\$	
Total	\$	

We can create anything from a single booth to a large multi-dimensional selling environment. Call 407-782-5355 for additional booth designs.

All rental orders received after the deadline date will be charged an additional 50%.

FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$96.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$85.50	\$
	Large Fern	\$75.50	\$
	2' Green Plant	\$70.50	\$
	3' Green Plant	\$85.00	\$
	4' Green Plant	\$106.00	\$
	5' Green Plant	\$116.00	\$
	6' Green Plant	\$126.00	\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	\$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
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Booth Cleaning Total \$

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

Please include any specific instructions:

EXHIBITING FIRM:

BOOTH#

HARDWARE RENTAL ORDER FORM

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen Monitor	\$125	\$160	\$
	20" Flat Screen Monitor	\$150	\$195	\$
	37" Flat Screen Monitor	\$250	\$325	\$
	42" Flat Screen Monitor	\$450	\$585	\$
	50" Flat Screen Monitor	\$650	\$845	\$
	Monitor Floor Stand	\$75	\$95	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.		Subtotal	
		Tax @ 7%	\$
		Total	\$

EXHIBITING FIRM:	BOOTH#
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