

**FASTENAL INDUSTRIAL &
CONSTRUCTION EXPO 2007**
CARIBE ROYALE RESORT
ORLANDO, FL

NEW ADDRESS CHANGE VENDOR INFORMATION

GULF COAST EXPO

8432 SUNSTATE STREET
TAMPA, FL 33634
813-915-8066-ph
813-319-0619-fax

GULFCOASTEXPO@AOL.COM

THIS SERVICE KIT CONTAINS THE FORMS NECESSARY FOR ORDERING
ITEMS DESIGNED FOR DECORATING/FURNISHING YOUR EXHIBIT SPACE AND SHIPPING TO AND
FROM THE SHOW. PLEASE FORWARD THIS KIT TO THE PERSON RESPONSIBLE FOR
ARRANGING THE DETAILS OF YOUR PARTICIPATION IN THE SHOW.

Dear Exhibitor:

We are pleased to announce that **GULF COAST EXPO** has once again been chosen as the "Official Service Contractor" for the **FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007** to be held **DECEMBER 6-7, 2007** at the **Caribe Royale Resort** located in beautiful **Orlando, FL**. **GULF COAST EXPO** is ready to assist you with all your exhibit area special needs. We have developed a service kit so you may order in advance at discounted rates. Please look through the service kit and familiarize yourself with the information. It is our goal at **GULF COAST EXPO** to ensure that your experience with the event is a huge success. We look forward to being part of it.

USE THE ATTACHED ELECTRICAL FORM FOR:

Edlen Electric
(fax electric orders to EDLEN)

**USE THE ATTACHED FORMS TO ORDER THE
FOLLOWING SERVICES PROVIDED BY THE
FACILITY:**

AV Equipment
Telephone Service
Internet Access

EACH 10' X 10' EXHIBIT SPACE INCLUDES:

10' of 8' Back Drape in Show Color
10' of 3' Side Drape in Show Color
1 - 6' Skirted Table
2 - Chairs
1 - Wastebasket
7" x 44" Exhibitor ID Sign with Company Name and Booth Number

Show Color: **BLACK**

INSIDE EXHIBIT AREA IS CARPETED
OUTDOOR TENT AREA IS NOT CARPETED

SHIPPING INFORMATION – PLEASE READ

GULF COAST EXPO is proud to announce that **ABF FREIGHT SYSTEM** is now the official freight carrier of THE **FASTENAL INDUSTRIAL & CONSTRUCTION EXPO**. Special show rates can be arranged. See the special insert for more information. Using **ABF FREIGHT SYSTEM** is the most economical and most convenient method of transportation to and from the show. Worry-free, hassle-free, damage-free.

Your exhibit materials are the most important part of a successful event. **GULF COAST EXPO is the official Drayage Contractor for this event and will handle all freight in and out of this show.** Using our **MATERIAL HANDLING** service, your shipment can be received at our **ADVANCE WAREHOUSE** location up to 30 days prior to the event. Make sure to give yourself plenty of transit time to track any lost shipments. **All shipments sent to SHOW SITE must be sent c/o Gulf Coast Expo—DO NOT send in care of a guest name.** Shipments are delivered to your exhibit space. The empty cartons are stored during the event and returned back to you after the close of the show. Bill of lading and shipping labels are provided and your shipment is then sent to the location you choose. When all information is provided to us, this special material handling service provides a priceless guarantee of a successful event.

For your convenience, **GULF COAST EXPO** will maintain a service desk to handle any last minute requirements with a staff that is extremely well-versed in the needs of Exhibitors. We will be located in the exhibit area during Exhibitor move-in.

If you have any questions, please do not hesitate to contact Customer Service at 813-915-8066 or via e-mail at GULFCOASTEXPO@AOL.COM.

Thank you and we'll see you at the show,

Christine A. Binion

Christine A. Binion
CEO
GULF COAST EXPO

ABF FREIGHT SYSTEM

800-654-7019 or ABF.COM

SHOW CODE: FASTENAL ORLANDO 2007

Gulf Coast Expo is proud to announce that ABF FREIGHT SYSTEM is the
"OFFICIAL CARRIER" of the

FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007

Caribe Royale Resort – Orlando, FL
December 6-7, 2007

We chose ABF Freight System to compliment the exceptional customer service that GULF COAST EXPO strives to provide. Total Customer Satisfaction.

Check with your transportation manager to see if your company
already has an **ABF FREIGHT SYSTEM** account or call 800-654-7019

ABF FREIGHT SYSTEM INFORMATION:

WILL ROACH 407-402-7939

Will with ABF is here to assist you with the logistics of transporting your freight to and from the show. You will be seeing Will on the trade show floor at all FASTENAL events.

When using ABF you will receive on time service and damage free shipments.

Choose ABF Assured Service and your shipment is backed by a 100% satisfaction guarantee on their published transit times.

Next day, second day, third day. Whatever you need. Whenever you need it.

Go to ABF.COM for more information on specialized services

CONVENIENT:

**Call and speak with an ABF TRADE SHOW EXPERT at 800-654-7019 for assistance.*

**On line services make ABF an easy choice taking the worry out of making sure your freight arrives with the Email acknowledgement. ABF will notify you via email when your shipment delivers. Easy to find, easy to use on the ABF website.*

**Show Site Representative on the show floor to assist you with any questions.*

**Hassle free, damage free, worry free*

ECONOMICAL:

**Special show rates make ABF the best choice to and from the show. No need to schedule a pick up. ABF is on the show floor.*

WORRY FREE:

**ABF lets you know when your shipment is delivered to the Advance Warehouse when you use the online service.*

HASSLE FREE:

**ABF can meet virtually any transit or delivery requirement. We understand Trade Shows and are here to assist you every step of the way.*

DAMAGE FREE:

**ABF employees and customers form focus groups to identify and work together to prevent loss and damage.*

"Damage-free handling of freight cargo in a safe and secure environment is important to our customers. All of our employees take pride in producing the high standard that ABF maintains in these important areas of customer service."

ABF FREIGHT SYSTEM



PARTNERS IN YOUR SUCCESS!

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

Gulf Coast Expo

Christine A. Binion
8432 Sunstate Street
Tampa, FL 33634
813-915-8066 – phone
813-319-0619-fax
gulfcoastexpo@aol.com

NEW ADDRESS

CHANGE VENDOR INFORMATION ON
FILE IF PAYING BY CHECK

ABF Freight System

Official freight carrier of the FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007

The most convenient way to ship your materials.

Call 1-800-654-7019 to get your competitive quote to and from this event. See insert for more information.

(recommended)

Advance Freight Trapping Warehouse

ABF FREIGHT SYSTEM c/o GULF COAST EXPO
FASTENAL 2007
3732 Bryn Mawr
Orlando, FL 32808
Receiving from November 2nd – November 30th
FILL OUT THE MATERIAL HANDLING FORM COMPLETELY AND RETURN TO GULF COAST EXPO

Direct to Show Site Shipping Address

THE CARIBE ROYALE RESORT c/o GULF COAST EXPO
FASTENAL 2007
8101 World Center Drive
Orlando, FL 32821
Receiving Monday December 3rd only
FILL OUT THE MATERIAL HANDLING FORM COMPLETELY AND RETURN TO GULF COAST EXPO

DISCOUNT PRICE DEADLINE DATE:

In order to receive advance order discount rates listed on the price sheets, we must receive your order and payment by **NOVEMBER 16, 2007**. This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.

BOOTH EQUIPMENT:

- ▶ Each 10' x 10' exhibit space inside will be set with 8' high back drape, 3' high side dividers
- ▶ Each 10' x 10' exhibit space outside will be set with 3' high back drape, 3' high side dividers
- 1 – 6' Skirted Table, 2 – Chairs, 1 – Wastebasket and 1 – 7" x 44" standard booth ID sign with company name and booth number.

The exhibit area inside is carpeted.

The exhibit area outside in the tent is **NOT** carpeted.

SHOW SCHEDULE:

EXHIBITOR MOVE-IN

Tuesday	December 4 th	8:00 a.m. – 10:00 p.m.
Wednesday	December 5 th	8:00 a.m. – 10:00 p.m.

All exhibits must be set prior to 10:00 p.m. on Wednesday

EXHIBIT HOURS

Thursday	December 6 th	9:00 a.m. – 6:00 p.m.
Friday	December 7 th	9:00 a.m. – 3:30 p.m.

EXHIBITOR MOVE-OUT

Friday	December 7 th	3:30 p.m. – 12:00 a.m.
Saturday	December 8 th	8:00 a.m. – 11:00 a.m.

Freight Force Time:

Saturday December 8th @ 9:00 a.m.

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect.

All Exhibitors must pick up their outbound bills of lading at the close of the event.

All carriers must check in no later than 9:00 a.m. on Saturday, December 8th with a valid bill of lading or alert including company name, booth number and final destination before shipment will be released.

NO EXCEPTIONS

GULF COAST EXPO

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

PAYMENT POLICY

TO RECEIVE DISCOUNTED PRICES

***REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619 BY: NOVEMBER 16, 2007***

ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furniture and carpet rentals, material handling, signs and other services provided.

1. Advance payment by company check:
Checks must be in U.S. funds drawn on an U.S. bank and made out to GULF COAST EXPO.
Attach check to order forms.
If paying by company check a credit card must be on file for the convenience of your show representative for any additional charges incurred at show site.
2. Advance payment by credit card:
We accept VISA, MASTERCARD and AMERICAN EXPRESS. To accept charges, you must complete the payment authorization form and submit all information requested under the credit card portion of form. NOTE: We guarantee security of credit card transactions with address verification security. The address listed must be the address the credit card statement is mailed to.
3. All final invoices will be emailed within 15 days after the event to the credit card holder. Please provide the email address on the Payment Authorization Form.

SHOW SITE ORDERS

Orders received after the advanced pricing discount deadline or made at the GULF COAST EXPO Service Desk during the show will be billed at the STANDARD RATE listed on the order forms. Payment must be presented at the time the order is placed. The service will not be provided until payment is received. No substitutions are allowed once the furnishings have been delivered to your exhibit space.

To make the show more cost effective for you, take advantage of the DISCOUNTED PRICES by ordering as many of your requirements prior to the advanced pricing deadline as possible. Items marked ► on the order forms may not be available on show site.

PAYMENT TERMS/CREDIT REFUNDS

To enable us to process your order effectively, GULF COAST EXPO must receive your order forms and payment prior to the opening of the show. Any discrepancies must be resolved prior to show closure. A credit receipt will be given at show site if a refund is acknowledged. If a credit receipt is not received, no credits will be issued after the close of the event. Freight will not be delivered to your exhibit space if payment is not received.

CANCELLATIONS WITH REFUNDS ARE ONLY ACCEPTED 5 BUSINESS DAYS PRIOR TO SHOW OPENING.

***PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES
TO ELIMINATE MISUNDERSTANDINGS.***

YOUR COOPERATION IS APPRECIATED

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

NEW ADDRESS-CHANGE VENDOR
INFORMATION

PAYMENT AUTHORIZATION FORM

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619 BY: **NOVEMBER 16, 2007**
*STATE SALES TAX WHERE APPLICABLE

Payment in full of rental charges, including applicable sales tax must accompany order prior to **GULF COAST EXPO** move-in. Payment deadline is **NOVEMBER 16, 2007** to qualify for DISCOUNTED RATES and to insure availability of rental items. **GULF COAST EXPO** accepts payment by check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the STANDARD RATE. All orders received at the show must be paid in full before items are delivered to exhibit area. For the convenience of your show representative, you may also include a credit card number for charges made on show site. Prices include delivery of merchandise to designated space prior to show opening and removal at close of exhibit. All materials are to remain the property of GULF COAST EXPO. Prices quoted cover rental only. \$25.00 fee on all returned checks. Items taken from show site will be billed at the prevailing retail price.

PLEASE INDICATE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED BY GULF COAST EXPO.

☐

COMPANY CHECK

☐

CREDIT CARD

International exhibitors are required pre-payment of all charges. Payment may be by check drawn on a U.S. funds account, VISA, MASTERCARD or AMERICAN EXPRESS also accepted.

IF YOU ARE PAYING BY CHECK DO NOT FAX IN THE ORDER - PLEASE SEND ALL ORDER FORMS WITH THE CHECK

CREDIT CARD AUTHORIZATION - PLEASE PRINT CLEARLY

IF YOU WISH TO AUTHORIZE GULF COAST EXPO TO CHARGE THE AMOUNT OF YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR SHOW REPRESENTATIVE TO YOUR CREDIT CARD ACCOUNT, COMPLETE THE INFORMATION REQUESTED BELOW. SIGNATURE REQUIRED TO PROCESS.

☐

VISA

☐

MASTERCARD

☐

AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE



PLEASE PRINT CLEARLY

SIGNATURE OF CARD HOLDER

PRINT CARD HOLDER NAME

► **NOTE: THE ADDRESS LISTED BELOW MUST BE THE ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO**

BILLING ADDRESS _____ CITY _____ STATE _____

ZIP _____ PHONE NUMBER (____) _____ FAX NUMBER(____) _____

EMAIL ADDRESS _____

PLEASE PRINT CLEARLY

ALL FINAL INVOICES WILL BE EMAILED WITHIN 15 DAYS AFTER THE EVENT
PLEASE PROVIDE THE EMAIL ADDRESS OF THE CREDIT CARD HOLDER

**ALL EMAIL ADDRESSES ARE KEPT CONFIDENTIAL AND WILL NOT
BE SUPPLIED TO ANYONE FOR TELEMARKETING PURPOSES**

NAME OF EVENT **FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007** BOOTH # _____

COMPANY NAME _____ PHONE (____) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNATURE _____ TITLE _____ DATE _____

E-MAIL ADDRESS _____ FAX NUMBER (____) _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

BOOTH FURNISHINGS/ FLOOR COVERING ORDER FORM

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619 BY: **NOVEMBER 16, 2007**
*STATE SALES TAX APPLICABLE

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY	SKIRT COLORS
4' long x 2' wide	\$65.00	\$75.00	_____	<input type="checkbox"/> BLUE
6' long x 2' wide	\$80.00	\$85.00	_____	<input type="checkbox"/> TEAL
8' long x 2' wide	\$85.00	\$98.00	_____	<input type="checkbox"/> RED
To Make Table 40" Tall	\$20.00	\$25.00	_____	<input type="checkbox"/> GOLD
SPECIAL SHOW SKIRT COLOR _____				<input type="checkbox"/> WHITE
TO INSURE AVAILABILITY SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE				<input type="checkbox"/> BLACK
Additional 30" Skirt	\$15.00	\$18.00	_____	
Make Show Table 40" Tall	\$20.00	\$25.00	_____	
40" Skirt Color Desired _____				

UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 2' wide	\$50.00	\$60.00	_____
6' long x 2' wide	\$60.00	\$70.00	_____
8' long x 2' wide	\$70.00	\$80.00	_____
To Make Table 40" Tall ADD	\$20.00	\$25.00	_____

TABLE RISERS	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 11" wide	\$25.00	\$30.00	_____
6' long x 11" wide	\$35.00	\$45.00	_____

BOOTH CARPET	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLORS
CARPET MUST BE ORDERED IN ADVANCE				
10' x 10'	\$95.00	\$110.00	_____	<input type="checkbox"/> BLUE
10' x 20'	\$190.00	\$220.00	_____	<input type="checkbox"/> BLACK
10' x 30'	\$285.00	\$330.00	_____	<input type="checkbox"/> RED
Carpet Padding				<input type="checkbox"/> GRAY
10' x 10'	\$75.00	\$90.00	_____	<input type="checkbox"/> BLACK/WHITE
10' x 20'	\$150.00	\$180.00	_____	<input type="checkbox"/> CHECKERED
Carpet Taping	\$1.00	\$1.25	_____	<input type="checkbox"/> PURPLE
Per Running Foot				

MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY
ITEMS MUST BE ORDERED IN ADVANCE			
40" Tall Round Table	\$50.00	\$55.00	_____
Easel	\$17.00	\$20.00	_____
Waste Basket	\$10.00	\$12.00	_____
Display Board 4'x8'	\$75.00	\$110.00	_____
<input type="checkbox"/> VERTICAL			
Bag Rack	\$48.00	\$58.00	_____
Literature Rack	\$48.00	\$58.00	_____
Fish Bowl	\$15.00	\$18.00	_____
<input type="checkbox"/> HORIZONTAL			

CHAIRS	DISCOUNT RATES	STANDARD RATES	QUANTITY
CHAIRS MUST BE ORDERED IN ADVANCE			
Folding Chair	\$15.00	\$20.00	_____
Padded Side Chair	\$40.00	\$45.00	_____
High Stools	\$48.00	\$58.00	_____

ADDITIONAL DRAPE	DISCOUNT RATES	STANDARD RATES	QUANTITY
Stock 8' Drap	\$6.00	\$7.50	_____
Per running foot			
Stock 3' Drap	\$3.50	\$4.50	_____
Per Running Foot			

SUB TOTAL \$ _____
ADD SALES TAX 6.5% \$ _____
TOTAL THIS PAGE \$ _____
ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE
These items must be ordered at least 7 days in advance

Above prices include delivery of merchandise to designate spaced prior to show opening and removal at close of exhibit. All materials to remain the property of GULF COAST EXPO. Prices quoted cover rental only. Payment of rental charges, including applicable sales tax, must accompany your advance order to qualify for DISCOUNT RATES. GULF COAST EXPO accepts company check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the STANDARD RATE. All orders received at the show must be paid in full before items are delivered to exhibit area. Cancellations with refunds are only accepted 5 days prior to show date.

ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____
COMPANY NAME _____ PHONE (____) _____
E-MAIL ADDRESS _____ FAX (____) _____
BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____
SIGNATURE _____ TITLE _____ DATE _____

ABF[®] delivers trade shows



Choose ABF for on-site, on-time, damage-free service.

ABF can meet virtually any transit or delivery requirement. Choose ABF Assured Service[®] and your shipment is backed by a 100% satisfaction guarantee on our published transit times. Choose TimeKeeper[®] for guaranteed expedited or time-definite delivery. Next day, second day, third day. Whatever you need. Whenever you need it. We'll assign you a single-source contact to personally manage your transportation needs.

Relax and enjoy the show. No worries. No hassles. That's ABF.

ABF tradeshow
On Site...On Time...Damage-Free.

800-654-7019

tradeshow@abf.com

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

ABF **tradeshow**

On-Site... On-Time... Damage-Free

tradeshow@abf.com

(800) 654-7019



[SHIPPER PLEASE NOTE] FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



ABF FREIGHT SYSTEM, INC.
P.O. BOX 697
CHERRYVILLE, NC 28021
800-654-7019 **ABFS**

www.abfs.com

PLACE PRO LABEL HERE
SHIPPER RETAINS THIS COPY

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On Collect On Delivery shipments, the letters "COD" must appear before consignee's name or as otherwise provided in Item 430, Sec. 1.

TO:
CONSIGNEE

STREET _____

DESTINATION
CITY/ST/ZIP _____

TRAILER NUMBER _____

B/L DATE _____

ROUTE _____

SPECIAL INSTRUCTIONS (Place show name and booth no. here) _____

FROM: (EXHIBITOR)

SHIPPER

STREET _____

ORIGIN
CITY/ST/ZIP _____

FOR PAYMENT, SEND BILL TO:

NAME _____

STREET _____

CITY/ST/ZIP _____

Collect on Delivery \$ _____ and remit to: _____
Street _____ City _____ State _____
Carrier must collect cash or certified check unless shipper signs here to accept company check.
Signed: _____

C.O.D. charge
to be paid by _____

Shipper ☐
Consignee ☐

Hdlg. Units No. Type	Packages No. Type	HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Op- tional) (CuFT)
			Cartons Exhibit Paraphernalia	NMFC 154630		
			Crates Exhibit Paraphernalia	NMFC 154630		
			Skids / Pallets Exhibit Paraphernalia	NMFC 154630		
			Fiber Cases / Trunks	NMFC 154630		
			Carpet Rolls	NMFC 154630		
			Printed Material	NMFC 161870		

⊛ Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. §14706(c)(1)(A) and (B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of NMFC Item 360.

Notify if problem enroute or at delivery _____ Name _____ Fax No. _____ Tel No. _____ (for informational purposes only)

Freight charges are PREPAID
unless marked collect.

CHECK BOX IF COLLECT ☐

FOR FREIGHT COLLECT SHIPMENTS:

If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement:
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Consignor)

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper on request, the property described above, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown above, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by shipper and accepted for himself and his assigns.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

SHIPPER

CARRIER **ABF FREIGHT SYSTEM, INC.**

PER

DATE

PER (SIGNATURE REQUIRED)

MATERIAL HANDLING SPECIAL INSTRUCTIONS

FASTENAL INDUSTRIAL CONSTRUCTION & EXPO 2007

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE DETAILS

A COMPLETED MATERIAL HANDLING AUTHORIZATION FORM FOR ANY SHIPMENT TO BE RECEIVED AT THE ADVANCE WAREHOUSE OR DIRECT TO SHOW SITE MUST BE ON FILE PRIOR TO THE EVENT. PLEASE FAX THE APPROPRIATE FORMS TO GULF COAST EXPO OR CONTACT US WITH ANY QUESTIONS 813-915-8066.

SHIPPING TO THE SHOW

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS:

GULF COAST EXPO's advance receiving warehouse will accept shipments beginning 30 days prior to the opening of the event. Mark all boxes or cases according to the instructions on the Material Handling form and use the appropriate **ADVANCE WAREHOUSE** shipping labels provided. All pieces must be labeled with your company name and booth number and shipped c/o **GULF COAST EXPO**. Shipping to the advance receiving warehouse is for your convenience so your materials can arrive early and will be guaranteed in your exhibit space prior to your arrival.

DIRECT TO SHOW SITE SHIPPING:

All exhibit freight that is shipped in to show site will be handled through **GULF COAST EXPO**. *The Caribe Royale WILL NOT accept any shipments. DO NOT SHIP TO THE FACILITY C/O A GUEST NAME.* Items arriving prior to Monday, December 3rd may be refused or may incur additional handling charges by the facility. Show site shipments may ONLY ARRIVE ON Monday, December 3rd from 8AM – 8PM. If special arrangements must be made please, contact **GULF COAST EXPO**. All pieces must be labeled with your company name and booth number and shipped c/o **GULF COAST EXPO**. Mark all boxes or cases according to the instructions on the Material Handling form and use the appropriate **DIRECT TO SHOW SITE** shipping labels provided.

SHIPPING OUT AFTER THE SHOW

OUTBOUND SHIPPING AFTER THE SHOW:

Each piece must have an outbound address label. Outbound paperwork must be filled out for each shipment that will be loaded by **GULF COAST EXPO**. No exceptions.

Shipping labels and bills of lading will be provided at the **GULF COAST EXPO** service desk. Bring all outbound paperwork you have from your carrier along with the **GULF COAST EXPO** bill of lading at the close of the show when all your items are packed in your booth and are ready to ship out.

ABF Freight System is the carrier **GULF COAST EXPO** is providing to handle all the outbound freight. If you choose to use another carrier it is the responsibility of the Exhibitor to schedule the pick up with that carrier within the allotted move out times which are designated on the Material Handling Authorization form. An ABF Freight System representative will be on site to answer any questions and to assist you in shipping your materials. An ABF Freight System tracking number will be issued to the Exhibitor when the bill of lading is turned in at the **GULF COAST EXPO** service desk.

***DO NOT LEAVE PAPERWORK IN YOUR BOOTH.**

FASTENAL OUTBOUND SHIPMENTS:

If your materials are going to FASTENAL a color-coded address label must be on each piece. See **GULF COAST EXPO** to obtain the appropriate colored labels which will identify the shipment's final destination.

**IF YOU HAVE ANY QUESTIONS AT THE SHOW
PLEASE COME TO THE GULF COAST EXPO SERVICE DESK
LOCATED IN THE REAR OF THE EXHIBIT HALL AND IN THE TENT AREA**

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

MATERIAL HANDLING AUTHORIZATION

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

REMIT COMPLETED FORM AND PAYMENT BY
MAIL OR FAX TO 813-319-0619

Your exhibit materials are the most important part of a successful event. Shipping direct to show site is not recommended unless the specific delivery requirements can be fulfilled. Please read and follow the instructions below carefully. Give yourself plenty of transit time.

This form should be submitted when your shipment leaves your facility. Discount deadline dates do not apply to shipping.

1. Fill out this form completely and mail or fax along with your advance payment to the order processing address. SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

INBOUND SHIPPING INFORMATION PRIOR TO EVENT - MUST BE COMPLETED

ADVANCE WAREHOUSE ADDRESS

(must use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER
FASTENAL 2007
ABF FREIGHT SYSTEM C/O GULF COAST EXPO
3732 BRYN MAWR
ORLANDO, FL 32808

ADVANCE WAREHOUSE SHIPMENTS RECEIVED BETWEEN:
NOVEMBER 2ND - NOVEMBER 30TH

DIRECT TO SHOW SITE ADDRESS

(must use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER
FASTENAL 2007
CARIBE ROYALE C/O GULF COAST EXPO
8101 WORLD CENTER DRIVE
ORLANDO, FL 32821

DIRECT TO SHOW SITE SHIPMENTS RECEIVED ONLY ON:
MONDAY DECEMBER 3RD FROM 8AM - 8PM

SHIPMENT BEING DELIVERED TO: () Advance Warehouse () Direct to Show Site

PLEASE CHOOSE
DESTINATION

Shipper Name _____ Booth # _____
Contact Name _____ Phone () _____
After hours/weekend emergency cell phone contact and number: () _____
Carrier _____ **Pro # or Tracking #** _____
Date Shipped _____ Est. Arrival Date _____ Total # of Shipments _____ Total # of Pieces _____ Total Weight _____ lbs.

ALL TRACKING/PRO NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED

GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. PROVIDE ALL TRACKING INFORMATION ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT.

TOTAL WEIGHT _____ X.50 (advance warehouse) = \$ _____ \$50.00 minimum
TOTAL WEIGHT _____ X.55 (direct to show site - LTL CARRIER ONLY) = \$ _____ \$55.00 minimum
TOTAL WEIGHT _____ X.65 (direct to show site - UPS/FEDEX/DHL) = \$ _____ \$65.00 minimum

OUTBOUND SHIPPING INFORMATION - MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE PRIOR TO OUTBOUND SHIPPING AND COMPLETE A BILL OF LADING.

Ship to _____ Attention _____
Street Address _____
City _____ State _____ Zip _____ Phone () _____

DESCRIPTION OF OUTBOUND MATERIALS

#CRATES _____ #DISPLAY CASES _____ #SKIDS _____ #OTHER _____ TOTAL # OF PIECES _____ WEIGHT _____

OUTBOUND FREIGHT NEEDS

_____ BANDING @ \$20.00 PER PALLET \$ _____
_____ SHRINKWRAP @ \$15.00 PER PALLET \$ _____

GULF COAST EXPO HAS THE RIGHT TO SECURE OUTBOUND SHIPMENTS USING THE ABOVE MATERIALS. RATES WILL APPLY TO THE CUSTOMER'S ACCOUNT.

SELECT OUTBOUND CARRIER

YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM

ABF FREIGHT SYSTEM IS THE DESIGNATED SHOW CARRIER CALL 800-610-5544 FOR A QUOTE

► If you are using a carrier other than ABF FREIGHT SYSTEM, it is the responsibility of the Exhibitor to contact carrier and arrange for pick up within the allotted move out time listed below. **GULF COAST EXPO** will load your shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Shipments left on show floor without an outbound bill of lading will be charged a \$25.00 processing fee and will be shipped via ABF FREIGHT SYSTEM. All carriers picking up freight after the event **must** present a bill of lading or valid alert with company name, booth number and final destination. **NO EXCEPTIONS.** **GULF COAST EXPO** is not responsible for freight charges. **Outbound UPS & FEDEX not accepted.**

OUTBOUND CARRIER MUST BE PROVIDED HERE

Designated Show Carrier: **ABF FREIGHT SYSTEM** Other Carrier Name: _____

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:

FORCE TIME SATURDAY DECEMBER 8TH @ 9AM OR WILL BE SHIPPED VIA ABF FREIGHT SYSTEM

STANDARD DRAYAGE/MATERIAL HANDLING RATES

READ ALL INFORMATION

Rates apply on each shipment received, based on estimated weight provided to GULF COAST EXPO.
No allowance will be made during the event.

per CWT = per 100 lbs.

100 lb. MINIMUM ON ALL SHIPMENTS

ADVANCE WAREHOUSE RATES

Shipments received and stored up to 30 days in advance,
delivered to booth, removal and return of empty crates,
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED

\$50.00 per CWT
100 lb. minimum
example: 200 lbs. x .50 = \$100.00

\$100.00 trip charge will be assessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.

SHOW SITE RECEIVING RATES

Shipments received, delivered to booth, removal and return of
empty crates, and handling of outbound shipments to preferred carrier
PER SHIPMENT RECEIVED

\$55.00 per CWT
100 lb. minimum
example: 200 lbs. x .55 = \$110.00

UPS, FEDEX & DHL SHIPMENTS

\$65.00 per CWT

SPECIAL SHIPMENT PRICING

* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

LOOSE/UNCRATED MATERIAL HANDLING

Applies to loose, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground. If definition applies, add an additional 50% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES

Shipments under 20 lbs. \$15.00

PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding is available while supplies last. Mobile equipment must be ordered in advance.

SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. A tracking number must be provided for each piece or shipment of freight coming in to the advance warehouse. GULF COAST EXPO will not be responsible in any way for lost or misrouted freight. Freight may not be delivered to booth until a Payment Authorization form is on file.

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to GULF COAST EXPO a complete bill of lading covering each outbound shipment. If a GULF COAST EXPO bill of lading is not completed and left at the GULF COAST EXPO service desk a \$25.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period freight collect, without forwarding instructions. These shipments will be forwarded to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

We hereby indemnify, hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our negligence or willful misconduct, and the negligence or willful misconduct of our employees, agents, and/or representatives, at the show to which this authorization relates.

MATERIAL HANDLING ACKNOWLEDGEMENT. BY SHIPPING IN FREIGHT TO THE SHOW THE FOLLOWING STATEMENT IS PRECEIVED AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS.

NAME OF EVENT	<u>FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007</u>	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
BILLING ADDRESS	_____		
EMAIL ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
SIGNATURE	_____	TITLE	_____
		DATE	_____

ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

NOVEMBER 2ND – NOVEMBER 30TH ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL 2007

ABF FREIGHT SYSTEM C/O GULF COAST EXPO
3732 BRYN MAWR
ORLANDO, FL 32808

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

NOVEMBER 2ND – NOVEMBER 30TH ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL 2007

ABF FREIGHT SYSTEM C/O GULF COAST EXPO
3732 BRYN MAWR
ORLANDO, FL 32808

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

DIRECT TO SHOW SITE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

DIRECT TO SHOW SITE SHIPPING ADDRESS FOR RECEIVING ON

MONDAY DECEMBER 3RD FROM 8AM – 8PM ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL 2007

CARIBE ROYALE C/O GULF COAST EXPO
8101 WORLD CENTER DRIVE
ORLANDO, FL 32821

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

DIRECT TO SHOW SITE SHIPPING ADDRESS FOR RECEIVING ON

MONDAY DECEMBER 3RD FROM 8AM – 8PM ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL 2007

CARIBE ROYALE C/O GULF COAST EXPO
8101 WORLD CENTER DRIVE
ORLANDO, FL 32821

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

INSTALLATION/DISMANTLE LABOR ORDER FORM

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

REMIT ORDER AND PAYMENT BY MAIL OR
FAX TO 813-319-0619
SEE SPECIAL INSTRUCTIONS BELOW

CONCENTRATE ON YOUR SALES NOT ON YOUR SET UP

Let our experts install and/or dismantle your exhibit display at reasonable rates. Whether you are on site to supervise or if your time would be better spent elsewhere, GULF COAST EXPO is ready to assist you. See information below on how to order this service.

HOURLY RATES

SET UP INSTRUCTIONS MUST BE FAXED OR EMAILED ALONG WITH THIS ORDER FORM

LABOR STRAIGHT TIME RATE (One hour minimum per person) \$45.00 per man/per hour
8:00am to 5:00pm Monday through Friday – Exhibitor Supervision

LABOR OVERTIME RATE (One hour minimum per person) \$65.00 per man/per hour
5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision

LABOR DOUBLE TIME RATE (One hour minimum per person) \$85.00 per man/per hour
All hours on Sundays and Legal Holidays – Exhibitor Supervision

GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$25.00 MINIMUM)

We can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise.

If you would like GULF COAST EXPO to set up your display without your supervision, the display materials must be shipped to the advance warehouse address located on the Material Handling Authorization Form.

NOTE **EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR**

Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered, or does not pick up labor at all NO CREDITS WILL BE ISSUED.

On site labor orders will be filled based on availability.

ORDER LABOR

► INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____		\$ _____

Supervisor _____ GULF COAST EXPO Supervision ☐ YES ☐ NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$25.00 MINIMUM)

► DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____		\$ _____

Supervisor _____ GULF COAST EXPO Supervision ☐ YES ☐ NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$25.00 MINIMUM)

SET UP INSTRUCTIONS MUST BE FAXED OR EMAILED ALONG WITH THIS ORDER FORM

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____

COMPANY NAME _____ PHONE (____) _____

BILLING ADDRESS _____ CITY & STATE _____ ZIP _____

SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

BOOTH CLEANING

ORDER FORM

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619 BY: NOVEMBER 16, 2007

As the official service contractor for this event, GULF COAST EXPO has the exclusive over all cleaning services. All cleaning orders are charged according to the gross square footage of your booth.

CARPET CLEANING

	<u>DISCOUNT</u> <u>RATE</u>	<u>STANDARD</u> <u>RATE</u>
_____ Vacuuming ONCE before initial opening of exhibits	\$0.25 per sq. ft.	\$0.30 \$ _____ per sq. ft.
_____ Vacuuming DAILY before opening of exhibits	\$0.25 per sq. ft. PER DAY	\$0.30 \$ _____ per sq. ft. PER DAY

example: 10' x 10' Booth Space 10 x 10 = 100 sq. ft. x .25 = \$25.00 per day
10' x 20' Booth Space 10 x 20 = 200 sq. ft. x .25 = \$50.00 per day
(Using advance order pricing)

EXHIBIT CLEANING

_____ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits	\$25.00 per space	\$30.00 \$ _____ per space
_____ Cleaning and dusting of display background and furnishings DAILY before opening of exhibits	\$25.00 per space PER DAY	\$30.00 \$ _____ per space PER DAY

TO AVOID ANY MISUNDERSTANDINGS REGARDING THESE SERVICES, PLEASE BRING ANY DISCREPANCIES TO OUR ATTENTION AT THE EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____
COMPANY NAME _____ PHONE () _____
E-MAIL ADDRESS _____ FAX () _____
BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____
SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

SIGN & GRAPHICS

ORDER FORM

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@AOL.COM

PRICES ARE VALID UP TO 7 DAYS PRIOR TO
EXHIBITOR MOVE IN - 25% SURCHARGE AFTER -
REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619

ORIENTATION

H
HORIZONTAL

V
VERTICAL

LOGOS, SPECIAL
ARTWORK AND
CUSTOM SIZES
QUOTED UPON
REQUEST

OPTIONS FOR SHOW CARDS

- 1 EASEL BACK \$5.00 EA
- 2 WORDS IN EXCESS OF 10 \$1.00 EA
- 3 COLORED CARD \$8.00 EA
- 4 TWO COLOR COPY \$10.00 EA
- 5 VELCRO BACKING \$5.00 EA

PRICES INDICATED BELOW ARE BASED ON THE FOLLOWING:

- 1) Receipt of this order at least 7 days before show opening
- 2) Up to 10 words per card
- 3) One color copy on white background
- 4) Delivery to booth, exclusive of installation or hanging

SHOW CARDS

	QTY.	ORIENTATION	TEXT COLOR	BACKGROUND COLOR	OPTIONS	ADVANCE ORDER	TOTAL
7" x 44"						\$15.00	
11" x 14"						\$18.00	
14" x 22"						\$23.00	
22" x 28"						\$40.00	
28" x 44"						\$60.00	

FOAMCORE SIGNS

11" x 14"						\$22.00	
14" x 22"						\$29.00	
22" x 28"						\$50.00	
28" x 44"						\$77.00	

SINTRA SIGNS

22" x 28"						\$56.00	
28" x 44"						\$84.00	
12" x 48" Header						\$46.00	

VINYL BANNERS

other sizes available and quoted upon request

3' x 6'						\$65.00	
3' x 8'						\$98.00	
3' x 14'						\$175.00	
3' x 20'						\$250.00	

PLEASE FILL IN SIGN COPY HERE

USE THE BACK OF THIS
SHEET IF NECESSARY OR ATTACH
A HAND WRITTEN COPY WITH ANY
NOTES THAT ARE NECESSARY

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____

COMPANY NAME _____ PHONE () _____

BILLING ADDRESS _____

CITY & STATE _____ ZIP _____

SIGNATURE _____ TITLE _____ DATE _____

REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase
= 60 Cycle
1000 Watts



230 Volts
= 30 Amps
3 Phase

POWER LOCATIONS: X Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS



ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor.
Please see Regulation #4 below.

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.



ELECTRICAL ORDER FORM

MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)		65.00	98.00	
500-1000 WATTS (10 AMPS)		110.00	165.00	
1001-1500 WATTS (15 AMPS)		132.00	198.00	
1501-2000 WATTS (20 AMPS)		150.00	225.00	

For Outdoor Events 20 AMP Minimum Required

(SEE REVERSE SIDE FOR
TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit
or 24 Hour Service Required?

yes no

If yes, double electrical outlet or
electrical service connection charge.

Rental Rates quoted cover
any portion of a (7) seven day
consecutive period.

There is a minimum labor charge of (1 1/2)
one and a half hours for hook-up and
(1) one hour to dismantle for special events,
island booths and 208 Volt services

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		250.00	370.00	
30 AMPS		290.00	470.00	
60 AMPS		445.00	680.00	
100 AMPS		625.00	805.00	

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		330.00	495.00	
30 AMPS		390.00	627.00	
60 AMPS		575.00	870.00	
100 AMPS		725.00	945.00	
200 AMPS		1245.00	1555.00	
400 AMPS		1845.00	2355.00	

RATES FOR HIGHER WATTAGES, VOLTAGE
OR SPECIAL LIGHTING ON REQUEST-
SPECIAL HANGING OR INSTALLATION
DONE ON TIME AND MATERIAL BASIS.

SPECIAL INSTRUCTIONS

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT		71.00	106.00	
300 WATT FLOOD LIGHT		90.00	135.00	
300 WATT QUARTZ LIGHT		65.00	85.00	

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET		20.00		
QUAD OUTLET/POWER STRIP		27.00		

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)		60.00		
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)		120.00		

Aisle # _____

ISLAND BOOTHS

A scaled floor plan must accompany orders
showing locations of electrical outlets,
connections and lighting equipment.

Aisle # _____

REAR

STANDARD
BOOTH

Aisle # _____

Aisle # _____

FULL PAYMENT DUE PRIOR
TO SHOW OPENING

SUBTOTAL \$ _____
6.5% FL SLS TAX _____
TOTAL DUE \$ _____

PAYMENT MUST ACCOMPANY
ALL ORDERS 10 BUSINESS DAYS
PRIOR TO SHOW SET UP
FOR DISCOUNT PRICE TO APPLY

☐ Master Card ☐ Visa ☐ AMX ☐ Check

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

ALL ORDERS MUST BE PAID
IN ADVANCE
ON U.S. BANKS

SHOW NAME	NAME OF FACILITY	Caribe Royale
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	FAX#	
SIGNATURE	PRINT NAME	



PRESENTATION SERVICES

**Caribe Royale Orlando All-Suites
Resort & Convention Center**
8101 World Center Drive
Orlando FL 32821

EXHIBIT AUDIO VISUAL ORDER FORM

PH: 407.238.0008 • FAX: 407.387.0155

TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!

Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information	
		Advanced	On Site				
Flipchart Package (easel, pad, 2 markers)		\$50.00	\$60.00			Show Name:	
Laser Pointer		\$50.00	\$60.00			Company:	
Whiteboard		\$50.00	\$60.00			Address:	
Corkboard with 50 Push Pins		\$55.00	\$65.00			City:	
Press Box		\$80.00	\$90.00			State:	Zip:
Polycom Speakerphone		\$150.00	\$175.00			Telephone # :	
6 Outlet Power Strip & 25' or 50' Extension Cord		\$40.00	\$55.00			Fax # :	
VHS Player/Recorder		\$75.00	\$90.00			Ordered By:	
DVD Player		\$75.00	\$90.00			Email :	
VHS/DVD Combo Player		\$75.00	\$90.00			Orders received less than 48 hours prior to the start of your event are subject to the ON SITE DAILY RATE . Special requests or additions please call 407.238.0008.	
Multistandard VHS Player (NTSC, PAL, SECAM)		\$250.00	\$270.00				
VHS VCR or DVD & Monitor Package (NOT for computer use)		\$225.00	\$245.00				
27" Color Monitor (NOT for computer use)		\$125.00	\$140.00				
21" Flat Screen Monitor		\$250.00	\$270.00				
42" Plasma Monitor with Table Stand		\$650.00	\$700.00			Ordering Instructions	
Scan Doubler / Scan Converter		\$300.00	\$350.00			<p>The Total Charge per item is determined by multiplying the Quantity by the Daily Rate by the number of Days Used.</p> <p>Please include applicable Sales Tax on equipment rental.</p> <p>TAX EXEMPT STATUS If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State of Florida.</p> <p>To guarantee equipment availability and advanced rate, this order should reach us 7 days prior to delivery.</p> <p>Operator labor, if requested, is subject to the prevailing hourly rate at a 5 hour minimum.</p> <p>On site additions are subject to additional labor.</p> <p>CANCELLATIONS 1) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. 2) If services have already been provided at the time of cancellation, 100% of original charges will be applied</p>	
VGA Switcher		\$75.00	\$85.00				
VGA Distribution Amplifier		\$100.00	\$110.00				
Projection Cart / Projection Stand		\$25.00	\$35.00				
Overhead Projector		\$60.00	\$70.00				
LCD Projector - 3400 ANSI Lumens		\$500.00	\$575.00				
6', 7' or 8' Tripod Screen - Skirted		\$50.00	\$65.00				
10' Cradle Screen - Skirted		\$100.00	\$110.00				
12' Cradle Screen - Skirted		\$120.00	\$130.00				
House Audio System Patch (per Amplifier, per Day)		\$100.00	\$110.00				
4 Channel Mixer (mixer required for all house sound)		\$50.00	\$60.00				
Wired Microphone : Podium, Standing, Table, Lavalier		\$50.00	\$60.00				
Wireless Microphone Kit : Handheld, Lavalier		\$175.00	\$190.00				
Powered Speaker w/ stand		\$115.00	\$130.00				
Other :							
Labor							
An equipment set/strike labor charge may be applicable for large orders. Please call for labor rate on orders of 2 or more items.					\$		
Rental Totals						Delivery Information	
EQUIPMENT/LABOR TOTAL				1	\$	On-Site Contact:	
SERVICE CHARGE (21% of line 1)				2	\$		
SUBTOTAL				3	\$	Booth #:	Room #
SALES TAX (6.5% of line 3)				4	\$	Delivery Date:	Time:
TOTAL DUE				5	\$	Pickup Date:	Time:
Method of Payment						Return for Processing	
Card Number: _____ Exp. Date ____/____/____				PLEASE CHECK ONE		PRESENTATION SERVICES Caribe Royale Orlando All-Suites Resort & Convention Center 8101 World Center Drive Orlando, FL 32821-5408 PH: 407.238.0008 FAX: 407.387.0155	
				American Express <input type="checkbox"/>			
Cardholder's Name: _____ (as appears on card)				Visa <input type="checkbox"/>			
Cardholders Signature: _____				MasterCard <input type="checkbox"/>			
PAYMENT IS DUE WHEN ORDER IS PLACED!							



ORLANDO

ALL-SUITES RESORT & CONVENTION CENTER

8101 World Center Drive, Orlando FL 32821 Phone 407/238-8084 Fax 407/238-8411

VENDOR REQUEST FORM

CONVENTION NAME:	SHOW DATES:
COMPANY NAME:	
COORDINATOR:	
ADDRESS:	
PHONE:	
EMAIL:	
ON-SITE CONTACT:	

COMMUNICATIONS:

INSTALLATION DATE:	REMOVAL DATE:	
TIME IN:	TIME OUT:	
LOCATION:		
PHONE LINES	QUANTITY	
High Speed Internet Access (T1 connection):		
Wireless \$100. per laptop, per event		
First device/IP address: \$550, additional devices/IP addresses: \$50.00 per event		
DID/ANALOG: Installation: \$75.00 one time/per phone Usage: per phone		
Please advise if phone hardware is needed (no addl charge)		
IN HOUSE PHONE: Installation: \$50.00 one time/per phone (No Usage charge)		
COMMENTS:		
Conference/Speaker Phones are available through our audio visual department at an additional charge		

BANNERS:

Banners : \$50.00 per hour (minimum 1 hour)	
INSTALLATION DATE:	REMOVAL DATE:
TIME IN:	TIME OUT:
LOCATION:	
COMMENTS:	

LIFTS/LABOR:

\$50.00 per hour (minimum 1 hour); 7 days advance notice required
DEFINE NEEDS:

PAYMENT ARRANGEMENTS MUST BE MADE IN ADVANCE.

PLEASE COMPLETE THE ACCOMPANYING CREDIT CARD FORM AND FAX THE FORM, ALONG
WITH THIS COMPLETED DOCUMENT AND A COPY OF THE CREDIT CARD.
FAX ALL TO: 407-238-8411



Authorization to Bill a Credit Card

I, _____, authorize the
Caribe Royale All-Suites Resorts to charge my credit card.

Card # _____

Expiration date: _____

For the following charges:

Authorized Signer

Date:

Print or Type Name as it appears on credit card

Company Name:

Coordinator:

Address:

Phone Number:

Fax Number:

Email:

On-site Contact:

Convention Name & Dates:

A Copy of the front and back of the card listed below must accompany this
completed form and be mailed or faxed to:

Caribe Royale All-Suites Resort Convention Services Department:
8101 World Center Drive, Orlando FL 32821 Phone 407/238-8084 Fax 407/238-8411

Accounting Use Only

Estimated Charges: \$ _____

Date of Approval _____

Approval # _____



8101 World Center Drive, Orlando FL 32821 Phone 407/238-8002 Fax 407/238-8411

Telecommunications Request

Group Name:	Group Contact
Address:	Phone: Fax: Email:
Convention Coordinator:	Date:
RES ID: NCAAS	FOLIO:

DATE	BEO	LOCATION	REQUEST	QTY	TIME IN	TIME OUT

<p align="center">Method of Payment Required for installation</p>
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<p align="center">Rates</p> <p align="center">Analog/DID Installation: \$75.00 one time fee/per phone plus phone usage</p> <p align="center">In-House Telephone Installation: \$50.00 one time fee/per phone No Usage charge</p> <p align="center">Wired High Speed Internet Access (T1) First device/IP address: \$550, additional devices/IP addresses: \$50.00 per event.</p> <p align="center">Wireless (access point provided) High Speed Internet Access \$100 per PC, per event. Wireless network cards \$25 per day.</p> <p align="center">Banners: \$50.00 per hour (minimum 1 hour) Lifts: \$50.00 per hour (minimum 1 hour)</p> <p align="center">Conference/Speaker Phones are available through our audio visual department</p>
