



# GULF COAST EXPO

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

[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

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

Dear FPMA-SAM 2024 Exhibitor:

We are pleased to announce that **GULF COAST EXPO** has been chosen as the “Official Service Contractor” for **FPMA’S Premier Podiatric Conference**, to be held **January 25-27, 2024** at **Hyatt Regency Orlando**, located in **Orlando, Florida**. **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.

#### **ELECTRICAL SERVICE:**

Please use the attached Edlen order form on page #15-20 to order.  
Contact Number: 407-854-9991

#### **WI-FI & AV:**

Please use the Encore hyperlink below to order AV & Internet: [Click Here](#)  
Contact Number: 407-354-9991

#### **APP & LEAD RETRIEVAL**

Email Andy Jean-Baptiste for details  
[ajb@fpma.com](mailto:ajb@fpma.com)

**EXHIBITOR MOVE-IN:  
WEDNESDAY, JANUARY 24<sup>TH</sup> FROM 1:00PM – 6:00PM**

#### **EACH 8’ X 10’ EXHIBIT SPACE INCLUDES:**

10’ of 8’ Back Drape in Show Colors  
8’ of 3’ Side Drape in Show Colors  
1 – 6’ Skirted Table  
2 – Chairs, 1 – Wastebasket  
7” x 44” Exhibitor ID Sign with Company Name and Booth Number

**EXHIBIT AREA IS CARPETED**

#### **SHIPPING INFORMATION**

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. USE THE LABELS PROVIDED.** 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. Your materials will be ready for you in your exhibit space **PRIOR** to Exhibitor move-in.

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 [CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

Thank you and we will see you at the show,

*Christopher Binion*

Christopher Binion  
GULF COAST EXPO

FPMA-SAM 2024 QUICK FACTS



Experts in Convention & Trade Show Services

FPMA'S PREMIER PODIATRIC CONFERENCE  
JANUARY 25-27 2024  
HYATT REGENCY ORLANDO  
ORLANDO, FL

SERVICE CONTRACTOR CONTACT:

Gulf Coast Expo  
Christopher Binion  
8432 Sunstate Street  
Tampa, FL 33634  
813-915-8066 – phone  
813-319-0619-fax  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

ABF Freight System

Official freight carrier of GULF COAST EXPO at the FPMA-SAM 2024

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**

FPMA-SAM 2024  
GULF COAST EXPO C/O ABF FREIGHT SYSTEM  
3732 BRYN MAWR  
VISTA DRIVE ORLANDO, FL 32808  
Receiving Dates:  
December 18<sup>th</sup>, 2023 thru January 18<sup>th</sup>, 2024 ONLY

**Direct to Show Site Shipping Address**

FPMA-SAM 2024  
GULF COAST EXPO C/O HYATT REGENCY ORLANDO  
9801 INTERNATIONAL DRIVE  
ORLANDO, FL 32819  
Receiving:  
Wednesday, January 24<sup>th</sup>, 2024 from 8am – 12pm ONLY

**FILL OUT THE MATERIAL HANDLING FORM COMPLETELY AS SOON AS YOUR SHIPMENT  
LEAVES YOUR FACILITY AND FAX IT TO GULF COAST EXPO  
PLEASE USE SHIPPING LABELS PROVIDED IN THIS KIT**

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 **January 11<sup>th</sup>, 2024**

**This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.**

BOOTH EQUIPMENT:

► Each exhibit space will be set with 8' 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 IS CARPETED**

SHOW SCHEDULE:

**EXHIBITOR MOVE-IN:**

Wednesday January 24<sup>th</sup> 1:00pm – 6:00pm

**EXHIBIT HOURS:**

Thursday January 25<sup>th</sup> 10:00am – 4:00pm  
Friday January 26<sup>th</sup> 10:00am – 4:00pm  
Saturday January 27<sup>th</sup> 10:00am – 2:00pm

**EXHIBITOR MOVE-OUT:**

Saturday January 27<sup>th</sup> 2:00pm

**FREIGHT PICK UP SCHEDULE:**

Saturday January 27<sup>th</sup> 2:00pm – 6:00pm  
Carrier check in: 2:00pm NO EARLIER

Freight Force Time:

Saturday January 27<sup>th</sup> 6:00pm - Driver check-in deadline 6:00pm  
Pick Up Address **HYATT REGENCY ORLANDO**  
9801 INTERNATIONAL DRIVE  
Orlando, FL 32819

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$27.50 administrative fee.

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

All carriers must check in no later than 6:00pm on Saturday, January 27<sup>th</sup> with a valid bill of lading or alert including company name, booth number and final destination before shipment will be released.

# GULF COAST EXPO

8432 Sunstate Street  
Tampa, FL 33634  
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## **PAYMENT POLICY**

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

**TO RECEIVE DISCOUNTED PRICES:**  
REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
BY: JANUARY 11, 2024

### ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furniture and carpet rentals, material handling, labor 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. You must complete the payment authorization form and submit all information requested under the credit card portion of form including the 3-digit security code for Visa and Mastercard and the 4 digit security code for AMEX that is listed on the back of the card.  
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. No PO Boxes please.  
If any incorrect information is provided, an additional 5% of total invoice will apply to cover credit card processing fees.
3. All final invoices will be emailed within 30 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 of order before order can be filled. Service will not be provided until payment is received. No substitutions are allowed once the furnishings have been delivered to your exhibit space. Furnishings provided in your booth space that are included with your participation fees can not be traded out for other sizes or types of furnishings.

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. Freight will not be delivered to the exhibit space until fees are collected. All payment/order discrepancies must be resolved prior to show closure. If a credit is acknowledged a credit receipt will be given at show site. If a credit receipt is not received, a credit has not been authorized. NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE EVENT.

### ADDITIONAL FEES TO EASILY AVOID

Make sure funds are available to cover expenses:

\$25.00 fee on all returned checks and declined credit cards for each occurrence.

Declined credit cards will be charged every 7 business days until the card is authorized and funds are available by your provider.

Make sure to provide complete and accurate credit card information on the Payment Authorization Form:

If any part of your credit card information is not provided or is incorrect a 5% credit card processing fee may be assessed.

Fill out your outbound Bill of Lading form after the event:

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

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

*TO ELIMINATE MISUNDERSTANDINGS  
PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES  
YOUR COOPERATION IS APPRECIATED*



# GULF COAST EXPO

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## BOOTH FURNISHINGS/ FLOOR COVERING ORDER FORM

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

TO RECEIVE DISCOUNTED PRICES  
REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
BY: JANUARY 11, 2024  
\*STATE SALES TAX APPLICABLE

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY		UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 2' wide x 30" tall	\$82.50	\$96.80	_____	<b>SKIRT COLORS</b> <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK	4' long x 2' wide	\$63.80	\$75.90	_____
6' long x 2' wide x 30" tall	\$93.50	\$107.80	_____		6' long x 2' wide	\$75.90	\$86.90	_____
8' long x 2' wide x 30" tall	\$104.50	\$118.80	_____		8' long x 2' wide	\$86.90	\$97.90	_____
Make Skirted Table 40" Tall	\$27.50	\$35.20	_____		Make Table 40" Tall	\$19.80	\$25.30	_____
Special Show Skirt Color (Please Specify Color)	\$14.30	\$19.80	_____		<b>TABLE RISERS</b>			
Make Show Table 40" Tall	\$27.50	\$35.20	_____		4' long x 12" x 12"	\$30.80	\$36.30	_____
To Make Table Skirted on All Four Sides:				6' long x 12" x 12"	\$41.80	\$47.30	_____	
Additional 30" Skirt	\$22.00	\$25.30	_____	<b>30" ROUND COCKTAIL TABLES</b>				
Additional 40" Skirt	\$27.50	\$35.20	_____	30" Tall w/ Table Cover	\$55.00	\$66.00	_____	
TO INSURE AVAILABILITY, SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE. PLEASE CHECK SKIRT COLOR. IF NO COLOR IS CHOSEN, TABLE WILL BE SKIRTED IN SHOW COLOR(S)					40" Tall w/ Table Cover	\$60.50	\$71.50	_____
BOOTH CARPET	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLORS CIRCLE ONE	MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY
<b>CARPET</b>					<b>INSURE AVAILABILITY BY ORDERING IN ADVANCE</b>			
8' x 10'	\$97.90	\$119.90	_____	BLUE	Tripod Easel	\$19.80	\$23.10	_____
8' x 20'	\$195.80	\$239.80	_____	BLACK	Waste Basket	\$12.10	\$16.50	_____
8' x 30'	\$293.70	\$359.00	_____	RED	Display Board 4'x8'	\$97.90	\$125.40	_____
<b>CARPET PADDING</b>					LT.GRAY	Horizontal <input type="checkbox"/> Vert. <input type="checkbox"/>		
8' x 10'	\$82.50	\$99.00	_____	CHARCOAL	Chrome Bag Rack	\$52.80	\$63.80	_____
8' x 20'	\$165.00	\$198.00	_____	GRAY	Literature Rack	\$58.30	\$70.40	_____
Carpet Taping	\$4.40	\$4.68	_____		Glass Fish Bowl	\$14.30	\$17.60	_____
Per Running Foot			_____					
CHAIRS	DISCOUNT RATES	STANDARD RATES	QUANTITY		ADDITIONAL DRAPE	DISCOUNT RATES	STANDARD RATES	QUANTITY
<b>INSURE AVAILABILITY BY ORDERING IN ADVANCE</b>					8' Tall Drape per ft.	\$9.90	\$11.55	_____
Folding Chair	\$17.60	\$23.10	_____		3' Tall Drape per ft.	\$7.15	\$8.25	_____
Padded Side Chair	\$41.80	\$52.80	_____					
High Stool	\$58.30	\$69.30	_____					

**SUB TOTAL** \$ \_\_\_\_\_  
**ADD SALES TAX 6.5%** \$ \_\_\_\_\_  
**TOTAL THIS PAGE** \$ \_\_\_\_\_

**ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE  
 ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS**

Above prices include delivery of merchandise to designate spaced prior to show opening and removal at close of exhibit. All materials shall 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.

NAME OF EVENT FPMA-SAM 2024 BOOTH \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

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# MATERIAL HANDLING AUTHORIZATION

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

REMIT COMPLETED FORM AND PAYMENT BY EMAIL  
AFTER YOUR SHIPMENT LEAVES YOUR FACILITY TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)

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 noted above as soon as possible.  
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

(Please use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER  
**FPMA -SAM 2024**  
GULF COAST EXPO C/O ABF FREIGHT  
3732 BRYN MAWR  
ORLANDO, FL 32808

**SHIPMENTS ACCEPTED BETWEEN:  
MONDAY, DECEMBER 18<sup>TH</sup>, 2023 – THURSDAY, JANUARY 18<sup>TH</sup>, 2024**

### DIRECT TO SHOW SITE

(must use the labels provided)


YOUR COMPANY NAME AND BOOTH NUMBER  
**FPMA -SAM 2024**  
GULF COAST EXPO C/O HYATT REGENCY ORLANDO  
9801 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

**SHOW SITE SHIPMENTS MUST BE RECEIVED ON:  
WEDNESDAY, JANUARY 24<sup>TH</sup> FROM 8AM – 12PM ONLY**

Shipments delivered to: ( ) WAREHOUSE ( ) SHOW SITE  PLEASE CHOOSE DESTINATION

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

### TRACKING NUMBERS **MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED**

GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. TRACKING INFORMATION MUST BE PROVIDED ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO HOTEL WILL BE PICKED UP BY GULF COAST EXPO. NO EXCEPTIONS. 

TOTAL WEIGHT _____	X.82 LTL CARRIERS (advance warehouse)	= \$ _____	\$82.00 minimum
TOTAL WEIGHT _____	X.87 UPS/FEDEX/DHL (advance warehouse)	= \$ _____	\$87.00 minimum
TOTAL WEIGHT _____	X.87 ALL SHOW SITE SHIPMENTS	= \$ _____	\$87.00 minimum

## OUTBOUND SHIPPING INSTRUCTIONS – MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE OF FREIGHT FOR OUTBOUND SHIPPING AND COMPLETE A GULF COAST EXPO 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 @ \$27.50 PER PALLET \$ \_\_\_\_\_  
\_\_\_\_\_ SHRINKWRAP @ \$22.00 PER PALLET \$ \_\_\_\_\_

GULF COAST EXPO HAS THE AUTHORITY TO SECURE SHIPMENTS FOR OUTBOUND SHIPPING 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 800-654-7019 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 \$27.50 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 by GULF COAST EXPO Only. Pre-paid labels **MUST** be provided. Rate -\$30.00 per shipment.**

### OUTBOUND CARRIER MUST BE PROVIDED HERE

 Designated Show Carrier: **ABF FREIGHT SYSTEM**

Other Carrier Name: \_\_\_\_\_

SHOW SITE FREIGHT PICK-UP SCHEDULE: SATURDAY, JANUARY 27<sup>TH</sup> FROM 2:00PM– 6:00PM (DRIVER CHECK IN BY 6:00PM)  
PICK-UP LOCATION: **HYATT REGENCY ORLANDO**  
9801 INTERNATIONAL DRIVE, ORLANDO, FL 32819

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:  
**FORCE TIME: SATURDAY, JANUARY 27<sup>TH</sup> @ 6:00 PM 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  
UPS, FEDEX and DHL shipments

\$82.00 per CWT  
100 lb. minimum  
example: 150 lbs. x .87 = \$130.50  
\$87.00 per CWT

**\$250.00 trip charge will be accessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.**

### SHOW SITE

**NOT AVAILABLE**

### SPECIAL SHIPMENT PRICING

\* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

### LOOSE/UNCRATED MATERIAL HANDLING

Applies to loosen, 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 25% surcharge to the above warehouse or show site pricing.

### ENVELOPES AND SMALL PACKAGES – SHOW SITE RECEIVING ONLY

Shipments under 20 lbs. \$35.00

### 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 are 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. All shipments sent to the facility will be picked up from the hoel and delivered to the booth. All material handling fees will apply. No exceptions.

It is the Exhibitor's sole responsibility to label each piece of outbound freight and submit to GULF COAST EXPO a completed bill of lading for each outbound shipment. If a GULF COAST EXPO bill of lading is not completed and brought to 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 and 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	<b>FPMA-SAM 2024</b>	BOOTH #	_____
COMPANY NAME	_____	PHONE ( _____ )	_____
E-MAIL ADDRESS	_____	FAX ( _____ )	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
ZIP	_____		
PRINT NAME	_____		
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

SHIPMENTS ACCEPTED BETWEEN: MONDAY, DECEMBER 18<sup>TH</sup>, 2023 – WEDNESDAY, DECEMBER 18<sup>TH</sup>, 2024

---

INCLUDE YOUR COMPANY NAME HERE

BOOTH # \_\_\_\_\_

**FPMA-SAM 2024**

GULF COAST EXPO C/O ABF FREIGHT

3732 BRYN MAWR

ORLANDO, FL 32808

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**PLEASE NUMBER EACH PIECE**

## ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

SHIPMENTS ACCEPTED BETWEEN: MONDAY, DECEMBER 18<sup>TH</sup>, 2023 – WEDNESDAY, DECEMBER 18<sup>TH</sup>, 2024

---

INCLUDE YOUR COMPANY NAME HERE

BOOTH # \_\_\_\_\_

**FPMA-SAM 2024**

GULF COAST EXPO C/O ABF FREIGHT

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 RECEIPT ON WEDNESDAY, JANUARY 24TH FROM 8AM - 12PM ONLY**

---

INCLUDE YOUR COMPANY NAME HERE

BOOTH # \_\_\_\_\_

**FPMA-SAM 2024**

HYATT REGENCY ORLANDO  
9801 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**PLEASE NUMBER EACH PIECE**

**SHIPMENTS ARRIVING PRIOR TO WEDNESDAY, JANUARY 24 MAY BE REFUSED OR WILL BE SUBJECT TO ADDITIONAL FACILITY HANDLING FEES**

**DIRECT TO SHOW SITE SHIPPING ADDRESS**  
**FOR RECEIPT ON WEDNESDAY, JANUARY 24TH FROM 8AM - 12PM ONLY**

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INCLUDE YOUR COMPANY NAME HERE

BOOTH # \_\_\_\_\_

**FPMA-SAM 2024**

HYATT REGENCY ORLANDO  
9801 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**PLEASE NUMBER EACH PIECE**

**SHIPMENTS ARRIVING PRIOR TO WEDNESDAY, JANUARY 24 MAY BE REFUSED OR WILL BE SUBJECT TO ADDITIONAL FACILITY HANDLING FEES**

# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

## 800.654.7019

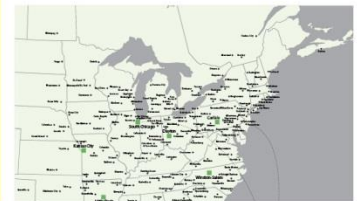
### Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

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

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

**If you are completing electronically**, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



**800-654-7019**

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903

# 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:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
\*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 EMAILED ALONG WITH THIS ORDER FORM**

<b>LABOR STRAIGHT TIME RATE</b> (One hour minimum per person) 8:00am to 5:00pm Monday through Friday – Exhibitor Supervision	\$70.00 per man/per hour
<b>LABOR OVERTIME RATE</b> (One hour minimum per person) 5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision	\$105.00 per man/per hour
<b>LABOR DOUBLE TIME RATE</b> (One hour minimum per person) All hours on Sundays and Legal Holidays – Exhibitor Supervision	\$140.00 per man/per hour

### **GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$33.00 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 - \$33.00 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 - \$33.00 MINIMUM)

**SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM**

NAME OF EVENT FPMA-SAM 2024 BOOTH \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
BILLING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

# GULF COAST EXPO

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

# EAC NOTIFICATION

REMIT ORDER BY FAX TO: 813-319-0619  
OR EMAIL TO:  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)

## EXHIBITOR APPOINTED CONTRACTOR

If your company intends to use an outside firm other than Gulf Coast Expo for booth installation or dismantle, this form must be completed 5 days prior to move-in date.

### EXHIBITOR INFORMATION:

Company Name: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
Exhibitor Contact Person: \_\_\_\_\_  
Exhibitor Contact Phone Number: \_\_\_\_\_  
Exhibitor Contact Email: \_\_\_\_\_

### EXHIBIT HOUSE INFORMATION:

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

### EAC INFORMATION - Show site labor company:

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Type of Service to be Performed: \_\_\_\_\_

A certificate of general liability insurance must be on file naming Gulf Coast Expo as an additional insured or labor company will not be permitted to service your exhibit and Gulf Coast Expo will provide the install/dismantle labor at standard rates. **NO EXCEPTIONS!!** The Exhibitor company name and booth number **MUST** appear within the comments section of the certificate for proper identification.

It is the responsibility of the Exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

NAME OF EVENT <u>FPMA-SAM 2024</u>	BOOTH # _____
COMPANY NAME _____	PHONE ( _____ ) _____
E-MAIL ADDRESS _____	FAX ( _____ ) _____
BILLING ADDRESS _____	
CITY _____	STATE _____ ZIP _____
SIGNATURE _____	



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

# BOOTH CLEANING

## ORDER FORM

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

**TO RECEIVE DISCOUNTED PRICES**  
 REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
 BY: JANUARY 11, 2024

Gulf Coast Expo is the exclusive provider for all cleaning services for the  
**FPMA-SAM 2024**

### CARPET CLEANING

	<u>DISCOUNT</u> <u>RATE</u>	<u>STANDARD</u> <u>RATE</u>
_____ Vacuuming ONCE before initial opening of exhibits	\$33.00 per space	\$38.50 \$ _____ per space
_____ Vacuuming DAILY before opening of exhibits	\$33.00 per space <b>PER DAY</b>	\$38.50 \$ _____ per space. <b>PER DAY</b>

example: 1- Booth Space = \$30.00 per space  
 2- Booth Spaces= \$60.00 per space  
 (Using advance order pricing)

### EXHIBIT CLEANING & SANITATION

_____ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits	\$55.00 per space	\$66.00 \$ _____ per space
_____ Cleaning and dusting of display background and furnishings DAILY before opening of exhibits	\$55.00 per space <b>PER DAY</b>	\$66.00 \$ _____ per space <b>PER DAY</b>

<b>SUB TOTAL</b>	\$ _____
<b>ADD SALES TAX 6.5%</b>	\$ _____
<b>TOTAL THIS PAGE</b>	\$ _____
<b><u>ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS</u></b>	

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	<b>FPMA-SAM 2024</b>	BOOTH	_____
COMPANY NAME	_____	PHONE ( _____ )	_____
E-MAIL ADDRESS	_____	FAX ( _____ )	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____

# ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC  
OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Payment Deadline Date: 01/11/24

E  M

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>FPMA-SAM 2024</b>		
<b>FACILITY:</b>	<b>HYATT REGENCY ORLANDO</b>		
<b>DATES:</b>	<b>January 25-27, 2024</b>		

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

## ORDER INSTRUCTIONS

### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

### 208/480V POWER DELIVERY AND CONNECTIONS

All 208/480V Single & Three Phase must accompany a connection type—NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum of 1.5 hour for installation & 1 hour for removal.

### ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

### CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:

- 1-3 outlets = 1hr in/.5 hr out
- 4-6 outlets = 2hrs in/1hr out
- 7-9 outlets = 3hrs in/1.5hrs out
- 10-12 outlets = 4hrs in/2hrs out
- 13+ outlets = contact for pricing

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

### MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

## ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	125.00	176.00	_____
1000 WATTS (10 AMPS)	_____	_____	193.00	278.00	_____
2000 WATTS (20 AMPS)	_____	_____	261.00	380.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	391.00	578.00	_____
30 AMPS	_____	_____	471.00	697.00	_____
60 AMPS	_____	_____	646.00	958.00	_____
100 AMPS	_____	_____	838.00	1,246.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	533.00	788.00	_____
30 AMPS	_____	_____	634.00	940.00	_____
60 AMPS	_____	_____	884.00	1,314.00	_____
100 AMPS	_____	_____	1,156.00	1,722.00	_____
200 AMPS	_____	_____	1,722.00	2,572.00	_____
400 AMPS	_____	_____	3,195.00	4,781.00	_____
<b>LIGHTING</b>					
150 WATT FLOOD LIGHT	_____	_____	91.00	136.00	_____
300 WATT FLOOD LIGHT	_____	_____	113.00	170.00	_____

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	36.00	_____
POWER STRIP	_____	36.00	_____

## ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	102.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	187.00	_____

<b>SUB TOTAL</b>	_____
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	_____
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)</b>	_____
<b>6.5% SALES TAX</b>	_____
<b>PLACE TOTAL HERE</b>	_____

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

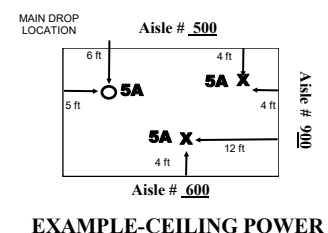
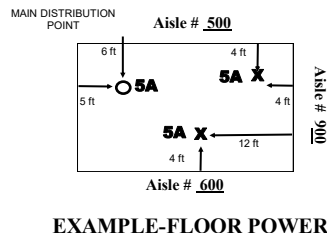
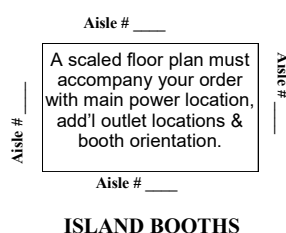
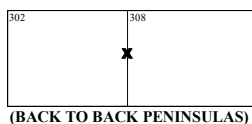
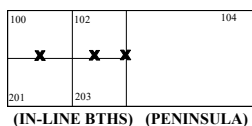
**The "Method of Payment Form" must be completed and returned with this order form.**

# TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of .5 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. 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 ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. 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.
21. 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.
22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



# METHOD OF PAYMENT FORM



The Power People

## EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Payment Deadline Date: 01/11/24

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>FPMA-SAM 2024</b>		
<b>FACILITY:</b>	<b>HYATT REGENCY ORLANDO</b>		
<b>DATES:</b>	<b>January 25-27, 2024</b>		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

**VISA**    **MASTER CARD**    **AMX**

**MANUAL PROCESSING FEE**

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

## CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:				CITY:				ST:		ZIP:	

SERVICE TOTALS	
MANUAL PROCESSING FEE	\$25.00
ELECTRICAL/MATERIAL ORDER	
ESTIMATED LABOR	
PLUMBING ORDER	
<b>SUB TOTAL</b>	
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	
<b>6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.</b>	
<b>TOTAL DUE</b>	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

<b>PLEASE SIGN</b>	AUTHORIZED SIGNATURE
	PRINT NAME <span style="float: right;">DATE</span>



# PLUMBING ORDER FORM

Advance Order Deadline Date: 01/11/24 E  M



The Power People

## EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>FPMA-SAM 2024</b>		
<b>FACILITY:</b>	<b>HYATT REGENCY ORLANDO</b>		
<b>DATES:</b>	<b>January 25-27, 2024</b>		

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

### ORDER INSTRUCTIONS

#### LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet depending on booth location.

#### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

#### OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

#### SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

#### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

#### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

#### WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

### UTILITY SERVICES

#### COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
Air Outlet	340.00	442.00	_____
Additional Connections within 20' of Outlet	68.00	89.00	_____
CFM requirements (There is a 5 CFM min. charge per outlet)	6.00/cfm	7.00/cfm	_____

**Remember to order CFM with air services. Connection size see # 9 on back of form.**

#### WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	340.00	442.00	_____
Additional Connections within 20' of Outlet	68.00	91.00	_____
Water Filter (Recommended for potable requirements)	91.00	113.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

#### DRAIN LINES

Drain Outlet	113.00	170.00	_____
Additional Connections within 20' of Outlet	57.00	85.00	_____
Number of connections required: _____ Size of connection required: _____			

#### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 100 Gallons	142.00	199.00	_____
100—500 Gallons	199.00	255.00	_____
Each additional 100 Gallons up to 1,000 Gallons	23.00	29.00	_____
Over 1,000 Gallons	CALL FOR	ESTIMATE	_____

#### LABOR (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	102.00	_____
OT (Monday—Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	187.00	_____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

#### GAS & MISC. REQUIREMENTS (Call for a estimate)

<b>SUB TOTAL</b>	_____
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	_____
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)</b>	_____
<b>6.5% SALES TAX</b>	_____
<b>PLACE TOTAL HERE</b>	_____

PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

**The "Method of Payment" form must be completed and returned with this order form**

## TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. 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.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**  
For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)  
Or call the number on the front of this form.