



Exhibit Hall Show Colors:

- 8' High Red, Gold or White back drape (varies by type of booth)
- 3' High Red, Gold or White side drape (varies by type of booth)

Artist Alley Exhibitor Booths Include:

Standard Booth (6'x5') - (1) 6' skirted table, (2) folding chairs  
Premium End Cap (12'x5') - (2) 6' skirted table, (2) folding chairs  
Feature Booth (10'x10') - (1) 8' skirted table, (2) folding chairs

Retailer Exhibitor Booths Include:

Standard Booth (10'x10') - (1) 8' skirted table, (2) folding chairs  
*NOTE: All table skirts will be either red, gold or white based on booth type.*

The exhibit area is not carpeted. Most aisles are not carpeted. Booth flooring is OPTIONAL.

Show Schedule

Exhibitor Move-In

Wednesday	February 5, 2025	8:00 am - 9:00 pm
Thursday	February 6, 2025	7:00 am - 1:00 pm

Exhibit Hall Hours

Thursday	February 6, 2025	2:00 pm - 9:00 pm
Friday	February 7, 2025	9:30 am - 7:00 pm
Saturday	February 8, 2025	9:30 am - 7:00 pm
Sunday	February 9, 2025	9:30 am - 5:00 pm

Exhibitor Move-Out

Sunday	February 9, 2025	5:01 pm - 11:00 pm
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- All exhibitor materials must be removed from the exhibit facility by **February 9, 2025 at 11:00pm.**
- To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by **February 9, 2025 at 9:00pm.**
- Request your outbound Material Handling Agreement (MHA) and Outbound Shipping Labels at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com).

IMPORTANT DATES

Discount Deadline Date

January 14, 2025

Exhibitor Appointed Contractor Notification Deadline

January 6, 2025

Advance Warehouse Receiving Begins

January 6, 2025

Advance Warehouse Deadline

*\*late fee applies after*

January 28, 2025

Direct to Show Site Receiving Begins

February 5, 2025

Outbound Carrier Check-in Deadline

February 9, 2025 at 9:00pm

Shipping Addresses

Advanced Warehouse:

Exhibiting Company Name / Booth # \_\_\_\_\_  
MEGACON 2025  
c/o The Expo Group  
2502 Lake Orange Drive  
Orlando, FL 32837

Warehouse Hours:

Monday-Friday 9:00 am-3:30 pm

Direct to Show Site:

Exhibiting Company Name / Booth # \_\_\_\_\_  
MEGACON 2025  
c/o The Expo Group  
Orange County Convention Center - South Halls A/B  
9899 International Drive  
Orlando, FL 32819

Additional Services

- [Electrical](#) - OCCC
- [Internet](#) - Smart City
- [Hanging Sign](#) - OCCC



### Customer Service Hours

- Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### Advance Warehouse Information

- Certified weight tickets must accompany all shipments.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### Direct Freight Receiving

- All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

### What About Prepaid or Collect Shipping Charges?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

### Account Review and Confirmation

- All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.

### Outbound Shipping

- Order outbound Material Handling Agreement(s) (MHAs) and Outbound Shipping Labels at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.

### Excessive Trash Left in Booth

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.



The Expo Group is passionate about reducing, reusing, and recycling materials and waste. There are several simple things you can do to help as well. Join us by implementing some basic habits to help us keep our beautiful planet green.

**YOUR  
BOOTH**

- Order booth services online to reduce use of paper.
- Rent carpet directly from us to assure you are renting recycled/recyclable carpet.
- Ask about graphics and signs that can be made from recycled materials, are recyclable and consider using digital graphics.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is recycled and reused.

**IN YOUR  
BOOTH**

- Use QR Code(s) to send electronic literature to prospects or consider printing locally rather than shipping in paper.
- Make sure booth lighting uses LED bulbs for reduced energy consumption.
- Order giveaways responsibly to avoid plastic, toxic materials and useless products that will end up in the hotel room trash.

**SHIPPING  
YOUR BOOTH**

- Make sure that possible recyclable or reusable items are not left behind after the show closes - clean your space before leaving.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.
- Consider the use of shipping containers that are recyclable or reusable.

## The Expo Group Joins the Pledge For A Net Zero Carbon Footprint

The Expo Group recently joined industry leaders including PCMA, ESCA and over 250 other partners to join The Pledge for a Net Zero Carbon Footprint Initiative. A wide-ranging network of global events industry players has united to fight climate change with the ultimate goal of eliminating the industry's greenhouse gas emissions by 2050. A broad collaboration, hosted by the Joint Meetings Industry Council (JMIC) with the support of the United Nations Framework Convention on Climate Change (UNFCCC), developed the pledge over several months.

### In this effort we are committed to:

- Publish our pathway to achieve net zero by 2050 with an interim target in line with The Paris Agreement's requirement to reduce global greenhouse gas emissions by 50% by 2030.
- Collaborate with partners, suppliers, and customers to drive change across the value chain.
- Report on progress at a cadence of every two years.
- Joining an industry workstream group dedicated to defining industry best practices for conservation and reporting.

### Today, The Expo Group has already implemented multiple initiatives to support reductions in greenhouse emissions including:

- Use digital graphics with zero footprint.
- Utilize reusable/sustainable materials.
- Streamline processes to minimize waste.
- Standardize furnishings and prices.
- Rent vs. purchase exhibits options.
- Controlled material handling.
- Reusable registrations kiosks.

### Our Packaging Plans include:

- Minimize shipping where applicable.
- Rent vs. purchase options for carpet, furnishings and exhibits.
- GBAC cleaning materials.
- More efficient models resulting in less waste.



**The Expo Group will continue to provide updates on our commitments to meet the industry pledge as we drive toward the NetZero Carbon Commitment.**

**Let's work together to minimize waste, recycle, reuse and strive to keep our planet healthy and green.**



**PAYMENT  
OPTIONS**

A Credit Card Authorization **MUST** be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment. Cash payments will not be accepted.

**CREDIT CARD PAYMENT:**

The Expo Group only accepts credit card information electronically.  
For your convenience we accept MasterCard, Visa, Discover and American Express.

- Securely submit your credit card online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)
- Login with your Show ID and Password
- Your secure login info will be provided via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card"

**COMPANY CHECK PAYMENT:**

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

**Checks must include Exhibiting Company Name, Booth Number, and Name of Show.**

**ACH OR WIRE TRANSFER PAYMENT:**

• **Domestic ACH or Wire Transfer:**

The Expo Group LLC.

Routing Number	111017979
Account Number	1411023532

• **International Wire Transfer:**

Instruct the foreign banks US Dollar Correspondence to send via:

FED Wire directly to:	Texas Capital Bank, N.A.
Wire Routing Number:	11017979
SWIFT BIC:	TXCBUS44
Account Number:	1411023532   The Expo Group, LLC.

**THIRD PARTY AGENTS:**

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

**NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.**

**TAX EXEMPT STATUS:**

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate with your initial order. The certificate must be issued by the federal government or by state in which your event is taking place.



## 1. GENERAL

### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, LLC and You, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION-SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG THROUGH ANY ORDER AND COMMUNICATION CHANNEL, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TEG

**1.1 DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, LLC, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Show or Event:** an organized marketplace within a venue where EXHIBITOR'S participant. **Show or Event Site:** The venue or place where an exposition or event takes place; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during events; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space and pursuant to EXHIBITOR'S election is not supervised and/or directed by TEG. EXHIBITOR assumes the responsibility and any liability arising therefrom, for the work of union labor when EXHIBITOR elects to use un-supervised labor.

**1.2 SCOPE.** These Terms and Conditions shall be binding upon EXHIBITOR, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, THIRD PARTY, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

EXHIBITOR permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing. **EXHIBITOR hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the EXHIBITOR as a third party.**

### 1.3 PAYMENT TERMS

**1.3.a. Full Payments,** including any applicable tax and fee, are due in advance or at show site prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. secured funds and all checks must be drawn on a U.S. Bank; MasterCard, VISA, American Express, credit cards, debit cards, ACH, Wire Transfer, provided there is sufficient customer credit in EXHIBITOR'S form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. If EXHIBITOR is exempt from payment of sales tax, TEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TEG except where specifically identified as a sale. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all terms and conditions outlined herein.

**1.3.b. THIRD PARTIES:** EXHIBITOR is ultimately responsible for all charges incurred on its behalf. In the event that a THIRD PARTY agent orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last scheduled show day, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

**1.3.c. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase.** By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

**1.3.d. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card authorized on the account** in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum), and future orders will be on a prepaid basis only. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Event. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**1.3.e. CANCELLATION:** Unless otherwise noted on the specific service order form, Exhibitors who cancel up to ten (10) days prior to Exhibitor Move-in will NOT be assessed any cancellation fees. Cancellations received less than 10 days prior to Exhibitor Move-in or at show site, will incur a fee equal to 100% of the order amount unless otherwise noted on the specific service order form. If the Show or Event is canceled because of reasons beyond TEG'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. In either case, Shipments received at the Advance Warehouse will be assessed a charge of 50% of the applicable published Warehouse rate. TEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TEG Service Representative of problems with any orders, and to review the EXHIBITOR'S account summary for accuracy prior to the last scheduled day of the Show or Event.

**1.3.f. CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. If a payment is subsequently made by check with the intention of reversing the initial credit card payment CREDIT CARD REFUND PROCESSING CHARGE will be assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is 3% of the amount owed. Said CREDIT CARD PROCESSING CHARGE is applicable in the event of voluntary withdrawal and/or cancellation of service as outlined in conditions above.

**1.3.g. REFUNDS:** EXHIBITOR may opt to transfer order credits and payments at full value towards any service solution from The Expo Group on any future Event despite the Event or General Service Contractor in lieu of refund. Request for refund due to withdrawal is subject to Administrative and Credit Card Refund Processing charges. Any refund will be processed as part of TEG'S show close process, within 21 days of the last show date. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR shall receive a full and complete refund of any overpayments following final show close audit. In the event of EXHIBITOR withdrawal or the Exposition or Event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the Event or Exposition, including all non-refundable Administrative Processing costs incurred by TEG, and applicable CREDIT CARD REFUND PROCESSING CHARGES.

**1.3.g.i. Request for refund by different method than original payment must be submitted in writing by EXHIBITOR.** Electronic request will only be considered when sent from an email address within the exhibiting company's domain and on company letterhead. The request must specifically address the reason for requesting the refund by check and full details for where the check is to be mailed.

**1.3.g.ii. TEG will remit refunds to EXHIBITOR at the name and address on file.** EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered. EXHIBITOR reserves the right to access final accounting showing all services or equipment ordered on their behalf.

Continues on following page.



1.3.h. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time and approved by the TEG Project Manager, Sales or Director in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show.

1.3.i. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in any way release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

1.4. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

1.5. **FORCE MAJEURE.** TEG's performance hereunder is subject to, and TEG shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TEG's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**1.6. LIMITATION OF LIABILITY & INDEMNITY**

IN NO EVENT SHALL TEG BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TEG OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TEG HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

TEG'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM TEG'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF EXHIBITOR'S MATERIALS AND NOT FROM ANY OTHER TYPE OF LOSS OR DAMAGE. TEG'S MAXIMUM LIABILITY FOR ANY CAUSE SHALL BE LIMITED TO \$0.50 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$100.00 PER ITEM OR \$1,500.00 PER SHIPMENT, WHICHEVER IS LESS. TEG SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH OR FOR RELOADING AFTER THE SHOW. BILLS-OF-LADING COVERING OUTGOING SHIPMENTS, WHICH ARE FURNISHED TO TEG BY EXHIBITOR, WILL BE CHECKED AT THE TIME OF ACTUAL PICKUP FROM THE BOOTH AND CORRECTIONS MADE WHERE DISCREPANCIES OCCUR.

ANY CLAIMS FOR LOSS, INJURY OR DAMAGE MUST BE SUBMITTED TO TEG WITHIN THIRTY (30) DAYS OF THE CLOSE OF THE SHOW IN WHICH THE LOSS, INJURY OR DAMAGE OCCURRED, OR SUCH CLAIMS SHALL BE WAIVED. NO SUIT OR ACTION FOR THE RECOVERY OF ANY CLAIMS ARISING OUT OF OR RELATED TO BODILY INJURY, DEATH, OR PROPERTY DAMAGE SHALL BE BROUGHT AGAINST TEG MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION. ANY INCIDENT OCCURRING AT SHOW SITE MUST BE BROUGHT TO THE ATTENTION OF TEG BEFORE THE CLOSE OF THE SHOW AND AN INCIDENT REPORT FILLED OUT, SHOULD EXHIBITOR FAIL TO FILL OUT AN INCIDENT REPORT AS REQUIRED, EXHIBITOR WAIVES ANY CLAIMS FOR DAMAGE, INJURY, OR LOSS.

1.7. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless TEG from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through TEG; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

1.8. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

1.9. **UN-SUPERVISED LABOR.** EXHIBITOR shall be responsible for the performance and actions of all labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TEG rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

**2. MATERIAL HANDLING**

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to The Expo Group's warehouse or to an event site for which The Expo Group is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor or their appointed agent with The Expo Group. Please be aware that disposal of exhibit properties is not included as part of your Material Handling charges. Please contact The Expo Group for your quoted rates and rules applicable to disposal of your exhibit properties.**

2.1 **TEG as AGENT for EXHIBITOR.** EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

TEG has Right of Preference into and out of the show site building to prevent delays and provide an orderly operation for the show.

2.2. **ADVANCE WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar temporary storage facilities.

2.3. **PACKAGING/CRATES AND STORAGE:** TEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage including but not limited to glass, electronic equipment, prototypes, original art; carpets in bags or poly, or improperly packed or labeled materials. TEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. TEG does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **TEG ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.** Storage charge is for the use of storage space and is not a form of insurance or guarantee of security.

2.4. **EMPTY STORAGE:** Empty container labels will be available at the show site service center. Affixing appropriate empty container labels is the sole responsibility of the Exhibitor or his representative's. All pre-existing labels must be removed. TEG assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without The Expo Group's labels; or improper information on empty labels. **TEG ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO GOODS OR CRATES, OR THE CONTENTS THEREIN, WHILE THE SAME ARE IN EMPTY CONTAINER STORAGE.**

Continues on following page.



THE EXPO GROUP

Orange County Convention Center -  
North/South Building  
Orlando, FL  
February 6-9, 2025

## Terms and Conditions

**2.5. INBOUND/OUTBOUND SHIPMENTS/UNATTENDED GOODS:** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition.** EXHIBITOR is responsible for insuring its own Goods for any and all risk of loss. TEG recommends the hiring of security services from Facility or Show Management. **Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight must be counted by designated carrier at the loading dock. The Carrier is responsible for notifying TEG of any discrepancies.** All MHA's submitted to TEG by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TEG and the actual count of such items in the booth at the time of pickup. TEG is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**2.6. DELIVERY TO THE CARRIER FOR RELOADING:** TEG assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. TEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **TEG ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**2.7. DESIGNATED CARRIERS:** To expedite removal of exhibitor materials TEG shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL TEG BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**2.8. CLAIM(S) FOR LOSS:** Exhibitor agrees that any and all claims for loss or damage must be submitted to TEG immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from TEG's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TEG more than one (1) year after the date of loss or damage occurred.

**2.8.a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** Any claim and or dispute regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due. In the event of any dispute between the Exhibitor and TEG relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due TEG for its services as an offset against the amount of any alleged loss or damage.

**2.9. DECLARED VALUE:** Declarations of Declared Value are between the Exhibitor and the selected Carrier only and are in no way an extension of TEG's maximum liability stated herein. TEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**2.10. LIEN:** Exhibitor grants TEG a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of TEG and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by TEG on its behalf, services performed, materials and/or labor from time to time provided by TEG to or for the benefit of Exhibitor ("Obligations"). TEG shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that TEG is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. TEG may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**2.11. WAIVER AND RELEASE:** Exhibitor, as a material part of the consideration to TEG for material handling services, waives and releases all claims against TEG with respect to all matters for which TEG has disclaimed liability pursuant to the provisions of this Contract.

**2.12. DRIVER LIABILITY WAIVER:** IN CONSIDERATION OF TEG PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS TEG, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER.





THE EXPO GROUP

Orange County Convention Center - North/South Building  
Orlando, FL  
February 6-9, 2025

Third Party Authorization

Discount Deadline:  
January 14, 2025

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Third Party Information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

THIRD PARTY PAYMENT POLICY

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed by both the Third Party and the Exhibitor and returned to The Expo Group at least 14 business days prior to show move-in date.
- The Expo Group will provide online password for the third party after the form is processed.
- Securely submit your credit card online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com).
- Login with your Show ID and Password.
- Your secure login info will be provided via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card".
- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- All Accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be given after the show. We will send account summaries electronically from show-site for your review. Please send us contact information including name and email for the person that would be responsible to review and approve all charges.

SERVICES TO BE INVOICED TO THIRD PARTY

- All Expo Group Services     Furniture/Carpet     Forklift Labor     Booth Labor
- Hanging Sign Labor     Booth Cleaning     Material Handling     Shipping Services
- Other \_\_\_\_\_

*\*If a representative of your company will be on the show floor, please also fill out and return the EAC Requirements and Forms paperwork to [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).*

THIS ACKNOWLEDGEMENT TO BE COMPLETED AND SIGNED BY THE EXHIBITING COMPANY REPRESENTATIVE

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X \_\_\_\_\_



THE EXPO GROUP

Orange County Convention Center - North/South Building  
Orlando, FL  
February 6-9, 2025

EAC Requirements

Discount Deadline:  
January 14, 2025

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**EAC Information:**

EAC Company Name: \_\_\_\_\_  
EAC Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
EAC Contact Name: \_\_\_\_\_ EAC e-mail: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**If you plan on hiring a service contractor(s) other than the official contractor selected by the show management, you must submit this authorization form with all the required documentation for each contractor individually (see below) to The Expo Group.**

NOTE: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor may be appointed. The exhibitor shall control/operate only the material and equipment that he/she owns and that is to be used only within the booth space. The Official Service Contractor will provide all usual trade show services, including labor. Labor supervision, however, may be provided by the exhibitor. The exhibitor may also appoint either the official contractor for labor supervision or a qualified non-official contractor.

**Official Show Contractors:**

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

**Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:**

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group **no later than 30 days** prior to the show first move-in date. If notification is not received by the deadline, The Expo Group labor must be used for all work and the EAC will be permitted to supervise the labor only.

**The contractor hired by the exhibitor must:**

- Provide no later than 30 days prior to the show's first move-in date a Certificate of Insurance with at least the following limits: Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of approved EAC to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the certificate of insurance (COI). INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_  
Service to be Performed: \_\_\_\_\_  
Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Authorizer acknowledges reading and accepting all Terms and Conditions in full and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
EAC Print Name: \_\_\_\_\_  
EAC Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Exhibitor Appointed Contractor (EAC) Access to the Show Floor:** Wristbands will only be distributed to EACs with previously received/approved EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands must be worn at all times and visible to security and show management personnel. After-hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

**Certificate of Insurance (COI):** Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must name The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation, to include the following:

- The Expo Group, LLC.
- Show Organizer
- Facility
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates

**The insurance form must list the Certificate Holder as:**

The Expo Group, LLC.  
5931 West Campus Circle Drive  
Irving, TX 75063

**Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability:** Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows: **LIMITS:** Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000 **EXCESS/UMBRELLA:** Each occurrence \$1,000,000; Aggregate \$1,000,000; Coverage for contractual liability and products liability.

**The following entities shall be named as additional Insureds for all ongoing operations:**

- The Expo Group, LLC.
- Show Organizer
- Facility
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates

Insurer shall waive any right of subrogation against Organizer and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and The Expo Group, LLC.

**Workers' Compensation Insurance (WCI):** Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws; covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit: Each Accident \$1,000,000; Disease - Each Employee \$1,000,000; Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against Organizer and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and The Expo Group, LLC.

**Automobile Liability:** Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

**EAC acknowledges reading and accepting this Agreement and agrees to be fully governed by the provisions described herein.**

EAC Company \_\_\_\_\_  
EAC Name: \_\_\_\_\_  
EAC Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_

# CERTIFICATE OF LIABILITY INSURANCE

# SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000 FAX

**AGENTS NAME**  
**AGENTS ADDRESS**
**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**
**INSURERS AFFORDING COVERAGE      NAIC #**
**INSURED YOUR COMPANY NAME**  
**YOUR COMPANY ADDRESS**

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**EAC FOR:**
**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION            \$ 10,000	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	\$
						<input type="checkbox"/> OTH-ER	\$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:**
**CERTIFICATE HOLDER**

 The Expo Group  
 5931 West Campus Circle Drive  
 Irving, TX 75063

**CANCELLATION**

 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



# Exhibitor Appointed Contractor (EAC) Work Authorization Form

**This form must be completed by the exhibiting company:**

No EAC will be granted access to the show floor without the Exhibitor's signature and completion of the EAC Requirements and this EAC Work Authorization Form. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

**Return completed EAC Requirements and EAC Work Authorization Forms to The Expo Group via email by the Discount Deadline and forward a copy of the Certificate of Liability Insurance sample to your EAC.**

**Exhibitor will be charged \$150.00 per booth, to cover additional expenses incurred. These fees will be waived if The Expo Group provides the labor.**

**For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:**

Electrical    Booth Cleaning    Plumbing    Material Handling    Telecommunications    Hanging Sign    Rigging

**Services:**

Installation & Dismantle  
Photography  
Personnel/Models

Installation & Dismantle - Supervision Only  
Security  
Other (please identify): \_\_\_\_\_

**Products:**

Flooring/Carpet Rental  
Furniture/Signs/Accessories  
Floral

Audio Visual - Rental/Production/Lighting  
Computer Rental  
Other (please identify): \_\_\_\_\_

Indicate Details/Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

Note Other Products/Services Below:

**EXHIBITOR INFORMATION:**

Exhibiting Company: \_\_\_\_\_  
Exhibitor Contact: \_\_\_\_\_  
Exhibitor Email: \_\_\_\_\_  
Exhibitor Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Exhibitor Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

**EAC INFORMATION:**

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

City/State/Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Contact Cell: \_\_\_\_\_

Provided Service Description: \_\_\_\_\_



- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

### CUSTOM CARPET

**40oz. Ultra Plush Carpet**, includes visqueen, not available onsite

Available Colors: Black, Cement, Red, Royal Blue and Silver Cloud

**Price per Square Foot**

100 Sq. Ft. minimum

**Advance Price**

\$6.85 /sq ft

**Standard Price**

\$8.95 /sq ft

**28oz. Ultra Plush Carpet**, includes visqueen \*not available onsite

Available Colors: Black, Cement, Charcoal, Cobalt Blue, Red, Royal Blue, Silver Cloud and White

**Price per Square Foot**

100 Sq. Ft. minimum

**Advance Price**

\$5.15 /sq ft

**Standard Price**

\$6.70 /sq ft

### VINYL FLOORING

**Custom Vinyl Flooring**, not available onsite

Available Colors: Dark Maple, Light Maple, Rain Cloud and White Washed

**Price per Square Foot**

100 Sq. Ft. minimum

**Advance Price**

\$5.10 /sq ft

**Standard Price**

\$6.65 /sq ft

**Vinyl Flooring Padding**, not available onsite

**Price per Square Foot**

100 Sq. Ft. minimum

**Advance Price**

\$2.25 /sq ft

**Standard Price**

\$2.95 /sq ft

### EXHIBITOR PROVIDED CARPET

Log into [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com) and let us know if you plan to bring your own carpet. If you would like The Expo Group to install your carpet, place your labor online. *Material Handling charges will apply.*



- By renting our Standard Carpet, you can practice sustainability and ensure that your carpet is recycled and reused.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet cannot be used in any booth 20'x20' or larger as booth areas - please use Special Cut Carpet order form.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

**STANDARD CARPET**

Please choose your color when ordering online: Black, Blue, Blue Jay , Cayenne , Gray, Green, Pepper and Red

**Standard Carpet**

Size	Advance Price	Standard Price
10' x 10' Standard Carpet	\$ 204.25	\$ 265.75
10' x 20' Standard Carpet	\$ 408.50	\$ 531.25
10' x 30' Standard Carpet	\$ 612.75	\$ 796.75
10' x 40' Standard Carpet	\$ 817.00	\$1,062.25

**Custom Cut Standard Carpet** Custom Cut carpet can be ordered by square foot to accommodate your booth size.

Price per Square Foot	Advance Price	Standard Price
100 Sq. Ft. minimum	\$4.30 /sq ft	\$5.60 /sq ft

**PADDING AND VISQUEEN**

**Carpet Padding**

Price per Square Foot	Advance Price	Standard Price
100 Sq. Ft. minimum	\$1.55 /sq ft	\$2.05 /sq ft

**Plastic Visqueen Covering**

Price per Square Foot	Advance Price	Standard Price
100 Sq. Ft. minimum	\$1.30 /sq ft	\$1.70 /sq ft

**EXHIBITOR PROVIDED CARPET**

Log into [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and let us know if you plan to bring your own carpet. If you would like The Expo Group to install your carpet, place your labor online. *Material Handling charges will apply.*



- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Orders received after the deadline or without payment will be charged the Standard price.
- Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- Exhibit and furnishings wipe down not included.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Cleaning includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.
- 100 square foot minimum applies for all services listed.
- Excessive trash will be subject to an additional fee for dismantling and disposal.

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

### CARPET CLEANING

<u>One-time Vacuuming</u>	Price per Square Foot	Advance Price	Standard Price
		\$0.70	\$1.00
<u>Daily Vacuuming (Four days)</u>	Price per Square Foot	\$2.80	\$4.00
<u>One-time Shampooing*</u>	Price per Square Foot	\$1.00	\$1.30
<u>Daily Shampooing (Four days)*</u>	Price per Square Foot	\$4.00	\$5.20

\*subject to availability

### PORTER SERVICE

Porter Service includes emptying wastebaskets at 2-hour intervals during show hours.  
Vacuuming service not included, must be ordered separately.

Size	Advance Price	Standard Price
0-500 sq. ft.	\$147.75	\$192.75
501-1500 sq. ft.	\$218.00	\$283.50
1501-3000 sq. ft.	\$258.50	\$336.25
3000 sq. ft. and up	Call for Quote	Call for Quote





- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- By renting furniture from The Expo Group, you can practice sustainability and ensure that your furniture and accessories will be reused for future events. 🌱
- Cancellations received at show site will be billed at 100%

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### FURNITURE

Item	Advance Price	Standard Price
🌱 Arm Chair	\$ 97.25	\$126.50
🌱 Side Chair	\$ 77.75	\$110.25
🌱 Slimline Chair	\$ 73.50	\$ 95.75
🌱 Barstool	\$112.75	\$146.75
🌱 30" Round, 30" High Pedestal Table	\$187.75	\$244.25
🌱 30" Round, 42" High Pedestal Table	\$255.50	\$332.25

### DRAPED TABLES

Draped tables include white vinyl top and skirting on three sides. *Drape is cleaned and reused for each event.*

Drape Color: White, Black, Red, Teal, Blue, Gray, Burgundy and Green

🌱 4' Long x 2' x 30" (incl. 4th side drape)	\$133.25	\$173.25
🌱 6' Long x 2' x 30"	\$154.50	\$201.00
🌱 8' Long x 2' x 30"	\$175.75	\$228.50
🌱 4' Long x 2' x 42" (incl. 4th side drape)	\$185.50	\$241.25
🌱 6' Long x 2' x 42"	\$212.00	\$275.75
🌱 8' Long x 2' x 42"	\$222.00	\$288.75
🌱 4th Side Drape for 6' & 8' tables - 30"	\$ 39.00	\$ 50.75
🌱 4th Side Drape for 6' & 8' tables - 42"	\$ 39.00	\$ 50.75

### UNDRAPED TABLES

Undraped tables include white vinyl top. *Rent undraped tables and bring your own table covering to reduce materials.*

🌱 4' Long x 2' x 30" - Undraped	\$115.50	\$150.25
🌱 6' Long x 2' x 30" - Undraped	\$136.50	\$177.50
🌱 8' Long x 2' x 30" - Undraped	\$157.50	\$204.75
🌱 4' Long x 2' x 42" - Undraped	\$157.50	\$204.75
🌱 6' Long x 2' x 42" - Undraped	\$178.50	\$232.05
🌱 8' Long x 2' x 42" - Undraped	\$199.50	\$259.50



- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- By renting furniture from The Expo Group, you can practice sustainability and ensure that your furniture and accessories will be reused for future events. 🌱
- Cancellations received at show site will be billed at 100%.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### ACCESSORIES

Item	Advance Price	Standard Price
🌱 Bag Rack	\$ 99.50	\$129.50
🌱 Wastebasket	\$ 29.00	\$ 37.75
🌱 Tripod Easel	\$ 56.75	\$ 74.00
🌱 Literature Rack	\$180.50	\$234.75
🌱 4' x 8' Tackboard (Horizontal and Vertical options are available)	\$214.50	\$279.00
🌱 2' x 8' Grid Wall	\$167.00	\$217.25
🌱 Two Arm Waterfall Rack	\$167.00	\$217.25
🌱 Retractable Stanchion (min. qty. 2)	\$ 55.75	\$ 72.50

### SPECIAL DRAPE

Drape includes bases, ups and crossbar. 4' minimum required.

Drape Color: Gray, Teal, Red, Black, Blue and White

🌱 3' high drape	\$ 17.00	\$ 22.25
🌱 8' high drape (4' minimum)	\$ 20.00	\$ 26.00

*Drape is cleaned and reused for each event.*



- By renting our Perspective Rental Exhibits, you can practice sustainability and ensure that your exhibit will be recycled and reused. 🌱
- The Expo Group offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes delivery, material handling, installation and dismantle labor for all rental items, carpet, daily cleaning and basic power for exhibit lights on booth structures. \*Any Additional Electrical Service must be ordered separately by the exhibitor. Furniture shown for reference, NOT INCLUDED.*
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

10' x 10' ESSENTIALS LINE EXHIBITS

Structure Code	Item	Advance Price	Standard Price
Presence_100_Basic	*Presence Basic	\$ 3,425.00	\$ 5,137.50
Presence_100_Designer	*Presence Designer (with graphics)	\$ 4,100.00	\$ 6,150.00
* Metal Color Options: Silver and Black			
Waveline_100_Basic	Waveline Basic	\$ 3,625.00	\$ 5,437.50
Waveline_100_Designer	Waveline Designer (with graphics)	\$ 4,450.00	\$ 6,675.00
Impact_100_Basic	Impact Basic	\$ 4,500.00	\$ 6,750.00
Impact_100_Designer	Impact Designer (with graphics)	\$ 4,975.00	\$ 7,462.50

10' x 20' ESSENTIALS LINE EXHIBITS

Presence_200_Basic	*Presence Basic	\$ 7,075.00	\$10,612.50
Presence_200_Designer	*Presence Designer (with graphics)	\$ 7,575.00	\$11,362.50
* Metal Color Options: Silver and Black			
Waveline_200_Basic	Waveline Basic	\$ 5,350.00	\$ 8,025.00
Waveline_200_Designer	Waveline Designer (with graphics)	\$ 6,675.00	\$10,012.50
Impact_200_Basic	Impact Basic	\$ 7,325.00	\$10,987.50
Impact_200_Designer	Impact Designer (with graphics)	\$ 8,425.00	\$12,637.50



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- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

ESSENTIALS LINE ACCESSORIES

Structure Code	Item	Advance Price	Standard Price
ACC1	Curved Reception w/ Open Back	\$ 500.00	\$ 750.00
ACC1	Curved Reception w/ Open Back (with graphics)	\$ 675.00	\$1,012.50
ACC2	*Presence Credenza	\$ 550.00	\$ 825.00
ACC2	*Presence Credenza (with graphics)	\$ 695.00	\$1,042.50
<b>* Metal Color Options: Silver and Black</b>			
ACC3	Cosmopolitan Credenza	\$ 990.00	\$1,485.00
ACC3	Cosmopolitan Credenza (with graphics)	\$1,125.00	\$1,687.50
ACC5	Waveline Credenza	\$ 687.50	\$1,031.25
ACC5	Waveline Credenza (with graphics)	\$ 819.50	\$1,229.25
ACC6	Waveline Credenza w/ Standoff Sign	\$ 746.00	\$1,119.00
ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	\$ 911.00	\$1,366.50
ACC7	Waveline Computer Pedestal	\$ 764.50	\$1,146.75
ACC7	Waveline Computer Pedestal (with graphics)	\$ 951.50	\$1,427.25
ACC8	Presence Pedestal	\$ 544.50	\$ 816.75
ACC8	Presence Pedestal (with graphics)	\$ 675.00	\$1,012.50
ACC9	Reception Counter w/ Open Back	\$ 595.00	\$ 892.50
ACC9	Reception Counter w/ Open Back (with graphics)	\$ 800.00	\$1,200.00
ACC10	Presence Extended Credenza w/ Shelf	\$ 750.00	\$1,125.00
ACC10	Presence Extended Credenza w/ Shelf (with graphics)	\$ 950.00	\$1,425.00



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- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

ESSENTIALS LINE ACCESSORIES (CONT.)

Structure Code	Item	Advance Price	Standard Price
ACC11	🌱 Additional Stem Light*	\$ 62.00	\$ 93.00
ACC13	🌱 8" Straight White Laminate Shelf	\$ 55.00	\$ 82.50
ACC33	🌱 12" Straight White Laminate Shelf	\$ 75.75	\$ 113.75
ACC14	🌱 8" Straight Black Laminate Shelf	\$ 55.00	\$ 82.50
ACC34	🌱 12" Straight Black Laminate Shelf	\$ 75.75	\$ 113.75
ACC15	🌱 8" Straight Clear Shelf	\$ 75.75	\$ 113.75
ACC35	🌱 12" Straight Clear Shelf	\$ 96.25	\$ 144.50
ACC16	🌱 Angled White Metal Shelf	\$ 55.00	\$ 82.50
ACC17	🌱 Product Display Case w/ Light*	\$ 999.00	\$1,498.50
ACC18	🌱 Tower Display Case w/ Light*	\$1,225.00	\$1,837.50
ACC19	🌱 Square Tower Display Case w/ Light*	\$ 825.00	\$1,237.50
ACC22	🌱 Information Station Credenza	\$ 818.25	\$1,227.50
ACC23	🌱 Information Station Tower (Island Booth only)	\$1,093.25	\$1,640.00
ACC24	🌱 Free Standing Panel w/ Graphics	\$ 493.75	\$ 740.75



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- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Please select options below for your exhibit or counter.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### EXHIBIT CARPET COLOR OPTIONS

Please choose your color when ordering online: Black, Blue, Blue Jay 🌱, Cayenne 🌱, Gray, Green, Pepper 🌱, Red

### EXHIBIT HEADER OPTIONS

Header Letter Color Options: Black, Red and Blue

Header Font Type Options: Friz Quadrata Bold, Castle T Bold, Helvetica Bold, Cooper Black

**Upgrade your Header!**

Custom Header Use your graphics on the header panel.

**Advance Price**

**Standard Price**

\$275.00

\$412.50

### NON-GRAPHIC PANEL OPTIONS

Hard wall options (only one color to use for panels without graphics): Black, Blue, Gray and White  
(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Service Manager.)

### GRAPHIC PANEL OPTIONS

Custom Digital Graphics are included in the price of a Designer rental package.

Login [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.



- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

### EXHIBIT BACKWALLS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Advance Price	Standard Price
CMIL-00-002	10' D5 Milan Flat Wall	\$2,558.00	\$3,837.00
CMIL-00-005	10' D5 Milan Curved Backwall	\$2,709.00	\$4,063.50
FAM-00-009	8' Flat Fabric Mural w/ End Caps	\$1,735.25	\$2,603.00
FAM-00-010	10' Flat Fabric Mural w/ End Caps	\$2,184.25	\$3,276.50

### LIGHT BOXES/TOWERS

All light boxes come with frame, fabric graphic, and rotomolded wheeled case.

10WRF100	10' Single Sided Light Box - 116" x 94"*	\$4,658.00	\$6,987.00
10BL115	10' Double Sided Light Box - 116" x 94"	\$5,307.25	\$7,961.00
7WRF100	Single Sided Backlit Tower - 30"w x 84"h	\$2,123.00	\$3,184.50
7BL115	Double Sided Backlit Tower - 30"w x 84"h	\$2,758.00	\$4,137.00

### COUNTERS

All counters include the frame, fabric graphic, and travel bag.

CMIP-00-001	Curved Podium	\$1,079.00	\$1,618.50
PAC-00-002)	PALI Counter	\$1,394.75	\$2,092.25
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	\$ 337.00	\$ 505.50
BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	\$ 293.00	\$ 439.50



- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

### BANNER STANDS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Advance Price	Standard Price
BSI-00-002	Single Sided Pull Up Banner	\$ 428.25	\$ 642.50
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	\$ 498.25	\$ 747.50

### HANGING SIGNS

All Signs include the frame, fabric graphic, harness kit, and traveling bag.

CHHA-00-005	8' Single Sided Circular Hanging Sign	\$3,567.25	\$ 5,351.00
CHHA-00-006	8' Double Sided Circular Hanging Sign	\$4,030.25	\$ 6,045.50
CHHA-00-013	10' Single Sided Circular Hanging Sign	\$4,244.25	\$ 6,366.50
CHHA-00-014	10' Double Sided Circular Hanging Sign	\$4,823.25	\$ 7,235.00
CHHA-00-019	12' Single Sided Circular Hanging Sign	\$5,098.75	\$ 7,648.25
CHHA-00-020	12' Double Sided Circular Hanging Sign	\$5,793.50	\$ 8,690.25
CHSQ-00-003	8' Single Sided Square Hanging Sign	\$4,347.75	\$ 6,521.75
CHSQ-00-004	8' Double Sided Square Hanging Sign	\$4,937.25	\$ 7,406.00
CHSQ-00-005	10' Single Sided Square Hanging Sign	\$5,212.75	\$ 7,819.25
CHSQ-00-006	10' Double Sided Square Hanging Sign	\$6,009.50	\$ 9,014.25
CHSQ-00-007	12' Single Sided Square Hanging Sign	\$6,077.75	\$ 9,116.75
CHSQ-00-008	12' Double Sided Square Hanging Sign	\$6,857.00	\$10,285.50

### ACCESSORIES

ELI-05-002	LED Milan Arm Light (Black)	\$ 166.75	\$ 250.25
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- Orders received after the advance deadline or without payment will be billed at standard rates. TEG cannot guarantee orders placed one week prior to first exhibitor move in date.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- All signs are printed using six color printing and are printed on 3/16" thick foam board, unless alternative material is agreed upon at the time of placing your order.
- Final approval of graphic proof must be received by the deadline date or expedite fees will apply.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files and specify copy and layout.

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

DIGITAL GRAPHICS AND SIGNS

Sign orientation options: Horizontal and Vertical

Item	Advance Price	Standard Price
7" x 11"	\$ 62.75	\$125.50
11" x 14"	\$ 77.00	\$154.00
14" x 22"	\$ 79.00	\$158.00
22" x 28"	\$102.00	\$204.00
28" x 44"	\$119.75	\$239.50
40" x 60"	\$192.75	\$385.50
Banner per Sq. Ft. (Single Sided)	\$ 15.00	\$ 30.00
Additional Graphics per Sq. Ft.	\$ 15.00	\$ 30.00
Easel Back (for up to 11" x 14")	\$ 10.00	\$ 20.00
Double Stick Back	\$ 10.00	\$ 20.00
Additional Design Time	\$ 75.00/hr	\$150.00/hr
Digital Set Up Fee	\$125.00	\$125.00



### WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is the exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 2.5 weeks of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

### HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight up to 2.5 weeks prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the booth prior to exhibitor set up.
- All shipments to the advance warehouse or show site must be marked PREPAID on your bill of lading. Any Collect shipments will be refused, and Exhibitor/EAC/Shipper shall be liable for any shipping charges or expenses related thereto.

### HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

### WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

### HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- Please see shipping labels in the service manual.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

### HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.



### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at The Expo Group’s on-site Service Center.
- Once your container is completely empty and no longer needed, complete the labels and place them on each container. Our team will collect labeled empty containers periodically to be placed in storage that is non-accessible during the show.
- At the close of the event, empty containers are returned to all booths in random order. Depending on the size of the event, this process may take several hours. The empties returns start after all aisle carpet is removed from the show floor.

### ARE MY MATERIALS PROTECTED AFTER DELIVERY OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Refer to The Expo Group’s Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.
- Consistent with trade show industry practices, there may be a period between the delivery of your shipments to your booth space and your arrival. This also applies for the end of the show, during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange either for a company representative to stay with your materials or to hire security services to safeguard your materials.

### DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing insurance policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com).

### HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- An individual completed Material Handling Agreement (MHA) is required for each outbound shipment. Save time by completing the Outbound MHA in advance online, or visit The Expo Group’s Service Center once you arrive on-site.
- If the shipping information is provided in advance, the MHA will be delivered to your booth on-site. Otherwise, the MHA and labels will be available for pick up at The Expo Group’s on-site service center.
- After materials are packed, labeled, and ready to be shipped, the completed MHA must be delivered to The Expo Group’s onsite service center.
- Please note, it is the exhibitors responsibility to take their outbound small package shipments (FedEx, Ups, etc.) to the local business center.
- A minimum charge of one ½ hour TEG supervised labor fee will apply for any shipments left in a booth space without a processed MHA.
- It is the exhibitor’s responsibility to schedule pick up with their outbound carrier. Make sure to share the check-in deadline noted on the Quick Facts with the carrier. Please refer to the Quick Facts for specific dates, times and address for pick up.
- In the event a scheduled carrier fails to pick up by the final move-out day, the shipment will be re-routed on The Expo Group’s carrier of choice.
- For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

### WHERE DO I GET A FORKLIFT?

- Forklift service to assist in the install or dismantle of your exhibit components may be ordered in advance or on-site. For fast ordering go to [www.theexpogroup.com](http://www.theexpogroup.com), and click “Order Services”, then “Lift Equipment and Labor”. You may also contact us by email, Chat, text or by visiting The Expo Group’s Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment & labor will be dispatched once the exhibitor signs the labor order at The Expo Group’s Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

### OTHER AVAILABLE FREIGHT SERVICES (availability differs by location)

- Crane (Must be ordered in advance)
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage



The Expo Group is the exclusive provider of material handling services. Material handling includes unloading your exhibit materials, storing up to 2.5 weeks in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth to reload onto outbound carriers. You have two options for shipping your freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive Material Handling services.

MATERIAL HANDLING RATES

Material Handling

\$1.61/ Pound

The above rate applies to shipments sent to either the advance warehouse or direct to show site

Material Handling - Received after January 24, 2025

\$2.36/ Pound

The above rate applies to shipments sent to the advance warehouse after January 24, 2025

Material Handling - Shipments 10 lbs and less

Compliments of TEG

This rate is per shipment. Qualifying shipments are inclusive of any number of pieces with total shipment weight of 10 pounds or less and, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Shipments arriving to the warehouse after the deadline date do not qualified.

Shipments left on the show floor without an MHA will be rerouted at exhibitor's expense:

A minimum additional charge of one 1/2 hour TEG supervised labor fee will apply for any shipment left on the show floor without a completed Material Handling Agreement submitted to TEG service center and done so before the exhibitor move out deadline.

IMPORTANT SHIPPING INFORMATION

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
MEGACON 2025  
c/o The Expo Group  
2502 Lake Orange Drive  
Orlando, FL 32837

Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
MEGACON 2025  
c/o The Expo Group  
Orange County Convention Center - South Halls A/B  
9899 International Drive  
Orlando, FL 32819

- The Expo Group will accept crated, boxed or skidded materials beginning **January 8, 2025**, at the ADVANCE WAREHOUSE address. Shipments arriving after **January 24, 2025** will be received at the warehouse with an additional after deadline charge.
- The Expo Group will receive shipments at the EXHIBIT FACILITY beginning **February 5, 2025**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. **PLEASE NOTE: Exhibitors are prohibited from using pallet jacks during move-in and move-out.**

Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Certified weight tickets must accompany all shipments.



- Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles in and out of the exhibit areas or have TEG supply an operator when available.
- Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels.
- The facility requires Exhibitors or their agents with vehicles or motorized equipment to have guidance and supervision in and out of exhibit areas. This supervision is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others. When necessary, The Expo Group will also move shipping containers that may be in the aisles.
- If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If labor is utilized to push the equipment to the booth, a one hour labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift Equipment & Labor Order Form for rates.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

## VEHICLE AND MOBILE UNIT SPOTTING RATES

- Vehicle Spotting/Mobile Spots - Round Trip

\$258.25 / Unit

*\*Note: In addition, a one-hour forklift and crew charge will be applied each way for unloading and loading where required. See Forklift Equipment and Labor form for rates. Any units that need to be towed will be charged additional equipment/labor as needed.*

## IMPORTANT RULES AND REGULATIONS

- The City Fire Marshal requires that battery cables must be disconnected in an approved manner.
- Place a protective covering under the vehicle to prevent leaks.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors, vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitors must stay clear during movement of vehicle to avoid injury.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Mobile Display Rates apply only to the mobile or motorized display. Any display material brought in via a mobile/motorized vehicle will be weighed and billed at the material handling rates on the Material Handling Rates form.



## INBOUND Driver Check-in Requirements

### A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

#### All Drivers must provide the following details on their Bills Of Lading (BOL):

- Booth Number
- Exhibiting Company's Name
- Shipper's Name
- Piece Count Summary
- Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets
- Net, Gross and Tare Weight

#### Piece count summaries must be broken down into the following categories:

- Crates (Wooden Boxes)
- Cartons (Cardboard Boxes)
- Carpets (Rugs and Pads)
- Skids (Pallets)
- Bundles
- Machines
- Miscellaneous (Loose or Unpacked Items)

#### ALL BILLS OF LADING (BOL) MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

## OUTBOUND Driver Check-in Requirements

#### All Drivers must present the following information to pick up freight from a show:

- Booth Number
- Exhibiting Company's Name
- Shipment Destination (City and State)
- Carrier's (or Broker's) Name
- Location or area the vehicle is parked
- Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
- Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in will be directed to contact their dispatch for assistance.



**MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED**

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. To take advantage of this service, please complete and return this form to The Expo Group Service Center onsite as soon as possible.

- Request a pre-printed MHA and shipping labels for your outbound shipment online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com). Forms and labels will be delivered to your booth at show site. A separate MHA is required for *each outbound shipment*.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SHIP TO:** Company Name: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**CARRIER: Official Show Carriers:**

EXPOGISTICS  
 Standard (LTL)     Specialty/ Time Critical     Next Day     2nd Day     Deferred

**Other Carriers:**

Other Ground Carrier: \_\_\_\_\_  
 Other Air Carrier: \_\_\_\_\_  
 Next Day     2nd Day     Deferred

**PAYMENT TERMS:** **Transportation charges are guaranteed by Exhibiting Company.**  
 Please complete to indicate otherwise:  
 Company/Exhibitor: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**LABELS:** Number of Shipping Labels Required: \_\_\_\_\_  
**The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required. By specifying the # of Labels Required, we will print Non-carrier specific labels for you.**

**THE EXPO GROUP**  
ADVANCE WAREHOUSE SHIPMENT  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**c/o The Expo Group**  
**2502 Lake Orange Drive**  
**Orlando, FL 32837**

Name of Convention:  
**MEGACON 2025**  
**Must arrive by January 24, 2025**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

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# THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

## HANGING SIGN

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Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct to Show Site Shipments

## EXHIBIT MATERIAL

To:

\_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

Orange County Convention Center  
South Halls A/B

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

**MEGACON 2025**

**Do Not Deliver Prior to February 5, 2025**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct to Show Site Shipments

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\_\_\_\_\_  
(Exhibitor)

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# Pieces: \_\_\_\_\_



- What is Accessible Storage? An additional service for storing your exhibit materials that may need to be accessed during the event and that cannot be stored within the booth. This service is in addition to the material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the show.
- How much does the service cost? Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- Accessible Storage is not monitored therefore not recommended for high value items.
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

ACCESSIBLE STORAGE

Rates	Price
<b>SET UP FEE:</b>	\$105.00
<b>DAILY STORAGE FEE:</b>	
Up to 25 Square Feet of Storage	\$105.00/ Day
26 to 50 Square Feet of Storage	\$155.00/ Day
51 to 100 Square Feet of Storage	\$205.00/ Day
101 to 150 Square Feet of Storage	\$255.00/ Day
151 to 200 Square Feet of Storage	\$305.00/ Day
<b>LABOR TO PLACE INTO OR REMOVE FROM STORAGE:</b> (1/2 hr. minimum applies each time materials are placed into or removed from storage)	
Straight Time: Monday-Friday, 8:00am-4:30pm	\$262.25/Hour
Overtime: Monday-Friday, 4:30pm-12:00am; Saturday and Sunday, 8:00am-12:00am	\$393.50/Hour
Double Time: Monday-Sunday, 12:00am-8:00am; All day Holidays	\$524.50/Hour

- To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.
- Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 150lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.
- Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip.

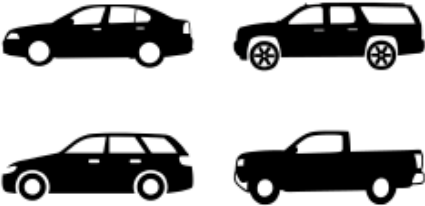
Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

**CART SERVICE**

One Way Cart Service  
Round Trip Cart Service

	<b>Price</b>
One Way Cart Service	\$157.50
Round Trip Cart Service	\$315.00

**Personally Operated Vehicles (POVs)**



**These types of vehicles are typically considered POVs:**

- Car ✓
- Mini Van ✓
- SUV ✓
- Pickup Truck ✓

**Vehicles that are typically not considered a POV:**

- Step Van/Box Truck ✗
- Full Size Van ✗
- Trailer ✗



**PLEASE NOTE: Exhibitors are prohibited from using pallet jacks during the move-in and move-out process to unload their materials.**



To assist you in planning your participation in this convention, we're certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

**Exhibit  
Installation  
&  
Dismantling**

Currently, we have an agreement with the Local Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

**Material  
Handling**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contract carriers will be handled by The Expo Group.

**Tipping**

The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we believe tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a The Expo Group at their service desk or correspondence may be directed to the attention of the General Manager at our Orlando, Florida address.

**Safety**

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.



- Booth labor is available to assist with unpacking, installation and dismantle of your booth and Packing your exhibit properties after the show.
- You may choose to supervise the labor on your own, or your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- Start time guaranteed only at start of working day.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Labor must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- TEG Supervised Labor will be completed at our discretion. Whenever possible, all work will be performed on straight time hours.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
- **OVERTIME:** Monday-Friday, 4:30pm-12:00am; Saturday and Sunday, 8:00am-12:00am
- **DOUBLE TIME:** Monday-Sunday, 12:00am-8:00am; All day Holidays

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

**BOOTH LABOR**

Item	Advanced Price	Standard Price
Exhibitor Supervised Labor - ST	\$187.25	\$262.25
Exhibitor Supervised Labor - OT	\$281.00	\$393.50
Exhibitor Supervised Labor - DT	\$374.50	\$524.50
*TEG Supervised Labor - ST	\$240.50	\$336.75
*TEG Supervised Labor - OT	\$360.75	\$505.25
*TEG Supervised Labor - DT	\$481.00	\$673.50

\*Please complete and return the TEG Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com).



- Forklift labor is available for assembly of displays or for uncrating, skidding, positioning, crating of equipment or machinery.
- Orders for forklift will include a forklift and operator. If additional personnel is required to spot equipment, please order additional laborer below.
- The crew size is based on union jurisdiction and there may be situations where the general service contractor, at their discretion, may need to modify or increase the crew size.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Forklift must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle forklift is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
- **OVERTIME:** Monday-Friday, 4:30pm-12:00am; Saturday and Sunday, 8:00am-12:00am
- **DOUBLE TIME:** Monday-Sunday, 12:00am-8:00am; All day Holidays

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

**FORKLIFT EQUIPMENT AND LABOR**

Item	Advanced Price	Standard Price
5,000 lb. Forklift and Operator - ST	\$230.00	\$322.00
5,000 lb. Forklift and Operator - OT	\$345.00	\$483.00
5,000 lb. Forklift and Operator - DT	\$460.00	\$644.00
Additional Laborer - ST	\$187.25	\$262.25
Additional Laborer - OT	\$281.00	\$393.50
Additional Laborer - DT	\$374.50	\$524.50

\*NOTE: Forklifts with larger capacity and crane service are available if requested in advance. Prices are quoted upon request and must be requested in advance.



- All orders must be submitted with payment and a completed Hanging Sign Information form by the Discount Deadline Date to receive Advance Rates.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- All overhead hanging signs or banners are subject to approval and must adhere to show management and facility regulations.
- For safety purposes all hanging signs may be assembled by The Expo Group, approved Exhibitor Appointed Contractor (EAC) or the exhibiting company. Please see rates for assembly labor below. All setup instructions must be provided in advance for signs needing assembly. Additional inspection fees may apply.
- Additional charges for truss, motors, and rigging points, etc. will apply as required.
- All hanging signs MUST be sent to the Advance Warehouse, clearly identified and packaged separately from main shipment to prioritize unloading and delivery to show site. Utilize the Hanging Sign shipping labels included in this manual. Please note, if you are not shipping your hanging sign to the advance warehouse, TEG cannot guarantee the hanging of your sign prior to show open or advance rates.
- Exhibitor is required to cancel labor at least 24 hours prior to the date for which labor was ordered or a one hour minimum will be charged.
- The Structural Integrity Statement form must be filled out and submitted by the discount deadline date.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please review information provided by the electrical provider.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm  
**OVERTIME:** Monday-Friday, 4:30pm-12:00am; Saturday and Sunday, 8:00am-12:00am  
**DOUBLE TIME:** Monday-Sunday, 12:00am-8:00am; All day Holidays

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

HANGING SIGN LABOR

Item	Advanced Price	Standard Price
Assembly/Disassembly Labor - ST	\$164.00	\$229.50
Assembly/Disassembly Labor - OT	\$246.00	\$344.25
Assembly/Disassembly Labor - DT	\$328.00	\$459.00