

EXHIBITOR

SERVICE MANUAL

Florida Buildings Engineering & Facility Maintenance

Florida State Fairgrounds

Tampa, FL

April 17, 2024

**FLORIDA BUILDINGS
ENGINEERING &
FACILITY MAINTENANCE
SHOW**

APRIL 17, 2024

FLORIDA STATE FAIRGROUNDS

TAMPA, FL

Extreme Family Expo & Events

9402 American Eagle Way, Suite 200, Orlando, FL 32837

407-227-6732

Extreme Family Expo & Events

9402 American Eagle Way, Suite 200, Orlando, FL 32837

407-227-6732

**Florida Building Engineering
& Facility Maintenance**

Florida State Fairgrounds

April 17, 2024

BOOTH EQUIPMENT:

Each inline booth will be set with 8' high panels of blue, grey, and white back drape and a 3' high blue side divider drape. A one-line identification sign will be provided indicating the name of the exhibiting company and booth number. Each individual inline booth will consist of:

One - 6' draped table

Two - Side chairs

One - Wastebasket

One - 7" x 44" identification sign. Copy for this sign is provided by Show Management.

Tables and chairs must not be removed from booths in which they were placed by EFE&E. Please notify the EFE&E Service Desk if: 1) you ordered furniture and it was not delivered or 2) items were delivered that you did not order. If items are taken or "borrowed" from neighboring booths, you will be charged for those items once they are in your booth.

Furnishings included in your booth space may not be traded or swapped for other sizes or types of furnishings. All items are provided on a rental basis and any damage to EFE&E materials will be the responsibility of the exhibitor.

BOOTH/AISLE CARPET:

The exhibit hall **is not** carpeted. Extreme Family Expo offers a variety of carpet colors if you wish to customize your booth, please refer to the carpet order form in this kit for information.

SHIPPING INFORMATION:

ADVANCE WAREHOUSE SHIPMENTS

Extreme Family Expo & Events, LLC will accept freight beginning **March 20, 2024** at the address below. Shipments received after **April 9, 2024** will be charged a 25% surcharge. Shipments arriving after **April 15, 2024** will be refused.

The advance warehouse will receive shipments Monday - Friday from 8:00 am - 4:00 pm.

SHOW SITE SHIPMENTS

Extreme Family Expo & Events, LLC will accept freight on **April 16, 2024 from 8:00 am—4:30 pm**, at the address below. Do not ship your materials to arrive prior to these date(s). All shipments must be consigned to "c/o Extreme Family Expo & Events, LLC" to enable us to accept them for handling. If shipments are sent outside these parameters or addressed only to the facility, the facility may refuse it or turn it over to Extreme Family Expo & Events, LLC for distribution to your booth. This may result in charges from Extreme Family Expo & Events, LLC and the facility.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Show Name: **Florida Buildings Engineering & Facility Maintenance**

To: Name of Exhibitor & Booth Number
c/o: Extreme Family Expo & Events, LLC
9402 American Eagle Way
Suite 200
Orlando, FL 32837

SHOW SITE SHIPPING ADDRESS

Show Name: **Florida Buildings Engineering & Facility Maintenance**

To: Name of Exhibitor & Booth Number
c/o: Extreme Family Expo & Events, LLC
Florida State Fairgrounds
4800 US Highway 301 North
Tampa, FL 33610

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SHOW SCHEDULE:

INSTALLATION

Tuesday, April 16, 2024 from 12:00 pm - 5:00 pm

Wednesday, April 17, 2024 from 7:00 am - 8:00 am

Please Note: All exhibits must be "show ready" by 8:00am.

SHOW HOURS

Wednesday, April 17, 2024 from 9:00 am - 2:00 pm

DISMANTLE

Wednesday, April 17, 2024 from 2:00 pm—5:00 pm

Please note: This show moves out on overtime; all applicable surcharges will apply.

CARRIER CHECK IN:

Wednesday, April 17, 2024 by 5:00 pm

Drivers other than the Official Show Carrier must check in by 10:00 pm Any freight left on the show floor after that time will be rerouted via ABF at the Exhibitor's expense. In the event freight is left on the show floor without a bill of lading on file, it will be shipped via ArcBest/ABF Freight collect, and will be charged a \$50.00 administrative fee by EFE&E.

MISCELLANEOUS:

The following ancillary forms are included in the exhibitor manual:

Freight

ArcBest/ABF Freight

Questions? Contact Extreme Family Expo & Events, LLC at
exhibitorservices@extremefamilyexpo.com or 407-227-6732

Fire Department Regulations

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies & exhibitions.

Listed below are additional requirements to follow for safety:

- Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to **one-quarter tank or less**, and tape or lock fuel caps; LP tanks should be removed from all vehicles. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.

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PAYMENT POLICY & CREDIT CARD AUTHORIZATION FORM

For discount price, order and payment must be received by **April 4, 2024**. Orders received after the discount deadline may be substituted based on availability.

Discount Prices: To qualify for discount prices, orders must be received with full payment on or before the discount deadline.

Payment for Services: **We require your credit card charge authorization to be on file with Extreme Family Expo even if paying by check, cash or bank wire transfer.**

Payment may be made by company check, cash, wire transfer or credit card authorization. For your convenience, we will use your charge authorization for any unpaid balances.

Any additional costs incurred for orders or services placed at show site are due and payable upon order placement. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Extreme Family Expo Service Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

If paying by credit card, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labor charges. Any charge back fee resulting from invalid charge disputes will incur a \$50.00 fee per occurrence. **If any part of your credit card information is incorrect or is not provided a \$50.00 credit card processing fee may be assessed**

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance order(s). Payment must be rendered by wire transfer, cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a \$50.00 service charge for any returned check(s) or declined credit cards for each occurrence. **A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.**

Bill of Lading: All freight left on show floor without a bill of lading on file with Extreme Family Expo will be shipped via ArcBest/ABF Freight collect, and will be charged a \$50.00 administrative fee by Extreme Family Expo.

This form is Mandatory and must be filled out and returned to Extreme Family Expo for your order(s) to be processed. I agree in placing this order that I have accepted Extreme Family Expo's Payment Policy.

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number, expiration date and CVV Code.

American Express Master Card VISA

Credit Card Number	CVV	Expiration Date
--------------------	-----	-----------------

Cardholder's Signature: _____

Cardholder's Name (please print or type): _____

Cardholder's Billing Address: _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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THIRD PARTY BILLING FORM

In order to authorize Extreme Family Expo to charge a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it by the discount deadline.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show (by the discount deadline if wanting discount prices) then the charges will revert to the exhibitor. Both exhibitor and third party agree to be bound by Extreme Family Expo's Payment Policy.

EXHIBITING FIRM

THIRD PARTY

Co. Name:
Address:
City, State, Zip:
Phone:

3rd Party Name:
Address:
City, State, Zip:
Phone:

The items checked below are to be paid for by the Exhibiting Firm.

The items checked below are to be paid for by the Third Party.

- | | |
|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Standard Furniture |
| <input type="checkbox"/> I&D Labor | <input type="checkbox"/> Custom Furniture |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpeting/Padding |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Rental Units |

- | | |
|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Standard Furniture |
| <input type="checkbox"/> I&D Labor | <input type="checkbox"/> Custom Furniture |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpeting/Padding |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Rental Units |

I agree in placing this order that I have accepted Extreme Family Expo's Payment Policy.

Exhibiting Firm Charge Authorization

Third Party Charge Authorization

Authorized Signature:

Authorized Signature:

Authorized Name (please print or type):

Authorized Name (please print or type):

PLEASE PRINT CLEARLY OR TYPE:

Check the appropriate box, list card number, expiration date and V Code.

American Express Master Card VISA

--

(Credit Card Number)

CVV CODE

EXPIRATION DATE

PLEASE PRINT CLEARLY OR TYPE:

Check the appropriate box, list card number, expiration date and V code.

American Express Master Card VISA

--

(Credit Card Number)

CVV CODE

EXPIRATION DATE

Standard Furnishings



Counter Stool



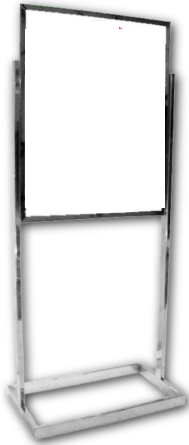
Padded Arm Chair



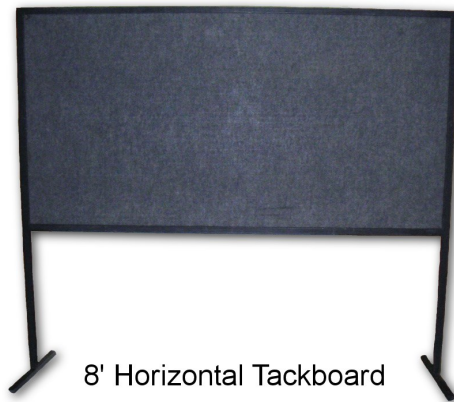
Padded Side Chair



Molded Side Chair



22" x 28" Sign Holder



8' Horizontal Tackboard



Easel



42" High Draped Table



30" High Draped Table

Items received may not be exactly as pictured.

Standard Furnishings



7" and 13" Tall Table Risers (in 4' or 6' length)



Wastebasket



Fish Bowl



Raffle Drum/Ticket Tumbler



50W Arm Light



Garment Rack



Retractable Stanchion



Literature Rack



Bag Stand

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FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 100% charge of the original price.

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight.

Extreme Family Expo & Events, LLC cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Extreme Family Expo & Events, LLC

Qty.	24" Wide Draped Tables (white plastic top; draped on 3 sides) Circle your drape color below	Disc. Price	Stand. Price	Sub-total		
	4' long x 30" high	\$101.00	\$126.00			
	4' long x 42" high	\$139.00	\$174.00			
	6' long x 30" high	\$125.00	\$156.00			
	6' long x 42" high	\$163.00	\$204.00			
	8' long x 30" high	\$156.00	\$195.00			
	8' long x 42" high	\$189.00	\$236.00			
	Fourth side draping	\$33.00	\$41.00			
Circle Drape Color:		Black	Expo Blue	Navy Blue	Red	Teal
		Burgundy	Grey	Purple	Rose	White

Qty.	24" Wide Undraped Tables (white plastic top)	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	\$68.00	\$85.00	
	4' long x 42" high	\$106.00	\$133.00	
	6' long x 30" high	\$92.00	\$115.00	
	6' long x 42" high	\$130.00	\$163.00	
	8' long x 30" high	\$123.00	\$156.00	
	8' long x 42" high	\$156.00	\$195.00	

	30" Round x 30" high café table	\$110.00	\$138.00	
	30" Round x 40" high bar table	\$138.00	\$173.00	

Total of Items	7.5%	Amount
Ordered: \$ _____	+ Tax: \$ _____	= Due: \$ _____

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total		
	Padded arm chair	\$75.00	\$94.00			
	Padded side chair	\$65.00	\$81.00			
	Molded side chair	\$52.00	\$65.00			
	Counter stool	\$86.00	\$108.00			
	Raffle Drum/ Ticket Tumbler	\$76.00	\$95.00			
	Wastebasket	\$18.00	\$23.00			
	Easel	\$31.00	\$39.00			
	22" x 28" chrome sign holders	\$61.00	\$76.00			
	Pegboard 4' x 8' horizontal or vertical	\$156.00	\$195.00			
	Tackboard 4' x 8' horizontal or vertical	\$156.00	\$195.00			
	Glass showcase	\$528.00	\$660.00			
	Garment Rack	\$59.00	\$74.00			
	Bag Rack	\$59.00	\$74.00			
	Literature Rack	\$59.00	\$74.00			
	Fish Bowl	\$18.00	\$23.00			
	Retractable Stanchion	\$86.00	\$108.00			
Risers are 8" wooden planking topped in white plastic.						
	4' undraped table riser - 1 step	\$34.00	\$43.00			
	6' undraped table riser - 1 step	\$41.00	\$51.00			
	8' undraped table riser - 1 step	\$48.00	\$60.00			
	White riser draping - priced per linear foot	\$6.00	\$8.00			
	For 2 step risers - add an additional:	\$20.00	\$25.00			
	8' Uprights	\$13.00	\$16.00			
	3' Uprights	\$13.00	\$16.00			
	Cross beams	\$13.00	\$16.00			
	8' Masking drape	\$14.00/lf	\$18.00/lf			
	3' Masking drape	\$14.00/lf	\$18.00/lf			
Circle Masking Drape Color:		Black	Expo Blue	Navy Blue	Red	Teal
		Burgundy	Grey	Purple	Rose	White

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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CARPET & PADDING ORDER FORM

Pre-cut carpet standard sizes

		Discount Price	Standard Price
sq. ft.	9' x 10'	\$161.00	\$201.00
sq. ft.	9' x 20'	\$321.00	\$401.00
sq. ft.	9' x 30'	\$483.00	\$604.00
sq. ft.	9' x 40'	\$645.00	\$806.00
Custom cut _____ ft. x _____ ft. = _____ sq. ft. @ \$2.75/sq. ft.			\$3.45/sq. ft.

Circle Carpet Color:	Black	Blue	Burgundy	Grey	Red	Sage	Teal
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Carpet accessories	Discount Price	Standard Price
sq. ft. Comfort carpet padding per sq. ft.	\$1.35	\$1.70
linear ft. Rug taping per lin. ft.	\$2.45	\$3.10
sq. ft. Visqueen per sq. ft.	\$1.35	\$1.70

Plush carpet is available. See the enclosed form or contact your Exhibitor Services Representative at exhibitorservices@extremefamilyexpo.com or 407-227-6732. No refunds on custom cut carpet after discount deadline. No refunds on standard carpet after installation. If color is not selected, EFE&E will do so at no risk.

Total of Items Ordered: \$ _____ + 7.5% Tax: \$ _____ = Amount Due: \$ _____
--

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Looking for Custom Furniture?



For a complete listing of Custom Furnishings and prices, E-mail Exhibitorservices@extremefamilyexpo.com, or call our Customer Service Department at 407-227-6732 and ask for a Custom Furniture Catalog.

IMPORTANT NOTICE

Booth cleaning is not
part of your booth package.

To order cleaning,
please fill out the enclosed
cleaning order form or see
your Exhibitor Services
Representative at the
Extreme Family Expo Service Desk when
you arrive at show site

Thank You



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CLEANING ORDER FORM

BOOTH CLEANING - All rental carpets are delivered clean to your space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

Vacuuming or sweeping of booths and the emptying of wastebaskets are not included in your booth space rental. If you desire these services, you must order them. All rates are based on gross square footage of your booth **with a 100 square foot minimum per day. WHEN ORDERING DAILY CLEANING, YOU MUST ORDER FOR EVERY SHOW DAY.**

_____ sq. ft. x .42	Vacuuming Carpet - Prior to show opening only
_____ sq. ft. x .80	Shampooing Carpet - Indicate Date(s): _____
_____ sq. ft. x .40	Anti-Static Spraying - Indicate Date(s): _____

PORTER SERVICE - This excess trash removal service is provided every 2 hours during the show up to a maximum of 8 hours straight time.

_____	One Day - 500 sq. ft. & under	\$119.00
_____	One Day - 501 sq. ft. & over	\$152.00

Total of Items Ordered: \$ _____ + 7.5% Tax: \$ _____ = Amount Due: \$ _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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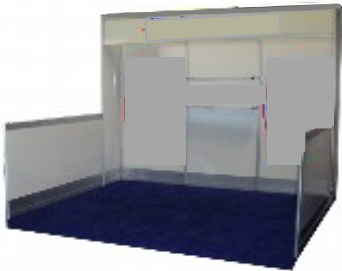
April 17, 2024

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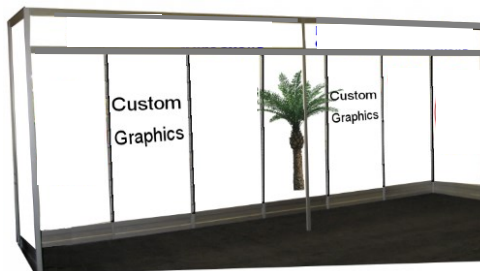
RENTAL EXHIBITS ORDER FORM

RENTAL EXHIBITS ORDERED AFTER THE DISCOUNT DEADLINE WILL BE CHARGED AN ADDITIONAL 30%.

Units include: two shelves per 10 ft. section, **standard white panels**, standard carpet, backwall lighting (electricity not included) and header. Standard header copy is in black block lettering listing the company name only. Specialized graphics and logo reproductions should be quoted separately.



Rental Unit 10 x 10



Rental Unit 10 x 20



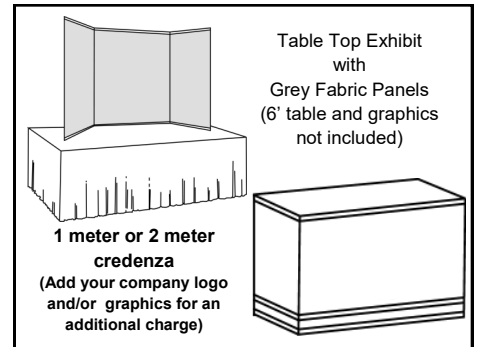
Custom Unit

Rental Unit	8' x 10'	\$2107.00
Rental Unit	10' x 10'	\$2107.00
Rental Unit	8' x 20'	\$4382.00
Rental Unit	10' x 20'	\$4382.00
Custom Rental Unit	(any size)	Quote
Colored/Fabric Panels		Quote
Lighted Header for Rental Units		\$163.00
Additional Shelves	Each	\$48.00
Table Top Exhibit	42" H	\$474.00
1 Meter Credenza	Wh. Panels	\$485.00
Colored/Fabric Panels		Quote
2 Meter Credenza	Wh. Panels	\$565.00
Colored/Fabric Panels		Quote
Sliding Doors-Credenzas	Wh. Panels	\$83.00
Lock for Sliding Doors	Each	\$28.00

Circle Carpet Color:

- Black Blue Burgundy
- Grey Red Sage Teal

Padding can be ordered on the carpet order form. Plush carpet is available. Call your Customer Service Representative for a quote.



DON'T WASTE GREAT ADVERTISING SPACE!

EFE&E can add your company logo and digital graphics on any panel(s). Contact Exhibitor Services at **407-227-6732** or Exhibitorservices@extremefamilyexpo.com for more information.

CUSTOM RENTAL UNITS ARE AVAILABLE

TOTAL OF ITEMS ORDERED:	_____
TAX 7.5%:	_____
BALANCE DUE:	_____

HEADER COPY: _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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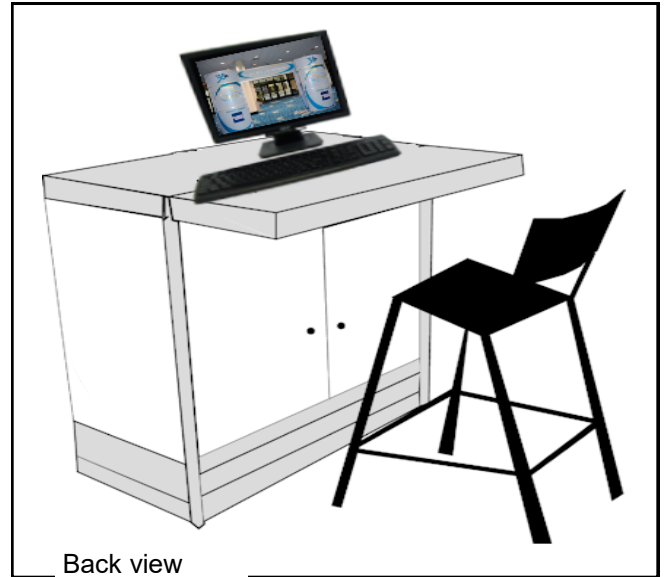
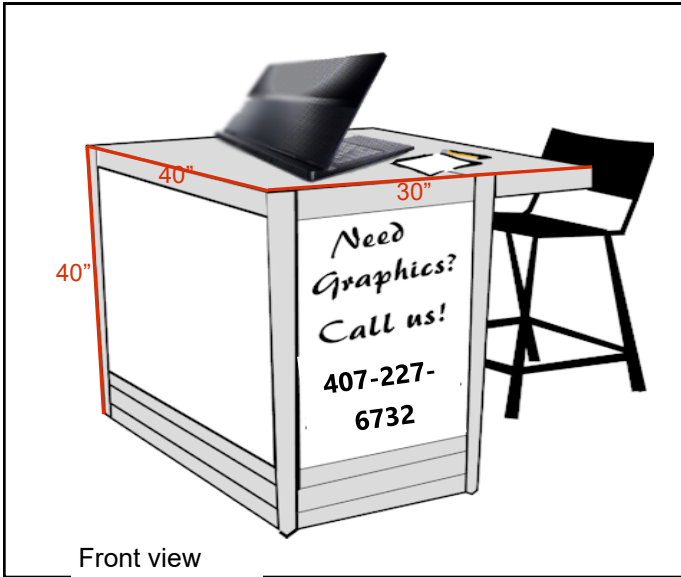
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COMPUTER KIOSK RENTAL ORDER FORM

RENTAL KIOSKS ORDERED AFTER THE DISCOUNT DEADLINE WILL BE CHARGED AN ADDITIONAL 30%.



Units include: Sliding door storage cabinet and keyboard shelf. Units are constructed of standard white panels. *Colored or fabric panels* available at an additional charge. *Lockable doors* are available at an additional charge. Specialized graphics and logo reproductions are available. Please contact your Extreme Family Expo Customer Service Representative for a quote.

Qty.	Description	Price
	Computer Kiosk Unit white panels	\$569.00
	Colored/Grey Fabric Panels	Quote
	Door Locks	\$28.00 Additional
	Company logos and/or graphics for white or colored panels	Quote

Dimensions:	
Front Panel:	38 1/8" x 31 1/2"
Side Panel:	18 1/2" x 31 1/2"

TOTAL OF ITEMS ORDERED:	_____
TAX 7.5%:	_____
BALANCE DUE:	_____

Please contact Exhibitor Services for a quote
Exhibitorservices@extremefamilyexpo.com

PLEASE PRINT CLEARLY OR TYPE

Signature also indicates you have read and agree to Extreme Family Expo's payment policy

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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GRAPHICS & SIGN ORDER FORM

When ordering signs, please provide the following information.

- A. Size
- B. Exact Copy
- C. Colors (for copy & show card)
- D. Indicate vertical or horizontal

Prices listed below are for one color copy, single sided on white background.

Standard Sizes	Qty	Discount Price	Standard Price	Total
7" x 44"		\$59.00	\$89.00	\$
11" x 14"		\$66.00	\$99.00	\$
14" x 22"		\$79.00	\$119.00	\$
22" x 28"		\$99.00	\$149.00	\$
28" x 44"		\$158.00	\$237.00	\$
Other sizes		Quote		
Easel Back		\$10.00	\$15.00	\$

TOTAL OF ITEMS ORDERED:	\$
SALES TAX 7%:	\$
BALANCE DUE:	\$

Extreme Family Expo can provide you with high quality digital graphic reproduction. Capabilities include photo quality, high resolution digital printing, virtually any size for banners, signage, exhibit graphics, etc.

W _____ X _____ H = _____ sq. ft.

\$20.00 per sq. ft discount price, \$30.00 standard price per sq. ft.

Sq. ft. _____ X \$ _____ = \$ _____

- Minimum order per graphic: 9 sq. ft.
- Double sq. ft. for double-sided graphics
- File conversion, retouching, cloning, or color correcting may incur additional design labor charges.
- If required, there will be an additional charge for design labor to prepare logos for reproduction.

Application/Artwork/Fonts: Print ready, high resolution, print PDF files with 1/8" bleed when printed at 100% are preferred. Create artwork in Illustrator, Photo Shop or InDesign if possible. Before creating PDF, convert fonts to outlines. If Native Files are supplied, collect all fonts and links. Large artwork may be scaled proportionately (1/10 or 1/2). Please indicate which scale is used. Send CMYK or PMS colors or send a brochure or color output for color match.

- There will be an additional charge for reproduction of emblems, logos, trademarks, specialty signs, custom graphics, banners, etc. Quotes will be provided upon request.
- Show site orders quoted upon request.

All graphics are subject to a 100% cancellation charge.

SIGN COPY AS FOLLOWS (or attach copy with order):

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Extreme Family Expo & Events

9402 American Eagle Way, Suite 200, Orlando, FL 32837

407-227-6732

Florida Building Engineering
& Facility Maintenance

Florida State Fairgrounds

April 17, 2024

For discount price, order and payment must be received by **April 4, 2024**
Orders received after the discount deadline may be substituted based on availability.

FLORAL ORDER FORM

Orders placed after the discount deadline will be filled on availability and charged an additional 25%.

All charges for rental items include container, delivery to booth and removal at close of show.

	Rental Price	Quantity	Total Price
Fern	\$ 55.00	_____	\$ _____
Green plants for table top	\$ 55.00	_____	\$ _____
2' Green Plants	\$ 72.00	_____	\$ _____
3' - 4' Green Plants	\$ 83.00	_____	\$ _____
5' Green Plants	\$110.00	_____	\$ _____
6' Green Plants	\$165.00	_____	\$ _____
7' & Taller Green Plants	Quoted	_____	\$ _____
Small Flower Arrangement - Color Preference: _____	\$ 99.00	_____	\$ _____
Medium Flower Arrangement- Color Preferences: _____	\$135.00	_____	\$ _____
Large Flower Arrangement - Color Preference: _____	\$150.00	_____	\$ _____
Misc. Flowering Plants:			
Color Preference: _____ (if available)	\$ 58.00	_____	\$ _____
Custom Design Arrangements (Call for quote)			
Size: _____ Height: _____ Color: _____	\$ _____	_____	\$ _____

If color preference is not selected or is not available, EFE&E will select at no risk. All flowering plants are based upon availability.

SUBTOTAL: _____ \$ _____
TAX 7.5%: _____ \$ _____
TOTAL DUE: _____ \$ _____

Floral orders can be placed at the EFE&E Service Desk during Exhibitor move-in hours. A minimum of 24 hours notice must be allowed for delivery. Every effort will be made to fill floor orders.

No credits or refunds on floral orders. Damaged or stolen plants are Exhibitor's responsibility, to be paid at retail value.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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EXHIBITOR APPOINTED CONTRACTOR FORM (EAC)

DEADLINE DATE: March 20, 2024

NAME OF SHOW AND EXHIBITOR NAME IS REQUIRED ON THE CERTIFICATE OF INSURANCE.

In the event an Exhibitor plans to utilize a firm other than Extreme Family Expo & Events, LLC for installation and dismantle labor, the EXHIBITOR must complete and email to exhibitorservices@extremefamilyexpo.com or mail this form to:

**Extreme Family Expo & Events, LLC
9402 American Eagle Way, Suite 200
Orlando, Florida 32837**

In the event this form is not received by **March 20, 2024** the EAC will not be permitted to service your exhibit.

Extreme Family Expo & Events will not bill a third party for charges incurred.

In addition, a Certificate of Insurance showing General Liability Coverage naming Extreme Family Expo & Events, LLC, *as an additional named insured and certificate holder*, **plus** confirmation of Workers Compensation insurance, must be submitted, with this form, to Extreme Family Expo by your EAC no later than **March 20, 2024** or they will not be allowed on the floor. The insurance must be valid in the state where the work is being performed.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of Extreme Family Expo . The EAC must coordinate all of its activities with Extreme Family Expo & Events, LLC

The EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the EAC to remove from the floor all tape installed, any bulk trash from the booth floor and any bulk trash from the exhibit hall (such as skids or crates) or the exhibitor will be billed accordingly by Extreme Family Expo & Events, LLC

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be **hired through Extreme Family Expo & Events, LLC**

Exhibiting Company:	Booth #:
Telephone:	
Exhibitor Contact :	
Exhibiting Firm's Officer's Signature:	
EAC/Display House:	
Contractor Contact Name:	
Contractor Telephone:	
Contractor's Email:	

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LABOR ORDER FORM

- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the service desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.
- The minimum charge for labor is one (1) hour per worker.
- All labor will be billed in one (1) hour increments.
- As indicated on the *EAC* form, labor and services ordered for exhibitor by other contractors must be authorized prior to show setup in writing by the exhibiting company. A **Certificate of Insurance** must also be presented to Extreme Family Expo prior to any other contractor beginning work on the show floor. Payment for labor and services is the responsibility of the exhibitor.
- LABOR RATES add 7.5% tax to below rates:**
\$87.00/hour straight time: Weekdays 8:00 AM. - 4:30 PM.
\$130.50/hour overtime: All other hours on weekdays and all hours on Saturday and Sunday. Holidays will be billed at double the straight time rate.

* Invoice will be calculated with the actual hours worked.

SCHEDULE FOR LABOR	Number of Workers	Dates Required	Time	Approx. Hours *
Installation:				
Dismantling:				

► Please Check Type of Service Required

- Service A:** All work performed by Extreme Family Expo personnel. Please send any necessary information, blue prints, etc.

The charge for Service A is 30% of total labor bill with a \$75.00 minimum charge.

Please Indicate:

Yes No Set-up plans attached

Yes No Photo attached

Yes No Self-contained unit

Set-up plans in crate #: _____

Number of crates: _____

- Service B** All work performed by Extreme Family Expo personnel under the direct supervision of exhibitor's representative. **Should the exhibitor's representative not be present during the entire time, Extreme Family Expo assumes no liability.**

Please indicate:

Exhibitor's/Rep's. name: _____

Onsite phone number: _____

Other Services Available: (Please indicate if needed)

Forklift labor Up To 3,000 lbs: \$77.00 per hr + 1 hr (min) labor

Banding \$2.25 per lin. foot + 1 hr (min) labor

Shrink wrapping per standard pallet \$33.00 + 1/2 hr (min) labor

For other services/equipment please contact Exhibitor Services at Exhibitorservices@extremefamilyexpo.com

Location of booth/dimension of booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your order/booth placed.

PLEASE PRINT CLEARLY OR TYPE

Signature also indicates you have read and agree to Extreme Family Expo's payment policy

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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BOOTH LAYOUT FORM

If ordering any of the equipment below a grid must be completed for each of the following services to ensure proper placements of items in your booth. If form is not submitted, items will be placed at EFE&E discretion.

To use this grid:

- Use bold lines to indicate the outline of your booth
- Indicate the dimension of your booth
- Mark the adjacent booth numbers or aisle numbers

Pegboard/Tackboard

Rental Units

Carpet & Padding (if not carpeting entire booth)

Showcases/Credenzas/Computer Kiosks

Extreme Family Expo Supervised Labor

Masking Drape/Uprights/Cross Bars

Back of booth (adjacent booth number or aisle number: _____)

Front of booth (adjacent booth number or aisle number: _____)

Adjacent Booth or Aisle Number _____

Adjacent Booth or Aisle Number _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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MATERIAL HANDLING RATE SCHEDULE

Freight to warehouse will be accepted starting on **March 18, 2024 ADVANCE SHIPMENTS RECEIVED AFTER APRIL 15, 2024 WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE.**

Ship prepaid only: collect shipments will be refused. Loose and uncrated materials will be received at show site only.

SMALL PACKAGES: Small packages arriving to show site ONLY 20LBS OR UNDER \$50.00 PER PACKAGE. (Shipments above 20 lbs are subject to rates below) We do not guarantee piece count or condition for packages arriving without documentation.

ADVANCE WAREHOUSE SHIPMENT

SHOW SITE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at Extreme Family Expo warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials
- Installation labor can be easily scheduled

MUST ARRIVE FROM

8:00 AM to 4:30 PM ON APRIL 16, 2024 ONLY

Rates Include:

- Unloading materials when received and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Important Factors:

- Materials must be received only on designated date(s)
- Limited control of delivery time schedule
- Unloading will occur on a "first come, first serve" basis as off loading area(s) become available
- Tracing capabilities diminish
- Limited time for repair/replacement in the event of damage
- Difficult to schedule installation labor

Please use the following labels to address your shipment(s)

Advance Warehouse: \$93.75 per CWT

with a 200 lb minimum (CWT = 100 lbs)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

_____ lbs. x \$93.75 per CWT + 7.5% tax = _____

Please use the following labels to address your shipment(s)

Show Site: \$87.50 per CWT

with a 200 lb minimum (CWT = 100 lbs)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

_____ lbs. x \$87.50 per CWT + 7.5% tax = _____

Exhibiting Company Name _____

Booth # _____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of Extreme Family Expo Labor. Please contact your Extreme Family Expo Representative at 407-227-6732.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER APRIL 9, 2024 WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SPECIAL HANDLING SURCHARGES: Materials delivered in a manner that require additional handling, such as ground unloading; stacked or constricted space unloading; designated piece unloading; mixed loads; no documentation or supporting paperwork FedEx, UPS, USPS; shipments that require additional time, equipment or labor to unload; loose or pad-wrapped materials; and/or un-skidded machinery will be assessed a **25% special handling fee.** A surcharge will be assessed for special trips, handling of shipments arriving at the advance warehouse after initial installation date, or for shipments arriving at show site after scheduled set-up times.

When move-in or move-out times are scheduled during **overtime hours** due to circumstances beyond the control of Extreme Family Expo & Events, LLC, an additional 25% in and/or 25% out will be applied. Overtime hours: Monday through Friday before 8:00 AM and after 4:00 PM, all hours on Saturday, Sunday and Holidays. **NOTE: Above prices do include outbound overtime.**

Extreme Family Expo & Events, LLC, will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW (FOR INFORMATION PURPOSES ONLY). YOU ARE STILL REQUIRED TO FILL OUT A BILL OF LADING AT SHOW SITE.

Consign To:			
Street Address:			
City:		State:	Zip:
Name of Carrier:	Motor Freight:	Air:	Van Line:
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

- Shipments must be consigned to Extreme Family Expo & Events, LLC, as hotel and convention sites do not have the facilities to receive such shipments and may refuse them.
- Extreme Family Expo & Events, LLC will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
- It is understood that Extreme Family Expo & Events, LLC and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Extreme Family Expo for material handling services are based on the value of the material handling services and the scope of Extreme Family Expo's liability as herein set forth. The amounts payable to Extreme Family Expo are unrelated to the value of the Exhibitor's property being handled by Extreme Family Expo or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Extreme Family Expo or its subcontractors. It is agreed therefore that if Extreme Family Expo or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitor's exclusive remedy.
- Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Extreme Family Expo & Events, LLC will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
- Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth.
- Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Extreme Family Expo & Events, LLC **Specified (freight force) time can be obtained at the Extreme Family Expo Service Desk or by calling customer service.**
- All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
- Extreme Family Expo & Events, LLC, as the Official Service Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by Extreme Family Expo & Events, LLC, but for which Extreme Family Expo & Events, LLC is required to handle the storage of the empty shipping containers, a charge will be assessed.
- To avoid confusion, remove all expired shipping labels before shipment.
- Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge (\$15.00 minimum) based on the amount advanced by Extreme Family Expo & Events, LLC
- In the event freight is left on the show floor without a bill of lading on file with Extreme Family Expo, it will be shipped via ArcBest/ABF Freight collect, and will be charged a \$50.00 administrative fee by Extreme Family Expo.

EXTREME FAMILY EXPO & EVENTS, LLC WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

Extreme Family Expo & Events, LLC will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Extreme Family Expo & Events, LLC, for responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material.

TERMS

Charges due upon presentation of invoice at show; payment received within 30 days of invoice date will be net, thereafter interest at the rate of 18% per annum will be added to the unpaid balance of the invoice until it is paid.

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization and emailed to exhibitorservices@extremefamilyexpo.com

Company Name:	Address:
Attention of:	City/State:
Signature:	Title:
Name of Show:	Booth #:

Extreme Family Expo & Events

9402 American Eagle Way, Suite 200, Orlando, FL 32837

407-227-6732

Florida Building Engineering
& Facility Maintenance

Florida State Fairgrounds

April 17, 2024

MATERIAL HANDLING ASSISTANCE - PASSENGER VEHICLES ONLY

(200 lbs maximum)

Material Handling Assistance consists of one (1) laborer with one (1) cart for one (1) trip only.

This service is for those that have small items that weigh 200 pounds or less. A passenger vehicle is defined as a car, van, SUV, or pick-up truck.

There must be two (2) people with the vehicle, one person to go with your product to the booth and one person to remove the vehicle from the receiving area.

Freight that exceeds 200 lbs must be handled by Extreme Family Expo at posted material handling rates. No personal trucks one ton & over, no rental trucks, trailers, or bobtails will be unloaded via Material Handling Assistance.

If you choose not to wait for a laborer and cart, but do use the freight doors, you will still be charged the below rates for facility access.

Add 7.5% tax to below rates.

\$75.00 Straight time	Move-in only	Move-out only
\$135.00 Straight time	Round trip	
\$115.00 Overtime	Move-in only	Move-out only
\$205.00 Overtime	Round trip	
\$170.00 Straight/overtime	Round trip	

Straight time: 8:00 AM - 4:30 PM Monday through Friday.

Overtime: All other hours on weekdays and all hours on Saturday and Sunday. Holidays will be billed at double the straight time rate.

I hereby acknowledge that I have read and understand that the load in/load out Material Handling Assistance fee is for a maximum weight of 200 pounds. If my freight weighs more than 200 pounds, I agree to be charged based on the exhibit shipping information & material handling rate schedule in the exhibitor services manual.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
MAINTENANCE**

c/o Extreme Family Expo & Events

9402 American Eagle Way

Suite 200

Orlando, FL 32837

**ADVANCE FREIGHT MUST BE DELIVERED BY:
APRIL 15, 2024**

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
MAINTENANCE**

c/o Extreme Family Expo & Events

9402 American Eagle Way

Suite 200

Orlando, FL 32837

**ADVANCE FREIGHT MUST BE DELIVERED BY:
APRIL 15, 2024**

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
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Suite 200

Orlando, FL 32837

**ADVANCE FREIGHT MUST BE DELIVERED BY:
APRIL 15, 2024**

Booth # : _____

No. _____ of _____ pieces

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EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
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c/o Extreme Family Expo & Events

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Suite 200

Orlando, FL 32837

**ADVANCE FREIGHT MUST BE DELIVERED BY:
APRIL 15, 2024**

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE



EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
MAINTENANCE**
c/o Extreme Family Expo & Events, LLC
Florida State Fairgrounds
4800 US Highway 301 North
Tampa, FL 33610

**FREIGHT MUST BE DELIVERED ON:
APRIL 16, 2024 ONLY 8:00am—4:30pm**

Booth # : _____

No. _____ of _____ pieces

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
MAINTENANCE**
c/o Extreme Family Expo & Events, LLC
Florida State Fairgrounds
4800 US Highway 301 North
Tampa, FL 33610

**FREIGHT MUST BE DELIVERED ON:
APRIL 16, 2024 ONLY 8:00am—4:30pm**

Booth # : _____

No. _____ of _____ pieces

SHOW SITE



EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
MAINTENANCE**
c/o Extreme Family Expo & Events, LLC
Florida State Fairgrounds
4800 US Highway 301 North
Tampa, FL 33610

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APRIL 16, 2024 ONLY 8:00am—4:30pm**

Booth # : _____

No. _____ of _____ pieces

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

**FL BLDGS ENGINEERING & FACILITY
MAINTENANCE**
c/o Extreme Family Expo & Events, LLC
Florida State Fairgrounds
4800 US Highway 301 North
Tampa, FL 33610

**FREIGHT MUST BE DELIVERED ON:
APRIL 16, 2024 ONLY 8:00am—4:30pm**

Booth # : _____

No. _____ of _____ pieces

SHOW SITE

Extreme Family Expo & Events

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PRE-PRINTED OUTBOUND SHIPPING LABELS REQUEST

Please complete this form and return to Extreme Family Expo to receive printed labels. They will be available at the Extreme Family Expo Service Desk at the close of the show.

Shipping Destination 1: Number of labels: _____

Please print clearly or type.

Company:	Contact :	Booth Number:
Street Address:	City:	State: Zip Code :

Shipping Destination 2: Number of labels: _____

Company:	Contact :	Booth Number:
Street Address:	City:	State: Zip Code :

Shipping Destination 3: Number of labels: _____

Company:	Contact :	Booth Number:
Street Address:	City:	State: Zip Code :

Once your shipment is packed, ready to go, and has labels on it, return your Bill of Lading (BOL) to the Extreme Family Expo Service Desk. Shipments without the BOL turned in will be shipped by the official show carrier at the exhibitor's expense.

Extreme Family Expo does not accept responsibility for exhibitor property left on the floor unattended.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to Extreme Family Expo's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Extreme Family Expo & Events

9402 American Eagle Way, Suite 200, Orlando, FL 32837

407-227-6732

**Florida Building Engineering
& Facility Maintenance**

Florida State Fairgrounds

April 17, 2024

The following order forms are for services/materials provided by sources other than EFE&E. Please follow the return instructions on the various forms attached.

Official Transportation Provider

via the ABF Freight® network

Let ArcBest® make your next trade show the easiest you have attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

800.654.7019



Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



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

ArcBest

REQUEST FOR INFORMATION

ArcBest® Trade Show Shipping

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

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

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

ArcBest • Trade Show Shipping • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com

