



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

INDEX

Exhibitor Kit Forms:

	<u>Page:</u>
Booth Package & Contact Info	3
Exhibit Area Installation & Dismantle	4
Payment & Credit Card Authorization Form	5
Limits of Liability & Responsibility	6
Payment Policies	7
Standard Booth Furnishings & Carpet Order Form	8
Plush Booth Carpet Order Form	9
Booth Cleaning & Porter Services Order Form	10
VCS Modular Rental Units Order Form	11
Special Signs Order Form	12
Graphic Guidelines	13
Showcase Order Form	14
Intent to Use Non-Official Contractors Form	15
Labor Order Form	16
Priority Empty Container Return Order Form	17
Union Jurisdictions	18
Material Handling Services and Rates	19
Shipping & Material Handling Recap	20
Shipping Information	21
Shipping Instructions (Inbound & Outbound)	22-23
Limits of Liability for Material Handling	24
Important Freight Information	25
Material Handling Special Services	26
Accessible Storage Order Form	27
Shipping Labels (Advance & Showsite)	28-29

Additional Vendor Forms:

Electrical Services (GES)
Audio/Visual Services (Encore)
Telecommunications (Encore)
Rules & Regulations For The Orlando World Center Marriott
UPS Freight Information
Accent Furniture



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

BOOTH PACKAGE
&
CONTACT INFO

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

53rd Annual Heckerling Institute on Estate Planning
Andrea Blake
1311 Miller Drive, F-201
Coral Gables, FL 33146
Tel: (305) 284-3179
Email: HeckerlingES@law.miami.edu

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' High Back Wall - Burgundy / White
3' High Side Rails - Burgundy
1 - 7" x 44" ID Sign

Please Note: The exhibit floor is carpeted.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

EXHIBIT AREA
INSTALLATION
&
DISMANTLE

Exhibit Area Installation & Dismantle

Set-up Dates & Times

Sunday, January 13, 2019 12:00pm - 8:00pm

All prefabricated displays must be set and empty crates tagged for storage by
7:00pm on Sunday, January 13, 2019.

Exhibit Dates & Times

Monday,	January 14, 2019	7:00am-4:00pm
	<i>Welcome Reception:</i>	<i>6:00pm-8:00pm</i>
Tuesday,	January 15, 2019	8:00am-5:30pm
Wednesday,	January 16, 2019	8:00am-5:30pm
Thursday,	January 17, 2019	8:00am-5:30pm
Friday,	January 18, 2019	8:00am-12:00pm

Dismantle Dates & Times

Friday, January 18, 2019 12:00pm - 4:00pm

Exhibits shall not be dismantled prior to 12:00pm on Friday, January 18, 2019.
All exhibits must be removed from the exhibit area by 4:00pm.

Please Note: Freight not picked up by 4:00pm on Friday, January 18, 2019
will be re-routed through the house carrier.



HECKERLING INSTITUTE
ON ESTATE PLANNING

**53rd Annual Heckerling Institute
on Estate Planning**
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

PAYMENT & CREDIT CARD AUTHORIZATION FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....	\$	_____
*Plush Booth Carpet Order Form.....	\$	_____
*VCS Modular Rental Unit Order Form.....	\$	_____
*Special Signs Order Form.....	\$	_____
*Showcase Order Form.....	\$	_____
Booth Cleaning Order Form.....	\$	_____
Estimated Labor Order Form.....	\$	_____
Estimated Material Handling Order Form.....	\$	_____
Accessible Storage Order Form.....	\$	_____
Subtotal	\$	_____
*Add 6.5% Sales Tax	\$	_____
Net Amount due Vista	\$	_____

**Note: Services taxable in the state of FL.*

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account #

Expiration Date

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name _____

Cardholder's Address _____ City _____ State _____ Zip _____
(Print or Type)

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LIMITS OF LIABILITY & RESPONSIBILITY

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

PAYMENT POLICIES

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Friday, January 4, 2019.

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Deadline Date. ***For the discount prices to be in effect, your order must be received by the Deadline Date, and payment must accompany your order.*** Orders received after the Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

Rental price includes delivery to and removal from your booth.

QTY. DISCOUNT STANDARD AMT.
RATES RATES

SEATING

Side Chair.....\$55.10 \$71.70
Padded Stool.....\$105.40 \$137.30

ACCESSORIES

Round Pedestal Table (30" h x 30" d).....\$91.80 \$116.60
Round Pedestal Table (42" h x 30" d).....\$116.60 \$151.00
Wastebasket.....\$27.10 \$35.00
Easel.....\$30.60 \$39.70
Chrome Sign Frame (22" x 28").....\$80.50 \$91.50
Bag Holder.....\$109.20 \$143.30
8' Stanchion.....\$30.60 \$39.70
Crossbar.....\$30.60 \$39.70
Garment Rack.....\$109.20 \$143.30
Literature Rack.....\$109.20 \$143.30

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

10' x 10'.....\$135.35 \$176.15
10' x 20'.....\$271.80 \$352.05
10' x 30'.....\$405.20 \$529.70
10' x 40'.....\$514.80 \$703.40
10' x 50'.....\$675.30 \$879.30

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

ft. x ft. (100 sq. ft. minimum) \$3.30 sq. ft. \$4.15 sq. ft.

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:

ft. x ft. (100 sq. ft. minimum) \$1.45 sq. ft. \$1.70 sq. ft.

QTY. DISCOUNT STANDARD AMT.
RATES RATES

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 30".....\$113.00 \$143.30
2' x 6' x 30".....\$127.60 \$163.20
2' x 8' x 30".....\$153.30 \$199.30
4th Side Drape 6' & 8' Only.....\$40.30 \$86.00

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 42".....\$161.80 \$210.30
2' x 6' x 42".....\$177.00 \$230.20
2' x 8' x 42".....\$205.00 \$264.90
4th Side Drape 6' & 8' Only.....\$40.30 \$86.00

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....\$56.80 \$89.60
2' x 6' x 30".....\$69.80 \$105.60
2' x 8' x 30".....\$83.50 \$108.90

UNDRAPED DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....\$70.00 \$89.60
2' x 6' x 42".....\$81.32 \$105.60
2' x 8' x 42".....\$95.10 \$123.20

DRAPED RISERS

White Vinyl
4' One Step.....\$54.90 \$70.90
6' One Step.....\$71.10 \$92.10
Raise & Drape Package
Table to 42" high.....\$72.50 \$86.00

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

PLUSH BOOTH CARPET ORDER FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 200 square feet minimum)

QTY

TOTAL

_____ Square feet (200 square feet minimum)

\$4.20 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE

COLONY BLUE

BLACK

CHARCOAL GRAY

WHITE

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%.

NO REFUND AFTER DEADLINE DATE.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

SUBJECT TO SALES TAX (6.5%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

BOOTH CLEANING & PORTER SERVICES ORDER FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

BOOTH CLEANING RATES

Please indicate your requirements:

- ☐ Daily - Vacuuming.....\$.40 per sq. ft.
- ☐ Once - Vacuuming before initial opening.....\$.45 per sq. ft.

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

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

PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.10 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.10** x Number Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day - \$110.25)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

VCS MODULAR
RENTAL UNITS

DEADLINE DATE:
FRIDAY, DECEMBER 28, 2018

□ VCS TableTop

Unit contains

- Lit Header - 70"x8"
- 6' Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available

Price \$573.30



□ VCS 10

Unit contains

- Custom Header 10.5"x117"
- 3-Graphic Panels (Panel size - 38 1/4"x 87")
- 2 -Arm Lights

Price \$1,149.80



Optional Rental Accessories

Qty	Item	Price	Total
___	Side Rail (each)	\$123.00	\$ ___

Extra Shelves

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$57.30	\$ ___

□ VCS 20

Unit contains

- 2-Custom Headers 10.5"x117"
- 6-Graphic Panels (Panel Size - 38 1/4"x87")
- 4-Arm Lights

Price \$2,178.54



□ Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$286.70	\$ ___
___	80"L x 42"H x 22"W	\$401.30	\$ ___

All graphics must be sent per the graphic guidelines.

Custom units available.
Please call for pricing.

Header Copy:

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SPECIAL
SIGNS

DEADLINE DATE:
FRIDAY, DECEMBER 28, 2018

Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$40.30	\$50.20	\$ _____
_____	14" x 22"	\$57.30	\$71.70	\$ _____
_____	22" x 28"	\$86.00	\$107.50	\$ _____
_____	28" x 44"	\$120.50	\$150.50	\$ _____
_____	1 Meter x 8'	\$200.70	\$250.90	\$ _____
_____	30" round graphic for pedestal tables**	\$82.70	\$103.40	\$ _____

** (please call for details, measurements, or questions)

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical



Horizontal



Color of
Background

Color of
Lettering

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6.5%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

GRAPHIC GUIDELINES

DEADLINE DATE:
FRIDAY, DECEMBER 28, 2018

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department/Miami, Florida

Vista Convention Services

6901 NW 26th Ave.
Miami, FL 33147
E-mail: vistasouth@vistacs.com

We can accept graphic files created with the following programs:

Adobe Acrobat Professional 8.0

Adobe Illustrator CS5

Photoshop CS5

Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible artwork saved as vector files, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please consult us before sending files

(*No bleeds needed on printable files)

"Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing."

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHOWCASE ORDER FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

FULL VISION



REGULAR WALL CASE
84" H X 18" D X 6' W

HALF VISION



SEE-THROUGH WALL CASE
84" H X 18" D X 6' W

QUARTER VISION



20" X 20" X 80"
WALL CASE

6' Counter Cases:

Electrical Outlet NOT included.

38" H X 20" D X 6' W
Includes: Light & Locks



6' Wall Cases:

Electrical Outlet NOT included.

Includes: Adjustable Glass
Shelves, Glass Sliding Doors,
Light & Walnut Finish

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	\$455.10	\$_____
_____	6' Half Vision	\$455.10	\$_____
_____	6' Quarter Vision	\$455.10	\$_____
_____	6' Regular Wall Case	\$513.60	\$_____
_____	6' See-Through Wall Case	\$649.70	\$_____
_____	20" X 20" X 80" Wall Case	\$513.60	\$_____

*Please note: All showcase orders received after the deadline date will be charged an additional 30%
Rental price includes delivery to and removal from your booth space.
Showcases will be delivered in white, unless color is indicated!*

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6.5%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

INTENT TO USE
NON-OFFICIAL
CONTRACTORS

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

Intent to Use Non-Official Contractors

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

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South; the University of Miami, and the Heckerling Institute on Estate Planning as the Certificate Holders. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Certificate of Insurance Included: ☐ Yes ☐ No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LABOR ORDER FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$73.30 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

Overtime
\$110.00 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

OT: Before 8:00AM and after 3:30PM
Monday through Friday and all hours
on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

____ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

____ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$44.10

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ Vista's Rental Carpet _____

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To (Shipping Address): _____

VIA: _____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name _____ Booth _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

PRIORITY EMPTY CONTAINER RETURN ORDER FORM

DEADLINE DATE:
FRIDAY, JANUARY 4, 2019

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER
THE EMPTIES HAVE BEEN TAKEN TO STORAGE**

This service provides for the priority return of your empties to your booth after the close of the show. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....\$110.30 per container

Estimated Number of Pieces.....

*****PLEASE NOTE: Special empty container labels are required for this service.
Labels will be available at Vista's Service Desk.***

Company Name _____ Booth _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information

M/C VISA AMEX / ACCOUNT #

☐ ☐ ☐

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE



HECKERLING INSTITUTE
ON ESTATE PLANNING

**53rd Annual Heckerling Institute
on Estate Planning**
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

UNION
JURISDICTIONS

Union Jurisdictions

Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

MATERIAL HANDLING SERVICES & RATES

DEADLINE DATE:
FRIDAY, JANUARY 11, 2019

Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. ***Please note: 200lbs. minimum for this service.***

<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$104.50</u> Showsite Rate <u>\$109.50</u></p>	<p><u>Crated and/or skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$145.30</u> Showsite Rate <u>\$152.20</u> (such as</p>	<p><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>Friday, January 11, 2019</u> will be charged in addition to the above rates.</p>
<p>*First Package <u>\$44.10</u> ***Each additional package \$33.10</p>	<p><u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p>



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHIPPING & MATERIAL HANDLING RECAP

DEADLINE DATE:
FRIDAY, JANUARY 11, 2019

Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

Computation of Order: When recording weight, round up to the next 100 pounds.

Crated and/or skidded Floor Load Shipments

Warehouse

We will ship _____ lbs. @ \$104.50 per 100 lbs. (200 lb. minimum/\$209.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$109.50 per 100 lbs. (200 lb. minimum/\$219.00)

\$ _____

Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling

Warehouse

We will ship _____ lbs. @ \$145.30 per 100 lbs. (200 lb. minimum/\$290.60)

\$ _____

Showsite

We will ship _____ lbs. @ \$152.20 per 100 lbs. (200 lb. minimum/\$304.40)

\$ _____

Overtime Rates

All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **in or out of** the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.

Deliveries to Warehouse AFTER Deadline Date

Shipments received at the warehouse after 3:30PM or after the deadline date of [Friday, January 11, 2019](#) will be charged 25% surcharge, for each occurrence, in addition to the above rates.

Payment Enclosed

\$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHIPPING INFORMATION

Shipping Information

What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- * If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

- * Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrate and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHIPPING
INSTRUCTIONS
(INBOUND)

Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: 53RD ANNUAL HECKERLING INSTITUTE ON ESTATE PLANNING
(Exhibiting Company's Name & Booth Number)
VISTA CONVENTION SERVICES SOUTH
C/O JM LOGISTICS, INC.
3315 MAGGIE BLVD, SUITE 300
ORLANDO, FL 32811

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Monday, December 10, 2018.
- Shipments received after the deadline of Friday, January 11, 2019 will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

TO: 53RD ANNUAL HECKERLING INSTITUTE ON ESTATE PLANNING
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
ORLANDO WORLD CENTER MARRIOTT
8701 WORLD CENTER DRIVE
ORLANDO, FL 32821

Showsite shipments will be received beginning 12:30pm-5:00pm on Saturday, January 12, 2019.

SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHIPPING
INSTRUCTIONS
(OUTBOUND)

Outbound Shipping Instructions

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: 53RD ANNUAL HECKERLING INSTITUTE ON
ESTATE PLANNING
LOCATION: ORLANDO WORLD CENTER MARRIOTT
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than 1:00pm on Friday, January 18, 2019.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than 1:00pm on Friday, January 18, 2019.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LIMITS OF LIABILITY FOR MATERIAL HANDLING

Limits of Liability for Material Handling

- * Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- * The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

IMPORTANT FREIGHT
INFORMATION

Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.



HECKERLING INSTITUTE
ON ESTATE PLANNING

53rd Annual Heckerling Institute
on Estate Planning
Orlando World Center Marriott Resort
January 14-18, 2019



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

MATERIAL HANDLING
SPECIAL SERVICES

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$22.10 per carton and \$33.10 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$303.20 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$55.10 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$33.10 per cwt. on straight time and \$38.60 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$3.05 per linear foot, plus one-half hour minimum labor.

Shrink Wrap Skid: \$38.60 per skid, labor included

Clear Tape: \$14.30 per roll

Double Face Tape: \$23.10 per roll

UPS & FEDEX Shipments

A fee of \$82.70 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
VISTA CONVENTION SERVICES SOUTH
C/O JM LOGISTICS, INC
3315 MAGGIE BLVD, SUITE 300
ORLANDO, FL 32811

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
VISTA CONVENTION SERVICES SOUTH
C/O JM LOGISTICS, INC
3315 MAGGIE BLVD, SUITE 300
ORLANDO, FL 32811

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, JANUARY 11, 2019.
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
VISTA CONVENTION SERVICES SOUTH
C/O JM LOGISTICS, INC
3315 MAGGIE BLVD, SUITE 300
ORLANDO, FL 32811

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
VISTA CONVENTION SERVICES SOUTH
C/O JM LOGISTICS, INC
3315 MAGGIE BLVD, SUITE 300
ORLANDO, FL 32811

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
C/O VISTA CONVENTION SERVICES SOUTH
ORLANDO WORLD CENTER MARRIOTT
8701 WORLD CENTER DRIVE
ORLANDO, FL 32821

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning [12:30pm-5:00pm on Saturday, January 12, 2019.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
C/O VISTA CONVENTION SERVICES SOUTH
ORLANDO WORLD CENTER MARRIOTT
8701 WORLD CENTER DRIVE
ORLANDO, FL 32821

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
C/O VISTA CONVENTION SERVICES SOUTH
ORLANDO WORLD CENTER MARRIOTT
8701 WORLD CENTER DRIVE
ORLANDO, FL 32821

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

53RD ANNUAL HECKERLING INSTITUTE
ON ESTATE PLANNING
C/O VISTA CONVENTION SERVICES SOUTH
ORLANDO WORLD CENTER MARRIOTT
8701 WORLD CENTER DRIVE
ORLANDO, FL 32821

Payment and Credit Card Charge Authorization

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

Form Deadline Date:
December 26, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		City, State, Zip/Country	Primary Contact Phone
Phone		Fax	Email
Name of Contact at Booth/Show Site		Name of Secondary Contact (Optional)	
Phone		Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/052696438/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

GES
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print	
Billing Address	
City	State
Zip/Country	
Account Number	Expiration Date
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
Please Sign	X
Cardholder Signature	MM/DD/YY
Cardholder Name - Please Print	Date
Check Number	Check Dated
Total Check Payment	\$
Total Credit Card Payment	\$

Review and Return

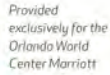
Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 • GES National
Servicenter®: (800) 475-2098

Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <http://www.ges.com/chat>



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Form Deadline Date:
December 26, 2018

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

Date _____

Date _____



Electrical Checklist

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms	Labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

052696438

092118 1128

E-1a 100417



Electrical Safety and Regulation

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.
7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for



providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.



Reminder:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

Electrical Services Frequently Asked Questions

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

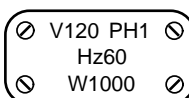


Provided
exclusively for the
Orlando World
Center Marriott

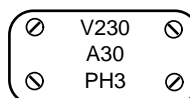
HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

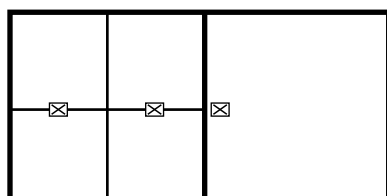
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

The power sources come from different areas depending on the halls. The power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided. Hall may have catwalks available which means the power will drop from the ceiling.

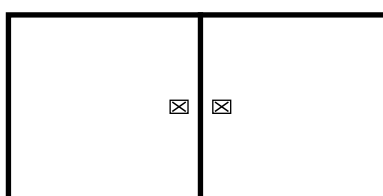
Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first fifty feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

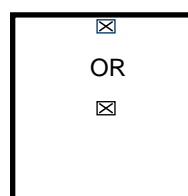


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).



How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment and distribution above carpet. This Labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations).

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

Discount Deadline Date:
December 26, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- Power Service and Motor Outlets - All 208V connections require labor.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	153.50	218.00		6.5	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	225.25	312.50		6.5	\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	291.25	404.50		6.5	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	357.25	496.50		6.5	\$

1P 208v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700012	010 Amp, 1/2 HP 208V / 1Phase	396.75	551.50		6.5	\$
700014	020 Amp, 1 HP 208V / 1Phase	556.00	772.00		6.5	\$
700017	100 Amp, 10 HP 208V / 1Phase	1,231.25	1,709.75		6.5	\$
700018	200 Amp, 25 HP 208V / 1Phase	1,985.00	2,757.00		6.5	\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	532.25	738.75		6.5	\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	744.75	1,034.50		6.5	\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	957.75	1,330.25		6.5	\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received. 208v services require 1 hour minimum labor.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.50	10.25		6.5	\$

Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
702009	1/4" Cable Per Foot	4.50	4.50		6.5	\$
700246	Cord Cap, 20 AMP, 3 Wire	46.50	46.50		6.5	\$
700247	Cord Cap, 20 AMP, 5 Wire	46.50	46.50		6.5	\$
700287	Cube Tap, 3 Way Plug	12.50	12.50		6.5	\$
700130	Extension Cord, 14/3 120V, 15'	25.75	25.75		6.5	\$
700131	Extension Cord, 14/3 120V, 25'	36.25	36.25		6.5	\$
700132	Extension Cord, 14/3 120V, 50'	51.50	51.50		6.5	\$
700099	Plug Strip, 120 Volt	36.25	36.25		6.5	\$

E-2 100417 092118 052696438



Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
December 26, 2018

Company Name Email Phone Number

Show Site Contact Show Site Email Show Site Phone Number

☐ Will you need 24 Hour Power? Please note, this will show as doubled the published rate on your final invoice.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

092118 052696438

E-2 100417



Electrical Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

Discount Deadline Date:
December 26, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Time starts from the time electrician is dispatched and stops when electricians return to the desk.
- There is a (1) Hour Labor Minimum.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Tax %	Total
705060	Electrical, ST	101.50	147.00	189.75			6.5	\$
705060	Electrical, OT	203.25	284.00	379.50			6.5	\$

Step 2. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 • GES National Servicercenter®: (800) 475-2098

Form Continues on Next Page



Electrical Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
December 26, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	
Please Sign	X		
Authorized Signature		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
Authorized Name - Please Print		Date	
Total Payment Enclosed			\$

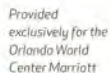
By signing and delivering the Electrical Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

092118 052696438

E-3 083118



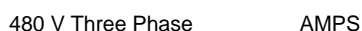
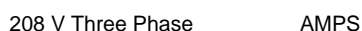
All orders are governed by the **GES Payment Policy** and **GES Terms & Conditions of Contract** as specified in this Exhibitor Services Manual.



Form Deadline Date:
December 26, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Show Site Contact Show Site Email Show Site Phone Number



- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back of Booth Number (indicate adjacent booth or aisle number: _____)

[illegible]

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

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

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 • GES National Servicer®: (800) 475-2098



Plumbing Services Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for Plumbing
- Incomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

052696438

092118 1128

K-1 101317



Plumbing Services Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

Discount Deadline Date:
December 26, 2018

Company Name Email Phone Number Booth Number

Show Site Contact

Show Site Email

Show Site Phone Number



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	1st Air Outlet	411.00	575.50		6.5	\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price is per CFM)	5.25	7.50		6.5	\$
701039	Air Outlet, Connection	62.75	88.00		6.5	\$

Drain: 1/2"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701047	Drain Outlet, 1"	221.25	309.75		6.5	\$
701046	Drain Outlet, 1-1/2"	221.25	309.75		6.5	\$
701048	Drain Outlet, 1/2"	221.25	309.75		6.5	\$
701049	Drain Outlet, 2"	221.25	309.75		6.5	\$
701050	Drain Outlet, 3/4"	221.25	309.75		6.5	\$

Water: 1/2"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	1st Water Outlet	411.00	575.50		6.5	\$
701082	Water Outlet 1 1/2"	221.25	309.75		6.5	\$
701083	Water Outlet 1"	221.25	309.75		6.5	\$
701084	Water Outlet 1/2"	221.25	309.75		6.5	\$
701085	Water Outlet 2"	221.25	309.75		6.5	\$
701086	Water Outlet 3/4"	221.25	309.75		6.5	\$
701087	Water Outlet, Connection	62.75	88.00		6.5	\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	189.75	265.75		6.5	\$
701092	Fill & Drain, 400+ Gallons, Per Unit	284.75	398.75		6.5	\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	221.21	265.75		6.5	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 • GES National Servicercenter®: (800) 475-2098

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.



Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

Discount Deadline Date:
December 26, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Tax %	Total
705011	Plumbing, ST	101.50	147.00	189.75			6.5	\$
705011	Plumbing, OT	203.25	284.00	379.50			6.5	\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A % surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

K-3 110317 092118 052696438

Form Continues on Next Page



Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
December 26, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker for both installation, removal, and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 • GES National Servicercenter®: (800) 475-2098

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

092118 052696438

K-3 110317



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Form Deadline Date:
December 26, 2018

Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number:_____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number:_____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

A blank sheet of white graph paper featuring a uniform grid of small squares. The grid consists of 10 columns and 10 rows, creating a total of 100 square units. The lines are thin and black, forming a clean, unobstructed pattern suitable for drawing or calculation.

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 • GES National Servicenter®: (800) 475-2098

GES Payment Policy

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HECKERLING 2019

Orlando World Center Marriott
January 14 - 18, 2019

Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

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

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

052696438

092118

G-2p 100517

Chat with us <http://www.ges.com/chat>



GES Terms and Conditions of Contract

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Provided
exclusively for the
Orlando World
Center Marriott

HECKERLING 2019
Orlando World Center Marriott
January 14 - 18, 2019

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **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 shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Unsupervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and 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.

III. Customer Obligations

a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site.

b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

Chat with us <http://www.ges.com/chat>



VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES 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. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

Payment Policy

Payment for Services: GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

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

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

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

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

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

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



EXHIBITOR AUDIO VISUAL, INTERNET & PHONE SERVICES ORDER FORM

Advance Price Deadline - 21 days prior to shows first day

Office: 407-238-8637 Fax: 407-238-8837 E-mail: MarriottWCSales@encore-us.com

World Center Marriott 8701 World Center Drive Orlando, FL 32821

Show Name:		Show Dates:	
Booth Name:		Requested Install Date/Time:	
Booth #:		Date Submitted:	
Address:			
City/State/Zip:			
Telephone:		Fax:	

[Click Here For Exhibitor Rigging Needs.](#)

ORDER CONTACT INFORMATION	ORDER CONTACT INFORMATION
Contact Name:	Onsite Contact Name:
E-Mail:	Onsite E-Mail:
Phone:	Onsite Phone:

AUDIO VISUAL & COMPUTER EQUIPMENT	PRICING - DAILY RATE			QTY	# SHOW DAYS	TOTAL
	Advanced	Standard	Onsite			
LCD Projector Package with 6' Screen	\$550.00	\$687.50	\$825.00			
Support Package for Client Projector	\$175.00	\$218.75	\$262.50			
24" Flat Screen Monitor w/Table Top Stand	\$165.00	\$206.25	\$247.50			
48' LCD Display Monitor w/Table Top Stand	\$180.00	\$250.00	\$375.00			
60' LCD Display Monitor on Rolling Stand	\$350.00	\$425.00	\$550.00			
DVD Player (No Monitor)	\$100.00	\$125.00	\$150.00			
CATV Connection (Channel Preference)	\$250.00	\$312.50	\$375.00			
4 Channel Audio Mixer	\$50.00	\$62.50	\$75.00			
Laptop/MP3 Player Audio Adapter	\$45.00	\$56.25	\$67.50			
Laptop Speakers	\$50.00	\$62.50	\$75.00			
Powered Speaker w/ Stand	\$90.00	\$112.50	\$135.00			
Laptop Computer	\$250.00	\$312.50	\$375.00			
Wireless Presentation Remote	\$50.00	\$62.50	\$75.00			
25' VGA Cable or 6' HDMI Cable (Circle Preference)	\$35.00	\$43.75	\$52.50			
Booth Spot Lighting (Base/Pole/Light)	\$350.00	\$437.50	\$525.00			
SUBTOTAL A:						\$ -

INTERNET SERVICES	PRICING - PER DAY, PER CONNECTION (DEVICE)			QTY	# SHOW DAYS	TOTAL
	Advanced	Standard	Onsite			
Wireless Internet Connection	\$50.00	\$62.50	\$75.00			
Wired Internet Connection	\$150.00	\$187.50	\$225.00			
Static IP Address	\$300.00	\$375.00	\$450.00			
Network Switch (required for 2 or more wired lines)	\$100.00	\$125.00	\$150.00			
Please call for additional internet services such as bandwidth or HotSpot packaging, VLAN set-up, and other customization options						
SUBTOTAL B:						\$ -

TELEPHONE SERVICES	PRICING - PER LINE			QTY	# SHOW DAYS	TOTAL
	Advanced	Standard	Onsite			
House Phone Line (Hotel Internal Only - Phone Calls Additional)	\$132.06	\$165.07	\$198.09		One time charge No service charge	
Direct In Dial (DID) Line (Dial 9 Access through PBX - Phone Calls Additional)	\$228.90	\$286.13	\$343.35		One time charge No service charge	
Dedicated (DED) Line (Local/Toll Free Only – Not by PBX, does not include ISP)	\$343.35	\$429.19	N/A		One time charge No service charge	
Polycom Speaker Phone	\$175.00	\$218.75	\$262.50		One time charge No service charge	
SUBTOTAL C:						\$ -

This order MUST accompany a Marriott Credit Card Authorization Form to be processed Please fill out form entirely
Tax Exempt Orders must be accompanied by a valid Florida Tax Exemption Certificate
Cancellations within 48 Hours are subject to 50% cancellation fee
Cancellations the day of show are non-refundable
Pricing Valid for Tradeshow Events Only
Advanced Rates are 21 days prior to shows first day
Standard Rates are after 21 days prior to shows first day
On-Site Rates apply to all orders placed on-site at venue

SUBTOTAL A:	
SUBTOTAL B:	
SUBTOTAL C:	
TOTAL OF A,B, & C:	\$ -
Service Charge 24%	
TOTAL W/ SERVICE CHARGE	\$ -
State Tax 6.5%	
GRAND TOTAL DUE	\$ -

[Click Here For Exhibitor Rigging Needs.](#)



MARRIOTT
ORLANDO WORLD CENTER

Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have your Audio Visual expenses charged to your credit card by the Orlando World Center Marriott. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to Encore Event Technologies at (407) 238-8837.

Cardholder Information

Name as it appears on the credit card: _____

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account Type: ☐ Individual (personal credit card)

☐ Corporate

Account Number: _____ Exp. Date: _____

Company Name: _____

Address: _____

(where statement is mailed:)

City, State, Zip, Country: _____

Phone Number: _____ Fax or Alternate Number: _____

E-Mail Address of Card Holder: _____

Guest Information

Guest Name: _____

Company: _____

On-site Phone Number: _____

Fax / Alternate Phone Number: _____

Arrival Date: _____ Departure Date: _____

Relation to Cardholder: ☐ Relative ☐ Friend ☐ Business Associate ☐ Other _____

I certify that all information is complete and accurate. I hereby authorize the Orlando World Center Marriott to collect payment for all charges as indicated on my Audio Visual order form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event, unless I (or my representative) have signed off on an Addition form, Pop-Up form, or updated Event Quote. I certify that I am the authorized signer of the credit card listed above.

Cardholder Signature: _____ Date: _____



53RD ANNUAL HECKERLING INSTITUTE ON ESTATE PLANNING™ ORLANDO WORLD CENTER MARRIOTT RESORT ♦ JANUARY 14-18, 2019

1. Booth Set-Up

The exhibit hall will be available for booth set-up between the hours of 12:00 p.m. and 8:00 p.m., Sunday, January 13, 2019. Crews will be available for assistance during this period only. **All exhibits must be set up by 8:00 p.m., Sunday, January 13th. After 8:00 p.m. any unattended booth with exhibit materials will be set up by the official service contractor and all applicable service charges will be applied to the exhibitor of record. The exhibit hall will open at 7:00 a.m. on Monday, January 14th. Please note that the exhibit hall will be closed from 4:00 p.m. – 6:00 p.m. on Monday, January 14, to allow for set-up prior to the 6:00 p.m. Heckerling Welcome Reception.**

EXHIBIT HOURS:

Sunday, January 13

Set-up 12:00 p.m. to 8:00 p.m.

Monday, January 14

7:00 a.m. to 4:00 p.m.

Monday, January 14

6:00 p.m. to 8:00 p.m.*

Tuesday, January 15

8:00 a.m. to 5:30 p.m.

Wednesday, January 16

8:00 a.m. to 5:30 p.m.

Thursday, January 17

8:00 a.m. to 5:30 p.m.

Friday, January 18

8:00 a.m. to 12:00 p.m.

**The exhibit hall will be open during the reception for registrants. Exhibit booths must be attended by the Exhibitor's own personnel whenever the exhibit hall is open.*

2. Booth Dismantling

Exhibitors hereby agree that exhibits shall not be dismantled prior to 12:00 p.m., Friday, January 18, 2019. All exhibits must be removed from the exhibit area by 4:00 p.m.

3. Booth Equipment (Optional)

Each standard single 10' x 10' booth will contain the following equipment: flameproof drapes with 8' - high back wall and two 3' high sidewalls, and one 7" x 44" standard identification sign with the Exhibitor's name.

4. Additional Equipment and Services

Booth Furnishings (Optional): Furniture, rugs, drapes, etc. may be obtained from our official service contractor, Vista South Convention Services, 6901 NW 26th Ave., Miami, FL, 33147 (Phone: 305-673-1123). **Vista South Convention Services will forward order forms for standard furnishings to each Exhibitor during the week of October 22, 2018. All additional furnishings ordered will be at the Exhibitor's expense.**

Labor:

Union display labor may be obtained (at the Exhibitor's expense) from Vista South Convention Services. Prevailing labor rates apply minimum time 1/2 hour. Vista South Convention Services offers straight time, overtime, and double time rates in South Florida. **Orders for labor must be placed prior to Friday, January 4, 2019.** Any non-official contractor providing labor or additional service to an exhibiting company on-site will be required to complete and comply with the insurance and other requirements contained in the Vista South Convention Services Kit. Non-official exhibit contract labor personnel must register with Vista South Convention Services upon arrival at hotel. Please contact Vista South directly for further details.

5. Shipping Instructions

All shipments must be **PREPAID** whether by air or motor freight. Shipments should be made in time to arrive before **Friday, January 11, 2019**. Please note that Vista South Convention Services will be closed Saturday, December 29 through Tuesday, January 1. All shipments must be consigned as follows:

Your Company Name and Booth Number

Vista South Convention Services
C/O JM Logistics, Inc.
3315 Maggie Blvd. Suite 300
Orlando, FL 32811
407-203-0822

Please note if you ship any exhibit materials directly to the Orlando World Center Marriott they may be refused prior to Saturday, January 12, 2019 at 12:30 p.m. After that time, Vista will be on-site to store materials.

Shipments will be received and stored by Vista South Convention Services. Delivery of the shipment to the booth, removal of empty containers for storage, return of empty containers at close of show, and delivery of out-bound shipments to the loading platform for pick-up by the Common Carrier will be provided

by Vista South Convention Services at prevailing rates. Exhibitors will be forwarded shipping information and materials handling rates along with the order forms for booth furnishings. All forms regarding inbound shipments should be sent to Vista South Convention Services as soon as shipment is made. Exhibitors are urged to cooperate in this matter to ensure proper receipt and handling of their equipment.

6. Electrical and Telephone Services

Electrical and telephone service will be available at the Exhibitor's expense. **Vista South Convention Services will forward order forms to each Exhibitor in advance.** Electrical and telephone service orders must be placed before **Friday, December 14, 2018.**

7. Sponsor/Exhibitor Release

The Sponsor/Exhibitor (Exhibitor) assumes entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. The Exhibitor further assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Heckerling Institute on Estate Planning, the University of Miami, and their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's transportation, installation, removal, maintenance, occupancy, display or use of exhibits, or of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Heckerling Institute on Estate Planning or the University of Miami.

In addition, Exhibitor acknowledges that the Heckerling Institute on Estate Planning, the University of Miami, and the Orlando World Center Marriott Resort does not maintain insurance covering Exhibitor's property and that it is the sole responsibility of each Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. Exhibit hall security will be furnished, but the furnishing of such security shall not be deemed to increase the liability of the Heckerling Institute and the University of Miami and its employees and agents, nor to modify in any way the assumption of the risk and release provided above. All property of the Exhibitor is understood to remain under its custody and

53RD ANNUAL HECKERLING INSTITUTE ON ESTATE PLANNING™ **ORLANDO WORLD CENTER MARRIOTT RESORT ♦ JANUARY 14-18, 2019**

Sponsor/Exhibitor Regulations (Continued)

control, in transit to, within, or from the confines of the hall, subject to the rules and regulations of the Exhibition. It is recommended that Exhibitors take precautionary measures of their own such as securing small or easily portable articles of value including: laptop computers, tablets, cell phones, etc.

8. Fire Regulations

In order to comply with local fire ordinances as well as National Board of Fire Underwriters Building Code, all decorative materials must be flame resistant in accordance with these standards. Materials that meet these requirements are available to Exhibitors from Vista South Convention Services.

9. Property Damage

Exhibitor is responsible for damage to property. No signs or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, floors, etc., in such a manner as to deface or destroy. Exhibitors who either demonstrate or dispense food or drink will be required to provide protective floor covering at their expense. In booths where this procedure is not followed, the protective floor covering will be provided by Vista South Convention Services and will be charged to the Exhibitor.

10. Selection of Sponsors and Exhibitors

The submission of the Sponsor & Exhibitor Application does not guarantee selection as an Exhibitor or Sponsor. All Applications are subject to approval, and must be accompanied by representative exhibit materials and information as to the nature of the applicant's business. The Heckerling Institute reserves the right to reject the Sponsor/Exhibitor Application of any firm or organization for any reason at any time.

11. Booth Assignments

Booths will be assigned on a space available basis at the discretion of the Institute. The Institute reserves the right to relocate the exhibit hall or any booth assignment at any time.

12. Display Limitations

Exhibitor displays, signs, materials and activities **must be confined to the physical limits of the exhibit booth.** Signs above the booth may not extend more than two feet over the top of the booth and must be finished on all sides. **Any exceptions must be reviewed by the Institute prior to Friday, December 14, 2018.** No images may be projected onto the exhibit hall walls, ceiling, or other areas beyond the limits of the exhibit booth. Vendors may not share, assign,

or sublet all or any portion of their exhibit booth, and may display only those goods or services offered in the regular course of their business. Microphone announcements are not permitted.

13. Programming

Sponsors and Exhibitors may not conduct promotional or educational programming including lectures, demonstrations or audiovisual presentations during Institute programming hours. Programming and presentations scheduled at any other time during Institute week should only relate to the vendor's products or services and must be pre-approved by the Institute.

14. Distribution of Materials

Exhibitors may only distribute promotional materials at their assigned exhibit booths. **Materials promoting educational programming may not be displayed or distributed at the Institute.** Sponsors will be acknowledged on appropriate signage provided by the Institute and may not distribute materials in any part of the exhibit hall. Materials may not be distributed in any other part of the hotel, including meeting rooms and guest rooms.

All other promotional activities must be limited to the exhibit booth or assigned function space.

15. Functions

All functions held on-site at the Orlando World Center Marriott by Sponsors and Exhibitors, including but not limited to receptions, luncheons, dinners, promotional programming and hospitality suites, **must be pre-approved by the Institute.** Any entertainment or events planned in an exhibit booth must also be pre-approved by the Institute.

16. Photography and Video Recording

Exhibitors are permitted to take photographs only **within their own booth.** Taking photos outside of the exhibitor's booth or in educational sessions is prohibited. Video is not permitted in the exhibit hall or in the exhibitor's booth. Video is permitted within the exhibitor's assigned function space. Exhibitors are responsible for supervising the activities of outside photographers.

17. Cancellations

All requests for cancellation of booth space must be received in writing. Cancellations received by **Thursday, November 1, 2018** will be refunded, less 50% of the total booth cost. **No refunds will be made after November 1, 2018.**

18. Acts of God

In the case of cancellation of the Institute, or unavailability of the exhibit hall, due to Acts of God, war, threats or acts of terrorism, governmental authority, fire, strike, labor disputes, or any other cause beyond the control of the Heckerling Institute, this agreement shall terminate, and the Institute shall not be responsible for any damages or expenses incurred by the Exhibitor in connection therewith.

19. Compliance

Failure to comply with all regulations may result in the removal of an exhibit, refusal of access to the exhibit hall, or cancellation of a sponsorship or exhibitor registration. The Institute also reserves the right to restrict or prohibit all or any portion of any exhibit which the Institute, in its sole discretion, determines to be objectionable or not in keeping with the character and tone of the exhibit hall. In the event of such a restriction or prohibition, the Institute will not be liable for reimbursement of any expenses incurred by the Exhibitor and will not refund any portion of the exhibit fees.



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at hl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

© Copyright United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved. 0197056 3/07

Multimodal capabilities



Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE



Accent on Service...
Accent on Excellence

www.GetAccent.com

CORDOBA... BLACK LEATHER



CM-1 Cordoba Sofa - Black Leather



CM-2 Cordoba Loveseat - Black Leather



CM-3 Cordoba Chair - Black Leather

CM-1 Sofa - Black Leather
80"L x 31"D x 33"H

CM-2 Loveseat - Black Leather
56"L x 31"D x 33"H

CM-3 Chair - Black Leather
33"L x 31"D x 33"H



CHARGED!



CONCORD... WHITE LEATHER



C-4 Concord Sofa - White Leather



C-4C Concord Sofa w/ Charging Console - White Leather



C-5 Concord Loveseat
White Leather



C-5C Concord Loveseat w/ Charging Console
White Leather



C-6 Concord Chair - White Leather

C-4 Sofa - White Leather
79.5"L x 32"D x 34.5"H

C-4C Sofa - White Leather
w/ Charging Console
87"L x 32"D x 34.5"H

C-5 Loveseat - White Leather
56"L x 32"D x 34.5"H

C-5C Loveseat - White Leather
w/ Charging Console
63.5"L x 32"D x 34.5"H

C-6 Chair - White Leather
33"L x 32"D x 34.5"H



CONCORD



CONTEMPO...WHITE OR BLACK LEATHER



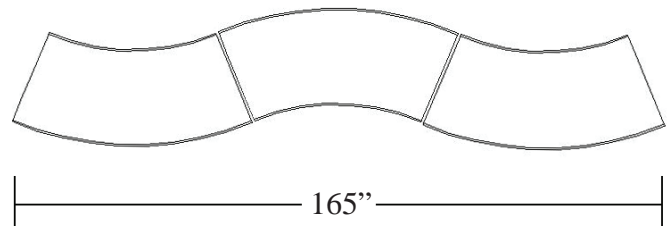
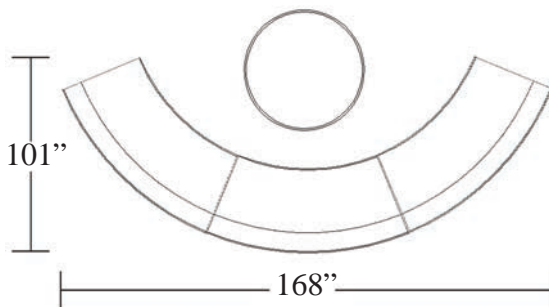
- ☐ I-1 Contempo Curve Sofa
White Leather
- ☒ I-4 Contempo Curve Sofa
Black Leather



- ☐ I-2 Contempo Curve Bench
White Leather
- ☒ I-5 Contempo Curve Bench
Black Leather



- ☐ I-3 Contempo Round Ottoman
White Leather
- ☒ I-6 Contempo Round Ottoman
Black Leather



I-1 Curve Sofa - White Leather
71"L x 34"D x 30"H

I-2 Curve Bench - White Leather
71"L x 34"D x 17"H

I-3 Round Ottoman - White Leather
40"L x 40"D x 17"H

I-4 Curve Sofa - Black Leather
71"L x 34"D x 30"H

I-5 Curve Bench - Black Leather
71"L x 34"D x 17"H

I-6 Round Ottoman - Black Leather
40"L x 40"D x 17"H

LAREDO... BLACK LEATHER



C-1 Laredo Sofa - Black Leather



C-2 Laredo Loveseat - Black Leather



C-3 Laredo Chair - Black Leather

SOUTH BEACH... WHITE OR RED LEATHER



☐ E-1 South Beach Sofa - White Leather
☒ E-4 South Beach Sofa - Red Leather



☐ E-2 South Beach Chair - White Leather
☒ E-5 South Beach Chair - Red Leather



☐ E-3 South Beach Bench - White Leather
☒ E-6 South Beach Bench - Red Leather

C-1 Sofa - Black Leather
 77"L x 34"D x 32"H

C-2 Loveseat - Black Leather
 54"L x 34"D x 32"H

C-3 Chair - Black Leather
 32"L x 34"D x 32"H

E-1 Sofa - White Leather
 85"L x 34"D x 32"H

E-2 Chair - White Leather
 53"L x 34"D x 32"H

E-3 Bench - White Leather
 53"L x 27"D x 16"H

E-4 Sofa - Red Leather
 77"L x 34"D x 32"H

E-5 Chair - Red Leather
 53"L x 34"D x 32"H

E-6 Bench - Red Leather
 53"L x 27"D x 16"H



MELROSE... RED SUEDE



G-1 Melrose Sofa - Red Suede



G-2 Melrose Chair - Red Suede



G-3 Melrose Bench - Red Suede

G-1 Sofa - Red Suede
78"L x 41"D x 30"H

G-2 Chair - Red Suede
40"L x 36"D x 30"H

G-3 Bench - Red Suede
61"L x 21"D x 17"H



MODERN... WHITE LEATHER & CHROME

H-5 Modern Sofa
White Leather
72"L x 31"D x 26"H

H-6 Modern Chair
White Leather
35"L x 32"D x 27"H



H-5 Modern Sofa - White Leather



H-6 Modern Chair - White Leather

I-10 Da Vinci Sofa
White Leather
74"L x 35"D x 36"H
Flat (74"L x 48"D x 18"H)



I-10 Da Vinci Sofa - White Leather



Sofa Folds into Flat Bench



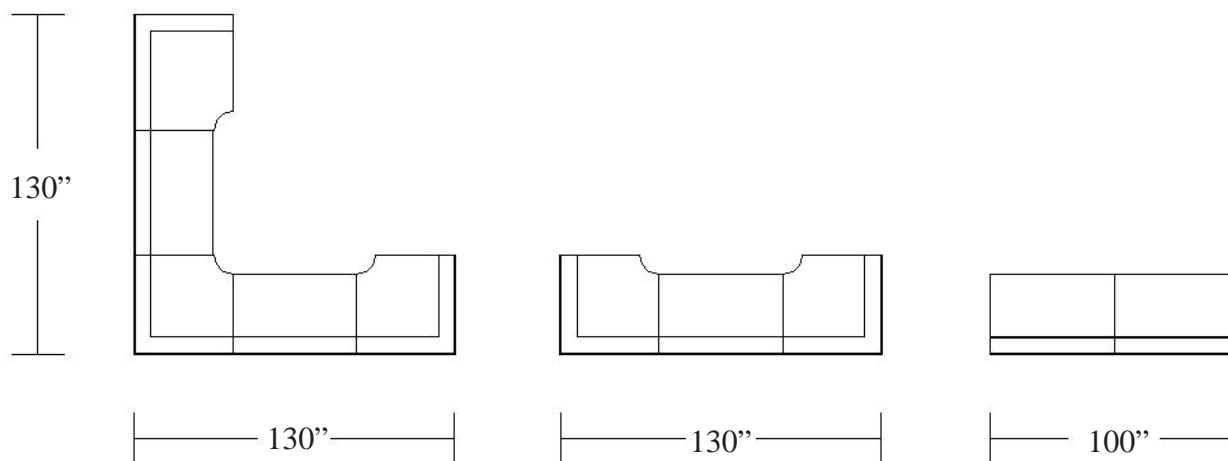
MONTE CARLO...WHITE OR BLACK LEATHER



- ☒ H-1 Monte Carlo Loveseat
Black Leather
- ☐ H-3 Monte Carlo Loveseat
White Leather



- ☒ H-2 Monte Carlo Corner
Black Leather
- ☐ H-4 Monte Carlo Corner
White Leather



H-1 Loveseat - Black Leather
50"L x 38"D x 29"H

H-3 Loveseat - White Leather
50"L x 38"D x 29"H

H-2 Corner - Black Leather
40"L x 40"D x 29"H

H-4 Corner - White Leather
40"L x 40"D x 29"H



UPTOWN... BLACK SUEDE



A-1 Uptown Sofa - Black Suede



A-2 Uptown Loveseat - Black Suede



A-3 Uptown Chair - Black Suede



A-4 Uptown Bench - Black Suede

A-1 Sofa - Black Suede
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede
59"L x 32"D x 32"H

A-3 Chair - Black Suede
39"L x 32"D x 32"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H



NEWPORT... TAN SUEDE



B-1 Newport Sofa - Tan Suede



B-2 Newport Loveseat - Tan Suede



B-3 Newport Chair - Tan Suede

B-1 Sofa - Tan Suede
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede
54"L x 34"D x 32"H

B-3 Chair - Tan Suede
32"L x 34"D x 32"H



ACCENT CHAIRS...

F-7 Stage Chair
Black Leather
27"L x 23"D x 35"H



F-7

F-8 Stage Chair
Burgundy Leather
27"L x 23"D x 35"H



F-8

F-9 Stage Chair
White Leather
27"L x 23"D x 35"H



F-9

I-9 Glove Chair - White Leather
30"L x 30"D x 32"H



I-9

E-18 Aspen Chair
White Leather
30.5"L x 28"D x 30"H



E-18



F-1



F-3



F-5

F-2

F-4

F-6

F-1 Barcelona Chair - Red Leather
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red Leather
24"L x 24"D x 17"H

F-3 Barcelona Chair - White Leather
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White Leather
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black Leather
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black Leather
24"L x 24"D x 17"H



CHARGED!

**Electric Required for following CHARGED products*



E-14C



E-15C



M-5J



I-1C



P-13C

E-14C Tall Pub Table - White
Charged
60"L x 25"D x 42"H

E-15C Short Pub Table - White
Charged
60"L x 25"D x 30"H

ADD LIGHTING

*E-UL Under Lighting Add-on

*Available on E-8C, E-14C, and
E-15C

M-5J Bar Table - White / Chrome
Charged
30"Dia x 42"H

I-1C Contempo Curve Sofa
White Leather - Charged
71"L x 34"D x 30"H

P-13C White Laminant
Conference Table - Charged
53"L x 33"D x 29"H



CHARGED!

**Electric Required for following CHARGED products*



E-11 Charged Sofa
White Leather



E-12 Charged Loveseat
White Leather



E-13 Charged Chair
White Leather



E-11 Sofa - White Leather - Charged
72"L x 31"D x 32"H

E-12 Loveseat - White Leather - Charged
55"L x 31"D x 32"H

E-13 Chair - White Leather - Charged
33"L x 31"D x 32"H



E-10C

White Cube End Table - Charged
(Multi Device Charging Cable)



D-6C

Black Cube End Table - Charged
(Multi Device Charging Cable)



E-8C

E-10C End Table - White Cube - Charged
20"L x 20"D x 20"H

D-6C End Table - Black Cube - Charged
24"L x 24"D x 20"H

E-8C Cocktail - White Rectangle - Charged
47"L x 23"D x 16"H

OCCASIONAL TABLES...



I-7



I-8



A-10



A-11



B-4



B-5



D-4



D-5



D-6

** Also Available Charged (D-6C)*

I-7 Cocktail - Chrome / Glass
45"L x 32"D x 18"H

A-10 Cocktail - Black / Glass
48"L x 24"D x 17"H

B-4 Cocktail - Natural
48"L x 24"D x 17"H

D-4 Cocktail - Black Square
30"L x 30"D x 16"H

I-8 End Table - Chrome / Glass
21"Dia x 21"H

A-11 End Table - Black / Glass
21"L x 21"D x 21"H

B-5 End Table - Natural
24"Dia x 21"H

D-5 Cocktail - Black Cylinder
30"Dia x 15"H

D-6 End Table - Black Cube
24"L x 24"D x 20"H



OCCASIONAL TABLES...



E-7



E-8

**Also Available Charged (E-8C)*



E-9



E-10

**Also Available Charged (E-10C)*



E-19



CM-4



CM-5



CM-6



CM-7

E-7 Cocktail - White Square
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle
47"L x 23"D x 16"H

E-9 End Table - White Square
20"L x 20"D x 19"H

E-10 End Table - White Cube
20"L x 20"D x 20"H

E-19 Side Table - White
10"L x 18"D x 25"H

CM-4 Cocktail Table - Wood Grain
44"L x 22"D x 17"H

CM-5 End Table - Wood Grain
19.5"L x 19.5"D x 21"H

CM-6 Cocktail Table - White
44"L x 22"D x 17"H

CM-7 End Table - White
19.5"L x 19.5"D x 21"H



OTTOMANS & BENCHES...

J-12 Black Cube Ottoman
17"L x 17"D x 17"H



J-12

J-13 Orange Cube Ottoman
17"L x 17"D x 17"H



J-13

J-14 White Cube Ottoman
17"L x 17"D x 17"H



J-14



J-15

J-15 Red Cube Ottoman
17"L x 17"D x 17"H

J-16 White Swivel Ottoman
18"Dia x 17.25"H



J-16

J-17 Orange Swivel Ottoman
18"Dia x 17.25"H



J-17



J-18

J-18 Black Swivel Ottoman
18"Dia x 17.25"H

G-4 LED Cube - Glow
20"L x 20"D x 20"H



G-4

J-10 White Storage Cube
18"L x 18"D x 17"H



J-10



J-11

J-11 Black Leather Ottoman
18"L x 18"D x 18"H



E-6



E-3

E-6 South Beach Bench
Red Leather
53"L x 27"D x 16"H

E-3 South Beach Bench
White Leather
53"L x 27"D x 16"H



J-19



A-4

J-19 Rustic Wood Bench
59"L x 16"D x 17.5"H

A-4 Uptown Bench
Black Suede
61"L x 20"D x 17"H

WORK STATIONS...



E-14

** Also Available Charged (E-14C)*



E-15

** Also Available Charged (E-15C)*

E-14 Tall Pub Table - White
60"L x 25"D x 42"H

E-15 Short Pub Table - White
60"L x 25"D x 30"H

O-10 Parson Desk - Black
48"L x 24"D x 29"H

J-20 Work Station - Black
57"L x 24"D x 40"H

J-21 Work Station - White
57"L x 24"D x 40"H



O-10



J-21



J-20

L-24 Anaheim Chair - White
18"L x 20"D x 36"H

J-1 Dynamic Chair - Black
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange
23"L x 24"D x 32"H

J-4 Dynamic Chair - White
23"L x 24"D x 32"H

L-3 Maple / Chrome Chair
16"L x 18"D x 31"H

L-9B Chair - Black / Chrome
16"L x 18"D x 31"H

L-9R Chair - Red / Chrome
16"L x 18"D x 31"H

L-9W Chair - White / Chrome
16"L x 18"D x 31"H

K-5 Euro Chair - Black
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

M-16 Gunmetal Chair
18"L x 21"D x 34"H

L-21 Chrome Chair
24"L x 18"D x 29"H

M-1 Chair - Blue / Black
20"L x 20"D x 32"H

M-3 Chair - Red / Black
20"L x 20"D x 32"H

M-3B Chair - Black / Black
20"L x 20"D x 32"H



L-24

SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



M-16



L-21



■ M-1 Blue / Black

■ M-3 Red / Black

■ M-3B Black / Black



SHORT TABLES...



L-7W

L-1 Table - Maple / Chrome
30"Dia x 29"H

L-2 Table - Maple / Chrome
36"Dia x 29"H

L-7W Table - White / Chrome
30"Dia x 29"H

L-7S Table - White Square
30"L x 30"D x 29"H

L-7 Table - Black / Chrome
30"Dia x 29"H

L-8 Table - Black / Chrome
36"Dia x 29"H

K-1 Table - Black
24"Dia x 29"H

K-2 Table - Black
30"Dia x 29"H

K-3 Table - Black
36"Dia x 29"H

K-4 Table - Black
42"Dia x 29"H

L-7R Table - Rustic
30" L x 30"D x 30"H

L-20 Table - Chrome
30"Dia x 29"H

L-14 Glass Table - Black
(Rounded Corners)
42"Dia x 29"H

L-15 Glass Table - Chrome
36"Dia x 29"H



L-1 (30"Diam)
L-2 (36"Diam)



L-7W



L-7S



L-7 (30"Diam)
L-8 (36"Diam)



K-1 (24"Diam)
K-2 (30"Diam)
K-3 (36"Diam)
K-4 (42"Diam)



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome
16"L x 18"D x 42"H

L-18 Swivel Stool
White / Chrome - Adj
15"L x 15"D x 25" - 33"H

L-18B Swivel with Back
White / Chrome - Adj
23"L x 17"D x 42"H

L-19 Swivel Stool
Black / Chrome - Adj
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black
21"L x 20"D x 41"H

K-11 Jet Black Stool
16"L x 18"D x 42"H

L-23 Stool - Chrome
20"L x 16"D x 39"H

M-6 Curve Barstool
White / Chrome - Adj
17"L x 18"D x 35"H

M-14 Crescent Stool
White / Chrome - Adj
22"L x 19"D x 40"H

M-15 Gunmetal Barstool
18"L x 18"D x 29"H

M-13 Scoop - White
17"L x 22" - 33"H - Adj

M-10 Scoop - Red
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey
17"L x 22" - 33"H - Adj

M-12 Scoop - Black
17"L x 22" - 33"H - Adj

M-4 Barstool - Red / Black
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black
20"L x 22"D x 45"H - Swivel

M-2 Barstool - Blue / Black
20"L x 22"D x 45"H - Swivel



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



L-18



L-18B



L-19



K-10



K-11



L-23



M-6



M-14



M-15



□ M-13 White Scoop

■ M-10 Red Scoop

■ M-11 Grey Scoop

■ M-12 Black Scoop



■ M-4 Red / Black

■ M-4B Black / Black

■ M-2 Blue / Black



M-5S Bar Table - Square
White / Chrome
30"L x 30"D x 42"H



L-11 Bar Table - Black / Chrome
36"Dia x 42"H



A square wooden table with a chrome-plated metal base. The table has a dark wood top and a central chrome-plated metal column that branches into four legs.

K-9 Bar Table - Black
36"Dia x 42"H



A modern, minimalist table with a round top and a four-legged base. The table is made of a light-colored material, possibly wood or a composite material, and has a clean, contemporary design. The legs are thin and taper towards the bottom, which has a slightly flared, four-pointed base. The table is shown against a plain white background.

A tall, modern bar stool with a white, flared seat and a chrome base. The seat is a wide, shallow, white bowl shape. It is supported by a central chrome pole that connects to a circular chrome footrest. The base is a wide, circular chrome plate. The stool is shown against a plain white background.

A tall, modern bar stool with a white, flared seat and a chrome base. The seat is a wide, shallow, white bowl shape. It is supported by a central chrome pole that connects to a circular chrome footrest. The base is a wide, circular chrome plate. The stool is shown against a plain white background.

A black bar stool with a chrome base. The seat is a solid black disc. The stem is black and tapers down to a chrome ring. The base is a chrome footrest with four spokes, mounted on a circular chrome plate.

M-5R Bar Table - Square
Rustic
30"L x 30"D x 42"H



L-22 Bar Table - Chrome
30"Dia x 42"H



M-8 Gelato Table - Grey
24"Dia x 31"-40"H - Adj



N-1 Pedestal - Black
12"L x 12"D x 30"H

N-2 Pedestal - Black
12"L x 12"D x 36"H

N-3 Pedestal - Black
12"L x 12"D x 42"H

N-4 Pedestal - Grey
12"L x 12"D x 30"H

N-5 Pedestal - Grey
12"L x 12"D x 36"H

N-6 Pedestal - Grey
12"L x 12"D x 42"H

N-7 Pedestal - Black
18"L x 18"D x 36"H

N-8 Pedestal - Black
18"L x 18"D x 42"H

N-9 Pedestal - Grey
18"L x 18"D x 36"H

N-10 Pedestal - Grey
18"L x 18"D x 42"H

N-15 Pedestal - White
18"L x 18"D x 36"H

N-16 Pedestal - White
18"L x 18"D x 42"H

N-11 Pedestal - Black
24"L x 24"D x 42"H

N-12 Pedestal - Grey
24"L x 24"D x 42"H

N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

N-13C Locking Pedestal - Black
(Charged) 24"L x 24"D x 42"H

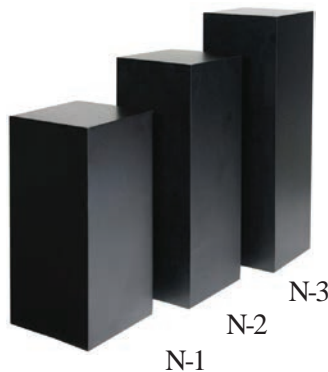
N-14 Locking Pedestal - White
24"L x 24"D x 42"H

N-14 C Locking Pedestal - White
(Charged) 24"L x 24"D x 42"H



N-13

DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



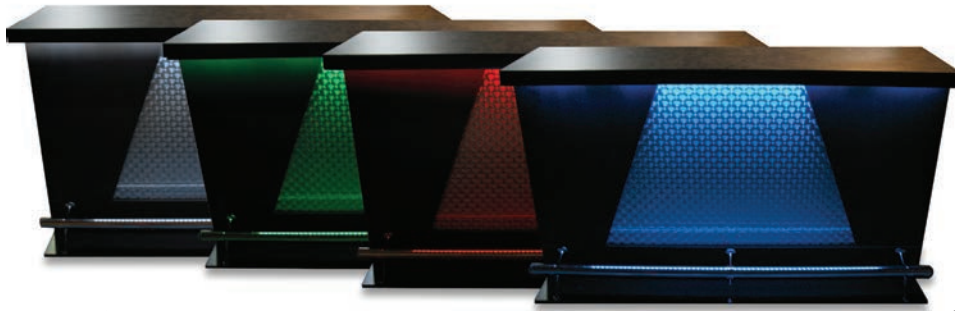
N-12



■ N-13 Black
□ N-14 White



■ N-13C Black - Charged
□ N-14C White - Charged



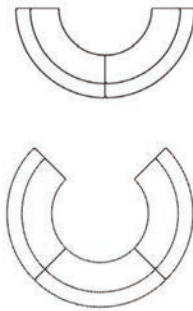
**Electric Required for Bar Lighting Options*

O-4

BARS & RECEPTION COUNTERS...



O-1



O-2

O-1 Martini Bar
50"L x 50"D x 47"H

O-2 Martini Bar with
Colored Lighting.
50"L x 50"D x 47"H

O-3 Cosmopolitan Bar
72"L x 27"D x 42"H

O-4 Cosmopolitan Bar with
Lighting Option
72"L x 27"D x 42"H

O-5 Reception
Counter - Black
48"L x 16"D x 42"H

O-6 Contour
Counter with Literature
Holder - Black
45"L x 21"D x 41"H

O-7 Contour
Counter with Literature
Holder - Grey
45"L x 21"D x 41"H



O-3



O-5



O-6



O-7

P-16 Table - White
79"L x 36"D x 30"H

P-1 Table - Maple 6ft
72"L x 36"D x 29"H

P-2 Table - Maple 8ft
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft
72"L x 36"D x 29"H

P-6B Table - Honey Oak 6ft
72"L x 36"D x 29"H
(Charged)

P-6C Table - Honey Oak 8ft
96"L x 36"D x 29"H
(Charged)

P-7 Table - Black Oval 6ft
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft
96"L x 48"D x 29"H

P-13 Chrome Table - White
Frosted Glass Top
53"L x 33"D x 29"H

P-14 Table - Honey Oak
42"Dia x 29"H
P-14C (Charged)

P-15 Table - Mahogany
42"Dia x 29"H

P-13C Chrome Table - White
Laminant Top - Charged
53"L x 33"D x 29"H



P-16

CONFERENCE TABLES...



P-1 6ft

P-2 8ft



P-3 6ft

P-4 8ft

P-5 10ft



P-6 6ft

P-6B 6ft - Charged

P-6C 8ft - Charged



P-7 6ft

P-8 8ft

P-9 10ft



P-10 6ft

P-11 8ft



P-13



P-14

P-14C - Charged



P-15



P-13C - Charged



CONFERENCE CHAIRS...



Q-1



Q-3



Q-4

Q-1 Leather Executive - Black
25"L x 28"D x 43"H

Q-3 Leather Izzo - White
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey
24"L x 25"D x 38"H

Q-7 Sled Chair - Black
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black /
Chrome
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey /
Chrome
19"L x 23"D x 31"H

Q-11 Drafting Stool - Black
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black
20"L x 23"D x 36"H
Seat Height 16"-21"H Adj

Q-14 Secretarial Chair - Grey
20"L x 23"D x 36"H
Seat Height 16"-21"H Adj



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

O-18 iPad Stand - White
41"H x 14"Dia Base

O-19 iPad Stand - Black
41"H x 14"Dia Base

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

O-25 Park Bench - Black
50"L x 21"D x 35"H

O-11 Refrigerator
20"L x 20"D x 34"H
115 Volts / 155.25 Watts

O-12 Coat Rack
21"x 21" Base x 68"H

A-12 Floor Lamp - Silver
72"H

O-13 Free Standing Mirror
20"W x 58"H

O-14 Literature Stand
6 pocket
10"L x 9"H x 64"H

O-15 Folding Literature Stand
Silver
11"L x 15"D x 60"H

O-16 Folding Literature Stand
Black
11"L x 15"D x 60"H

O-20 Universal Tablet Stand
Adjustable from 29"H - 43.5"H



O-18



O-19

ACCESSORIES...



O-22 Stanchion Pole
O-23 Burgundy Rope
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black
(Glass Shelves)
30"L x 14"D x 67"H

R-2 Etagere - Chrome
(Glass Shelves)
30"L x 14"D x 67"H

R-3 Bookcase - Grey
36"L x 12"D x 48"H

R-4 Bookcase - Black
36"L x 12"D x 48"H

R-5 Bookcase - Grey
36"L x 12"D x 72"H

R-6 Bookcase - Black
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 26.5"D x 28.5"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 28.5"H

R-9 Filing Cabinet - Black
(4 drawer)
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black
36"L x 18"D x 72"H



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

S-1 Desk - Natural / Black
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black
60"L x 20"D x 29"H

S-3 Desk - Honey Oak
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak
60"L x 20"D x 29"H

S-5 Desk - Mahogany
60"L x 30"D x 29"H

S-6 Credenza - Mahogany
60"L x 20"D x 29"H



S-5

OFFICE... DESKS



S-1



S-2



S-3



S-4



S-5



S-6



ACCENT TRADESHOW & EVENT FURNISHINGS
3438 Maggie Blvd. * Orlando FL 32811 * 407-648-7474
Email order to john@getaccent.com



Orders received within 14 days of event are subject to a 20% Late Fee
 25% cancellation will be applied if canceled 7 days prior to event opening
 Check or Credit Card must accompany order

100% cancellation will be applied if canceled on day of delivery
 All showsite orders are subject to a 25% service charge
 Additional drayage fees may apply from the Contractor. Refer to your Exhibit Manual

v018.1

Item #	Description	Price	Item #	Description	Price
Lounge			F-6	Barcelona Ottoman Black	\$184.00
A-1	Uptown Black Suede Sofa	\$425.00	Stage Chairs		
A-2	Uptown Black Suede Loveseat	\$385.00	F-7	Black Stage Chair	\$185.00
A-3	Uptown Black Suede Chair	\$270.00	F-8	Burgundy Stage Chair	\$185.00
A-4	Uptown Black Suede Bench Ottoman	\$241.00	F-9	White Stage Chair	\$185.00
A-10	Black / Glass Cocktail Table	\$178.00	Lounge		
A-11	Black / Glass End Table	\$161.00	G-1	Melrose Red Swirl Sofa	\$512.00
A-12	Silver Floor Lamp	\$86.00	G-2	Melrose Red Swirl Chair	\$328.00
Lounge			G-3	Melrose Red Swirl Bench	\$241.00
B-1	Newport Tan Suede Sofa	\$425.00	Glow		
B-2	Newport Tan Suede Loveseat	\$385.00	G-4	GLOW LED Cube	\$185.00
B-3	Newport Tan Suede Chair	\$270.00	Lounge		
B-4	Natural Cocktail Table	\$178.00	H-1	Monte Carlo Black Leather Loveseat	\$448.00
B-5	Natural End Table	\$161.00	H-2	Monte Carlo Black Leather Chair	\$328.00
Lounge			H-3	Monte Carlo White Leather Loveseat	\$448.00
C-1	Laredo Black Leather Sofa	\$425.00	H-4	Monte Carlo White Leather Chair	\$328.00
C-2	Laredo Black Leather Loveseat	\$385.00	H-5	Modern White / Chrome Sofa	\$475.00
C-3	Laredo Black Leather Chair	\$270.00	H-6	Modern White / Chrome Chair	\$275.00
C-4	White Leather Sofa	\$498.00	Lounge		
C-4C	White Leather Sofa w/ Charging Console	\$548.00	I-1	Contempo White Curve Sofa	\$489.00
C-5	White Leather Loveseat	\$448.00	I-1C	Contempo White Curve Sofa - CHARGED	\$540.00
C-5C	White Leather Loveseat w/ Charging Console	\$498.00	I-2	Contempo White Curve Bench	\$316.00
C-6	White Leather Chair	\$270.00	I-3	Contempo White Round Ottoman	\$241.00
CM-1	Cordoba Black Leather Sofa	\$425.00	I-4	Contempo Black Curve Sofa	\$489.00
CM-2	Cordoba Black Leather Loveseat	\$385.00	I-5	Contempo Black Curve Bench	\$316.00
CM-3	Cordoba Black Leather Chair	\$270.00	I-6	Contempo Black Round Ottoman	\$241.00
CM-4	Cordoba Wood Grain Rectangle Cocktail Table	\$178.00	I-7	Chrome / Glass Cocktail Table	\$201.00
CM-5	Cordoba Wood Grain Square End Table	\$161.00	I-8	Chrome / Glass End Table	\$178.00
CM-6	Cordoba White Rectangle Cocktail Table	\$178.00	I-9	White / Chrome Glove Chair	\$282.00
CM-7	Cordoba White Square End Table	\$161.00	I-10	Da Vinci White Leather Sofa	\$475.00
Lounge			Chairs, Ottomans, Work Stations		
D-4	Black Cube Cocktail Table	\$184.00	J-1	Dynamic Chair - Black	\$144.00
D-5	Black Round Cocktail Table	\$184.00	J-2	Dynamic Chair - Green	\$144.00
D-6	Black Cube End Table	\$167.00	J-3	Dynamic Chair - Orange	\$144.00
D-6C	Black Cube End Table - CHARGED	\$197.00	J-4	Dynamic Chair - White	\$144.00
Lounge			J-10	White Leather Storage Cube	\$109.00
E-1	South Beach White Leather Sofa	\$512.00	J-11	Black Leather Ottoman	\$109.00
E-2	South Beach White Leather Chair	\$328.00	J-12	Black Cube Ottoman	\$109.00
E-3	South Beach White Leather Bench	\$241.00	J-13	Orange Cube Ottoman	\$109.00
E-4	South Beach Red Leather Sofa	\$512.00	J-14	White Cube Ottoman	\$109.00
E-5	South Beach Red Leather Chair	\$328.00	J-15	Red Cube Ottoman	\$109.00
E-6	South Beach Red Leather Bench	\$241.00	J-16	White Swivel Ottoman	\$109.00
E-7	White Square Cocktail Table	\$172.00	J-17	Orange Swivel Ottoman	\$109.00
E-8	White Rectangle Cocktail Table	\$172.00	J-18	Black Swivel Ottoman	\$109.00
E-8C	White Rectangle Cocktail Table - CHARGED	\$247.00	J-19	Rustic Bench	\$241.00
E-9	White Square End Table	\$161.00	J-20	Black Work Station	\$375.00
E-10	White Cube End Table	\$225.00	J-21	White Work Station	\$375.00
E-10C	White Cube End Table - CHARGED	\$255.00	Tables, Chairs, Bar Stools		
E-11	White Sofa With Outlet - CHARGED	\$595.00	K-1	Black Table 24" Dia	\$132.00
E-12	White Loveseat With Outlet - CHARGED	\$495.00	K-2	Black Table 30" Dia	\$132.00
E-13	White Chair With Outlet - CHARGED	\$395.00	K-3	Black Table 36" Dia	\$150.00
E-14	Tall White Pub Table	\$375.00	K-4	Black Table 42" Dia	\$178.00
E-14C	Tall White Pub Table - CHARGED	\$450.00	K-5	Black Euro Chair	\$120.00
E-U4L	Under-Lighting Add-On	\$50.00	K-6	Jet Black Chair	\$120.00
E-15	Short White Pub Table	\$350.00	K-7	Black Tall Bar Table 24"Dia	\$172.00
E-15C	Short White Pub Table -CHARGED	\$425.00	K-8	Black Tall Bar Table 30" Dia	\$172.00
E-18	White Aspen Chair	\$328.00	K-9	Black Tall Bar Table 36" Dia	\$184.00
E-19	White & Chrome Side Table	\$85.00	K-10	Black Bar Stool	\$150.00
Lounge			K-11	Jet Black Bar Stool	\$172.00
F-1	Barcelona Chair Red	\$362.00	L-1	Maple / Chrome Table 30" Dia	\$150.00
F-2	Barcelona Ottoman Red	\$184.00	L-2	Maple / Chrome Table 36"Dia	\$161.00
F-3	Barcelona Chair White	\$362.00	L-3	Maple / Chrome Chair	\$144.00
F-4	Barcelona Ottoman White	\$184.00	L-4	Maple / Chrome Tall Bar Table 30" Dia	\$178.00
F-5	Barcelona Chair Black	\$362.00	L-5	Maple / Chrome Tall Bar Table 36" Dia	\$184.00

Tables, Chairs, & Bar Stools				Accessories			
L-6	Maple / Chrome Bar Stool		\$172.00	O-10	Parson Desk		\$225.00
L-7	Black / Chrome Table		\$138.00	O-11	Refrigerator - 3.6 CuFt (155 Volt)		\$201.00
L-7S	White / Chrome Square Table 30"		\$138.00	O-12	Coat Rack		\$115.00
L-7R	RUSTIC Square Table 30"		\$138.00	O-13	Free Standing Mirror		\$150.00
L-7W	White / Chrome Table 30" Dia		\$138.00	O-14	Literature Stand - 6 Pocket		\$126.00
L-8	Black / Chrome Table 36" Dia		\$155.00	O-15	Silver Folding Literature Stand		\$167.00
L-9B	Black / Chrome Chair		\$144.00	O-16	Black Folding Literature Stand		\$167.00
L-9R	Red / Chrome Chair		\$144.00	O-18	Ipad Stand - White		\$126.00
L-9W	White / Chrome Chair		\$144.00	O-19	Ipad Stand - Black		\$126.00
L-10	Black / Chrome Tall Bar Table 30" Dia		\$178.00	O-20	Universal Tablet Stand		\$126.00
L-11	Black / Chrome Tall Bar Table 36" Dia		\$184.00	O-22	Chrome Stanchion (Pole only)		\$50.00
L-12B	Black / Chrome Bar Stool		\$172.00	O-23	Burgundy Rope for Stanchion (Rope Only)		\$30.00
L-12R	Red / Chrome Bar Stool		\$172.00	O-24	Black Rope for Stanchion (Rope Only)		\$30.00
L-12W	White / Chrome Bar Stool		\$172.00	O-25	Park Bench - Black		\$168.00
L-14	Glass / Black Table 42" Dia.		\$155.00	Conference Tables			
L-15	Glass / Chrome Table 36"Dia		\$150.00	P-1	6' Maple Conf. Table		\$351.00
L-17	Glass / Chrome Bar Table 28" Dia		\$195.00	P-2	8' Maple Conf. Table		\$445.00
L-18	White / Chrome Swivel Stool		\$150.00	P-3	6' Mahogany Conf. Table		\$351.00
L-18B	White / Chrome Swivel Stool w/ Back		\$184.00	P-4	8' Mahogany Conf. Table		\$445.00
L-19	Black / Chrome Swivel Stool		\$150.00	P-5	10' Mahogany Conf. Table		\$569.00
L-20	Chrome Table 30" Dia		\$155.00	P-6	6' Honey Oak Conf. Table		\$351.00
L-21	Chrome / Chrome Chair		\$144.00	P-6B	6' Honey Oak Conf. Table - CHARGED		\$391.00
L-22	Chrome Tall Bar Table 30" Dia		\$184.00	P-6C	8' Honey Oak Conf. Table - CHARGED		\$495.00
L-23	Chrome Barstool		\$172.00	P-7	6' Black Conf. Table		\$333.00
L-24	White / Chrome Anaheim Chair		\$144.00	P-8	8' Black Conf. Table		\$445.00
M-1	Blue / Black Chair		\$144.00	P-9	10' Black Conf. Table		\$569.00
M-2	Blue / Black Barstool		\$172.00	P-10	6' Grey Conf. Table		\$333.00
M-3	Red / Black Chair		\$144.00	P-11	8' Grey Conf. Table		\$445.00
M-4	Red / Black Barstool		\$172.00	P-13	4.4' Frosted Wht Glass Top/Chrome Conf. Table		\$350.00
M-4B	Black / Black Barstool		\$172.00	P-13C	4.4' White / Chrome Conference Table - Charged		\$450.00
M-5	Tall Bar Table - White / Chrome		\$175.00	P-14	42" Dia Honey Oak Round Conf. Table		\$241.00
M-5J	Tall Bar Table - White / Chrome - CHARGED		\$209.00	P-14C	42" Dia Honey Oak Round Conf. Table - CHARGED		\$281.00
M-5R	Tall Square Bar Table - Rustic / Chrome		\$175.00	P-15	42" Dia Mahogany Round Conf. Table		\$241.00
M-5S	Tall Square Bar Table - White / Chrome		\$175.00	P-16	6.5' White Conference Table		\$545.00
M-6	White / Chrome Curve Barstool		\$184.00	Conference Chairs			
M-7	Gelato Table - White		\$225.00	Q-1	Black Leather Executive Chair		\$225.00
M-8	Gelato Table - Grey		\$225.00	Q-3	White / Chrome Leather Executive Chair		\$276.00
M-9	Gelato Table - Black		\$225.00	Q-4	Black / Chrome Leather Executive Chair		\$276.00
M-10	Scoop - Red		\$172.00	Q-5	Black Jr. Executive Chair		\$190.00
M-11	Scoop - Grey		\$172.00	Q-6	Grey Jr. Executive Chair		\$190.00
M-12	Scoop - Black		\$172.00	Q-7	Black Sled Chair		\$161.00
M-13	Scoop - White		\$172.00	Q-8	Grey Sled Chair		\$161.00
M-14	White / Chrome Crescent Stool		\$184.00	Q-9	Black / Chrome Breuer Chair		\$144.00
M-15	Gunmetal Bar Stool		\$172.00	Q-10	Grey / Chrome Breuer Chair		\$144.00
M-16	Gunmetal Chair		\$144.00	Q-11	Black Drafting Stool		\$172.00
Display Pedestals				Q-12	Grey Drafting Stool		\$172.00
N-1	12x12x30 Black Pedestal		\$172.00	Q-13	Black Secretarial Chair		\$144.00
N-2	12x12x36 Black Pedestal		\$184.00	Q-14	Grey Secretarial Chair		\$144.00
N-3	12x12x42 Black Pedestal		\$195.00	Office			
N-4	12x12x30 Grey Pedestal		\$172.00	R-1	Black Etagere (Glass Shelves)		\$184.00
N-5	12x12x36 Grey Pedestal		\$184.00	R-2	Chrome Etagere (Glass Shelves)		\$184.00
N-6	12x12x42 Grey Pedestal		\$195.00	R-3	48" Grey Bookcase		\$150.00
N-7	18x18x36 Black Pedestal		\$207.00	R-4	48" Black Bookcase		\$150.00
N-8	18x18x42 Black Pedestal		\$218.00	R-5	72" Grey Bookcase		\$172.00
N-9	18x18x36 Grey Pedestal		\$207.00	R-6	72" Black Bookcase		\$172.00
N-10	18x18x42 Grey Pedestal		\$218.00	R-7	2-Dr Grey File Cabinet		\$150.00
N-11	24x24x42 Black Pedestal		\$230.00	R-8	2-Dr Black File Cabinet		\$150.00
N-12	24x24x42 Grey Pedestal		\$230.00	R-9	4-Dr Black File Cabinet		\$165.00
N-13	24x24x42 Blk Storage Kiosk Locking Door		\$316.00	R-10	42" Grey Storage Cabinet		\$165.00
N-13C	24x24x42 Blk Storage Kiosk Locking Door -CHARGED		\$381.00	R-11	42" Black Storage Cabinet		\$165.00
N-14	24x24x42 Wht Storage Kiosk Locking Door		\$316.00	R-12	72" Black Storage Cabinet		\$195.00
N-14C	24x24x42 Wht Storage Kiosk Locking Door -CHARGED		\$316.00	S-1	Natural / Black Desk		\$405.00
N-15	18x18x36 White Pedestal		\$207.00	S-2	Natural / Black Credenza		\$360.00
N-16	18x18x42 White Pedestal		\$218.00	S-3	Honey Executive Desk		\$405.00
Bars				S-4	Honey Credenza		\$360.00
O-1	Martini Bar - Black / Chrome / Glass		\$875.00	S-5	Mahogany Desk		\$405.00
O-2	Martini Bar - Black / Chrome / Glass*with Lighting		\$975.00	S-6	Mahogany Credenza		\$360.00
O-3	Cosmopolitan Bar		\$857.00				
O-4	Cosmo Bar *with Light Feature		\$975.00				
O-5	Reception Counter		\$236.00				
O-6	Black Contour Reception Counter		\$385.00				
O-7	Grey Contour Reception Counter		\$385.00				



Tradeshow & Event Furnishings



Company Information	
Company Name: _____	

Address: _____	

Phone: _____	Fax: _____
E-Mail: _____	

Delivery Information
Event: _____
Location: _____
Booth #: _____
Open Date: _____
Close Date: _____
Event Contact: _____

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

Credit Card Information	
Credit Card #: _____	
Exp. Date: _____	
Mastercard	Visa AMEX Discover
Cardholders Name: _____	
(Please Print)	
Cardholders Signature: _____	

TOTAL ORDER _____

MISCELLANEOUS _____

SUBTOTAL _____

TAX _____

TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening.
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.

Please fax order to 407.648.2542

The logo for Accent is a red oval with a white border. Inside the oval, the word "Accent" is written in a white, stylized, cursive font. The letter 'A' is particularly large and has a unique shape.

Accent

Tradeshow & Event
Furnishings

3438 Maggie Blvd.
Orlando, FL 32811

407.648.7474 ph
407.648.2542 fax

www.GetAccent.com
Email: info@GetAccent.com