



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

EXPO QUICK FACTS

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DEADLINE DATE TO RECEIVE DISCOUNTED RATES:** March 8, 2021

**BOOTH EQUIPMENT:**

Each 10' x 10' booth area will be provided with an 8' high background drape, black booth carpet and a booth Identification sign (7" x 44").

**CARPET COLOR:**

The booth area is carpeted in Black. You may carpet your booth area in any offered color, please see our enclosed Carpeting form for color selection and pricing.

<b>EXHIBITOR MOVE-IN:</b>	Saturday,	March 20, 2021	2:00pm - 6:00pm
	Sunday,	March 21, 2021	8:00am - 8:00pm
<b>EXHIBIT HOURS:</b>	Monday,	March 22, 2021	10:00am - 6:00pm
	Tuesday,	March 23, 2021	10:00am - 6:00pm
	Wednesday,	March 24, 2021	10:00am - 4:00pm
<b>EXHIBIT CLOSES:</b>	Wednesday,	March 24, 2021	4:00pm
<b>RETURN EMPTIES:</b>	Wednesday,	March 24, 2021	7:00pm - 10:00pm
<b>EXHIBITOR DISMANTLE:</b>	Wednesday,	March 24, 2021	4:00pm - 8:00pm
<b>CARRIER PICK UP:</b>	Thursday,	March 25, 2021	8:00am - 12noon
<b>REROUTE FREIGHT:</b>	Thursday,	March 25, 2021	12noon

**MOVE-OUT NOTE: All carriers must check in no later than 10:00am on Thursday, March 25, 2021.**

**SHOW COLORS:**

Back Drapes: White  
Side Drapes: White

**ADVANCE WAREHOUSE SHIPMENT:**

Materials should be shipped to arrive at our warehouse starting **February 19, 2021**, but **NO LATER THAN March 15, 2021**. Freight received after this date will incur a 25% late handling fee.

Jewelers International Showcase  
Your Company Name Booth #  
EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607

See our Shipping & Drayage form for complete details.

**DIRECT SHIPMENT TO FACILITY:**

Shipments will be received at the exhibit facility on Sunday, **March 21, 2021** between 8:00am and 8:00pm.

Jewelers International Showcase  
Your Company Name Booth #  
EXPO Convention Contractors, Inc.  
c/o Miami Beach Convention Center  
1901 Convention Center Drive - Halls A & B  
Miami Beach, Florida 33139

See our Shipping & Drayage form for complete details.

**OVERTIME CHARGES:**

Please be advised that overtime charges will apply during MOVE-IN all day and will apply during MOVE-OUT after 4:30pm.

**ASSISTANCE:**

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234 or info@expocci.com.



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DISCOUNT DEADLINE:  
FEBRUARY 1, 2021

STS CUSTOM MODULAR RENTAL  
PACKAGE ORDER FORM

**Jewelers International Showcase**  
March 22 - 24, 2021  
Miami Beach Convention Center

# Black PVC Hardwall Booths

## Includes Showcase Package and Header Signs

Orders **MUST** be received by **FEBRUARY 1, 2021.**

### Custom Modular Rental Units

	Price	Total
_____ STS - PAK 10	\$3,523.75	\$ _____
_____ STS - PAK 20	\$5,382.25	\$ _____

ALL HARDWALL RENTALS ON  
NON-ISLAND LOCATIONS WILL  
REQUIRE AN ELECTRICAL  
EXTENSION CORD WITH YOUR  
JIS ELECTRICAL ORDER.

Custom Units \$ \_\_\_\_\_  
 7% Sales Tax \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

### HEADER COPY

Furniture and electrical services are extra. These services may be ordered from the appropriate forms in the exhibitor kit.

\_\_\_\_\_ Custom Design Exhibit: Please indicate here if you are interested in creating a custom design exhibit.

Payment Policy: Full payment must accompany your order. 100% cancellation fee.

FAX: 305-751-1298 or EMAIL: info@expocci.com

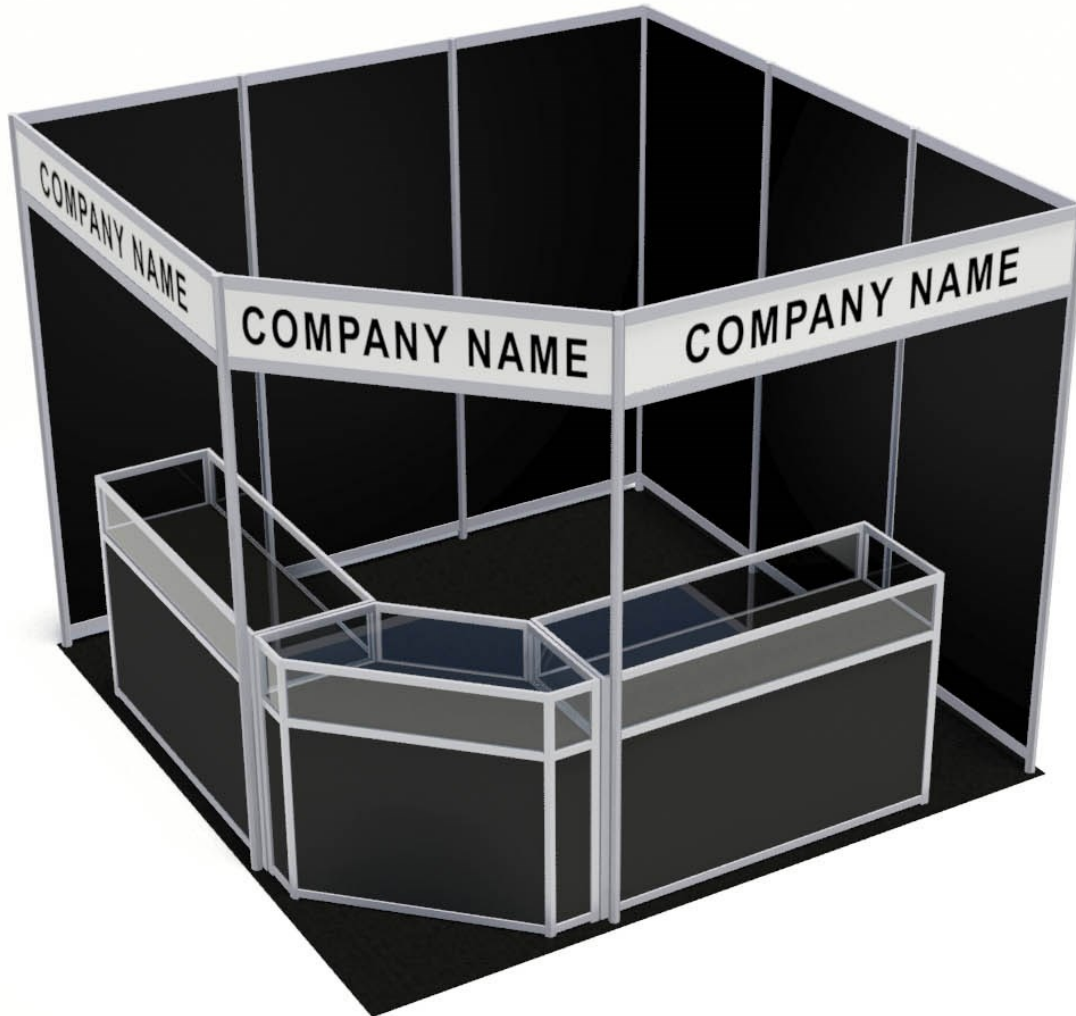
Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

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

Email \_\_\_\_\_ Contact \_\_\_\_\_

# STS - PAK 10

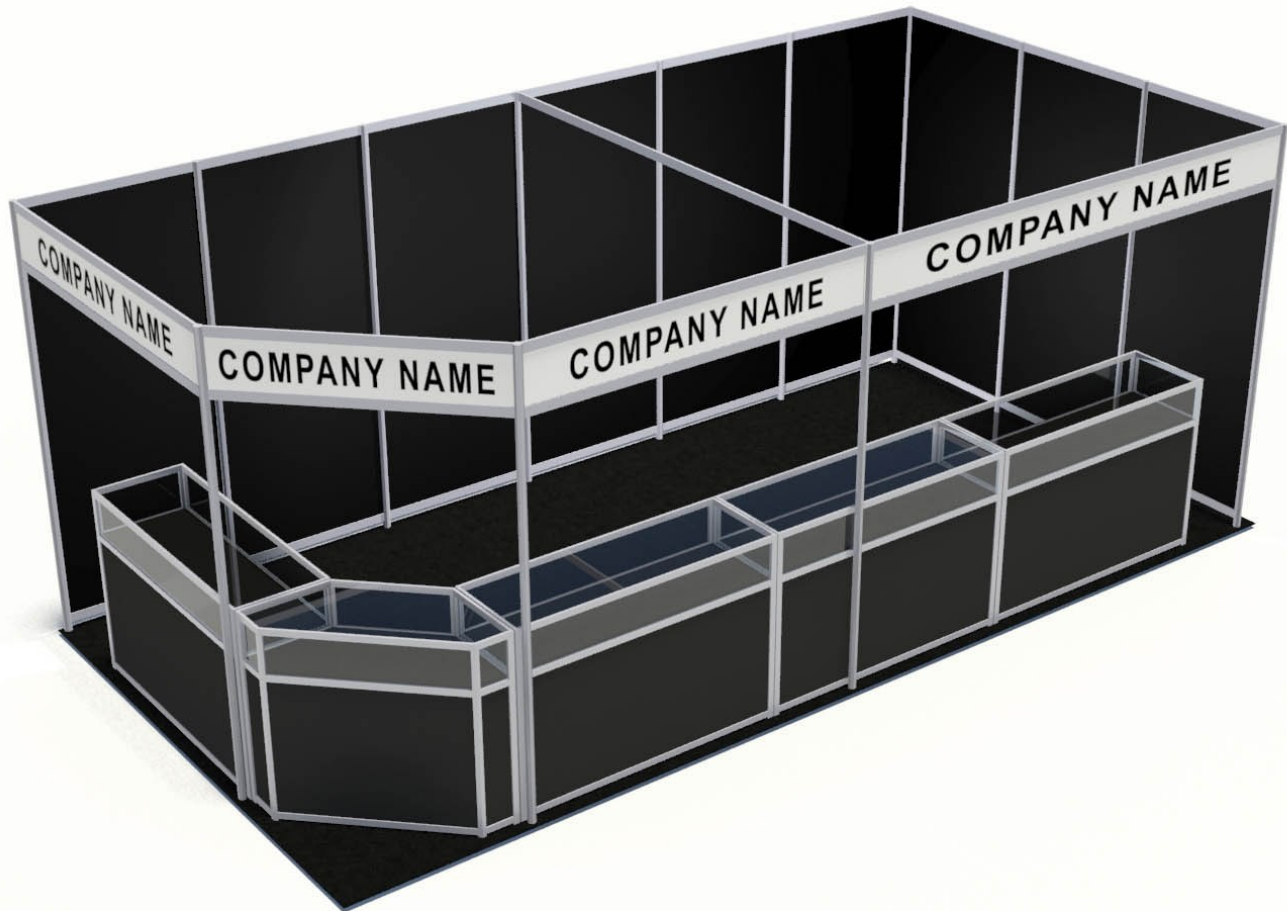
10' X 10' CUSTOM MODULAR RENTAL UNIT  
BLACK PVC FINISH  
WITH SHOWCASE PACKAGE



Three (3) headers with company name and showcase package.

# STS - PAK 20

10' X 20' CUSTOM MODULAR RENTAL UNIT  
BLACK PVC FINISH  
WITH SHOWCASE PACKAGE



Four (4) headers with company name and showcase package.



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PAYMENT POLICY

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
MARCH 8, 2021**

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO**

**ADVANCE AND/OR FLOOR ORDERS:** All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean up costs, etc, are paid at the time the Show closes.

**THIRD PARTY ORDERS:** If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's **Third Party Payment Policy prior to placing order.**

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:** EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. EXPO is **not responsible** for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

**ALL CHARGES:** All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

**ADJUSTMENTS:** Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed in writing by EXPO.

**SALES TAX:** Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

**CANCELLATION POLICY:** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit .

**COLLECTION POLICY:** In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

**Return via fax 305-751-1298 or email [info@expocci.com](mailto:info@expocci.com)**

**We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.**

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_ Contact/s \_\_\_\_\_

Credit Card Used For Payment: No. \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Credit Card Holder (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

\*\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.



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**DISCOUNT DEADLINE:  
MARCH 8, 2021**

THIRD PARTY PAYMENT

**Jewelers International Showcase**

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**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO**

**THIRD PARTY PAYMENT CONDITIONS:** This form must be completed and signed by BOTH PARTIES and returned to EXPO prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and EXPO was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

**PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:**

- All Expo Services     Booth Cleaning     Booth Labor
- Freight Handling     Furniture/Carpet     Other (Specify): \_\_\_\_\_

**We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo prior to the close of the show. (Signature required below.)**

**Authorized Firm Representative Signature:** \_\_\_\_\_

We accept American Express, Visa, MasterCard and Discover Card for your convenience.

**EXHIBITING COMPANY**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/s: \_\_\_\_\_

Credit Card Used For Payment: No.: \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

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

Credit Card Holder (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

List Persons Authorized to Incur Charges on Credit Card: \_\_\_\_\_

\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

**THIRD PARTY**

Third Party Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/s: \_\_\_\_\_

Credit Card Used For Payment: No.: \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

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

Credit Card Holder (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

List Persons Authorized to Incur Charges on Credit Card: \_\_\_\_\_

\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.



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ESTIMATED BILLING OF SERVICES

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**DISCOUNT DEADLINE:  
MARCH 8, 2021**

**CUSTOM BOOTH DISCOUNT DEADLINE:  
FEBRUARY 1, 2021**

FURNITURE AND CARPETING	\$ _____
CUSTOM ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
TURNKEY RENTAL BOOTH ORDER DEADLINE FEBRUARY 1, 2021	\$ _____
CLEANING	\$ _____
OTHER (Late Standard Equipment order, etc.)	\$ _____
TOTAL ESTIMATED	\$ _____

Did you remember to circle the carpet and/or table drape color?

**Thank you for your order!**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

**Return via fax along with the Payment Policy form to: 305-751-1298  
or email to: info@expocci.com**



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SHOWSITE SMALL PACKAGE

**Jewelers International Showcase**

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Miami Beach Convention Center

## SMALL PACKAGE SERVICE AT SHOWSITE

Ship prepaid only. Collect shipments will be refused.  
EXPO is not responsible for concealed damage to material.

EXPO will provide a small package service at Show-site from UPS, Federal Express, and DHL with a 70 lbs. maximum weight per shipment.

***Exhibitors should label and consign shipments as follows:***

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

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

Show Name: Jewelers International Showcase

EXPO Convention Contractors, Inc.  
c/o Miami Beach Convention Center  
1901 Convention Center Drive Halls A, B & C  
Miami Beach, Florida 33139

# \$33.00

Small Package at Show-Site

If you plan to use this service fill out below and return along with the Payment Policy form to **305-751-1298** or **info@expocci.com**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

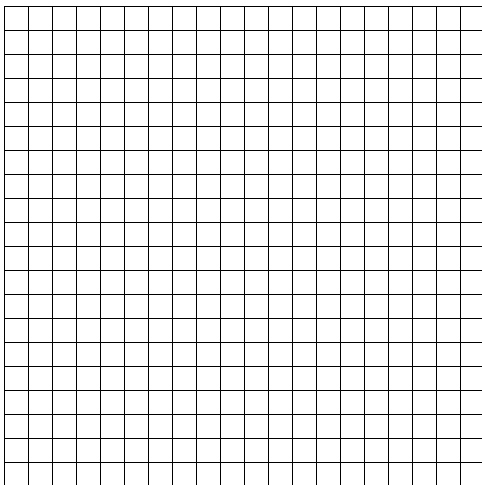
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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



**DISCOUNT DEADLINE:  
MARCH 8, 2021**

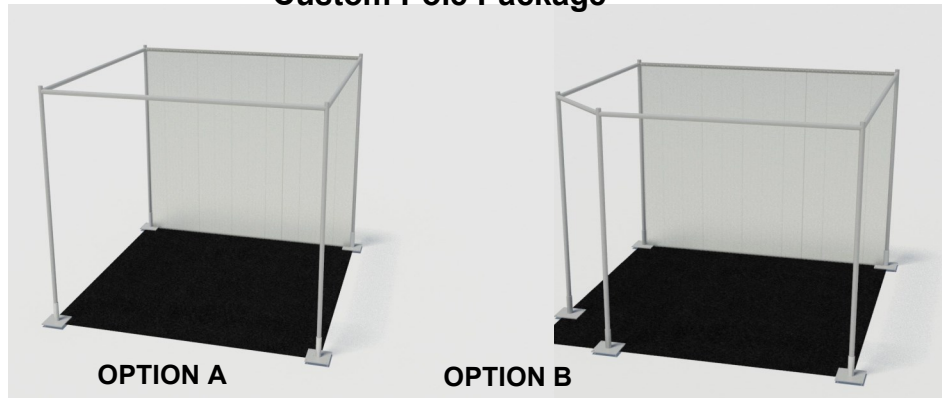
Qty.		Pole Packages	Advance Price	Standard Price	Total
	Option A	10' x 10' booth	\$145.75	\$174.75	
		10' x 20' booth	\$257.75	\$308.00	
		10' x 30' booth	\$353.75	\$441.00	
		20' x 20' booth	\$580.00	\$695.75	
	Option B	Corner Showcase for 10' x 10' booth	\$215.25	\$244.25	
		Corner Showcase for 10' x 20' booth	\$319.00	\$377.00	
		Corner Showcase for 10' x 30' booth	\$424.00	\$510.50	
		Additional Cross Bar for pole package	\$35.00	\$45.00	\$
Subtotal					\$
7% sales tax					\$
Total					\$



**Each Square equals 1 foot.**  
(Grid is 20' x 20')

Please diagram the placement of the custom pole package you are requesting and/or additional light bar.

**Custom Pole Package**



Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

**Return via fax along with the Payment Policy form to: 305-751-1298 or email: info@expocci.com**

**DISCOUNT DEADLINE:  
MARCH 8, 2021**

Qty.	Item	Advance Price	Standard Price	Total
	24" x 24" free standing plexi divider	\$40.00	\$50.00	\$
			7% sales tax	\$
			Total Due	\$

Limited quantity for onsite orders, first come first serve.

Custom dividers are available at custom prices, please contact our Custom Design and Display Team at [cesarj@expocci.com](mailto:cesarj@expocci.com).



**Thank you for your order!**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

**Return via fax along with the Payment Policy form to: 305-751-1298 or email to: [info@expocci.com](mailto:info@expocci.com)**



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BOOTH SANITIZING

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
MARCH 8, 2021**

Sanitize your Exhibit Booth only \$48.00 per 10' x 10' booth a night.

# of 10'x10' Booths	# of nights to be wiped down	Item	Price	Total
		Sanitized wipe down	\$48.00	\$
			7% sales tax	\$
			Total Due	\$

**Please circle the nights your booth is to be sanitized.**

Sunday, March 21, 2021 - after set up

Monday, March 22, 2021 - after show closes

Tuesday, March 23, 2021 - after show closes

**Thank you for your order!**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

**Return via fax along with the Payment Policy form to: 305-751-1298 or email to: info@expocci.com**



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**RENTAL FURNISHINGS**

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
 MARCH 8, 2021**

CHAIRS				
QTY		ADVANCE PRICE	STANDARD PRICE	AMOUNT
	UPHOLSTERED ARM CHAIR	\$59.25	\$71.25	
	UPHOLSTERED SIDE CHAIR	\$52.50	\$64.50	
	EXECUTIVE SWIVEL ARM CHAIR	\$126.75	\$151.50	
	FOLDING CHAIR	\$40.25	\$52.50	
	PADDED COUNTER STOOL W/BACK	\$119.00	\$145.75	
PEGBOARDS/TACK BOARDS				
	4' x 8' PEGBOARD	\$119.00	\$130.50	
	2' x 8' PEGBOARD	\$80.00	\$92.25	
	4' x 6' TACKBOARD	\$119.00	\$130.50	
<b>INSTALL</b> (Please Check type needed):				
VERTICALLY _____ HORIZONTALLY _____				
PEGBOARDS DO NOT INCLUDE HOOKS OR BRACKETS				
ACCESSORIES				
	DELUXE DESK	\$392.50	\$490.50	
	EASEL	\$31.00	\$36.00	
	WASTEBASKET	\$16.50	\$20.75	

ROUND PEDESTAL TABLES				
QTY		ADVANCE PRICE	STANDARD PRICE	AMOUNT
	ROUND TABLE - 30" X 30" H	\$173.00	\$221.50	
	ROUND TABLE - 30" X 42" H	198.00	\$247.25	
TABLE RISERS				
QTY		ADVANCE PRICE	STANDARD PRICE	AMOUNT
	4' X 8" X 8" ONE STEP	\$52.75	\$72.25	
	4' X 8" X 16" TWO STEP	\$66.50	\$79.50	
	6' X 8" X 8" ONE STEP	\$66.50	\$79.50	
	6' X 8" X 16" TWO STEP	\$79.50	\$99.00	

**SPECIAL DRAPERY**  
 \_\_\_\_\_ FEET OF 8' HIGH DRAPE AT \$17.50 PER LINEAR FOOT  
 \_\_\_\_\_ FEET OF 3' HIGH DRAPE AT \$12.50 PER LINEAR FOOT

<b>Sub Total</b>	_____
<b>7% Sales Tax</b>	_____
<b>GRAND TOTAL</b>	_____

Fax to EXPO with Payment Policy form **305.751.1298** or email to **info@expocci.com**

No credit will be issued on equipment ordered and placed in your booth, even though not used. There is a 25% cancellation charge for orders cancelled at show-site before they are placed in your booth. All materials are on a rental basis and remain the property of EXPO. The undersigned is responsible for all items ordered and for its condition at close of Show. If items are damaged or destroyed, in EXPO's sole judgment, Exhibitor hereby authorizes EXPO to charge the replacement costs of such item/s to the credit card contained herein. Listed charges include delivery to booth, rental for duration of show and removal. Before an Order is accepted, Exhibitor must have a valid credit card on file with EXPO with sufficient amounts authorized for payment of all charges by Exhibitor during Show. Exhibitor / Cardholder\*\*\*\*\* hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE of services being rendered, AND cardholder hereby authorizes EXPO to charge any modified and/or additional charges. All charges must be paid by end of show. Initial estimate of charges MUST be paid, either by check or credit card, at time Order is placed. Exhibitors are responsible for ensuring services are rendered as ordered prior to the show opening. All requests for adjustments must be made on site prior to show opening. EXPO will not be responsible for adjustments after the show closes unless prior arrangements have been agreed to in writing by EXPO.

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

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

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

Contact email: \_\_\_\_\_



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**DISPLAY TABLES**

**Jewelers International Showcase**

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Miami Beach Convention Center

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QTY	TABLE DESCRIPTION	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' Table - 30" High Draped	\$99.75	\$130.00	
	2' x 6' Table - 30" High Draped	\$109.00	\$137.50	
	2' x 8' Table - 30" High Draped	\$125.75	\$151.50	
	2' x 4' Table - 30" High Undraped	\$52.75	\$72.75	
	2' x 6' Table - 30" High Undraped	\$67.00	\$85.00	
	2' x 8' Table - 30" High Undraped	\$79.50	\$99.50	

	2' X 4' Table - 42" High Draped	\$151.50	\$183.50	
	2' x 6' Table - 42" High Draped	\$165.50	\$203.00	
	2' x 8' Table - 42" High Draped	\$176.75	\$216.50	
	2' x 4' Table - 42" High Undraped	\$86.00	\$105.75	
	2' x 6' Table - 42" High Undraped	\$99.50	\$119.00	
	2' x 8' Table - 42" High Undraped	\$111.75	\$131.50	

	4th Sided Drape	\$47.00	\$59.25	
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CIRCLE COLOR FOR TABLE DRAPE								
GOLD	RED	BLUE	GREY	WHITE	PEACH	TEAL	BURGUNDY	BLACK

Sub Total: \_\_\_\_\_

7% Sales Tax: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ email \_\_\_\_\_

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

**Return along with the Payment Policy form to fax: 305-751-1298 or email: info@expocci.com**

**DISCOUNT DEADLINE:  
MARCH 8, 2021**

#### BOOTH DIMENSIONS

What is your booth size (ft.)  $\frac{\quad}{\text{Length}} \times \frac{\quad}{\text{Width}} = \frac{\quad}{\text{Sq. Ft.}}$

Prices quoted below include installation and taping of front edge only.  
All rental carpet is delivered clean to your booth space, but during setup,  
carpet may become dirty. Please order cleaning service at least once  
before show opening.



EXPO CLASSIC CARPET						
Please Circle Color Choice:    Gray    Teal    Black    Burgundy    Blue    Red						
Qty.	Item	Discount Price	Regular Price	Amount		
	9' x 10'	\$123.00	\$158.00			
	9' x 20'	\$245.50	\$315.50			
	9' x 30'	\$367.50	\$472.50			
	9' x 40'	\$490.00	\$630.00			

Variation in dye lot may occur when ordering more than one cut of carpet.

EXPO CUSTOM CUT CARPET						
Please Circle Color Choice:    Red    Blue    Grey    Black    Teal    Burgundy						
Booth Size: $\frac{\quad}{\text{Length}} \times \frac{\quad}{\text{Width}} = \frac{\quad}{\text{Sq. Ft.}}$		Discount Price	Regular Price	Amount		
Do you want Expo Classic Carpet		\$5.25	\$6.25			
Do you want Expo Plush Carpet		\$6.25	\$7.25			

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Amount
	1/2" Padding	\$1.50	\$1.75	
	1" Padding	\$2.25	\$2.75	
	Visqueen	\$1.25	\$1.50	

**Return Via Fax 305.751.1298 or email [info@expocci.com](mailto:info@expocci.com)**

Subtotal	\$
7% Tax	\$
Amount Due	\$

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Term and Conditions.  
 Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.  
 There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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SPECIAL BOOTH PACKAGE

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
MARCH 8, 2021**

Rental price includes delivery to and removal from your booth.

**IMPORTANT: TO OBTAIN THE SPECIAL BOOTH PACKAGE, YOUR ORDER AND FULL PAYMENT MUST BE RECEIVED BY *MARCH 8, 2021*. CHECK OPTION AND QUANTITY DESIRED.**

**SPECIAL PACKAGE OPTIONS**

	Discount Rates		Discount Rates
___ OPTION A .....	\$206.50	___ OPTION B .....	\$289.50
1 - 8' white or black draped table, 30" h.		2 - 6' white or black draped tables, 30" h.	
2 - side chairs		2 - side chairs	
1 - wastebasket (trash removal excluded)		1 - wastebasket (trash removal excluded)	

**Circle Color: White Black**

No substitutions to the booth package. The above rates are offered in advance only (**NO onsite orders**). Items cancelled after delivery to booth are subject to a 100% charge of the booth package rate.

Quantity Option A \_\_\_\_\_ x \$206.50 per package = \$ \_\_\_\_\_

Quantity Option B \_\_\_\_\_ x \$289.50 per package = \$ \_\_\_\_\_

**TOTAL PACKAGE \$ \_\_\_\_\_**

**7% SALES TAX \$ \_\_\_\_\_**

**TOTAL DUE \$ \_\_\_\_\_**

Payment Policy: Payment in full of rental charges including applicable tax, must accompany your order. Invoices must be settled at the service desk prior to show opening. No telephone orders accepted.

Cancellation Policy: Items cancelled before the deadline date will be refunded 100%. Items cancelled after move-in begins will be invoiced at 100% of original price.

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

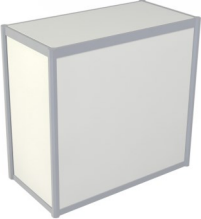
Contact Name \_\_\_\_\_ email \_\_\_\_\_

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

**Return along with the Payment Policy form to fax: 305-751-1298 or email: info@expocci.com**

**DISCOUNT DEADLINE:  
FEBRUARY 1, 2021**

**1 meter Cabinet with Sliding Doors & Lock**




**38" w x 36" h**

**White**  
Advance \$331.25  
Standard \$420.75  
Quantity \_\_\_\_\_

**With Graphics**  
Advance \$432.75  
Standard \$522.75  
Quantity \_\_\_\_\_

**2 meter Cabinet with Sliding Doors & Lock**



**77" w x 36" h**

**White**  
Advance \$389.50  
Standard \$491.50  
Quantity \_\_\_\_\_

**With Graphics**  
Advance \$594.50  
Standard \$697.00  
Quantity \_\_\_\_\_

**1 meter Single Sided Gondola with 3 shelves**



**Straight Shelves**  
Advanced \$384.25  
Standard \$469.25  
Quantity \_\_\_\_\_

**Angled Shelves**  
Advanced \$444.00  
Standard \$552.25  
Quantity \_\_\_\_\_


**1 meter Double Sided Gondola with 6 shelves**



**Straight Shelves**  
Advanced \$481.00  
Standard \$611.50  
Quantity \_\_\_\_\_

**Angled Shelves**  
Advanced \$575.25  
Standard \$741.00  
Quantity \_\_\_\_\_

**1 meter Curved Cabinet with Sliding Doors & Lock**

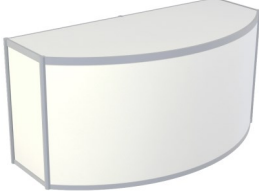


**42 1/4" w x 36" h**

**White**  
Advance \$331.25  
Standard \$420.75  
Quantity \_\_\_\_\_

**With Graphics**  
Advance \$432.75  
Standard \$522.75  
Quantity \_\_\_\_\_

**2 meter Curved Cabinet with Sliding Doors & Lock**




**85 5/8" w x 36" h**

**White**  
Advance \$389.50  
Standard \$491.50  
Quantity \_\_\_\_\_

**With Graphics**  
Advance \$617.00  
Standard \$712.25  
Quantity \_\_\_\_\_

**1 meter Diagonal Curved Cabinet without Doors**

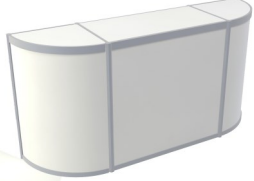


**60 1/8" w x 36" h**

**White**  
Advance \$373.50  
Standard \$460.00  
Quantity \_\_\_\_\_

**With Graphics**  
Advance \$485.25  
Standard \$572.75  
Quantity \_\_\_\_\_

**2 meter Curved Corners Cabinet with Sliding Doors & Lock**



**38" w x 36" h  
2 Sides - 29 5/8" w x 36" h**

**White**  
Advance \$389.50  
Standard \$491.50  
Quantity \_\_\_\_\_

**With Graphics**  
Advance \$648.50  
Standard \$750.50  
Quantity \_\_\_\_\_

- ◆ Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- ◆ Convert all fonts to outlines.
- ◆ Send Graphic Files to [info@expocci.com](mailto:info@expocci.com)

SUB-TOTAL \_\_\_\_\_  
7% SALES TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

Please return along with Payment Policy form to fax 305-751-1298 or email [info@expocci.com](mailto:info@expocci.com)



**DISCOUNT DEADLINE:  
FEBRUARY 1, 2021**

**1 meter Directional with Graphics**



38" x 91"  
Advanced \$292.00      Standard \$427.00  
Quantity \_\_\_\_\_

**Pull Up Banner**




33" x 84"  
Advanced \$ 236.50      Standard \$342.00  
Quantity \_\_\_\_\_

**1 meter Graphic on PVC**




38" x 91"  
Advanced \$292.00      Standard \$427.00  
Quantity \_\_\_\_\_

**3 meter Overlay Graphic on 3/16" Ultramount**




115 7/16" x 96"  
Advance \$932.75      Standard \$1,364.75  
Quantity \_\_\_\_\_

**3 meter Digital Banner**



115 7/16" x 96"  
Advance \$932.75      Standard \$1,364.75  
Quantity \_\_\_\_\_

**Graphic Posters on 3/16" Ultramount**



Qty.	Size	Advance	Standard
_____	20" x 30"	\$51.00	\$74.50
_____	24" x 36"	\$73.25	\$107.25
_____	36" x 48"	\$172.75	\$243.25

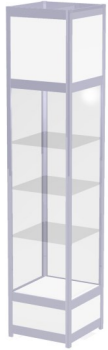
- ◆ Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- ◆ Convert all fonts to outlines.
- ◆ Send Graphic Files to [info@expocci.com](mailto:info@expocci.com)

SUB-TOTAL \_\_\_\_\_  
7% SALES TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_


**DISCOUNT DEADLINE:  
MARCH 8, 2021**

**1/2 meter Tower Showcase**



1 light in the top  
1/2 meter x 1/2 meter x 1.8 meter high  
Advanced \$475.00  
Standard \$558.25  
Quantity \_\_\_\_\_

**2-Way Adjustable Arm Rack**



Advanced \$119.00  
Standard \$143.25  
Quantity \_\_\_\_\_

**2-Way Waterfall Rack**



Advanced \$85.00  
Standard \$106.00  
Quantity \_\_\_\_\_

**Literature Rack**




11"L x 15"D x 60"H  
Advanced \$237.00  
Standard \$292.50  
Quantity \_\_\_\_\_

**Chrome Square Table**



30" x 30" x 30"  
Advanced \$174.75  
Standard \$203.50  
Quantity \_\_\_\_\_

**Black / White Arm Light w/Bulb**



Arm lights only fit our custom booths.

**Black Arm Light**  
Advance \$67.50  
Standard \$84.00  
Quantity \_\_\_\_\_

**White Arm Light**  
Advance \$75.25  
Standard \$94.75  
Quantity \_\_\_\_\_

**Black Leather Chair**



Advanced \$87.00  
Standard \$104.50  
Quantity \_\_\_\_\_

**White Wooden Folding Chair**



Advanced \$87.00  
Standard \$104.50  
Quantity \_\_\_\_\_

**Electric is NOT included.  
You MUST order from the  
electrical contractor.**

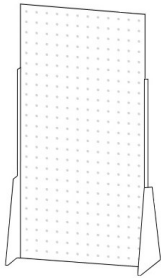
SUB-TOTAL \_\_\_\_\_  
7% SALES TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

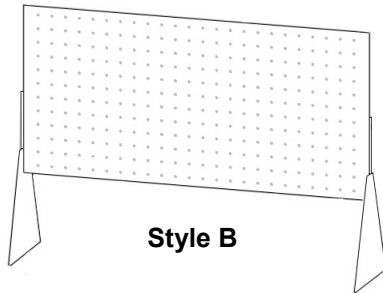
Please return along with Payment Policy form to fax 305-751-1298 or email [info@expocci.com](mailto:info@expocci.com)

**DISCOUNT DEADLINE:**  
**MARCH 8, 2021**

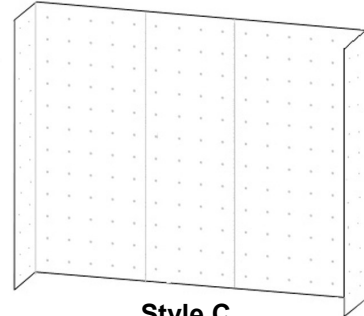
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.



**Style A**



**Style B**



**Style C**

Complete Coverage  
 10' wide booth space, 2 side wings  
 Requires 2 - 4' x 8' , 3 - 2' x 8'

Pegboard holes are 1/8" diameter. Exhibitors must furnish their own hooks.

**INDICATE STYLE REQUIRED:** \_\_\_\_\_ Style A - Vertical      \_\_\_\_\_ Style B - Horizontal  
 \_\_\_\_\_ Style C - Complete Booth Coverage - Number of panels required depends on booth size.

**QUANTITY OF FRAMED PANELS REQUIRED:**

	Discount Rate	Standard Rate	Amount
_____ 4' x 8' panel (white) . . . . .	\$119.00 . . . . .	\$130.50 . . . . .	\$ _____ plus 7% tax
_____ 2' X 8' panel (white) . . . . .	\$80.00 . . . . .	\$92.25 . . . . .	\$ _____ plus 7% tax

Payment Policy: Payment in full of rental charges including applicable tax, must accompany your order. Invoices must be settled at the service desk prior to show opening. No telephone orders accepted.  
 Cancellation Policy: Items cancelled before the deadline date will be refunded 100%. Items cancelled after move-in begins will be invoiced at 50% of original price to cover labor involved.

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
 Contact Name \_\_\_\_\_ email \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Return along with the Payment Policy form to fax: 305-751-1298 or email: info@expocci.com**



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

OCTANORM HARDWALL BOOTHS

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

Expo Convention Contractors Inc. will design and build a state of the art Octanorm structure to fit your particular needs & requirements.

**Please contact Cesar Jaramillo at  
305.751.1234 ext. 246 or [cesarj@expocci.com](mailto:cesarj@expocci.com)**

- 1) All STS series booth orders must be received and confirmed by **FEBRUARY 1, 2021.**
- 2) All Custom Design booth orders must be received and confirmed by **FEBRUARY 1, 2021.**
- 3) STS-PAK 10 & STS-PAK 20 booth orders must be received and confirmed by **FEBRUARY 1, 2021.**



15959 NW 15th Avenue, Miami, FL 33169  
 Phone: 305-751-1234 Fax: 305-751-1298

STS CUSTOM MODULAR  
 RENTAL UNITS

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
 FEBRUARY 1, 2021**

**Orders MUST be received by FEBRUARY 1, 2021. Orders received after this date add 30%.**

**ALL HARDWALL RENTALS ON NON-ISLAND LOCATIONS WILL REQUIRE AN ELECTRICAL EXTENSION CORD WITH YOUR JIS ELECTRICAL ORDER.**

**Custom Modular Rental Units**

**Optional Accessories**

	Price	Total		Qty.	Price	Total
_____ STS - 1 Corner	\$1,730.50	_____	_____ Cabinet 21" W x 41" L x 42" H	_____	\$366.75	_____
_____ STS - 1 In Line	\$2,057.50	_____	_____ Cabinet 21"W x 80"L x 42"H	_____	\$498.00	_____
_____ STS - 2	\$2,492.75	_____	_____ Velcro Compatible Panels	_____	\$131.50	_____
_____ STS - 3	\$2,728.50	_____	_____ 1-meter Shelves	_____	\$ 62.00	_____
_____ STS - 4	\$2,761.00	_____	_____ Angled 1-meter Shelves	_____	\$ 76.75	_____
_____ STS - 5	\$3,629.75	_____	_____ Octanorm Crossbar	_____	\$ 48.00	_____
_____ STS - 6	\$3,524.75	_____				

**Custom Storage Unit**

_____ STS - 7	\$1,664.50	_____
---------------	------------	-------

**Custom Units \$ \_\_\_\_\_**

**Accessories \$ \_\_\_\_\_**

**7% Sales Tax \$ \_\_\_\_\_**

**Total \$ \_\_\_\_\_**

**ALL HARDWALL RENTALS ON NON-ISLAND LOCATIONS WILL REQUIRE AN ELECTRICAL EXTENSION CORD WITH YOUR JIS ELECTRICAL ORDER.**

Panels: White panels are standard with all options. Doors available in white only.

STS UNITS 1 - 6 includes company name on white material with Helvetica copy on black.

**HEADER COPY**

Furniture and electrical services are extra. These services may be ordered from the appropriate forms in the exhibitor kit.

\_\_\_\_\_ Custom Design Exhibit: Please indicate here if you are interested in creating a custom design exhibit.

Payment Policy: Full payment must accompany your order. 100% cancellation fee prior to set up.

**Return along with payment policy form to FAX: 305-751-1298 or EMAIL: info@expocci.com**

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

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

Email \_\_\_\_\_ Contact \_\_\_\_\_

# STS - 1 Corner

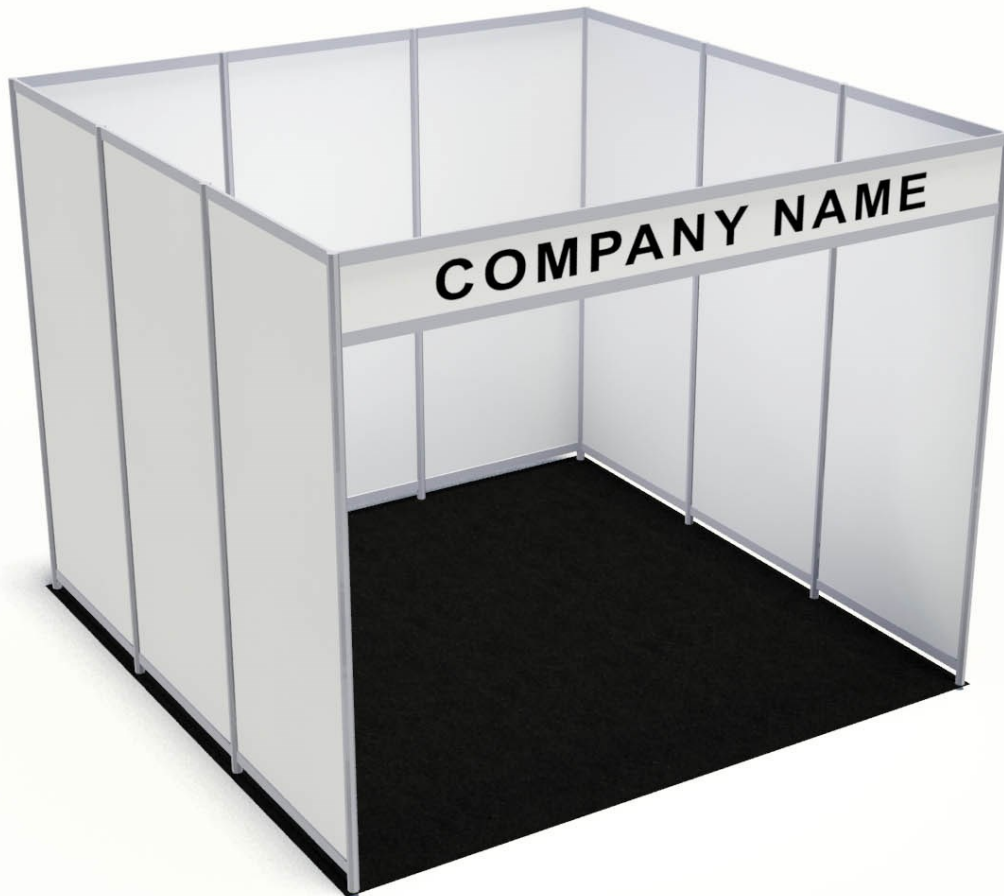
10' X 10' CUSTOM MODULAR RENTAL UNIT



Two (2) headers with company name.

# STS - 1 In Line

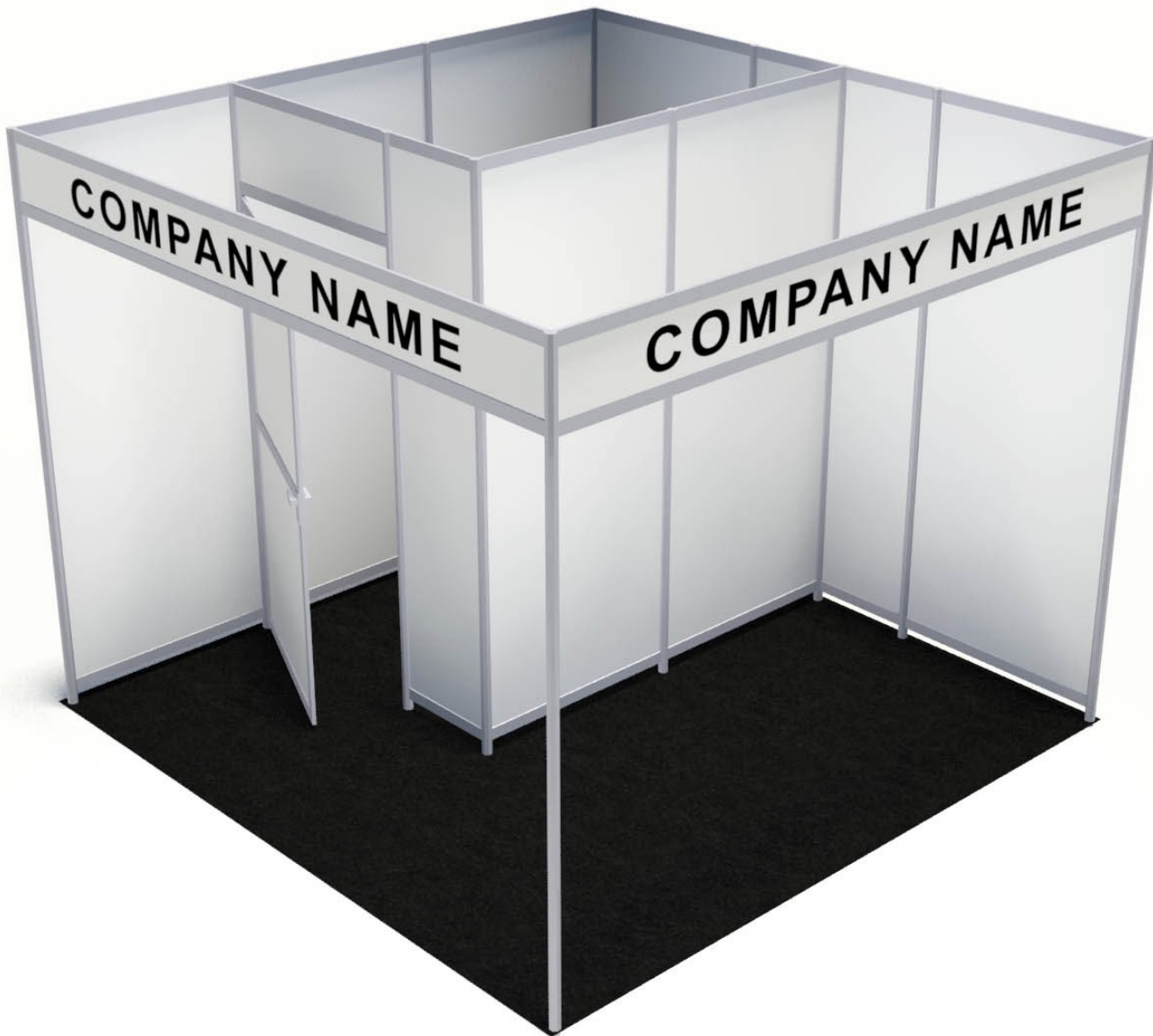
10' X 10' CUSTOM MODULAR RENTAL UNIT



One (1) header with company name.

# STS - 2

10' X 10' CUSTOM MODULAR RENTAL UNIT



Two (2) headers with company name and one (1) - 2meter x 1.5meter storage area with a door.



# STS - 3

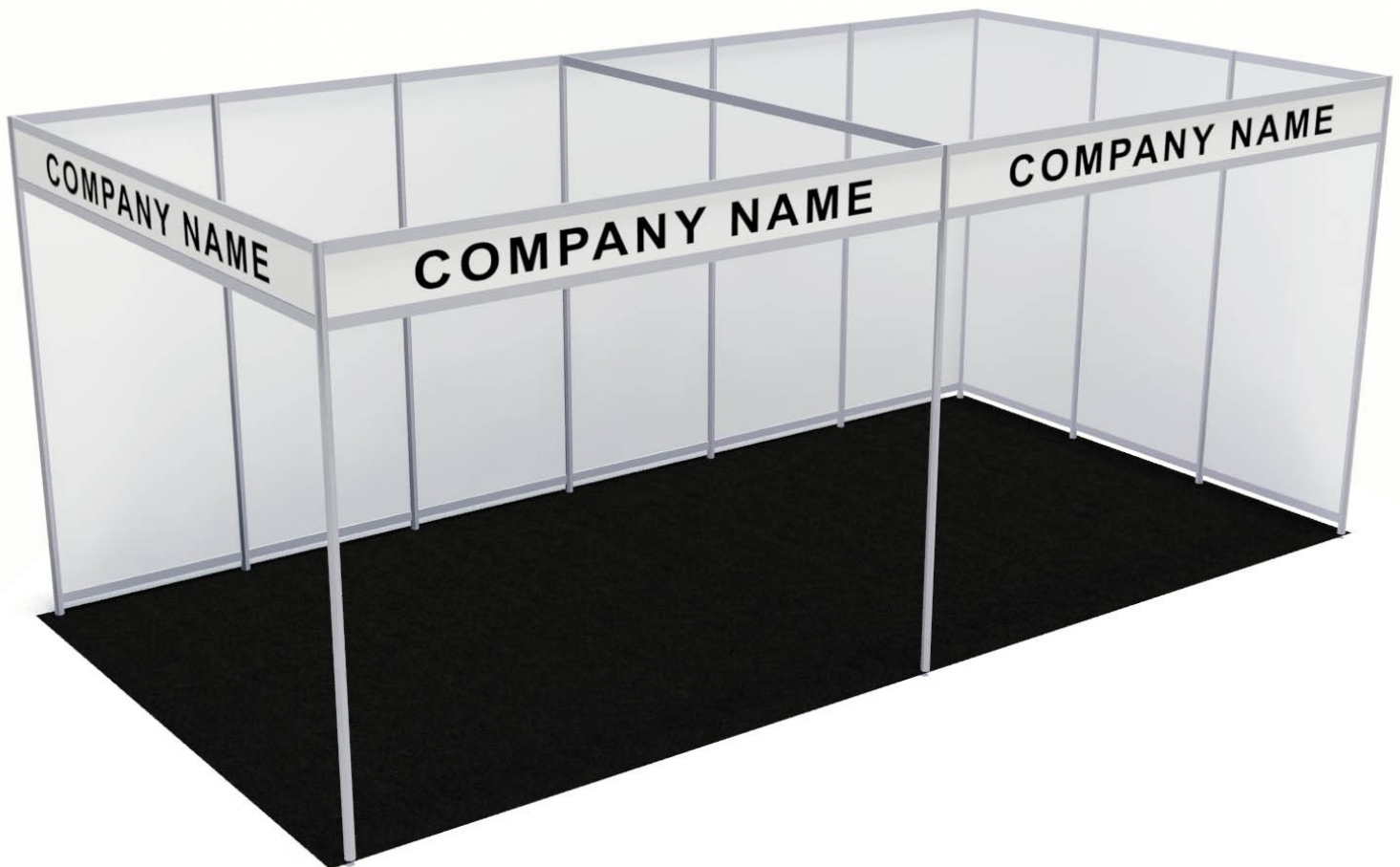
## 10' X 10' CUSTOM MODULAR RENTAL UNIT



Two (2) headers with company name and one (1) - 3meter x 1.5meter storage area with a door.

# STS - 4

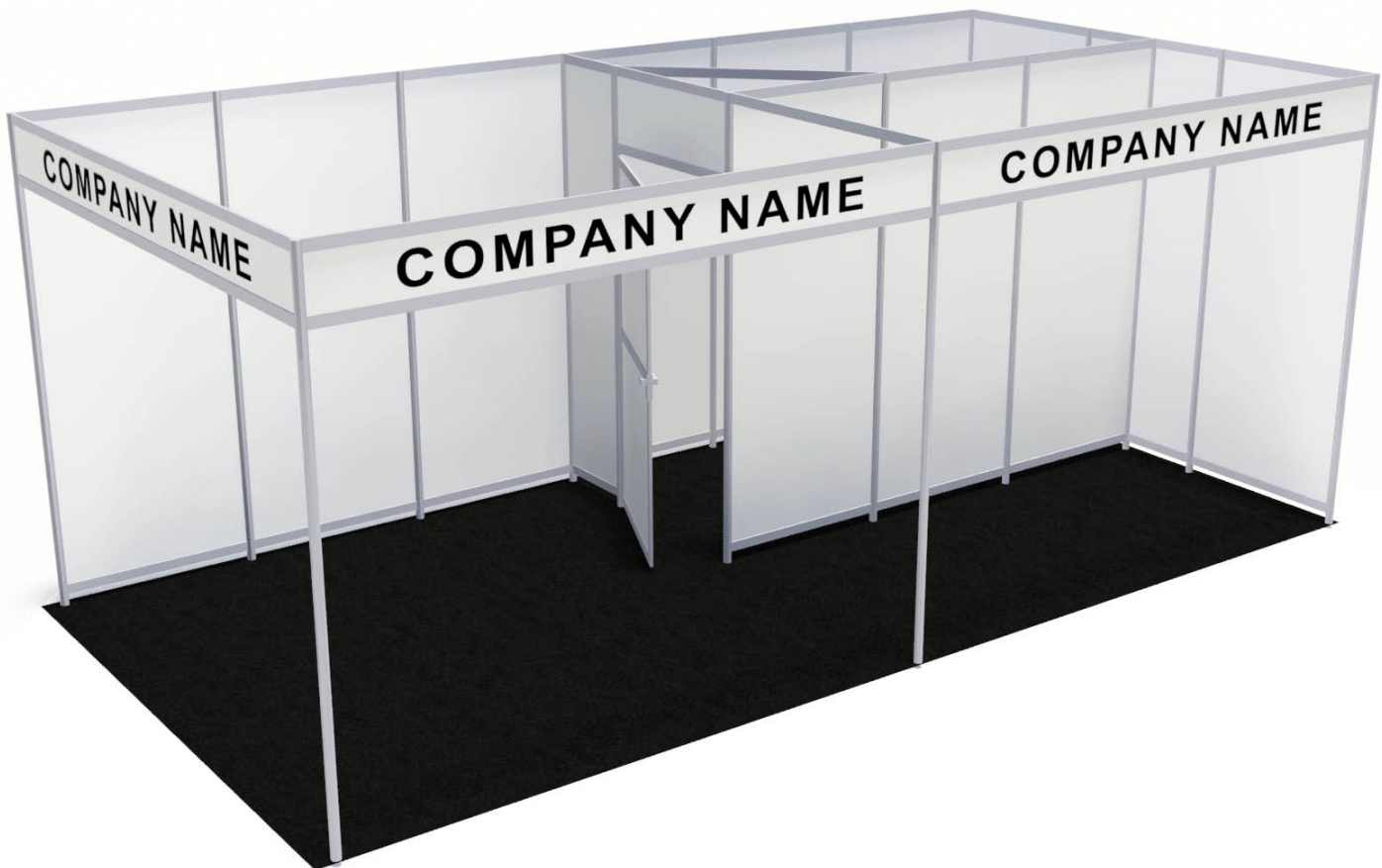
## 10' X 20' CUSTOM MODULAR RENTAL UNIT



Three (3) headers with company name.

# STS - 5

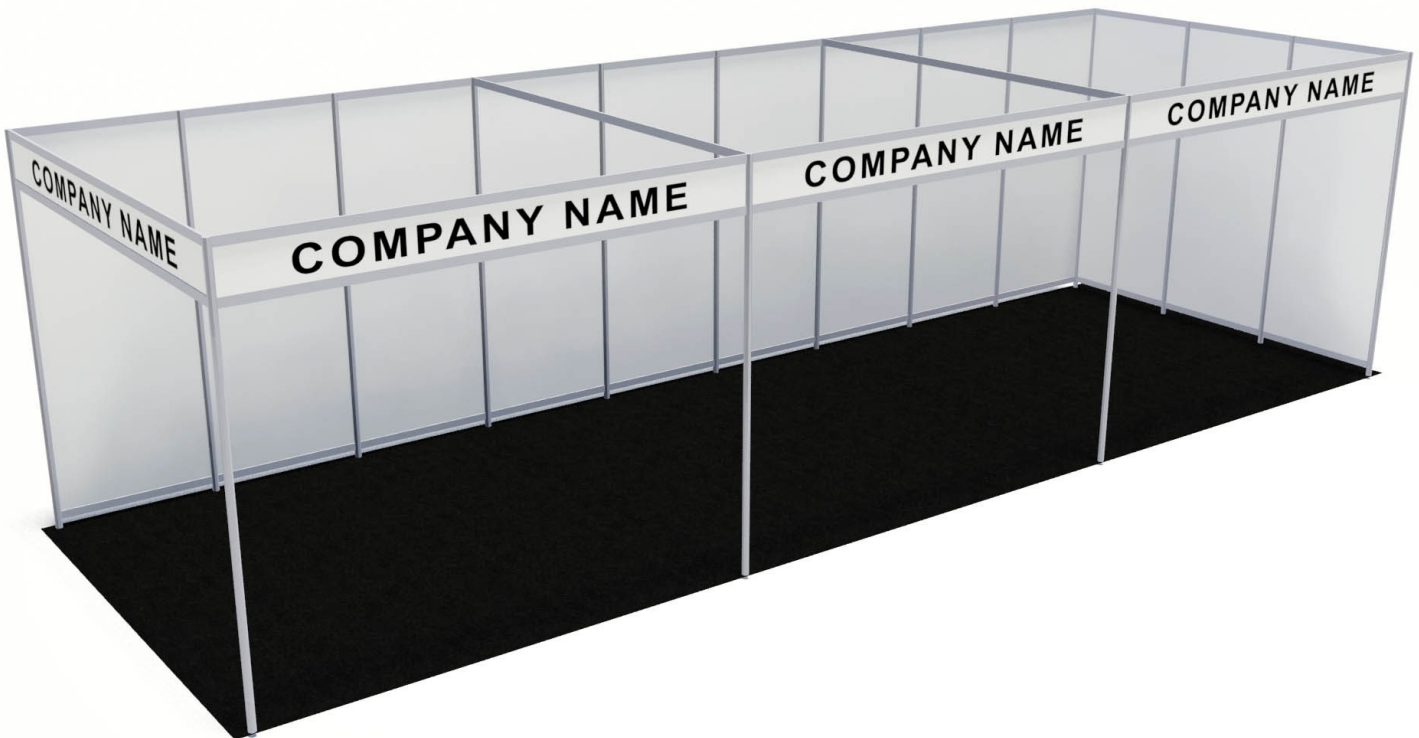
## 10' X 20' CUSTOM MODULAR RENTAL UNIT



Three (3) headers with company name and one (1) - 3meter x 1.5meter office with a door.

# STS - 6

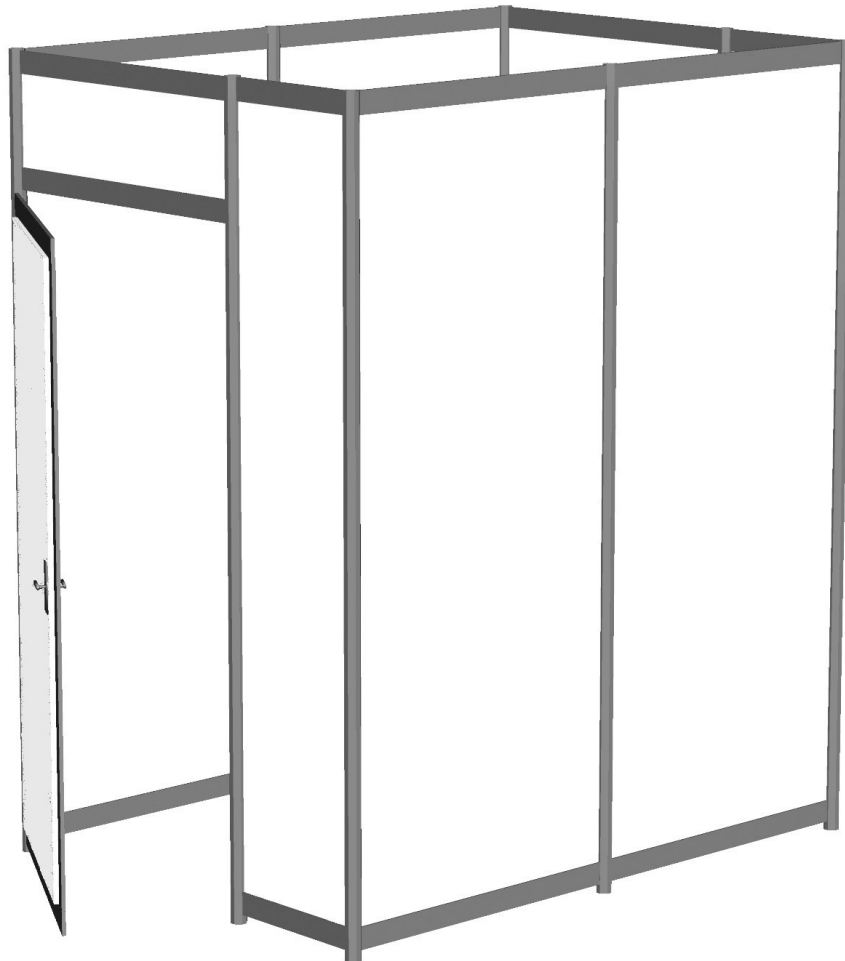
## 10' X 30' CUSTOM MODULAR RENTAL UNIT



Four (4) headers with company name.

# STS - 7

## CUSTOM MODULAR STORAGE UNIT



One (1) 2meter x 1.5meter storage unit with a door.

**ALL HARDWALL RENTALS ON NON-ISLAND LOCATIONS WILL REQUIRE AN ELECTRICAL EXTENSION CORD WITH YOUR JIS ELECTRICAL ORDER.**



15959 NW 15th Avenue, Miami, FL 33169  
 Phone: 305-751-1234 Fax: 305-751-1298

**DISCOUNT DEADLINE:**  
**FEBRUARY 1, 2021**

TURNKEY RENTAL BOOTH  
 ORDER FORM

**Jewelers International Showcase**  
 March 22 - 24, 2021  
 Miami Beach Convention Center

## EXPO HARD WALL BOOTH OPTIONS

All our standard hardwall Custom Booths on the next few pages come in White. They are shown in color to better illustrate the booths' design. If you would prefer a different color hardwall we have Grey, Black, Blue, Beige and Green available.

Do you want something different than the same old booth? Call our Custom Design Department! We will custom design a booth to best show off your product!

For more information call our Design Team at 305.751.1234 or email [cesarj@expocci.com](mailto:cesarj@expocci.com)

QTY	ITEM	WHITE HARDWALL PRICE	COLOR HARDWALL PRICE	COLOR CHOICE	TOTAL
	Turnkey Rental Booth 101	\$3,288.50	\$3,478.50		
	Turnkey Rental Booth 102	\$3,288.50	\$3,478.50		
	Turnkey Rental Booth 103	\$3,542.25	\$3,731.75		
	Turnkey Rental Booth 201	\$4,555.25	\$4,745.75		
	Turnkey Rental Booth 202	\$5,568.25	\$5,758.25		
	Turnkey Rental Booth 203	\$5,568.25	\$5,758.25		
				7% Sales Tax	
				Total	

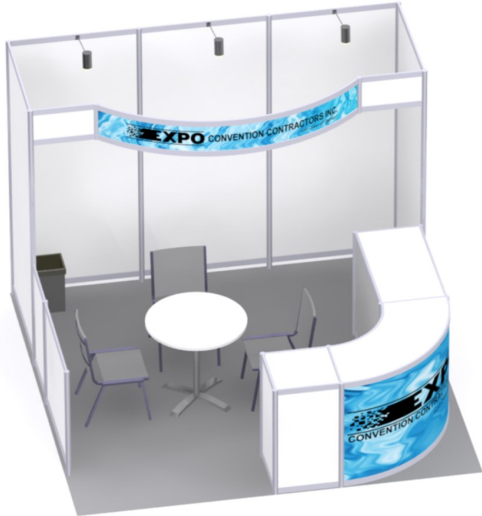
(Insert Header Sign Copy in Box) Black Helvetica Letters are Standard

Additional Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_  
 Contact \_\_\_\_\_ email \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Fax: 305.751.1298 OR email to [info@expocci.com](mailto:info@expocci.com)

**DISCOUNT DEADLINE:  
FEBRUARY 1, 2021**



**Turnkey Rental Booth 101**

**10' x 10' Includes:**

**Grey Carpet**

**1 - Custom Curved Cabinet with doors for storage  
Your Graphic Logo on counter**

**1 - Table**

**3 - Chairs**

**1 - Wastebasket**

**3 - Arm Lights with power**

**Delivery, Installation & Dismantle**

**Standard Price \$3,288.50**

**Custom Color Price \$3,478.50**



**Turnkey Rental Booth 102**

**10' x 10' Includes:**

**Grey Carpet**

**3 - Built-in Cabinets with doors for storage**

**1 - Table**

**3 - Chairs**

**1 - Wastebasket**

**3 - Arm Lights with power**

**Delivery, Installation & Dismantle**

**Standard Price \$3,288.50**

**Custom Color Price \$3,478.50**



**Turnkey Rental Booth 103**

**10' x 10' Includes:**

**Grey Carpet**

**2 - Built-in Cabinets with doors for storage**

**4 - Clear Shelves Lit from above**

**1 - Table**

**3 - Chairs**

**1 - Wastebasket**

**3 - Arm Lights with power**

**Delivery, Installation & Dismantle**

**Standard Price \$3,3542.25**

**Custom Color Price \$3,731.75**

**DISCOUNT DEADLINE:  
FEBRUARY 1, 2021**

## TURNKEY RENTAL BOOTH ORDER FORM

### Jewelers International Showcase

March 22 - 24, 2021

Miami Beach Convention Center



#### Turnkey Rental Booth 201

10' x 20' Includes:

Grey Carpet

1 - Curved Cabinet with doors & logo panel

4 - Shelves

1 - Table

3 - Chairs

1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$4,555.25

Custom Color Price \$4,745.75



#### Turnkey Rental Booth 202

10' x 20' Includes:

Grey Carpet

Meeting Area with Plexi Window &  
Digital Graphics

1 - Cabinet with your company logo

2 - Tables

6 - Chairs

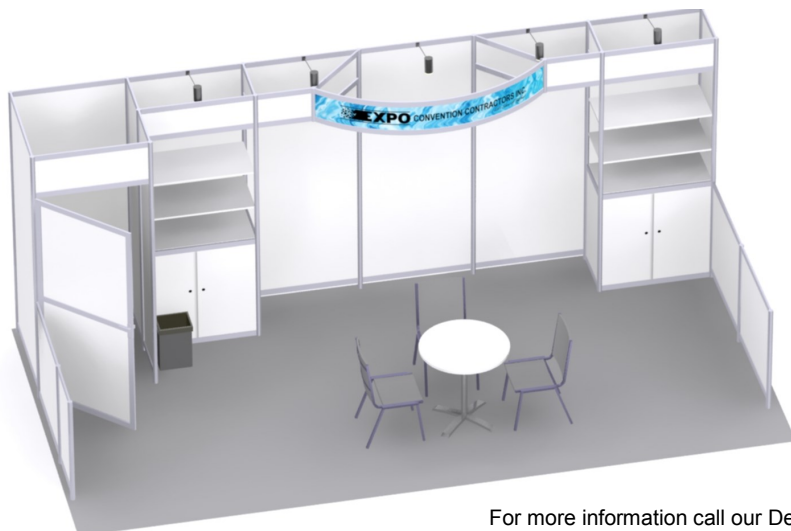
1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$5,568.25

Custom Color Price \$5,758.25



#### Turnkey Rental Booth 203

10' x 20' Includes:

Grey Carpet

1 - Lockable Closet / Changing room

1 - Cabinet with doors for storage

1 - Table

3 - Chairs

1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$5,568.25

Custom Color Price \$5,758.25





15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

STORAGE SERVICE FORM

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

Company Name: \_\_\_\_\_ Show Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Declared Value: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXPO CONVENTION CONTRACTORS, INC. has 100,000 square feet of warehouse facilities in the area with services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping or local delivery.
- Coordinate/Provide labor installation and dismantling services.
- Provide complete personalized supervision.
- Facilitate interstate shipping.

Our facilities also include a Graphics Department and Carpenter Shop to refurbish damaged materials. Other services offered: Exhibit Refurbish, Banding, Shrink Wrap, Install and Dismantle Labor. Please Call an EXPO Representative for individual pricing.

Storage Rates Are As Follows:

Receive and place in storage . . . . .	\$6.00 per CWT
Monthly storage (\$25.00 minimum charge) . . . . .	\$8.00 per CWT
Remove from storage and load out . . . . .	\$4.00 per CWT

EXPO CONVENTION CONTRACTORS, INC. will not be responsible for damage that occurred while in transit. Proof of insurance must be provided for declared values exceeding \$5,000.00.

We accept MasterCard, Visa, American Express and Discover Card for your convenience. Please fill in the following information and return via fax 305-754-9402.

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code\*\*: \_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_

Print Card Holders' Name: \_\_\_\_\_

Check one: ( ) I Authorize Automatic Monthly Billing to My Credit Card; ( ) Do Not Charge, I Will Pay By Check (Credit Card # is for security purposes only. Expo will charge the amount due to the credit card on file if payment hasn't been received within 15 days of invoice date.)

\*\*Security code is last 3 digits on back of credit card or the 4 numbers on front of Amex.



15959 NW 15th Avenue, Miami, FL 33169  
 Phone: 305-751-1234 Fax: 305-751-1298

**MATERIAL HANDLING AUTHORIZATION**

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

Please complete the following information:

We plan to ship to: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (City, state): \_\_\_\_\_

Please provide a contact name and number for any questions EXPO may have in

Regards to this shipment.

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

**COMPUTATION OF MATERIAL HANDLING SERVICES**

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100lbs.

For example: 285 lbs. 300lbs/100lbs. = 3 x RATE = \$ Amount or minimum charge, whichever is greater.

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

200 lbs. minimum charge per shipment

**Advance Shipment \$97.90 per CWT**

Overtime charge for Sunday delivery is included in this rate.

**Advance Address is  
 Expo Convention Contractors, Inc.  
 15959 NW 15th Avenue  
 Miami, Florida 33169-5607**

**Deadline Date is MARCH 15, 2021 shipments received after this date will incur an additional 25% late handling fee.**

**Direct Shipment \$93.38 per CWT**

Overtime charge for Sunday delivery is included in this rate.

**Direct Address is  
 Expo Convention Contractors, Inc.  
 c/o Miami Beach Convention Center  
 1901 Convention Center Drive Halls A & B  
 Miami Beach, Florida 33139**

**Will not be accepted prior to MARCH 21, 2021.**

Advance Shipment Rates Include:

- Unloading crated material.
- Storing at EXPO's warehouse for up to 30 days.
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing during show, returning at close of show.
- Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

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

Description	Weight ÷ 100 = CWT	CWT x Price per CWT =	Estimated Total Cost
	÷ 100 =	X \$	
	÷ 100 =	X \$	

Additional Surcharges based on inbound weight.  
 Warehouse shipment Delivered after the deadline date. Add 25% to above rates.  
 Show Site Shipment Delivered Off Target. Add 25% to above rates.  
 Overtime. Add 25% to above rates.

EXPO Warehouse Hours are  
 Monday through Friday; 8:30am to 3:30pm.  
 Holidays excluded.

**Straight Time Hours**

Monday through Friday; 8:00am to 4:30pm

**Overtime Hours**

Monday through Friday before 8:00am & after 4:30pm  
 All day Saturday, Sunday & Holidays

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

Please complete the following and return to EXPO along with the Shipping Instructions form:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

SHIPPING INSTRUCTIONS

Jewelers International Showcase

March 22 - 24, 2021

Miami Beach Convention Center

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Consign to (Ship To): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Type of Carrier: Motor Freight \_\_\_\_\_ Air \_\_\_\_\_ Van Line \_\_\_\_\_  
Name of Carrier: \_\_\_\_\_  
If pre-paid bill to: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_

SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID

- 1. Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they may be refused.
- 2. All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge, Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
- 3. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration.
- 4. Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.
- 5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
- 6. Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$35.00 per crate, box or carton is assessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
- 7. Remove all expired shipping labels before shipping to avoid confusion.
- 8. Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

INSURANCE

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.  
Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.  
Please make certain all materials are properly insured against "ALL RISK" while in transit to and from point of origin, to and from booth and for the exhibition's duration.

AUTHORITY TO HANDLE & BILLING INSTRUCTIONS  
ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Attention: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Authorized by (please print): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Convention /Tradeshow: \_\_\_\_\_

To insure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer and RETURNED PROMPTLY TO:

EXPO CONVENTION CONTRACTORS, INC. 15959 NW 15th Avenue, MIAMI, FLORIDA 33169-5607  
TEL: 305-751-1234 FAX: 305-751-1298

**MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES**

**SPECIAL HANDLING**

**Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without re-handling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the re-handling of materials.

**OVERTIME**

**Surcharge: 25%**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

**LATE SHIPMENTS**

**Surcharge: 25%**

A surcharge will apply to shipments not arriving within the published dates (refer to EXPO Quick Facts page for dates) for advance warehouse or arriving on show site.

**UNCRATED SHIPMENTS**

**Rate as shown on Material Handling Authorization Form**

An additional charge of 25% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

**OFF-TARGET DELIVERIES**

**Surcharge: 25%**

A surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

**PADDED VAN DELIVERIES**

**Surcharge: \$8.00/CWT**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**MARSHALING YARD**

**Surcharge: Maximum \$20.00**

Where EXPO Convention Contractors, Inc. as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO may charge a fee per shipment processed through the marshaling yard.

**REWEIGH OF SHIPMENTS**

**Surcharge: \$25.00 per forklift load**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**EMPTY CRATE STORAGE**

**Surcharge: \$35.00 per piece**

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges. Empty crates/cartons are stored in trailers during the show. They are returned in random order after the show closes and the aisle carpet has been picked up.

**ENVELOPE DELIVERIES**

**Surcharge: \$10.50 per envelope**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

**ACCESSIBLE STORAGE**

**Surcharge: Based on applicable Labor rate (refer to labor order form)**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

**WAREHOUSE STORAGE**

**Surcharge: Minimum one-hour labor fee for each trip**

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

**Return to Warehouse Service Fee**

**Surcharge: \$15.00 per CWT, Minimum \$50.00**

(crated materials only, uncrated materials will not be accepted at warehouse)

**Receive & place in storage**

**Surcharge: \$6.00 per CWT**

**Storage per month**

**Surcharge: \$8.00 per CWT, Minimum \$25.00**

**Remove from storage & load out**

**Surcharge: \$4.00 per CWT**

**MOBILE SPOTTING FEE**

**Surcharge: \$250.00 round trip**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact EXPO Exhibitor Sales & Services Department.

## MATERIAL HANDLING Q & A

### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday thru Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.) Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100lbs. For example: 285lbs. = 300lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization form.

## LIABILITY INSURANCE

### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

### What is the difference between material handling and shipping?

*Shipping* is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. *Material handling* begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials. It is included in the material handling/drayage fee.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100lbs.

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or un-skidded without proper lifting bars and/or hooks.

### What Is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## OUTBOUND SHIPMENTS

You must complete an EXPO Bill of Lading (BOL) for all outbound shipments. Please come to the Expo Service Desk the last day of the show to settle your account and pick up a BOL.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to the Exhibitor Service Desk. If you have questions on how to complete your bill of lading, please ask an EXPO exhibitor service representative located at the exhibitor service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).

**R  
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From:

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

Booth #: \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_



**ADVANCE WAREHOUSE**

**TO: EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607**

For:

**Jewelers International Showcase**

Delivery Hours: M-F 8:30am-3:00pm

First Day freight can arrive w/o a surcharge:  
**FEBRUARY 19, 2021**

Last day freight can arrive w/o a surcharge:  
**MARCH 15, 2021**

**R  
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From:

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

Booth #: \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_



**ADVANCE WAREHOUSE**

**TO: EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607**

For:

**Jewelers International Showcase**

Delivery Hours: M-F 8:30am-3:00pm

First Day freight can arrive w/o a surcharge:  
**FEBRUARY 19, 2021**

Last day freight can arrive w/o a surcharge:  
**MARCH 15, 2021**

**R  
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From:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_



**DIRECT SHIPMENT**

**TO: EXPO Convention Contractors, Inc.  
c/o Miami Beach Convention Center  
1901 Convention Center Drive Halls A & B  
Miami Beach, Florida 33139**

**For:**

Jewelers International Showcase

Must arrive on **MARCH 21, 2021 ONLY**

**R  
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H**

From:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_



**DIRECT SHIPMENT**

**TO: EXPO Convention Contractors, Inc.  
c/o Miami Beach Convention Center  
1901 Convention Center Drive Halls A & B  
Miami Beach, Florida 33139**

**For:**

Jewelers International Showcase

Must arrive on **MARCH 21, 2021 ONLY**



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

PORTER SERVICE

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

PORTER SERVICE is a feature for exhibitors using Personally Operated Vehicle (only). One worker equipped with a flat cart will assist those exhibitors with unloading & delivery of goods to their booth.

Straight time - \$67.50 per trip  
Overtime - \$102.50 per trip

Straight time - Monday through Friday 8:00am to 4:30pm  
Overtime - Monday through Friday before 8:00am; after 4:30pm;  
Weekends; and Holidays

PORTER SERVICE is aimed at those exhibitors requiring minimum assistance and facilitating the move-in/out process for them.

Exhibitors who have extensive unloading requirements can use the drayage services. Arrangements for this service can be made in advance or on-site at the EXPO Service Desk.

Empty storage service will only be available to exhibitors who utilize the complete drayage service. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

**ORDER PORTER SERVICE AT YOUR OWN RISK. EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES OR LOSSES.**

It is strongly suggested that Exhibitors carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Please fill out the Payment Policy form and return along with this form to expedite your move in. If we do not have a credit card on file you will be asked to go to the customer service desk to fill one out prior to unloading.

Arrival Day: \_\_\_\_\_

Estimated Time: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Fax: 305.751.1298 or info@expocci.com





15959 NW 15th Avenue, Miami, FL 33169  
 Phone: 305-751-1234 Fax: 305-751-1298

**DISCOUNT DEADLINE:  
 MARCH 8, 2021**

**LABOR ORDER**

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

Labor Information			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$87.00	\$117.50
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$130.50	\$176.25

**Please note**

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Expo Supervisory Fee is 40% of total cost or \$50.00, whichever is greater.

Is Labor for assembling sign for hanging? Y/N \_\_\_\_\_  
 Is Labor for laying your own carpet? Y/N \_\_\_\_\_

**INSTALLATION**

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

**DISMANTLE**

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

**Inbound Freight Information**

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment \_\_\_\_\_  
 Is Shipment?  Crated  Uncrated  
 Tracking/Pro#: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show Site

**Outbound Freight Information**

Carrier Company Name: \_\_\_\_\_  
 Delivery Shipment To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Type of Service (air, van line, ground, etc.): \_\_\_\_\_

**If for any reason your shipment is not picked up by your carrier, Please choose one of the following options: (Initial beside preferred option)**

Force freight through preferred carrier: \_\_\_\_\_  
 Send shipment back to EXPO warehouse: (\$50.00 min. fee) \_\_\_\_\_

**Services You Have Ordered** (please check all that apply)

Electrical \_\_\_\_\_ Furniture \_\_\_\_\_ A/V Equipment \_\_\_\_\_  
 Booth Cleaning \_\_\_\_\_ Telephone/Internet \_\_\_\_\_

**Electrical Information:**

- \_\_\_ Electrical should go under the carpet (diagram is attached)
- \_\_\_ Electrical drawings are attached
- \_\_\_ Electrical drawings are with exhibit in crate number
- \_\_\_ Electrical drawings were sent to the official contractor

**Set-up Information for Installation**

Please check all that apply and provide information where requested.

Booth size: \_\_\_\_\_ X \_\_\_\_\_  
 Forklift required?  Yes  No  
 Carpet is?  Owned  Rented from EXPO  
 Carpet padding?  Yes  No  
 Drawings are?  Faxed to EXPO  Shipped w/exhibit crates

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

**Return via fax along with the Payment Policy form to: 305-751-1298**



15959 NW 15th Avenue, Miami, FL 33169  
 Phone: 305-751-1234 Fax: 305-751-1298

**HANGING SIGNS & BANNERS**

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
 MARCH 8, 2021**

**INSTRUCTIONS**

All hanging signs must conform to Show Management rules and regulations and facility limitations.

All overhead hanging signs or banners must be handled by Expo Convention Contractors, Inc. Overhead hanging signs must be sent in separate containers directly to Expo Convention Contractors, Inc. warehouse and marked HANGING SIGN.

Hanging anchor points must be pre-fabricated and ready for use.

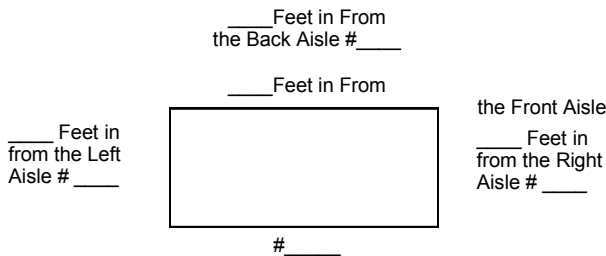
Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form. For Signs other than banners, include blueprint or drawing containing detailed information so hanging anchor points can be determined.

**SIGN DESCRIPTION, SIZE & WEIGHT**

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_  
 Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_  
 Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
 Weight of sign: \_\_\_\_\_  
 Does your Sign Require - Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beam may require your sign to be moved from your specified location.

**PLACEMENT DIAGRAM**



Number of feet from bottom of sign: \_\_\_\_\_

Dismantle Date & Time: \_\_\_\_\_

**EQUIPMENT AND LABOR RATES TO HANG SIGNS**

- STRAIGHT TIME - 8:00am to 4:30pm, Monday through Friday
- OVERTIME - 4:30pm to 8:00am, Monday through Friday, ALL DAY Saturday and Sunday
- CREW SIZE - MINIMUM of three people, Operator and two riggers
- MATERIALS - Cable, clamp, etc. additional & charged accordingly

EQUIPMENT WITH CREW	STRAIGHT TIME	OVERTIME
*Rates Are Per Lift Crew/Per Hour *One Hour Minimum Per Lift Crew		
Boom Lift with Crew..... (Condor/Snorkel) up to 200 lb. lift capacity	\$500.50	\$706.50
Additional crew/Assembly labor...	\$ 93.75	\$152.50

**INSTALLATION ESTIMATE**

Install Date: \_\_\_\_\_  
 Approx. Hours    Hourly Rate    Total Estimated Cost  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**DISMANTLE ESTIMATE**

Dismantle Date: \_\_\_\_\_  
 Approx. Hours    Hourly Rate    Total Estimated Cost  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**SUPERVISION** for installation and dismantling of overhead hanging signs can be provided by EXPO CONVENTION CONTRACTORS, INC., your company representative or display house.

Please indicate method of supervision you require:

EXPO \_\_\_\_\_ Exhibitor Personnel \_\_\_\_\_ Display House \_\_\_\_\_

\*Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

**NOTE: WE ARE NOT RESPONSIBLE FOR, LIABLE FOR, AND WILL NOT HANG ANY SIGNAGE CONSTRUCTED IN ANY MANNER DEEMED UNSAFE.**

SUB-TOTAL \$ \_\_\_\_\_

No Sales Tax \$ \_\_\_\_\_

PAYMENT ENCLOSED \$ \_\_\_\_\_

Fax along with the Payment Policy form to 305.751.1298

PAYMENT POLICY: All invoices must be settled at our Service desk prior to hanging your banner. For your convenience, MasterCard, American Express, Discover-card and Visa credit cards will be accepted.

IMPORTANT: TO OBTAIN DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER. No Telephone orders accepted. Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

**PLEASE PRINT**

Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ email \_\_\_\_\_

Authorized \_\_\_\_\_ Print Name \_\_\_\_\_

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

### **FREIGHT HANDLING**

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

### **EXHIBIT INSTALLATION AND DISMANTLING**

We have an contract with Local 1175 Union which claims jurisdiction over the installation and dismantle of tradeshows and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

### **GRATUITIES**

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

### **EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING**

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3<sup>rd</sup> Party Personnel / Display.

### **IN GENERAL**

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

NON-OFFICIAL CONTRACTOR

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
MARCH 8, 2021**

For Exhibitors intending to use its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. **NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming EXPO Convention Contractors, Inc., Reed Exhibitions, Miami Beach Convention Center, City of Miami Beach and Spectra as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are: (a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.**

NOTE: Complete this form only if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to unpack, erect, assemble, dismantle or pack your display. **The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits.**

PLEASE COMPLETE:

\_\_\_\_\_ will indemnify and hold harmless EXPO Convention Contractors, Inc. from and against any  
(Exhibiting Company Name) bodily injury or property damage liability claims, judgments, damages, costs or expense,  
including reasonable attorney fees, arising out of or occasioned by the operations performed by  
\_\_\_\_\_ except for occurrences or accidents caused by the sole negligence of EXPO Convention  
(EAC Company Name) Contractors, Inc., or for occurrences or accidents by any other party.

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized on-site representative \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(Please Print)  
\*\*\*\*\*

Name of Service Firm: \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_ On-Site Supervisor \_\_\_\_\_

On-Site Cell Phone: \_\_\_\_\_

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by **MARCH 8, 2021** to EXPO, the Official Decorating Contractor:

EXPO CONVENTION CONTRACTORS, INC.  
15959 NW 15th Avenue, Miami, Florida 33169-5607  
ATTN: EXHIBITOR SALES & SERVICES  
Tel: 305-751-1234 Fax: 305-751-1298  
nstewart@expocci.com



15959 NW 15th Avenue, Miami, FL 33169  
 Phone: 305-751-1234 Fax: 305-751-1298

**GRAPHICS & SIGNS ORDER FORM**

**Jewelers International Showcase**

March 22 - 24, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
 MARCH 8, 2021**

We at EXPO, are committed to exceptional service to our clients from inception to production. Dynamic signage and stunning graphics makes a lasting impression and a more successful meeting.

Send your **PRINT READY ARTWORK** and complete the below information to have your graphics & signs delivered right to your booth.

Advance Orders	Late Orders	Size	Qty.	Horizontal	Vertical	Easel Back add \$6	Total \$
\$32.00	\$56.25	8.5" x 11"					
\$63.50	\$87.00	22" x 28"					
\$124.25	\$155.00	28" x 44"					
\$245.50	\$247.25	36" x 48"					
Banners are \$13.00 per square foot & come with Grommets. (\$100 min)							

All signs come mounted on 3/16" foam core.

Please call for quote on dimensions of graphics not shown above.  
 Contact us with questions at 305.751.1234

For basic Black Text on White Sign Copy....Please print clearly

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**HOW TO SUBMIT YOUR ARTWORK:**

Expo uses HP 5000 Series large format printers using Onyx RIP software. We use Windows XP computers. All files should be saved for PC format. No MAC files are accepted.

**EPS & AI formats:**

We use Illustrator CS3 to read eps. & ai. files Check & make sure that all graphic elements are inside the document box. No clip masks. The document box should be the same size as the image you want printed or reduced in multiple of 2. No bleeds or crop marks. These are outside the document box & would need to be removed before the image enters the RIP process. Only Illustrator "crop area make" – "crop area release" function is compatible with Onyx RIP software. Bleeds are added if necessary in the Rip process.

Please convert all fonts to outlines.

**TIF & PSD (Photoshop) formats**

We use Photoshop CS3 to read TIF & PSD files. For best results images should be at least 72 ppi or greater when viewed close up. If the image is going to be viewed at a distance, lower quality images are ok.\*

**Problem formats**

*Word documents Images:* Images embedded in Word documents are unsuitable for large format printing. Please try to obtain the original image.

*Adobe In Design files:* Please convert In Design files to an illustrator or pdf format.

*Gif files:* The gif format has only 256 colors (8 bit) & require a lot of editing for large format printing.\*\*

*Jpg files:* jpg is an image compression format. This compression leaves artifacts in the image. Only images that are saved with little or no compression are suitable for large format printing.

\* A 300 ppi 8.5" X 11" magazine cover at is only 34 ppi when printed 8 ft tall. This would be ok if viewed at a distance.

\*\* Needs to be converted to 24bit & noise added to reduce banding.

**Send graphics file to EXPOCCI@GMAIL.COM and include SHOW NAME, COMPANY NAME & BOOTH #**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Return via fax:  
 305.751.1298  
 Or email to:  
 info@expocci.com**



# Telephone Contract Miami Beach Convention Center

Exhibitor Company Name:	Show Name: Jewelers International Showcase
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

**Additional services available — please contact us at (888) 466-6911 or visit our website**

ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Voice Services: PBX Service – Domestic LD Included	QTY	Incentive	Base	On-Site	Total
a. Single Line - <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
2. Special Quote – Attachment A or Statement of Work (if applicable)					
3. Distance Fee of \$100 for each Telephone line outside the convention venue x (number of lines)					
				<b>SUBTOTAL</b>	
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>				<b>ESTIMATED 10% Tax/FEES</b>	
				<b>GRAND TOTAL</b>	
Effective January 1, 2019 – December 31, 2019			Customer No: 2019 – 047 -		



# Hotspot Options Miami Beach Convention Center

## Products & Pricing

Standard (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	\$2,339	\$2,807	\$3,368
15	\$4,133	\$4,960	\$5,952
30	\$6,762	\$8,114	\$9,737

Premium Hotspots are available for High Bandwidth Users - Please call our customer service team at **888-446-6911** for more information.

### Hotspot products require a Network Security Declaration & Floor plan when ordering

All Hotspot products include a customized network name (also called a service set identifier [SSID]), password (must be a total of 8 characters in length), and the opportunity to purchase a customized Wi-Fi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information regarding Wi-Fi Splash Page Design can be found at:

<https://orders.smartcitynetworks.com/SplashPageDesign.aspx>

SSID (network name): \_\_\_\_\_

Password (8 characters): \_\_\_\_\_



# Internet Service Contract

## Miami Beach Convention Center

Exhibitor Company Name:	Show Name: Jewelers International Showcase
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
<p><b>Dedicated Wired Internet - Routers Allowed</b>            Connection speeds of 3Mbps and up            Required for:            • Web Casting • HD Streaming • Routers (wired or wireless)            Includes 5 Static Public IP Addresses</p>	<p><b>Broadband Wired Internet - No Wired or Wireless Routers</b>            Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP            Recommended for:            • Email • Social Media • Surfing the web            Includes 1 Private IP Addresses</p>

**Additional services available — please contact us at (888) 446-6911 or visit our website**

**ORDER ONLINE: [orders.smartcitynetworks.com/Ordering.aspx](http://orders.smartcitynetworks.com/Ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	\$11,772	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	\$17,556	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	\$23,256	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
<b>4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.</b>					
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)</b>					
				<b>SUBTOTAL</b>	
				<b>ESTIMATED 10% Tax/FEES</b>	
				<b>GRAND TOTAL</b>	
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>					
Effective January 1, 2020 – December 31, 2020			Customer No: 2020 – 047 -		



# Floor Plan – Communications Cable

Center: Miami Beach CC (047) - FL  
 Show: Jewelers International Showcase

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2020 - 047 -

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_ . **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

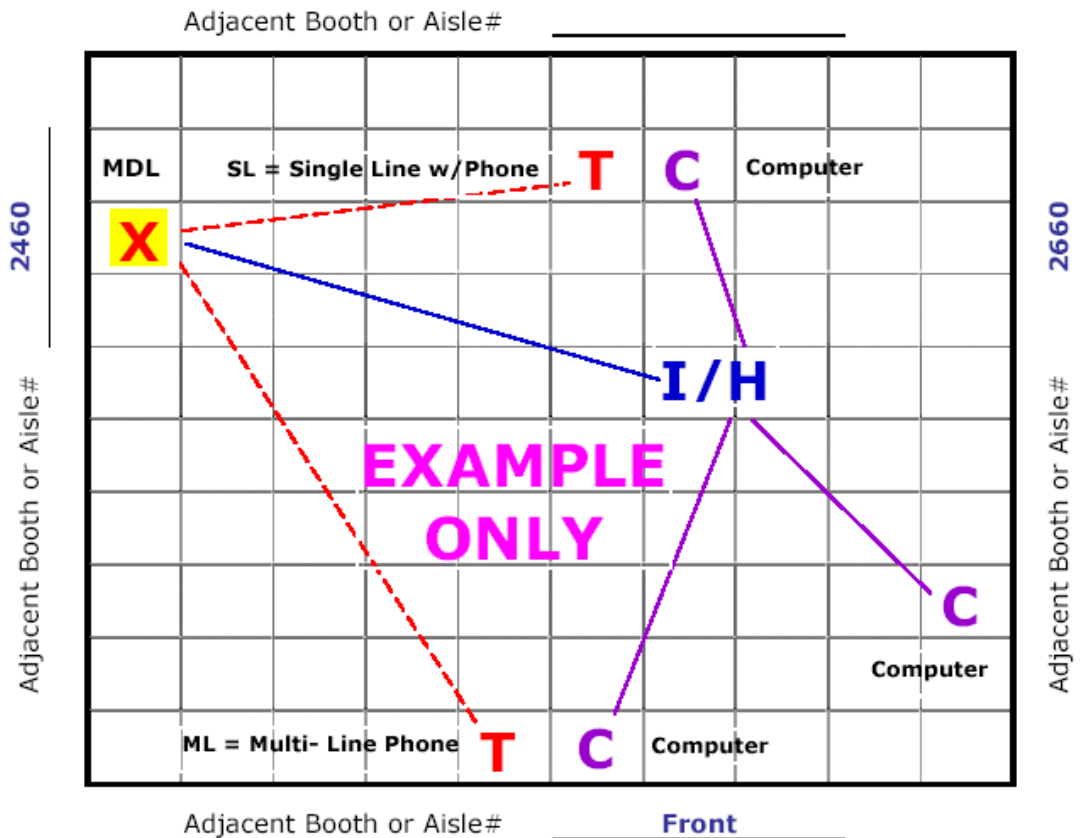
# Floor Plan – Communications Cable

Center: Miami Beach CC (047) - FL  
 Show: Jewelers International Showcase

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2020 - 047 -

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

# Network Security Declaration

Center: Miami Beach CC (047) - FL

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

Show: Jewelers International Showcase

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2020 - 047 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, Smart City has implemented filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

## Please inform all show site personnel about the importance of Smart City's Network Security compliance issues

**Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements**

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: Norton McAfee Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? Yes No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# Wireless Performance Agreement

Center: Miami Beach CC (047) - FL  
Show: Jewelers International Showcase

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2020 - 047 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

## Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

## Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_



5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

