



CREF 2017 Exhibitor Services Kit

Dear Exhibitor,

This document is provided to assist you in preparing for exhibiting at CREF 2017.

Exhibit set-up will commence on October 18th at 12:00 pm. All displays wanting to show at CREF, must be in place by 5:00 pm on October 18th. If you foresee a problem with moving in during the designated move-in hours, please contact Elizabeth Czernikow at elizabeth@voilameetings.com to make alternate arrangements. Exhibitors who have not made prior arrangements and have not set up at the end of move-in may not be permitted to set their booth. Exhibit Floor Plan can be viewed on page 9.

Location:	JW Marriott Marquis Miami – Metropolitan Ballroom 2 - 4		
Exhibitor Move-In:	Wednesday	October 18th, 2017	12:00pm – 5:00pm
Exhibit Hours:	Wednesday	October 18th, 2017	6:00pm – 8:00pm
	Thursday	October 19th, 2017	7:15am – 8:00pm
	Friday	October 20th, 2017	7:00am – 4:00pm
Exhibitor Move-Out:	Friday	October 20th, 2017	4:00pm – 8:00pm
Re-route Freight:	Friday	October 20th, 2017	8:00pm

**All carriers must check in no later than 6:00pm on Friday, October 20th, 2017*

What is Provided?

Table Tops: All exhibitors and sponsors purchasing a table top, unless otherwise agreed, will be provided with a 6' x 30" table, a 7" x 44" Identification Sign with your organization's name, two chairs and wastebasket.

Booths: All exhibitors and sponsors purchasing a booth, unless otherwise agreed, will be provided with a booth system of 8' high background drape, 3' high side drape and a 7" x 44" Identification Sign with your organization's name. All drape will be black. There will also be one 6' x 30" table, table covering, two chairs and wastebasket.

Booth Construction. Exhibit materials may not extend past the allotted area as defined in your sponsorship agreement document.

**Additional Booth Requirements**

For Audio and Visual equipment needs, please see KvAv order form on page 4. Please note that there is no power/electric provided at your booth. Should you require electricity, you can place an order with PSAV, using the form on page 34. You can also use this form to order Internet for your booth.

CREF has contracted with **Expo Convention Contractors, Inc.** for material handling, booth set up assistance and auxiliary items i.e. hard wall booths, carpet, furniture, banners/posters and custodial services. Please find their information and order forms on pages 10 - 61. They can be contacted at: 305-751-1234 or iani@expocci.com.

Manning Your Booth. New Energy Events requires that all booths be manned during all meal and coffee breaks. Please reference [CREF 2017 agenda](#) for hours. Materials must be readily available to be picked up by attendees during ALL show hours.

Exhibits. If you have contracted with the conference organizer for a booth larger than 10'x10', you must supply a rendering of the booth space to conference organizers for final approval.

Additional Exhibit Guidelines. If sponsor displays any material, no part of the display shall obstruct or interfere with other sponsors' displays or exhibits. The organizer reserves the right and has sole discretion to restrict, on a reasonable level, signage, sound systems, lights, noise and other distractions. All food, alcohol and special activities must be pre-approved by the organizer.

Care of the Venue. It is the responsibility of each exhibitor to check with Expo Convention Contractors, Inc. regarding all entrance and exit accesses to ensure that exhibit materials can be moved into the exhibit area. Exhibitor shall promptly pay for any and all damages to the venue or booth equipment of the property of others caused by the exhibitor.

Forced Freight. Conference organizers are not responsible for materials not packed and picked up by the end of the designated move-out time (8pm, October 20th). The conference organizers will not assume responsibility for forwarding that freight to the exhibitor. Exhibitors will be responsible for the costs to break down, package and ship that freight. Anything left behind will be disposed of and any clean up or trash fees will be passed along to the exhibitor.

Insurance. Sponsor understands and acknowledges that neither the organizer nor the owner of the event facilities maintains insurance covering the sponsor's property. If sponsor wishes to insure its goods while at the event facilities, it must do so at its own expense. Sponsor is solely responsible for maintaining proper liability insurance coverage for any loss or injury caused at the Caribbean Renewable Energy Forum (the Event) by sponsor, its employees, or its agents.

Liability. Organizer does not assume any responsibility for the protection and safety of sponsor, sponsor's employees, agents, or guests, or for the protection of the property of sponsor, its employees, agents, or guests, from theft or damage or destruction by fire, accident or other cause. Sponsor shall properly secure, place in safekeeping, or remove any small and easily portable articles from its organizer-designated space after event hours. Any security services provided by the organizer shall be deemed purely gratuitous and shall in no way be construed to make organizer liable for any loss or inconvenience suffered by sponsor.

Registrations. All exhibitors and sponsors are responsible for registering their staff and executives through the [CREF registration system](#).

Hotel. All exhibitors and sponsors are responsible for making their own hotel reservations. Please use the [CREF reservation portal](#) to secure accommodations at the group rate online.

CREF 2017 contact at the JW Marriott Marquis Miami:

Elizabeth Hennig | Event Meeting Planner
JW Marriott Marquis Miami
Hotel Beaux Arts Miami, an Autograph Collection hotel
255 Biscayne Boulevard Way, Miami FI 33131
305.421.8600 Phone | 305.421.8618 Direct
Elizabeth.Hennig@mdmusa.com



October 18th – 20th
 JW Marriott Marquis, Miami, Florida

CREF 2017

THE CARIBBEAN RENEWABLE ENERGY FORUM

SUBMIT ORDERS TO:

ATTN: TRADE SHOW SERVICES
 OFFICE: 321-662-8209 kvanterpool@kvavevents.com



COMPANY: _____

ROOM/BOOTH#: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
DISPLAY PACKAGES			
	40" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$945.00	
	40" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$1,125.00	
	46" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$1,095.00	
	46" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$1,270.00	
FLATSCREEN DISPLAYS			
<i>NOTE: Displays do NOT include floor stands. Floor stands must be ordered separately. See under "VIDEO".</i>			
	19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer input only) What is your visual source? Computer only - No Audio How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other _____	\$195.00	
	24" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other _____	\$375.00	
	32" HD LCD Monitor (16:9 / 1920 x 1080 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other _____	\$575.00	
	37" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other _____	\$700.00	
	40" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other _____	\$800.00	
	46" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other _____	\$975.00	
	55" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other _____	\$1,265.00	
	65" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ What is your audio source? <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other _____ How will you mount this display? <input type="checkbox"/> Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other _____	\$1,800.00	
Orders received on-site are subject to an additional 20% charge on equipment.		Page 1 EQUIPMENT SUBTOTAL	

CREF 2017

THE CARIBBEAN RENEWABLE ENERGY FORUM

October 18th – 20th
JW Marriott Marquis, Miami, Florida

COMPANY: _____

BOOTH NUMBER: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
VIDEO			
	Monitor Floor Stand w/ Shelf Select if you are ordering a display from MedicalHD.tv	\$195.00	
	Monitor Floor Stand w/ Shelf Select if you are providing your own monitor <i>NOTE: You MUST supply a wall mount approved by KvAvEvents. Please call to get mount approved.</i>	\$287.50	
	Blu-Ray / DVD Player (Consumer grade w/ HDMI output - NTSC, Format USA)	\$115.00	
	Multi-Regional DVD Player (Formats Include - NTSC / PAL / SECAM)	\$300.00	
	Video DA (Used to send a DVD player source to multiple displays)	\$80.50	
COMPUTER PACKAGES			
	Laptop PC / 19" LCD Monitor (4:3 / 1280x1024 resolution) <i>Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse</i>	\$425.00	
	Laptop PC / 24" LCD Monitor (16:9 / 1900x1200 resolution) <i>Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse</i>	\$500.00	
	Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution) <i>Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse</i>	\$500.00	
LAPTOPS AND COMPUTER ACCESSORIES			
	PC Laptop (with Windows XP / Microsoft Office 2007)	\$325.00	
	Apple Laptop (MacBook Pro w/ OS 10.0)	\$525.00	
	Laser Printer (Black & White)	\$250.00	
	USB Keyboard & Mouse	\$35.00	
	Wireless Keyboard & Mouse	\$65.00	
	Computer Speakers	\$45.00	
	8-Port Ethernet Hub	\$65.00	
	Computer DA (Used to send one computer signal to multiple displays)	\$80.50	
PRESENTATION EQUIPMENT			
	Tripod Screen (w/ Black Skirt) Select one: <input type="checkbox"/> 4'Width <input type="checkbox"/> 6'Width <input type="checkbox"/> 8'Width	\$65.00	
	3,000 Lumen LCD Projector (1024 x 768 Resolution)	\$575.00	
	AV Cart (w/ Black Skirt) Select one: <input type="checkbox"/> 34"Height <input type="checkbox"/> 54"Height	\$45.00	
AUDIO EQUIPMENT			
	350 Watt Sound System (Includes 2 Speakers with stands, and a mixing console)	\$350.00	
	Wireless Microphone Select one: <input type="checkbox"/> Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier	\$300.00	
	Wired Microphone Select one: <input type="checkbox"/> Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier	\$65.00	
	6-Channel Audio Mixing Console	\$175.00	

Orders received on-site are subject to an additional 20% charge on equipment.

Page 2 EQUIPMENT SUBTOTAL

Page 1 EQUIPMENT SUBTOTAL

Add the Page 1 and Page 2 EQUIPMENT SUBTOTALS:

EQUIPMENT TOTAL

30% of EQUIPMENT TOTAL, or \$125 minimum, whichever is greater.

REQUIRED LABOR SERVICE CHARGE

*May be required for mounting monitors 32" and larger. (Please contact KvAvEvents.)

**ADDITIONAL LABOR REQUIREMENTS

Calculated on EQUIPMENT TOTAL and LABOR SERVICE CHARGE.

REQUIRED SALES TAX

10% of EQUIPMENT TOTAL. See next page for details.

OPTIONAL DAMAGE WAIVER



COMPANY: _____

BOOTH NUMBER: _____

AGREEMENT INFORMATION

Optional Damage Waiver: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. KVAV EVENTS is not authorized to pick up equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers. Delivery times selected on the order form are only target times. There may be a variance in delivery times based on work loads for the particular day and time.

****Wall or Truss Mounted Monitors:** Additional labor charges may be required for mounting monitors 32" and larger to your booth structure. KVAV EVENTS is NOT responsible for attaching the mounting hardware to the booth structure.

Rental Rates: Rental rates are for the entire length of the show. If an order is placed on site, an additional 20% late fee will be added to the equipment total.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc., will be billed directly to the exhibitor. Electrical services ARE NOT included in equipment pricing.

PAYMENT INFORMATION

CREDIT CARD:  (15 CARD NUMBERS)  (16 CARD NUMBERS)  (16 CARD NUMBERS)

Card Number:

Expiration Date:

MONTH YEAR

CVV:

Cardholder's Name (PLEASE PRINT) _____

Signature _____

Billing Address _____

City _____

State _____

ZIP Code _____

COMPANY INFORMATION DELIVERY INFORMATION

Company Name: _____

Show Name: _____

Address: _____

Location: _____

Booth #/Rm#: _____ Booth size: _____

Phone: _____

Delivery Date: _____

Fax: _____

Delivery Time (select one): 8-10AM 10AM-12PM 1-3PM 3-5PM

Contact: _____

On-Site Contact: _____

Email: _____

On-Site Phone: _____



October 18th – 20th
JW Marriott Marquis, Miami, Florida

CREF 2017

THE CARIBBEAN RENEWABLE ENERGY FORUM

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. **Please note we will require a legible copy of a picture ID to be returned with the form for signature verification.** This authorization form will not be valid until fully verified by hotel staff. Please fax the completed form to JW Marriott Marquis Miami at 305-421-8552

Cardholder Information - Required

Name as it appears on the credit/debit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Personal Corporate |
Company Name: _____

Issuing Bank: _____ Phone #: _____

Account number: _____ Exp. Date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information - Required

Guest name: _____

Address: _____

City, State and Zip: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.



October 18th – 20th
JW Marriott Marquis, Miami, Florida

CREF 2017

THE CARIBBEAN RENEWABLE ENERGY FORUM

Guest name: (Printed) _____

Guest signature: _____ Date: _____

Rate Information and Approved Charges - Required

Room rate:* _____ Taxes: * _____ Total daily rate:* _____ Number of nights: _____

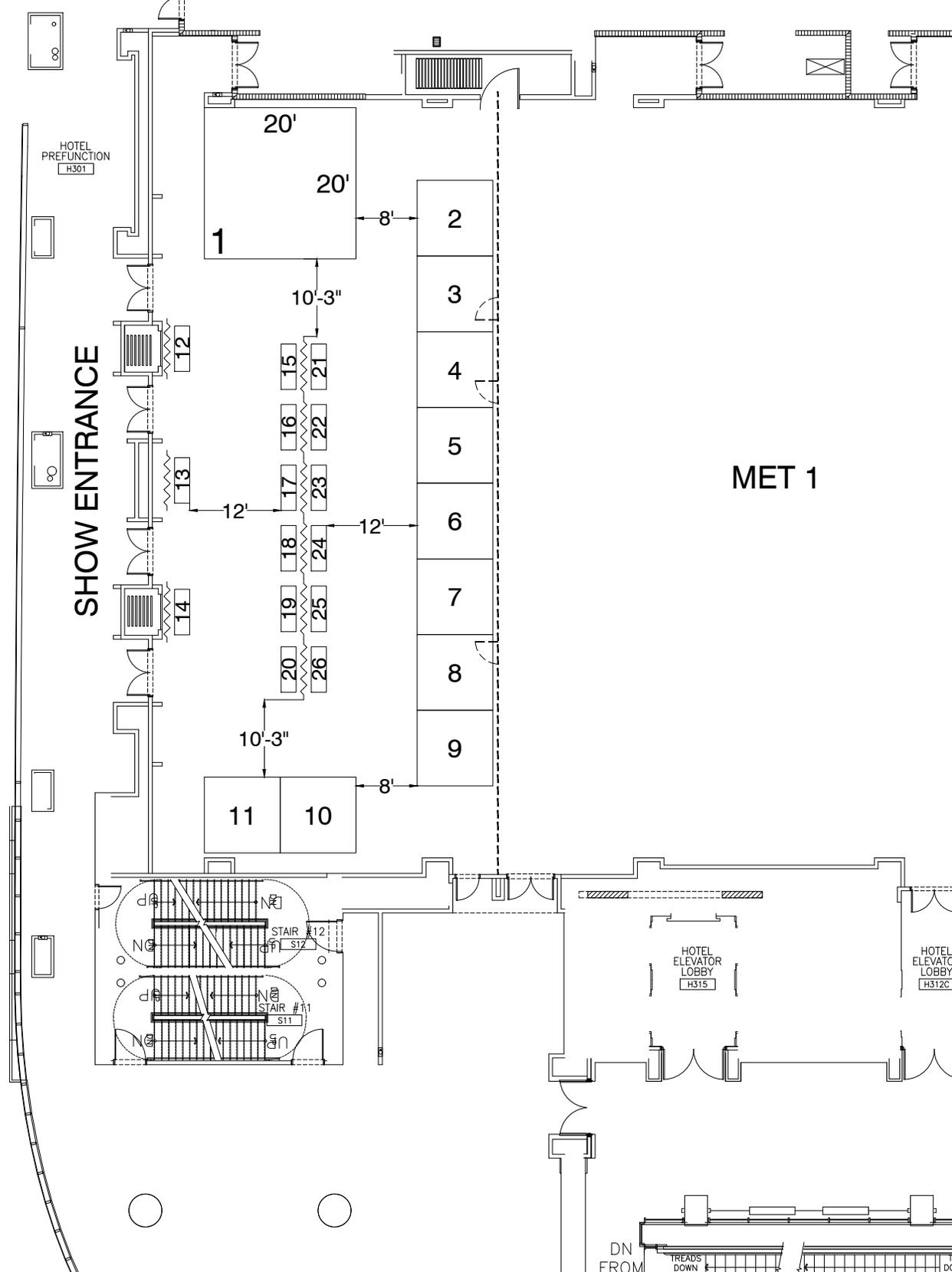
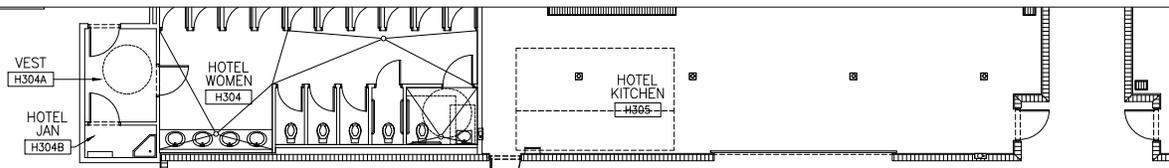
*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

- All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant
- Room Service Valet (Laundry) Parking HS Internet Access Movies
- Other: _____

I certify that all information is complete and accurate. I hereby authorize JW Marriott Marquis Miami to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above. Please be aware that an additional method of payment will be required until authorization has been verified.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____



METROPOLITAN BALLROOM
 THIRD FLOOR
 JW MARRIOTT MARQUIS MIAMI
 MIAMI, FL

CREF 2017
OCTOBER 18-20, 2017

 15959 NW 15th AVE. MIAMI, FL 33169 PHONE: (305) 751-1234 FAX: (305) 754-9402	DRAWING NO.:	2
	DATE:	8-25-17
	SCALE:	N.T.S.
	DRAWN BY:	JLF
	REVISIONS:	8-30-17

All concepts, designs and arrangements represented by this drawing were created by Expo Convention Contractors Inc, and remain the property of said company. None of such ideas shall be used or disclosed to any person, firm or company for any purpose without prior written permission from ExpoCCI.



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

EXPO QUICK FACTS

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

DEADLINE DATE TO RECEIVE DISCOUNTED RATES: October 4, 2017

BOOTH EQUIPMENT:

Each Booth Area will be provided with an 8' high background drape, 3' high side drape and a booth Identification sign (7" x 44").
 Table Top Area will be provided a table by the hotel and an Identification sign (7" x 44").

CARPET COLOR:

The booth area has multicolor carpet. You may carpet your booth area in any offered color, please see our enclosed Carpeting form.

EXHIBITOR MOVE-IN:	Wednesday,	October 18, 2017	12noon - 5:00pm
EXHIBIT HOURS:	Wednesday,	October 18, 2017	6:00pm - 8:00pm
	Thursday,	October 19, 2017	7:15am - 8:00pm
	Friday,	October 20, 2017	7:00am - 4:15pm
EXHIBITOR MOVE-OUT:	Friday,	October 20, 2017	4:15pm - 8:00pm
REROUTE FREIGHT:	Friday,	October 20, 2017	7:00pm

MOVE-OUT NOTE: All carriers must check in no later than 6:00pm on Friday, October 20, 2017.

SHOW COLORS:

Back Drape: Black
 Side Drape: Black

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse NO LATER THAN **OCTOBER 11, 2017**. Freight received after this date will incur a 25% late handling fee.

CREF 2017
 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 Wednesday, **OCTOBER 18, 2017** between 12noon and 5:00pm.

CREF 2017
 Your Company Name Booth #
 EXPO Convention Contractors, Inc.
 c/o JW Marriott Marquis
 255 Biscayne Blvd. Way Metropolitan Ballroom
 Miami, Florida 33131

See our Shipping & Drayage form for complete details.

OVERTIME CHARGES:

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

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.



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

PAYMENT POLICY

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

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 to 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

**We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.
 No checks will be accepted at show site.**

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 _____

Credit Card Holder (Print Name as it appears on card) _____

Card Holder 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.**



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:
OCTOBER 4, 2017

THIRD PARTY PAYMENT

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

This form is to be filled out ONLY if you have hired a third party to set up your booth.

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.



CONVENTION CONTRACTORS INC.
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 Customer Service Fax: (305) 751-1298

ESTIMATED BILLING OF SERVICES

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

FURNITURE AND CARPETING	\$ _____
CUSTOM ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
TURNKEY RENTAL BOOTH ORDER	\$ _____
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 #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

RENTAL FURNISHINGS

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

DISCOUNT DEADLINE:
OCTOBER 4, 2017

CHAIRS				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	Upholstered Arm Chair	\$55.75	\$69.25	
	Upholstered Side Chair	\$50.50	\$66.25	
	Executive Swivel Arm Chair	\$121.75	\$142.75	
	Padded Counter Stool w/Back	\$104.00	\$136.50	
ACCESSORIES				
	Chrome Stanchion w/ Black Retractable Belt	\$45.00	\$55.25	
	Velvet Rope - 7' Red	\$66.00	85.50	
	Chrome Stanchion for Velvet Rope	\$34.25	44.50	
	Aluminum Stanchion 8' high	\$30.50	\$32.50	
	Aluminum Stanchion 3' high	\$30.50	\$32.50	
	Crossbar / Tellie	\$30.50	\$32.50	
	Base	\$30.50	\$32.50	
	Easel	\$28.25	\$33.50	
	Wastebasket	\$29.50	\$35.75	
	Adjustable Arm Rack	\$56.75	\$68.25	
	2-Way Waterfall Rack	\$70.00	\$88.00	
	4-Way Arm Rack	\$91.25	\$113.50	
PEGBOARDS / TACKBOARDS				
Pegboards Do NOT include hooks or brackets.				
	4' X 8' Pegboard - Vertical	\$98.75	\$110.25	
	4' x 8' Pegboard - Horizontal	\$98.75	\$110.25	
	2' x 8' Pegboard - Vertical	\$64.00	\$75.50	
	2' x 8' Pegboard - Horizontal	\$64.00	\$75.50	
	4' x 6' Tackboard	\$98.75	\$110.25	
SPECIAL DRAPERY				
	Feet of 8' high drapery at \$16.75 per linear foot			
	Feet of 3' high drapery at \$10.50 per linear foot			
	Circle Color: White Grey Red Blue Black Teal Gold Peach Burgundy			

DRAPED TABLES				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$111.25	\$121.75	
	2' x 6' TABLES - Standard	\$122.75	\$146.00	
	2' X 8' TABLES - Standard	\$135.50	\$156.50	
	2' X 4' TABLES - Counter High	\$159.50	\$181.50	
	2' x 6' TABLES - Counter High	\$170.00	\$205.75	
	2' X 8' TABLES - Counter High	\$192.00	\$229.75	
CIRCLE COLOR OF DRAPE:				
	Gold	Red	Blue	Black
		Peach	Teal	Burgundy
				Grey
				White
The tables above are draped on three sides. If you want the fourth side draped please order below.				
	4TH SIDE DRAPE	40.75	54.00	
UNDRAPED TABLES				
	2' X 4' TABLES - Standard	\$82.75	\$91.25	
	2' x 6' TABLES - Standard	\$91.25	\$108.75	
	2' X 8' TABLES - Standard	\$108.75	\$126.00	
	2' X 4' TABLES - Counter High	\$117.25	\$134.75	
	2' x 6' TABLES - Counter High	\$126.00	\$152.00	
	2' X 8' TABLES - Counter High	\$142.75	\$169.25	
ROUND PEDESTAL TABLES				
	Round Table - 30" x 30" high	\$146.00	\$184.75	
	Round Table - 30" x 42" high	\$173.25	\$214.25	
TABLE RISERS				
	4' x 8" x 8" One Step Riser	\$48.25	\$66.25	
	4' x 8" x 16" Two Step Riser	\$61.00	\$72.50	
	6' x 8" x 8" One Step Riser	\$61.00	\$72.50	
	6' x 8" x 16" Two Step Riser	\$71.50	\$89.25	

Sub Total \$ _____

7% Sales Tax \$ _____

Grand Total \$ _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
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CARPETING

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

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 BOOTH CARPET COLORS



EXPO CLASSIC CARPET						
Please Circle Color Choice:						
	Gray	Teal	Black	Burgundy	Blue	Red
Qty.	Item	Discount Price		Regular Price		Amount
	10' x 10'	\$116.50		\$140.75		
	10' x 20'	\$233.00		\$266.75		
	10' x 30'	\$330.75		\$407.50		
	10' x 40'	\$449.50		\$535.50		

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			\$4.00		\$5.00		
Do you want Expo Plush Carpet			\$5.00		\$5.50		

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Amount
	1/2" Padding	\$1.00	\$1.25	
	1" Padding	\$1.50	\$2.00	
	Visqueen	\$0.50	\$1.00	

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

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
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ACCESSORIES 1

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

1 meter Cabinet with Sliding Doors & Lock



38" w x 36" h

White
 Advance \$294.00
 Standard \$373.50
 Quantity _____

With Graphics
 Advance \$384.00
 Standard \$463.50
 Quantity _____

2 meter Cabinet with Sliding Doors & Lock



77" w x 36" h

White
 Advance \$345.50
 Standard \$436.50
 Quantity _____

With Graphics
 Advance \$527.50
 Standard \$618.50
 Quantity _____

1 meter Single Sided Gondola with 3 shelves



Straight Shelves
 Advanced \$341.00
 Standard \$416.50
 Quantity _____

Angled Shelves
 Advanced \$341.00
 Standard \$416.50
 Quantity _____

1 meter Double Sided Gondola with 6 shelves



Straight Shelves
 Advanced \$341.00
 Standard \$416.50
 Quantity _____

Angled Shelves
 Advanced \$341.00
 Standard \$416.50
 Quantity _____

1 meter Curved Cabinet with Sliding Doors & Lock



42 1/4" w x 36" h

White
 Advance \$294.00
 Standard \$373.50
 Quantity _____

With Graphics
 Advance \$384.00
 Standard \$463.50
 Quantity _____

2 meter Curved Cabinet with Sliding Doors & Lock



85 5/8" w x 36" h

White
 Advance \$345.50
 Standard \$436.50
 Quantity _____

With Graphics
 Advance \$548.00
 Standard \$632.50
 Quantity _____

1 meter Diagonal Curved Cabinet without Doors

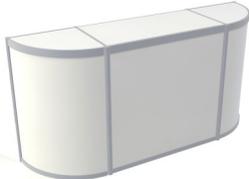


60 1/8" w x 36" h

White
 Advance \$331.00
 Standard \$408.00
 Quantity _____

With Graphics
 Advance \$430.50
 Standard \$508.00
 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 \$345.50
 Standard \$436.50
 Quantity _____

With Graphics
 Advance \$575.50
 Standard \$666.50
 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

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



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 Customer Service Fax: (305) 751-1298

ACCESSORIES 2

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

1 meter Directional with Graphics

38" x 91"
 Advanced \$259.00 Standard \$378.50
 Quantity _____

Pull Up Banner

33" x 84"
 Advanced \$ 209.50 Standard \$303.50
 Quantity _____

1 meter Graphic on PVC

38" x 91"
 Advanced \$259.00 Standard \$378.50
 Quantity _____

3 meter Overlay Graphic on 3/16" Ultramount

115 7/16" x 96"
 Advance \$828.50 Standard \$1212.00
 Quantity _____

3 meter Digital Banner

115 7/16" x 96"
 Advance \$828.50 Standard \$1212.00
 Quantity _____

Graphic Posters on 3/16" Ultramount

Qty.	Size	Advance	Standard
_____	20" x 30"	\$45.00	\$66.00
_____	24" x 36"	\$64.50	\$94.50
_____	36" x 48"	\$157.50	\$215.50

- ◆ 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

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



CONVENTION CONTRACTORS INC.
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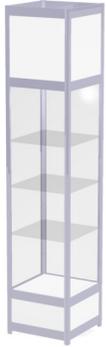
ACCESSORIES 3

CREF 2017

October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

1/2 meter Tower Showcase



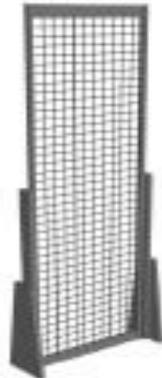
1 light in the top
 1/2 meter x 1/2 meter x 1.8 meter high
 Advanced \$396.75
 Standard \$466.75
 Quantity _____

1 meter Tower Showcase



2 lights in the top
 1 meter x 1/2 meter x 1.8 meter high
 Advanced \$ 496.75
 Standard \$566.75
 Quantity _____

Free Standing Chrome Grid



2'W x 8'H
 Advanced \$307.00
 Standard \$395.00
 Quantity _____

Literature Rack



11"L x 15"D x 60"H
 Advanced \$160.00
 Standard \$186.00
 Quantity _____

Chrome Square Table



30" x 30" x 30"
 Advanced \$150.00
 Standard \$175.00
 Quantity _____

Black / White Arm Light w/Bulb



Arm lights only fit our custom booths.
Black Arm Light
 Advance \$65.00
 Standard \$80.00
 Quantity _____
White Arm Light
 Advance \$75.00
 Standard \$95.00
 Quantity _____

Black Leather Chair



Advanced \$75.00
 Standard \$90.00
 Quantity _____

White Wooden Folding Chair



Advanced \$75.00
 Standard \$90.00
 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



CONVENTION CONTRACTORS INC.
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**TURNKEY RENTAL BOOTH
 ORDER FORM**

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

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

QTY	ITEM	WHITE HARDWALL PRICE	COLOR HARDWALL PRICE	COLOR CHOICE	TOTAL
	Turnkey Rental Booth 101	\$3,039.75	\$3,197.25		
	Turnkey Rental Booth 102	\$3,039.75	\$3,197.25		
	Turnkey Rental Booth 103	\$3,249.75	\$3,407.25		
	Turnkey Rental Booth 201	\$4,089.75	\$4,404.75		
	Turnkey Rental Booth 202	\$4,929.75	\$5,244.75		
	Turnkey Rental Booth 203	\$4,929.75	\$5,244.75		
				7% Sales Tax	
				Total	

(Insert Header Sign Copy in Box)	Black Helvetica Letters are Standard
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Additional Requests: _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



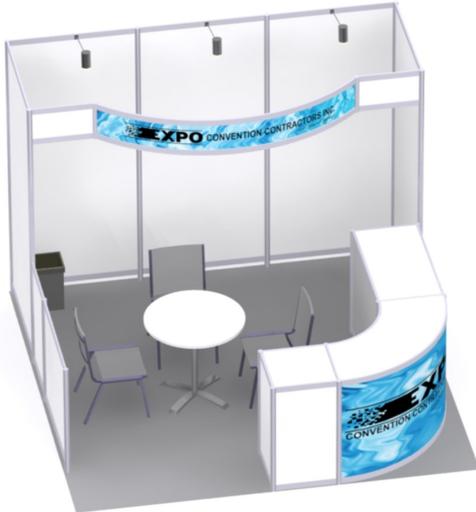
CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

TURNKEY RENTAL BOOTH
ORDER FORM

CREF 2017

October 18 - 20, 2017
JW Marriott Marquis

**DISCOUNT DEADLINE:
OCTOBER 4, 2017**



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 \$3,039.75
Custom Color Price \$3,197.25



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 \$3,039.75
Custom Color Price \$3,197.25



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 \$3,249.75
Custom Color Price \$3,407.25



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**DISCOUNT DEADLINE:
OCTOBER 4, 2017**

TURNKEY RENTAL BOOTH ORDER FORM

CREF 2017

October 18 - 20, 2017
JW Marriott Marquis



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 \$4,089.75

Custom Color Price \$4,404.75



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

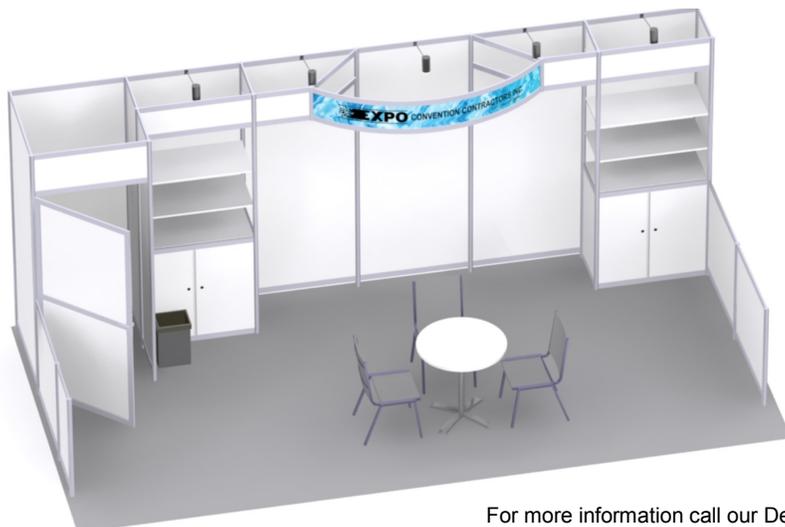
1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$4,929.75

Custom Color Price \$5,244.75



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 \$4,929.75

Custom Color Price \$5,244.75



CONVENTION CONTRACTORS INC.
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SHOWSITE SMALL PACKAGE

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

DISCOUNT DEADLINE:
OCTOBER 4, 2017

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 50 lbs. maximum weight per shipment.

Exhibitors should label and consign shipments as follows:

Company Name: _____
 Booth Number: _____
 Show Name: CREF 2017

EXPO Convention Contractors, Inc.
 c/o JW Marriott Marquis
 255 Biscayne Blvd. Way
 Miami, Florida 33131

\$35.00

Small Package at Show-Site

If you plan to use this service fill out below and fax along with the Payment Policy form to **305-751-1298**

Company Name: _____ Booth #: _____

Address: _____

City, State Zip: _____

Phone: _____ Fax: _____

Contact Name: _____ email: _____



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

MATERIAL HANDLING AUTHORIZATION

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

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: _____

Please indicate number of pieces and the estimated weight:

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

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. 200 lbs. minimum charge per shipment

Advance Shipment \$80.00 per CWT

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

Deadline Date is OCTOBER 11, 2017 shipments received after this date will incur an additional 25% late handling fee.

Direct Shipment \$77.50 per CWT

Direct Address is
Expo Convention Contractors, Inc.
c/o JW Marriott Marquis
255 Biscayne Blvd. Way Metropolitan Ballroom
Miami, Florida 33131

Will not be accepted prior to OCTOBER 18, 2017.

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.
- When Expo incurs charges for exhibitor freight from the venue, Expo will pass these additional fees to the exhibitor.

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

EXPO Warehouse Hours are

Monday through Friday; 8:30am to 3:30pm.
 Holidays excluded.

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.

EXPO Fax # 305.751.1298



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

SHIPPING INSTRUCTIONS

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

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

- 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.
- 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.
- 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.
- 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.
- All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
- 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 accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
- Remove all expired shipping labels before shipping to avoid confusion.
- 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



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING INFORMATION

CREF 2017
October 18 - 20, 2017
JW Marriott Marquis

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

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

Receive & place in storage

Storage per month

Remove from storage & load out

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

Surcharge: \$6.00 per CWT

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

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.



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

CREF 2017

October 18 - 20, 2017

JW Marriott Marquis

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).

CREF 2017

From:
Company Name: _____
Booth #: _____
Contact Name: _____
Contact Phone #: _____



ADVANCE WAREHOUSE

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

For:
CREF 2017

First Day freight can arrive w/o a surcharge:
SEPTEMBER 19, 2017
Last day freight can arrive w/o a surcharge:
OCTOBER 11, 2017

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

From:
Company Name: _____
Booth #: _____
Contact Name: _____
Contact Phone #: _____



ADVANCE WAREHOUSE

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

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Last day freight can arrive w/o a surcharge:
OCTOBER 11, 2017

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

CREF 2017

From: _____

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

To: EXPO Convention Contractors, Inc.

c/o JW Marriott Marquis

255 Biscayne Blvd. Way

Metropolitan Ballroom

Miami, Florida 33131

For:
CREF 2017

Must arrive on **OCTOBER 18, 2017 ONLY**

From: _____
Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

To: EXPO Convention Contractors, Inc.

c/o JW Marriott Marquis

255 Biscayne Blvd. Way

Metropolitan Ballroom

Miami, Florida 33131

For:
CREF 2017

Must arrive on **OCTOBER 18, 2018 ONLY**



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15959 NW 15th Avenue, Miami, FL 33169-5607
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Customer Service Fax: (305) 751-1298

AREA WORK RULES

CREF 2017

October 18 - 20, 2017

JW Marriott Marquis

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

The Local Union claims jurisdiction over the installation and dismantle of tradeshow 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 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 / 3rd 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.



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LABOR ORDER

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$68.50	\$92.40
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$102.75	\$138.60
Double Time	Holiday	All Day	\$137.00	\$184.80

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 20% 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.

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? _____ Faxed to EXPO _____ Shipped w/exhibit crates

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

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

Electrical _____ Furniture _____ A/V Equipment _____
 Booth Cleaning _____ Telephone/Internet _____

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 EXPO's preferred carrier: _____
 Send shipment back to EXPO warehouse:(\$50.00 min. fee) _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



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 Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:
OCTOBER 4, 2017

NON-OFFICIAL CONTRACTOR

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

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., Voila! Meetings & Incentives 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.**

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 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 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 **OCTOBER 4, 2017** 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



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

CLEANING FORM

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

Please indicate the Services Needed
 All Rates Based on Gross Booth/Display Area, 100 square feet Minimum

Carpets Vacuuming	Rate	Booth Size**	# Days	Total
_____ (Check if Needed) Vacuuming	\$0.36 per sq. ft. X	_____ (# Sq. Feet)	X _____ (# Days Needed)	= \$ _____ Total Due

Specify Dates Needed: _____

Porter Service - Trash Removal (2 hour intervals)

	Rate	Times Per Day	# Days	Total
_____ (Check if Needed) 1 - 5 Booths:	\$50.50 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due
_____ (Check if Needed) 6 -15 Booths:	\$61.00 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due

Specify Dates Needed: _____

Exhibit Cleaning

_____ (Check if Needed)	Exhibit cleaning & dusting of display daily	\$31.50 X _____ # of days = \$ _____
_____ (Check if Needed)	Exhibit cleaning & dusting 1 time only	\$42.00 _____ \$ _____ (Specify Date Needed)

Specify Dates Needed: _____

Total Order _____
 7% Sales Tax _____
 Total Due _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



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GRAPHICS & SIGNS ORDER FORM

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

DISCOUNT DEADLINE:
OCTOBER 4, 2017

EXPO GRAPHICS & SIGNS ORDER FORM

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 \$
\$26.25	\$47.25	8.5" x 11"					
\$52.50	\$78.75	22" x 28"					
\$105.00	\$136.50	28" x 44"					
\$157.50	\$215.25	36" x 48"					
Banners are \$10.50 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

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 CS5 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 CS5 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.

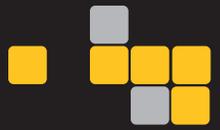
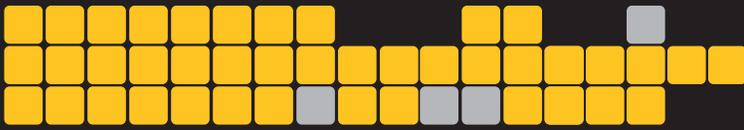
* A 300 ppi 8.5" X 11" magazine cover at is only 34 ppi when printed 8 ft tall. This would be ok if viewed at a distance.

** 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 #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

➤ If you have a special request or need additional equipment, please call 305.421.8691. Email completed form to jwmm@psav.com

VIDEO/DATA DISPLAY	QTY	PRICE
3K DLP Projector		\$ 560
Blu-ray Player		\$ 100
AUDIO EQUIPMENT	QTY	PRICE
Wireless Microphone Kit		\$ 260
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 360
10-Channel Mixer		\$ 125
ACCESSORIES	QTY	PRICE
Tripod Screens: 8'		\$ 105
42"- 54" Rolling Cart		\$ 35
Wireless Slide Advancer		\$ 65
Laptop		\$ 250
CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
22" NEC Monitor (Table Top)		\$ 250
46" Monitor Package		\$ 445
55" Monitor Package		\$ 550
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
INTERNET ACCESS	QTY	PRICE
Wired Internet Connection Includes 5mbps		\$ 250
Wireless Internet Connection		\$ 35
Dedicated Bandwidth		Please contact PSAV for quote
POWER	QTY	PRICE
208V Three Phase - 20 AMPs		\$ 125
208V Three Phase - 30 AMPs		\$ 305
208V Three Phase - 60 AMPs		\$ 610
25' AC Cable		\$ 15
Power Strip		\$ 15

For larger power requests, please contact PSAV

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

PLEASE NOTE

- A) All equipment rentals and service requests are subject to **Labor, Event Technology Support and Lost or Damage Waiver** (optional) charges, along with the applicable sales tax.
- B) This form does not secure any equipment or services. Once this form has been submitted to PSAV, a confirmation order will follow with payment instructions. Equipment and services will not be rendered until a signed copy of the confirmation order and payment have been received.

SPECIAL REQUESTS Please add any items not listed above that you require.





UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

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

Outbound from the show

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

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



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

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

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

Full range of services

Urgent

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

Standard

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

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

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

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

Visit us at:
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Multimodal capabilities





 **EXPO**
CONVENTION CONTRACTORS INC.
15959 NW 15th Ave, Miami, FL 33169

CUSTOM

FURNITURE

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

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

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

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

A-7 Corner - Black Suede
33"L x 33"D x 28"H

A-8 Armless - Black Suede
31"L x 33"D x 28"H

A-9 Half Ottoman - Black Suede
72"L x 36"D x 18"H



A-1

UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9



B-1

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

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

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

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

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

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

NEWPORT... TAN SUEDE



B-2



B-3



C-1

LAREDO... BLACK LEATHER



C-2



C-3

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

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

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

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

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

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



E-1

SOUTH BEACH... WHITE/RED LEATHER



E-2



E-3



E-4



E-5



E-6



E-11

E-11 Juiced Sofa
72"L x 31"D x 32"H

E-12 Juiced Love Seat
55"L x 31"D x 32"H

E-13 Juiced Chair
33"L x 31"D x 32"H

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

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

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

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

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

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

*E-UL Under Lighting Add-on
*Available on E-8C, E-14C, and
E-15C



CHARGED!

**Electric Required for following products*

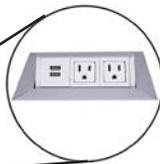
CHARGED...



E-12



E-13



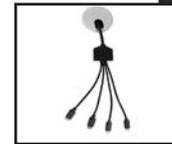
E-8C

White Rectangle Cocktail - CHARGED



E-10C

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



D-6C

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



M-5J

Tall Bar Table - CHARGED



E-14C



E-15C

*E-UL Under-Lighting Add-on Available on E-8C, E-14C, and E-15C

WHITE

I-1 Curved Sofa
71"L x 34"D x 30"H

I-2 Curved Bench
71"L x 34"D x 17"H

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

BLACK

I-4 Curved Sofa
71"L x 34"D x 30"H

I-5 Curved Bench
71"L x 34"D x 17"H

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



CONTEMPO...WHITE/BLACK LEATHER



I-1



I-2



I-3



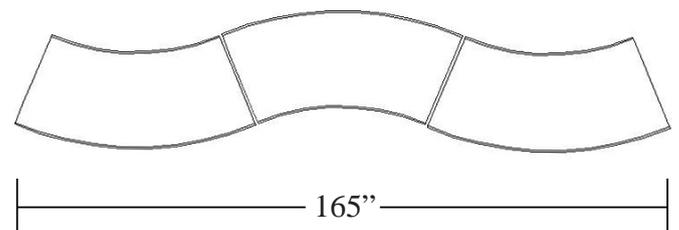
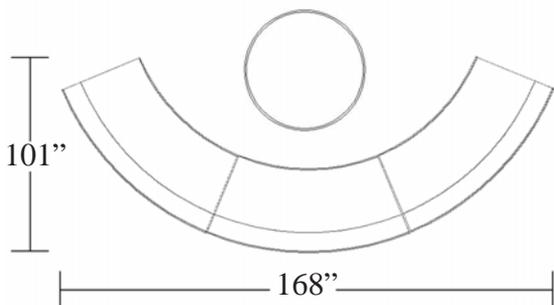
I-4



I-5



I-6





BLACK
 H-1 Sectional Loveseat
 50"L x 38"D x 29"H

H-2 Sectional Corner
 40"L x 40"D x 29"H

WHITE
 H-3 Sectional Loveseat
 50"L x 38"D x 29"H

H-4 Sectional Corner
 40"L x 40"D x 29"H

MONTE CARLO...WHITE/BLACK LEATHER



H-1



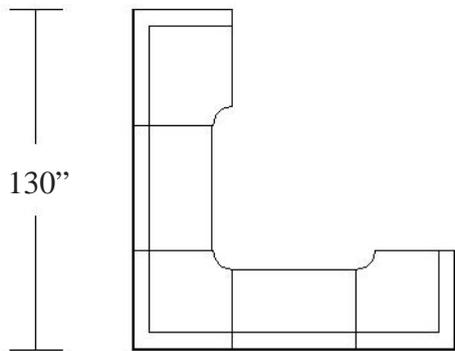
H-2



H-3



H-4

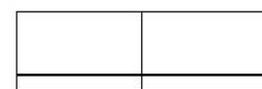


130"

130"



130"



100"

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

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

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

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

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

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



G-1

MELROSE... RED SUEDE



G-2



G-3

MODERN... WHITE & CHROME



I-10



Sofa Folds into Flat Bench



H-5



H-6



I-7



I-8

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

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

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

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

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

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

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

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

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

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

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

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

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

OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



D-6



*Also Available Charged (D-6C)



E-7



E-8



*Also Available Charged (E-8C)



E-9



E-10



*Also Available Charged (E-10C)

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

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

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

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

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

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

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

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

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

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

K-12 Stage Chair - Mocha
28"L x 26"D x 32"H

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

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

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

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



F-7



F-8



F-9

CHAIRS & BENCHES...



F-1

F-2



F-3

F-4



F-5

F-6



I-9



K-12



E-6



E-3



J-19



A-4



J-12



J-13



J-14



J-15

OTTOMANS...



J-16



J-17



J-18



G-4

GLOW
ADJUSTABLE COLORS



J-10



J-11

WORK STATIONS...



E-14



*Also Available Charged (E-14C)



E-15



*Also Available Charged (E-15C)



J-20



J-21



O-10 11

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



L-24

SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SHORT TABLES...



L-1 / L-2



L-7W



L-7S



L-7 / L-8



K-1 / K-2 / K-3 / K-4



L-7R



L-20



L-14



L-15

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



L-10 / L-11

L-4 Bar Table - Maple / Chrome
30" Dia x 42"H

L-5 Bar Table - Maple / Chrome
36" Dia x 42"H

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

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

L-10 Bar Table - Black / Chrome
30" Dia x 42"H

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

K-7 Bar Table - Black
24" Dia x 42"H

K-8 Bar Table - Black
30" Dia x 42"H

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

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

L-17 Bar Table - Glass / Chrome
28" Dia x 42"H

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

M-7 Gelato Table - White
24" Dia x 31" - 40"H - Adj

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

M-9 Gelato Table - Black
24" Dia x 31" - 40"H - Adj

TALL BAR TABLES...



L-4 / L-5



M-5



*Also Available Charged (M-5J)



M-5S



L-10 / L-11



K-7 / K-8 / K-9



M-5R



L-17



L-22



M-7



M-8



M-9

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

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

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

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

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

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

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

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

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

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

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

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

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

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

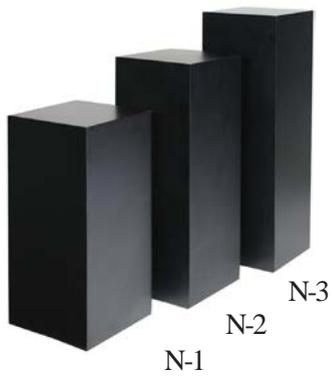
N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

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



N-13

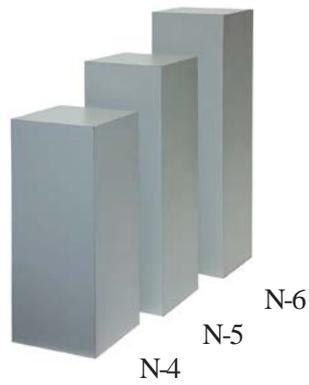
DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



N-13



N-14



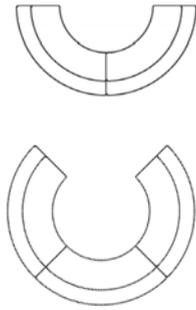
*Electric Required for Lighting Options

O-4

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

P-14 Table - Honey Oak
42"Dia x 29"H

P-14C (Includes Power
Grommets)

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

P-18 Table - Rustic 8ft
96"L x 36"D x 30"H



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-6 6ft
P-6B 6ft CHARGED
P-6C 8ft CHARGED



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14
P-14C CHARGED



P-15



P-18 8ft



Q-4

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

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

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

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

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

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

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

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

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

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

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

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

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

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

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

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

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

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

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

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

A-12 Floor Lamp - Silver
72"H

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

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

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

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

O-20 Universal Tablet Stand
Base 17.5"W x 49"H



O-18



O-19

ACCESSORIES...



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



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

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

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

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

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

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

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

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 25"D x 29"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 29"H

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

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

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

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

SHELVING & STORAGE...



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



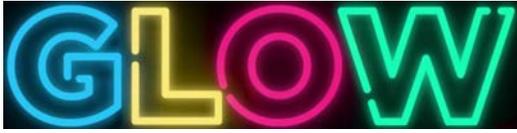
R-12

- S-1 Desk - Natural / Black
60"L x 30"D x 29"H
- S-2 Credenza - Natural / Black
60"L x 20"D x 29"H
- S-3 Desk - Honey Oak
60"L x 30"D x 29"H
- S-4 Credenza - Honey Oak
60"L x 20"D x 29"H
- S-5 Desk - Mahogany
60"L x 30"D x 29"H
- S-6 Credenza - Mahogany
60"L x 20"D x 29"H

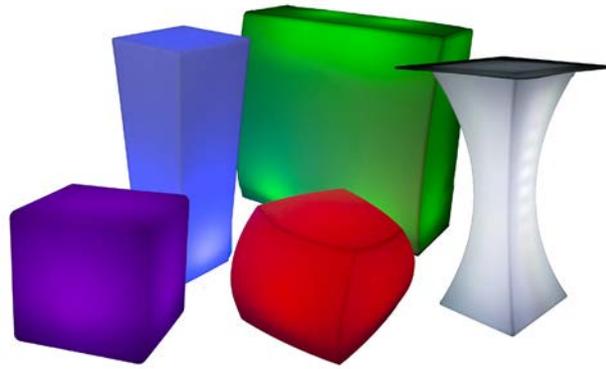


OFFICE... DESKS



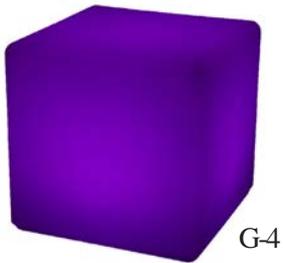


LED GLOW...MULTI-COLORED LIGHTING

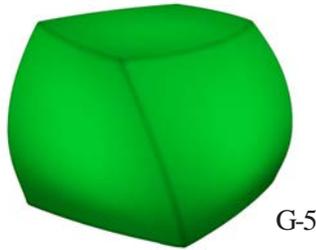


- G-4 LED Cube - Glow
20"L x 20"D x 20"H
- G-5 Twisted Cube - Glow
22"L x 22"D x 17"H
- G-6 LED Fluted Bar Table
Glow
26"L x 26"D x 43"H
- G-7 LED Pedestal - Glow
15.5"L x 15.5"D x 40"H
- G-9 LED Curve Bar - Glow
64"L x 23"D x 42"H
- G-10 Straight Bar - Glow
48"L x 19"D x 42"H

LED Items come Fully Charged with remote control to adjust color options



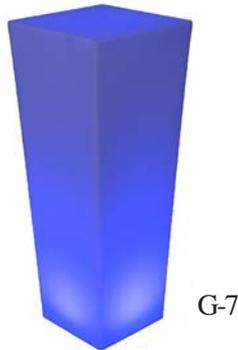
G-4



G-5



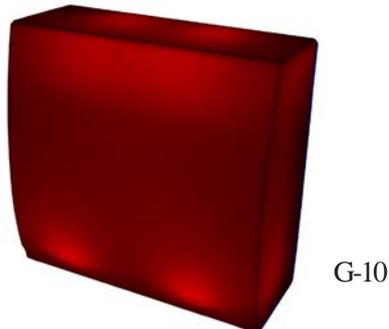
G-6



G-7



G-9



G-10





Exhibitor Services
 Tel: 305.751.1234 Fax: 305.751.1298
 email: info@expocci.com

Item #	Description	Adv. Price	Reg. Price	Item #	Description	Adv. Price	Reg. Price	Item #	Description	Adv. Price	Reg. Price
A-1	Black Suede Sofa	\$659	\$791	J-13	Orange Cube	\$169	\$203	N-13	24x24x42 Blk w/Door	\$490	\$588
A-2	Black Suede Loveseat	\$597	\$717	J-14	White Cube	\$169	\$203	N-14	24x24x42 Wht w/Door	\$490	\$588
A-3	Black Suede Chair	\$419	\$503	J-15	Red Cube	\$169	\$203	N-15	18x18x36 White Ped	\$321	\$386
A-4	Black Suede Bench	\$374	\$449	J-16	White Swivel Ottoman	\$169	\$203	N-16	18x18x42 White Ped	\$338	\$406
A-7	Black Suede Corner	\$419	\$503	J-17	Orange Swivel Ottoman	\$169	\$203	O-1	Martini Bar	\$1,357	\$1,628
A-8	Black Suede Armless	\$419	\$503	J-18	Black Swivel Ottoman	\$169	\$203	O-2	Martini Bar (w/light kit)	\$1,512	\$1,814
A-9	Blk/Half Round Ottoman	\$526	\$631	J-19	Rustic Bench	\$374	\$449	O-3	Cosmopolitan Bar	\$1,329	\$1,595
A-10	Black/Glass Cklt Table	\$276	\$332	J-20	Black Work Station	\$582	\$698	O-4	Cosmo Bar (w/light kit)	\$1,512	\$1,914
A-11	Black/Glass End Table	\$250	\$300	J-21	White Work Station	\$582	\$698	O-5	Reception Counter	\$366	\$439
A-12	Silver Floor Lamp	\$134	\$160	K-1	24" Black Table	\$205	\$246	O-6	Black Rec. Counter	\$597	\$717
B-1	Tan Suede Sofa	\$659	\$791	K-2	30" Black Table	\$205	\$246	O-7	Grey Rec. Counter	\$597	\$717
B-2	Tan Suede Loveseat	\$597	\$717	K-3	36" Black Table	\$233	\$280	O-10	Parson Desk	\$349	\$419
B-3	Tan Suede Chair	\$419	\$503	K-4	42" Black Table	\$276	\$332	O-11	Refrigerator	\$312	\$374
B-4	Natural Cklt Table	\$276	\$332	K-5	Black Euro Chair	\$187	\$224	O-12	Coat Rack	\$179	\$214
B-5	Natural End Table	\$250	\$300	K-6	Jet Black Chair	\$187	\$224	O-13	Free Standing Mirror	\$233	\$279
C-1	Black Leather Sofa	\$659	\$791	K-7	24" Black Tall Bar Table	\$267	\$320	O-14	Literature Stand	\$196	\$235
C-2	Black Leather Loveseat	\$597	\$717	K-8	30" Black Tall Bar Table	\$267	\$320	O-15	Silver Folding Lit Stand	\$259	\$311
C-3	Black Leather Chair	\$419	\$503	K-9	36" Black Tall Bar Table	\$267	\$320	O-16	Black Folding Lit. Stand	\$259	\$311
D-4	Black Cube Cklt Table	\$286	\$343	K-10	Black Barstool	\$233	\$280	O-18	White iPad Stand	\$196	\$235
D-5	Black Round Cklt Table	\$286	\$343	K-11	Jet Black Barstool	\$267	\$320	O-19	Black iPad Stand	\$196	\$235
D-6	Black Cube End Table	\$259	\$311	K-12	Mocha Stage Chair	\$250	\$300	O-20	Universal Tablet Stand	\$196	\$235
D-6C	Black Cube End-Charged	\$303	\$364	L-1	30" Maple Table	\$233	\$280	O-22	Chrome Stanchion	\$78	\$93
E-1	White South Beach Sofa	\$794	\$953	L-2	36" Maple Table	\$250	\$300	O-23	Burgundy Rope	\$47	\$56
E-2	White South Beach Chair	\$509	\$611	L-3	Maple/Chrome Chair	\$224	\$268	O-24	Black Rope	\$47	\$56
E-3	White South Beach Bench	\$374	\$449	L-4	30" Maple Tall Bar Table	\$276	\$332	O-25	Black Park Bench	\$261	\$313
E-4	Red South Beach Sofa	\$794	\$953	L-5	36" Maple Tall Bar Table	\$286	\$343	P-1	6' Maple Conf. Table	\$545	\$653
E-5	Red South Beach Chair	\$509	\$611	L-6	Maple/Chrome Barstool	\$267	\$320	P-2	8' Maple Conf. Table	\$690	\$828
E-6	Red South Beach Bench	\$374	\$449	L-7	30" Black/Chrome Table	\$214	\$257	P-3	6' Mahogany Conf. Table	\$545	\$653
E-7	White Square Cklt Table	\$267	\$320	L7S	White Square Table	\$214	\$257	P-4	8' Mahogany Conf. Table	\$690	\$828
E-8	White Rec. Cklt Table	\$267	\$320	L-7R	Rustic Table	\$214	\$257	P-5	10' Mahogany Conf. Table	\$882	\$1,059
E-8C	White Rec. Ckt.-Charged	\$371	\$445	L-W	30" White/Chrome Table	\$214	\$257	P-6	6' Honey Oak Conf. Table	\$545	\$653
E-9	White Square End Table	\$250	\$300	L-8	36" Black/Chrome Table	\$241	\$287	P-6B	6' Honey Oak-Charged	\$576	\$691
E-10	White Cube End Table	\$349	\$419	L-9B	Black/Chrome Chair	\$224	\$268	P-6C	8' Honey Oak-Charged	\$742	\$890
E-10C	White Cube End-Charged	\$383	\$460	L-9R	Red/Chrome Chair	\$224	\$268	P-7	6' Black Conf. Table	\$517	\$620
E-11	White Sofa w/Outlet	\$923	\$1,107	L-9W	White/Chrome Chair	\$224	\$268	P-8	8' Black Conf. Table	\$690	\$828
E-12	White Loveseat w/Outlet	\$768	\$921	L-10	30" Blk/Chrm Tall Table	\$276	\$332	P-9	10' Black Conf. Table	\$882	\$1,059
E-13	White Chair w/Outlet	\$613	\$735	L-11	36" Blk/Chrm Tall Table	\$286	\$343	P-10	6' Grey Conf. Table	\$517	\$620
E-14	Tall White Pub Table	\$582	\$698	L-12B	Black/Chrome Barstool	\$267	\$320	P-11	8' Grey Conf. Table	\$690	\$828
E-14C	Tall White Pub.-Charged	\$675	\$810	L-12R	Red/Chrome Barstool	\$267	\$320	P-13	Wht Frosted Glass Table	\$543	\$652
E-UL	Under Lighting Add-On	\$75	\$90	L-12W	White/Chrome Barstool	\$267	\$320	P-14	42" Dia. Honey Oak Table	\$374	\$449
E-15	Short White Pub Table	\$543	\$652	L-14	Black/Glass Table	\$241	\$289	P-14C	42" Honey Oak-Charged	\$421	\$505
E-15C	Short White Pub.-Charged	\$638	\$766	L-15	Chrome/Glass Table	\$233	\$280	P-15	42" Dia. Mahogant Table	\$374	\$449
F-1	Barcelona Chair Red	\$562	\$674	L-17	Chrm/Glass Tall Bar Tbl	\$303	\$363	P-16	6.5' White Conf. Table	\$845	\$1,014
F-2	Barcelone Ottoman Red	\$286	\$343	L-18	Wht/Chrm Swivel Stool	\$233	\$280	P-18	8' Oak Rustic Table	\$845	\$1,014
F-3	Barcelon Chair White	\$562	\$674	L-18B	Wht Swivel Stool w/back	\$286	\$343	Q-1	Leather Executive Chair	\$349	\$419
F-4	Barcelone Ottoman White	\$286	\$343	L-19	Blk/Chrm Swivel Stool	\$233	\$280	Q-3	Wht/Leather Exec. Chair	\$428	\$514
F-5	Barcelon Chair Black	\$562	\$674	L-20	30" Chrome Table	\$241	\$289	Q-4	Blk/Leather Exec. Chair	\$428	\$514
F-6	Barcelon Ottoman Black	\$286	\$343	L-21	Chrome Chair	\$224	\$268	Q-5	Blk Jr. Executive Chair	\$295	\$354
F-7	Black Stage Chair	\$287	\$345	L-22	30" Chrome Tall Bar Tbl	\$286	\$343	Q-6	Grey Jr. Executive Chair	\$295	\$354
F-8	Burgundy Stage Chair	\$287	\$345	L-23	Chrome Barstool	\$267	\$320	Q-7	Black Sled Chair	\$250	\$300
F-9	White Stage Chair	\$287	\$345	L-24	White Anaheim Chair	\$224	\$268	Q-8	Grey Sled Chair	\$250	\$300
G-1	Red Melrose Sofa	\$794	\$953	M-1	Blue/Black Chair	\$224	\$268	Q-9	Blk/Chrome Breuer Chair	\$224	\$268
G-2	Red Melrose Chair	\$509	\$611	M-2	Blue/Black Barstool	\$267	\$320	Q-10	Grey/Chrm Breuer Chair	\$224	\$268
G-3	Red Melrose Bench	\$374	\$449	M-3	Red/Black Chair	\$224	\$268	Q-11	Black Drafting Stool	\$267	\$320
G-4	LED Glow Cube	\$287	\$345	M-4	Red/Black Barstool	\$267	\$320	Q-12	Grey Drafting Stool	\$267	\$320
G-5	LED Glow Twist Cube	\$303	\$364	M-4B	Black/Black Barstool	\$267	\$320	Q-13	Black Secretarial Chair	\$224	\$268
G-6	LED Fluted Bar Table	\$380	\$456	M-5	30" Wht/Chrm Tall Table	\$272	\$326	Q-14	Grey Secretarial Chair	\$224	\$268
G-7	LED Glow Pedestal	\$365	\$438	M-5J	30" Wht/Chrm Tall-Charged	\$314	\$377	R-1	Black Etagere	\$286	\$343
G-9	LED Glow Curve Bar	\$1,512	\$1,814	M-5R	Rustic Square Tall Table	\$272	\$326	R-2	Chrome Etagere	\$286	\$343
G-10	LED Glow Straight Bar	\$1,357	\$1,628	M-5S	White Square Tall Table	\$272	\$326	R-3	42" Grey Bookcase	\$233	\$280
H-1	Black Sectional Loveseat	\$695	\$834	M-6	White Curve Barstool	\$286	\$343	R-4	42" Black Bookcase	\$233	\$280
H-2	Black Sectional Corner	\$509	\$611	M-7	White Gelato Table	\$349	\$419	R-5	72" Grey Bookcase	\$267	\$320
H-3	White Sectional Loveseat	\$695	\$834	M-8	Grey Gelato Table	\$349	\$419	R-6	72" Black Bookcase	\$267	\$320
H-4	White Sectional Corner	\$509	\$611	M-9	Black Gelato Table	\$349	\$419	R-7	2-Dr. Grey File Cabinet	\$233	\$280
H-5	Wht/Chrm Modern Sofa	\$737	\$884	M-10	Red Scoop	\$267	\$320	R-8	2-Dr. Black File Cabinet	\$233	\$280
H-6	Wht/Chrm Modern Chair	\$427	\$512	M-11	Grey Scoop	\$267	\$320	R-9	4-Dr. Black File Cabinet	\$256	\$307
I-1	White Curve Sofa	\$758	\$910	M-12	Black Scoop	\$267	\$320	R-10	42" Grey Storage Cabinet	\$256	\$307
I-2	White Curve Bench	\$490	\$588	M-13	White Scoop	\$267	\$320	R-11	42" Black Storage Cabine	\$256	\$307
I-3	White Round Ottoman	\$374	\$449	M-14	White Crescent Stool	\$286	\$343	R-12	72" Black Storage Cabine	\$303	\$363
I-4	Black Curve Sofa	\$758	\$910	M-15	Gunmetal Barstool	\$267	\$320	S-1	Natural/Black Desk	\$628	\$754
I-5	Black Curve Bench	\$490	\$588	M-16	Gumetal Chair	\$224	\$268	S-2	Natural/Black Credenza	\$559	\$670
I-6	Black Curve Ottoman	\$374	\$449	N-1	12x12x30 Black Ped	\$267	\$320	S-3	Honey Executive Desk	\$628	\$754
I-7	Chrm/Glass Cklt Table	\$312	\$374	N-2	12x12x36 Black Ped	\$286	\$343	S-4	Honey Credenza	\$559	\$670
I-8	Chrome/Glass End Table	\$276	\$332	N-3	12x12x42 Black Ped	\$303	\$363	S-5	Mahogany Desk	\$628	\$754
I-9	Wht/Chrome Glove Chair	\$438	\$525	N-4	12x12x30 Grey Ped	\$267	\$320	S-6	Mahogany Credenza	\$559	\$670
I-10	White Da Vinci Sofa	\$737	\$884	N-5	12x12x36 Grey Ped	\$286	\$343				
J-1	Black Dynamic Chair	\$224	\$268	N-6	12x12x42 Grey Ped	\$303	\$363				
J-2	Green Dynamic Chair	\$224	\$268	N-7	18x18x36 Black Ped	\$321	\$386				
J-3	Orange Dynamic Chair	\$224	\$268	N-8	18x18x42 Black Ped	\$338	\$406				
J-4	White Dynamic Chair	\$224	\$268	N-9	18x18x36 Grey Ped	\$321	\$386				
J-10	White Storage Cube	\$169	\$203	N-10	18x18x42 Grey Ped	\$338	\$406				
J-11	Black Leather Ottoman	\$169	\$203	N-11	24x24x42 Black Ped	\$357	\$428				
J-12	Black Cube	\$169	\$203	N-12	24x24x42 Grey Ped	\$357	\$428				



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SPECIALTY FURNITURE

CREF 2017
 October 18 - 20, 2017
 JW Marriott Marquis

**DISCOUNT DEADLINE:
 OCTOBER 4, 2017**

Item #	Description	Qty.	Price	Total

- Check or credit card must accompany order.
- 25% cancellation will be applied if cancelled 7 days prior to event opening.
- 100% cancellation will be applied if canceled on day of deliver.
- All show site orders are subject to a 25% service charge.

Sub Total	
7% Sales Tax	
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