

EXHIBITOR

SERVICE MANUAL

National School Safety Conference

Omni ChampionsGate

ChampionsGate, FL

July 23 - 24, 2018



BH&L Decorators, Inc.

Conventions • Trade Shows



BH&L Decorators, Inc.

Conventions • Trade Shows

7601 Chancellor Dr • Orlando, Florida 32809
Telephone: (800) 995-4245 • Fax (407) 851-3090

National School Safety Conference

Omni ChampionsGate
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July 23 - 24, 2018

BOOTH EQUIPMENT:

Each inline booth will be set with 8' high panels of **blue** and **silver** back drape and 3' high **blue** side divider drape.

Each individual inline booth will consist of:

One - 6' draped table

Two - Side chairs

One - Wastebasket

One - 7" x 44" identification sign with exhibiting company name and booth number. Copy for this sign is provided by Show Management.

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

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

BOOTH/AISLE CARPET:

The exhibit hall **is** carpeted. BH&L Decorators offers a variety of carpet colors if you wish to customize your booth (please refer to the carpet order form in this kit for information).

SHIPPING INFORMATION:

ADVANCE WAREHOUSE SHIPMENTS

BH&L Decorators, Inc. will accept freight beginning **June 25, 2018** at the address below. Shipments received after **July 9, 2018** will be charged a 25% surcharge. Shipments arriving after **July 20, 2018** will be refused.

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

SHOW SITE SHIPMENTS

BH&L Decorators, Inc. will accept freight from **8:00 am to 3:00 pm on July 23, 2018** at the address below. Do not ship your materials to arrive prior to this date. All shipments must be consigned to "c/o BH&L Decorators, Inc." to enable us to accept them for handling. If shipments are sent outside these parameters or addressed only to the facility, the facility may refuse it or turn it over to BH&L Decorators, Inc. for distribution to your booth. This may result in charges from BH&L Decorators, Inc. and the facility.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Show Name: National School Safety Conference
To: Name of Exhibitor & Booth Number
c/o: BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809

SHOW SITE SHIPPING ADDRESS

Show Name: National School Safety Conference
To: Name of Exhibitor & Booth Number
c/o: BH&L Decorators, Inc.
Omni ChampionsGate
1500 Masters Blvd.
ChampionsGate, FL 33896



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SHOW SCHEDULE:

INSTALLATION

Monday, July 23, 2018 from 11:00 am - 3:00 pm

SHOW HOURS

Monday, July 23, 2018 from 3:00 pm to 6:00 pm

Tuesday, July 24, 2018 from 9:30 am - 4:00 pm

DISMANTLE

Tuesday, July 24, 2018 from 4:00 pm to 7:00 pm

Drivers other than the Official Show Carrier must check in by 7:00 pm

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

MISCELLANEOUS:

The following ancillary forms are included in the exhibitor manual:

Show Carrier - ABF
Electric - Edlen Electric
AV/Internet/Phone - Encore

Questions? Contact BH&L Decorators, Inc. at 800-995-4245, 407-851-9080 or exhibitorservices@bhldecorators.com.

Fire Department Regulations

Dear Exhibitor:

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

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

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles & exits which must be kept on display at the assembly.

Listed below are additional requirements to follow for safety:

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



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PAYMENT POLICY & CREDIT CARD AUTHORIZATION FORM

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

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

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

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

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

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

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

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

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

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

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

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

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

American Express Master Card VISA Expiration Date _____ CVV CODE _____

Credit Card Number

Cardholder's Signature: _____

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

Cardholder's Billing Address: _____

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Standard Furnishings



Counter Stool



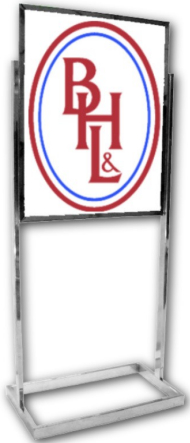
Padded Arm Chair



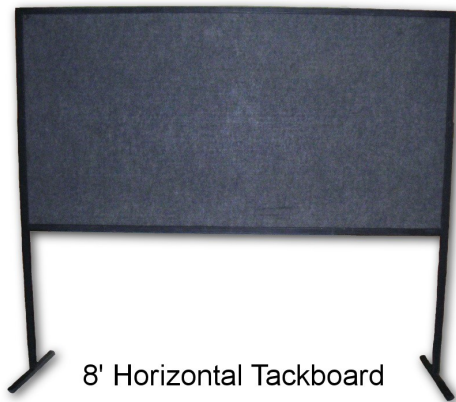
Padded Side Chair



Molded Side Chair



22" x 28" Sign Holder



8' Horizontal Tackboard



Easel



42" High Draped Table



30" High Draped Table

Items received may not be exactly as pictured.



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FURNITURE ORDER FORM

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

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

BH&L Decorators, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of BH&L Decorators, Inc.

Qty.	24" Wide Draped Tables (white plastic top; draped on 3 sides) Circle your drape color below	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	\$92.00	\$115.00	
	4' long x 42" high	\$126.00	\$158.00	
	6' long x 30" high	\$114.00	\$143.00	
	6' long x 42" high	\$148.00	\$185.00	
	8' long x 30" high	\$142.00	\$178.00	
	8' long x 42" high	\$172.00	\$215.00	
	Fourth side draping	\$30.00	\$37.00	

Circle Drape Color:	Red	Blue	Grey
	Burgundy	Rose	White
	Teal	Black	Purple

Qty.	24" Wide Undraped Tables (white plastic top)	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	\$62.00	\$78.00	
	4' long x 42" high	\$96.00	\$120.00	
	6' long x 30" high	\$84.00	\$105.00	
	6' long x 42" high	\$118.00	\$148.00	
	8' long x 30" high	\$112.00	\$140.00	
	8' long x 42" high	\$142.00	\$178.00	

	30" Round x 30" high café table	\$100.00	\$125.00	
	30" Round x 40" high bar table	\$125.00	\$156.00	

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

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Padded arm chair	\$68.00	\$85.00	
	Padded side chair	\$59.00	\$74.00	
	Counter stool	\$78.00	\$98.00	
	Director's chair – low height; white	\$64.00	\$79.00	
	Molded side chair	\$47.00	\$59.00	
	Wastebasket	16.00	19.00	
	Easel	\$28.00	\$34.00	
	22" x 28" chrome sign holders	\$55.00	\$68.00	
	Pegboard 4' x 8' horizontal	\$142.00	\$176.00	
	Pegboard 4' x 8' vertical	\$142.00	\$176.00	
	Tackboard 4' x 8' horizontal	\$142.00	\$176.00	
	Tackboard 4' x 8' vertical	\$142.00	\$176.00	
	Glass showcase	\$480.00	\$600.00	
	Clothing rack/Bag rack	\$54.00	\$67.00	
Risers are 8" wooden planking topped in white plastic.				
	4' undraped table riser - 1 step	\$31.00	\$38.00	
	6' undraped table riser - 1 step	\$37.00	\$46.00	
	8' undraped table riser - 1 step	\$44.00	\$55.00	
	White riser draping - priced per linear foot	\$5.00	\$6.00	
	For 2 step risers - add an additional:	\$18.00	\$23.00	
	8' Uprights	\$12.00	\$14.00	
	3' Uprights	\$12.00	\$14.00	
	Cross beams	\$12.00	\$14.00	
	8' Masking drape	\$13.00/lf	\$16.00/lf	
	3' Masking drape	\$13.00/lf	\$16.00/lf	

Circle Masking Drape Color:	Red	Blue	Grey
	Burgundy	Rose	White
	Teal	Black	Purple

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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CARPET & PADDING ORDER FORM

Pre-cut carpet standard sizes

		Discount Price	Standard Price
sq. ft.	9' x 10'	\$146.00	\$183.00
sq. ft.	9' x 20'	\$292.00	\$366.00
sq. ft.	9' x 30'	\$439.00	\$549.00
sq. ft.	9' x 40'	\$586.00	\$733.00

Custom cut ____ ft. x ____ ft. = ____ sq. ft. @ \$2.50/sq. ft. \$3.15/sq. ft.

Circle Carpet Color:	Red	Blue	Grey	Burgundy	Teal	Black
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Carpet accessories	Discount Price	Standard Price
sq. ft. Comfort carpet padding per sq. ft.	\$1.20	\$1.50
linear ft. Rug taping per lin. ft.	\$2.20	\$2.75
sq. ft. Visqueen per sq. ft.	\$1.20	\$1.50

Plush carpet is available. See the enclosed form or contact your Customer Service Representative at 800-995-4245. No refunds on custom cut carpet after discount deadline. No refunds on standard carpet after installation. If color is not selected, BH&L will do so at no risk.

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

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ Email: _____
 Authorized Name (Print): _____ Signature: _____

IMPORTANT NOTICE

Booth cleaning is not
part of your booth package.

To order cleaning,
please fill out the enclosed
cleaning order form or see
your Customer Service
Representative at the
BH&L Service Desk when
you arrive at show site

Thank You





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CLEANING ORDER FORM

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

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

_____ sq. ft. x .37	Vacuuming Carpet - Prior to show opening only not required when ordering daily
_____ sq. ft. x .34 x 2 days	Vacuuming Carpet - Daily
_____ sq. ft. x .72	Shampooing Carpet - Indicate Date(s): _____
_____ sq. ft. x .30	Anti-Static Spraying - Indicate Date(s): _____

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

Indicate date: _____	One Day - 500 sq. ft. & under	\$108.00
Indicate Date: _____	One Day - 501 sq. ft. & over	\$138.00
Indicate Dates: _____	Daily - 500 sq. ft. & under	\$102.00/day
Indicate Dates: _____	Daily - 501 sq. ft. & over	\$132.00/day

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

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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RENTAL EXHIBITS ORDER FORM

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

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

Specialized graphics and logo reproductions must be quoted separately.



Rental Unit 10 x 10



Rental Unit 10 x 20



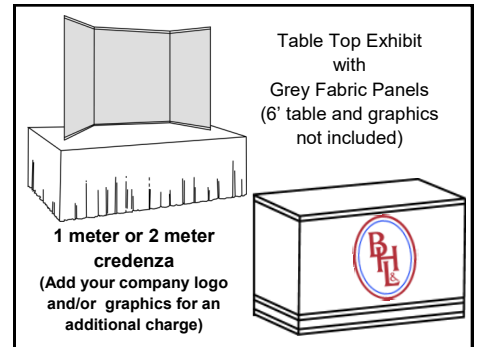
Custom Unit

Rental Unit	8' x 10'	\$1915.00
Rental Unit	10' x 10'	\$1915.00
Rental Unit	8' x 20'	\$3984.00
Rental Unit	10' x 20'	\$3984.00
Custom Rental Unit	(any size)	Quote
Colored/Fabric Panels		Quote
Lighted Header for Rental Units		\$148.00
Additional Shelves	Each	\$44.00
Table Top Exhibit	42" H	\$431.00
1 Meter Credenza	Wh. Panels	\$350.00
Colored/Fabric Panels		Quote
2 Meter Credenza	Wh. Panels	\$425.00
Colored/Fabric Panels		Quote
Sliding Doors-Credenzas	Wh. Panels	\$75.00
Lock for Sliding Doors	Each	\$25.00

Circle Carpet Color:

Black Red Blue
Grey Burgundy Teal

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



DON'T WASTE GREAT ADVERTISING SPACE!

BH&L can add your company logo and digital graphics on any panel(s). Call your Customer Service Representative at **800-995-4245** for more information.

CUSTOM RENTAL UNITS ARE AVAILABLE

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

HEADER COPY: _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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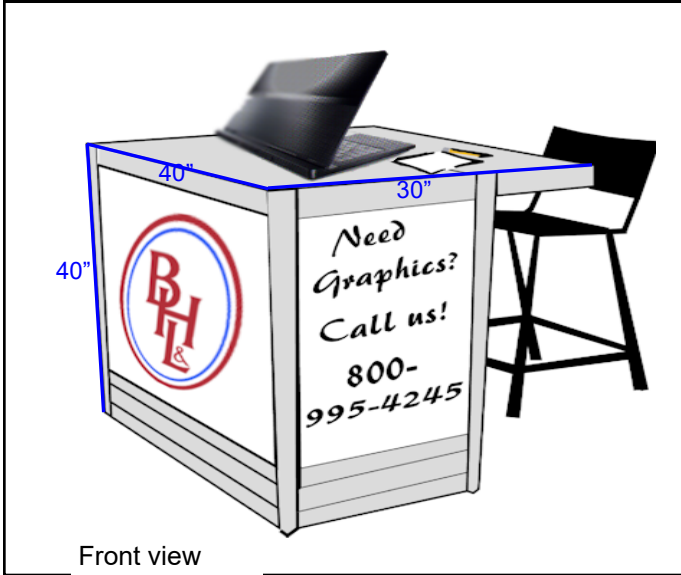
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COMPUTER KIOSK RENTAL ORDER FORM

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



Front view



Back view

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

Qty.	Description	Price
	Computer Kiosk Unit white panels	\$517.00
	Colored/Grey Fabric Panels	Quote
	Lockable doors	\$25.00 Additional
	Company logos and/or graphics for white or colored panels	Quote

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

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

Please contact your BH&L Customer Service Representative for a quote.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Looking for Custom Furniture?



For a complete listing of Custom Furnishings and prices, e-mail sales@bhldecorators.com, or call our Customer Service Department at 800-995-4245 and ask for a Custom Furniture Brochure to be e-mailed to you.



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GRAPHICS & SIGN ORDER FORM

When ordering signs, please provide the following information.

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

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

Standard Sizes	Qty	Discount Price	Standard Price	Total
7" x 44"		\$54.00	\$81.00	\$
11" x 14"		\$60.00	\$90.00	\$
14" x 22"		\$72.00	\$108.00	\$
22" x 28"		\$90.00	\$135.00	\$
28" x 44"		\$144.00	\$216.00	\$
Other sizes		Quote		
Easel Back		\$9.00	\$14.00	\$

TOTAL OF ITEMS ORDERED:	\$
SALES TAX 7.5%:	\$
BALANCE DUE:	\$

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

W _____ X _____ H = _____ sq. ft.
 \$14.00 per sq. ft discount price, \$22.00 standard price per sq. ft.
 Sq. ft. _____ X \$ _____ = \$ _____

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

Application/Artwork/Fonts: Please use original artwork and send to us as Illustrator 8.0, EPS, or TIFF. It is imperative that all fonts are included or create outlines of all text. Resolution must be at least 150 DPI (dots per inch). Large artwork may be downsized if scaled proportionately (to 1/4, 1/2, 3/4 size). Please indicate which scale is used. All artwork must be accompanied by a hard copy. Send CMYK or PMS colors match. Call us for further details.

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

All graphics are subject to a 100% cancellation charge.

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

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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FLORAL ORDER FORM

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

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

	Rental Price	Quantity	Total Price
Fern	\$ 50.00	_____	\$ _____
Green plants for table top	\$ 50.00	_____	\$ _____
2' Green Plants	\$ 65.00	_____	\$ _____
3 - 4' Green Plants	\$ 75.00	_____	\$ _____
5' Green Plants	\$ 100.00	_____	\$ _____
6' Green Plants	\$ 150.00	_____	\$ _____
7' & Taller Green Plants	Quoted	_____	\$ _____
Small Flower Arrangement - <i>Color Preference:</i> _____	\$ 90.00	_____	\$ _____
Large Flower Arrangement - <i>Color Preference:</i> _____	\$ 125.00	_____	\$ _____
Misc. Flowering Plants:			
Color Preference: _____ (if available)	\$ 50.00	_____	\$ _____
Custom Design Arrangements (<i>Call for quote</i>)			
Size: _____ Height: _____ Color: _____	\$ _____	_____	\$ _____

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

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

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

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

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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EXHIBITOR APPOINTED CONTRACTOR FORM (EAC)

DEADLINE DATE: July 9, 2018

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

In the event an Exhibitor plans to utilize a firm other than BH&L Decorators, Inc. for installation and dismantle labor, the EXHIBITOR must complete and fax to 407-851-3090 or mail this form to:

**BH&L Decorators, Inc.
7601 Chancellor Drive
Orlando, Florida 32809
Phone: 407-851-9080**

In the event this form is not received by **July 9, 2018**, the EAC will not be permitted to service your exhibit.

BH&L will not bill a third party for charges incurred.

In addition, a Certificate of Insurance showing General Liability Coverage naming BH&L Decorators, Inc., as an *additional named insured and certificate holder*, **plus** confirmation of Workers Compensation insurance, must be submitted, with this form, to BH&L Decorators by your EAC no later than **July 9, 2018** or they will not be allowed on the floor. The insurance must be valid in the state where the work is being performed.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of BH&L Decorators. The EAC must coordinate all of its activities with BH&L Decorators, Inc.

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

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be hired though BH&L Decorators, Inc.

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



BH&L Decorators, Inc.

Conventions • Trade Shows

7601 Chancellor Dr • Orlando, Florida 32809
Telephone: (800) 995-4245 • Fax (407) 851-3090

National School Safety Conference

Omni ChampionsGate
ChampionsGate, FL

July 23 - 24, 2018

LABOR ORDER FORM

- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the service desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.
- The minimum charge for labor is one (1) hour per worker.
- All labor will be billed in one (1) hour increments.
- As indicated on the *EAC* form, labor and services ordered for exhibitor by other contractors must be authorized prior to show setup in writing by the exhibiting company. A **Certificate of Insurance** must also be presented to BH&L prior to any other contractor beginning work on the show floor. Payment for labor and services is the responsibility of the exhibitor.
- LABOR RATES add 7.5% tax to below rates:**
\$75.00/hour straight time: Weekdays 8:00 AM. - 4:30 PM.
\$112.50/hour overtime: All other hours on weekdays and all hours on Saturday and Sunday. Holidays will be billed at double the straight time rate.

* Invoice will be calculated with the actual hours worked.

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

► Please Check Type of Service Required

Service A: All work performed by BH&L personnel.
Please send any necessary information, blue prints, etc.

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

Please Indicate:

Yes No Set-up plans attached

Yes No Photo attached

Yes No Self-contained unit

Set-up plans in crate #: _____

Number of crates: _____

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

Please indicate:

Exhibitor's/Rep's. name: _____

Onsite phone number: _____

Other Services Available: (Please indicate if needed)

Forklift labor Up To 3,000 lbs: \$70.00 per hr + 1 hr (min) labor

Banding \$2.00 per lin. foot + 1 hr (min) labor

Shrink wrapping per standard pallet \$30.00 + 1/2 hr (min) labor

For other services/equipment please call BH&L @ 800-995-4245.

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

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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BOOTH LAYOUT FORM

A grid must be completed for each of the following services to ensure proper placements of items in your booth. If form is not submitted, items will be placed at BH&L's discretion.

To use this grid:

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

Pegboard/Tackboard

Rental Units

Carpet & Padding (if not carpeting entire booth)

Showcases/Credenzas/Computer Kiosks

BH&L Supervised Labor

Masking Drape/Uprights/Cross Bars

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

Adjacent Booth or Aisle Number _____

Adjacent Booth or Aisle Number _____

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

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____



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MATERIAL HANDLING RATE SCHEDULE

Freight to warehouse will be accepted starting on **June 25, 2018**

Ship prepaid only - collect shipments will be refused. Loose and uncrated materials will be received at show site only. ANY ADVANCE SHIPMENTS RECEIVED AFTER July 20, 2018 WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE. All charges are based on in-bound weights only.

ADVANCE WAREHOUSE SHIPMENT

Rates Include:

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

Advantage:

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

SHOW SITE SHIPMENT

MUST ARRIVE DURING **8:00 am to 3:00 pm ON JULY 23, 2018 ONLY**

Rates Include:

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

Important Factors:

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

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

Advance Warehouse: \$99.00 per CWT
with a 200 lb minimum (CWT = 100 lbs)

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

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

Show Site: \$93.00 per CWT

with a 200 lb minimum (CWT = 100 lbs)
Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

_____ lbs. x \$99.00 per CWT + 7.5% tax = _____

_____ lbs. x \$93.00 per CWT + 7.5% tax = _____

Exhibiting Company Name _____

Booth # _____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of BH&L Labor. Please contact your BH&L Representative at 800-995-4245.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER July 9, 2018 WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

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

When move-in or move-out times are scheduled during **overtime hours** due to circumstances beyond the control of BH&L Decorators, Inc., an additional 25% in and/or 25% out will be applied. Overtime hours: Monday through Friday before 8:00 AM and after 4:30 PM, all hours on Saturday, Sunday and Holidays. **NOTE: Above prices include outbound overtime.**

BH&L Decorators, Inc., will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will we be responsible for concealed damage to material.

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

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

ALL SHIPMENTS MUST ARRIVE PREPAID

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

BH&L DECORATORS, INC. WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

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

You agree to hold harmless BH&L Decorators, Inc., for responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material.

TERMS

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

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and faxed to 407-851-3090.

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

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

**National School Safety Conference
c/o BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809**

**ADVANCE FREIGHT MUST BE DELIVERED BY:
July 20, 2018**

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

**National School Safety Conference
c/o BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809**

**ADVANCE FREIGHT MUST BE DELIVERED BY:
July 20, 2018**

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE



EXHIBITOR MATERIALS

From (Shipper):

To: _____
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**National School Safety Conference
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No. _____ of _____ pieces

ADVANCE WAREHOUSE

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From (Shipper):

To: _____
(Exhibitor Name)

**National School Safety Conference
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**ADVANCE FREIGHT MUST BE DELIVERED BY:
July 20, 2018**

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

National School Safety Conference
c/o BH&L Decorators, Inc.
Omni ChampionsGate
1500 Masters Blvd.
ChampionsGate, FL 33896

FREIGHT MUST BE DELIVERED ON:
July 23, 2018 from 8:00 am to 3:00 pm

Booth # : _____

No. _____ of _____ pieces

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

National School Safety Conference
c/o BH&L Decorators, Inc.
Omni ChampionsGate
1500 Masters Blvd.
ChampionsGate, FL 33896

FREIGHT MUST BE DELIVERED ON:
July 23, 2018 from 8:00 am to 3:00 pm

Booth # : _____

No. _____ of _____ pieces

SHOW SITE



EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

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c/o BH&L Decorators, Inc.
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SHOW SITE

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To: _____
(Exhibitor Name)

National School Safety Conference
c/o BH&L Decorators, Inc.
Omni ChampionsGate
1500 Masters Blvd.
ChampionsGate, FL 33896

FREIGHT MUST BE DELIVERED ON:
July 23, 2018 from 8:00 am to 3:00 pm

Booth # : _____

No. _____ of _____ pieces

SHOW SITE



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PRE-PRINTED OUTBOUND SHIPPING LABELS REQUEST

Please complete this form and return to BH&L to receive printed labels. They will be available at the BH&L Service Desk at the close of the show.

Shipping Destination 1: Number of labels: _____

Please print clearly or type.

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

Shipping Destination 2: Number of labels: _____

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

Shipping Destination 3: Number of labels: _____

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

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

BH&L does not accept responsibility for exhibitor property left on the floor unattended.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

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

For personalized quotes, please call our Trade Show Division

800.654.7019

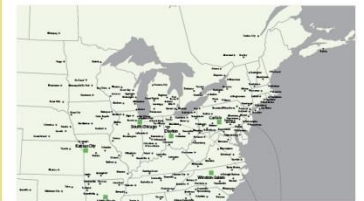
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



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



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

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

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

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

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903



ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

Advance Payment Deadline Date: 07/08/18

E M

COMPANY:		BTH #	
EVENT:	National School Safety Conference		
FACILITY:	OMNI ORLANDO RESORT AT CHAMPIONSGATE		
DATES:	July 23-24		

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.

ISLAND BOOTHS

There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 80/190-121514 OR

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	80.00	120.00	_____
1000 WATTS (10 AMPS)	_____	_____	130.00	195.00	_____
2000 WATTS (20 AMPS)	_____	_____	190.00	285.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	290.00	435.00	_____
30 AMPS	_____	_____	350.00	525.00	_____
60 AMPS	_____	_____	495.00	745.00	_____
100 AMPS	_____	_____	660.00	990.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	420.00	630.00	_____
30 AMPS	_____	_____	495.00	745.00	_____
60 AMPS	_____	_____	695.00	1045.00	_____
100 AMPS	_____	_____	800.00	1200.00	_____
200 AMPS	_____	_____	1300.00	1950.00	_____
400 AMPS	_____	_____	2500.00	3750.00	_____
LIGHTING					
150 WATT FLOOD LIGHT	_____	_____	75.00	115.00	_____
300 WATT FLOOD LIGHT	_____	_____	90.00	135.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	20.00	_____
POWER STRIP	_____	25.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	70.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	130.00	_____

SUB TOTAL		_____
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)		_____
7.5% SALES TAX		_____
PLACE TOTAL HERE		_____

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

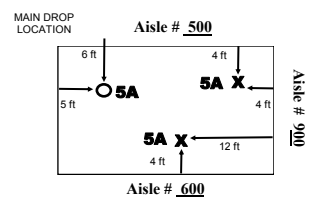
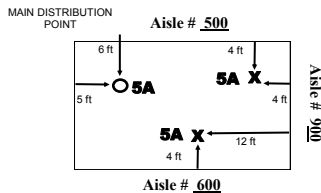
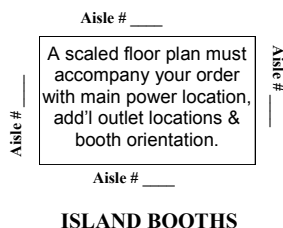
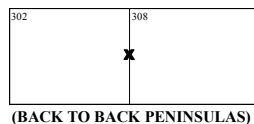
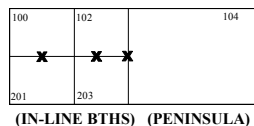
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

METHOD OF PAYMENT FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

Advance Payment Deadline Date: 07/08/18

COMPANY:		BTH #	
EVENT:	National School Safety Conference		
FACILITY:	OMNI ORLANDO RESORT AT CHAMPIONSGATE		
DATES:	July 23-24		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

VISA **MASTER CARD** **AMX**

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

CHECK AND CREDIT CARD INFORMATION											
CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:				CITY:				ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
SUB TOTAL	
7.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	



EXHIBITOR PRICE GUIDE

VIDEO EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
BluRay or Digital Media Player	\$50.00			
22" LCD Monitor	\$115.00			
46" LCD Monitor	\$350.00			
60" LED Monitor	\$500.00			
LCD Projector w/ stand & 6' Screen	\$500.00			
Projection Support Package	\$180.00			

*Other monitor and screen sizes available, please call for a quote.

Subtotal

SOUND EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Computer Speakers	\$50.00			
Powered Speaker (100W)	\$110.00			
4 Channel Mixer	\$65.00			
Wireless Microphone - Handheld or Lavalier	\$180.00			

*Custom systems available, please call for a quote.

Subtotal

COMPUTER EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Laptop Computer (PC)	\$250.00			

*Custom systems available, please call for a quote.

Subtotal

INTERNET SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single device ethernet connection	\$300.00			
Additional wired device connection	\$75.00			
Single Device WiFi Connection (3 Mbps)	\$39.95			
Single Device WiFi Connection (6 Mbps)	\$49.95			

*Custom networking available, please call for a quote.

Subtotal

Video Equipment Subtotal

Audio Equipment Subtotal

Computer Equipment Subtotal

Internet Services Subtotal

(before taxes, service charge and/or labor) **GRAND TOTAL**





EXHIBITOR
PRICE GUIDE

CLIENT / EXHIBITOR INFORMATION

Event Name:	Event Location:
Exhibitor:	Booth #:
Contact Name:	Email:
Address:	Phone:
City, State, Zip:	
Delivery Date:	Pickup Date:
Credit Card Type:	CC #:
Name on Card:	Expiration Date:
Billing Address (if different from above):	
City, State, Zip:	
Send to: omnichampionsgate@encore-us.com	Contact us: 407-238-6581

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

EQUIPMENT TERMS AND CONDITIONS

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted

6. operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.
6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
8. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
9. You agree to remain entirely liable for all activities conducted through the network connections.
10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, Copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: _____
(Required to confirm order)

