



CONVENTION & SHOW SERVICES

1250 John A Papalas Dr., Lincoln Park, MI 48146  
p: (313)386-5555 f: (313)386-2048

National Dental Association  
Annual Convention

Rosen Centre Hotel – Grand Ballroom C, D, E  
Orlando, FL  
July 11 – 15, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **2018 National Dental Association Annual Convention** to be held in the Grand Ballroom C, D, E at the Rosen Centre Hotel.

EVENT SCHEDULE				
Install:	Thursday	July 12, 2018	11:00 am – 4:00 pm	Exhibitor Move-In
	Friday	July 13, 2018	7:00 am – 8:00 am	Exhibitor Move-In * <b>*NDA APPROVAL REQUIRED</b>
Show Open:	Friday	July 13, 2018	8:00 am – 6:00 pm	Show Open
	Saturday	July 14, 2018	8:00 am – 6:00 pm	Show Open
Dismantle:	Sunday	July 15, 2018	7:00 am – 11:00 am	Exhibitor Move-Out

**Each 8' x 10' Booth will include the following items:**

8' High Back Wall Drape – Red and Gold

3' High Side Rail Drape – Red

One (1) 7"x44" Exhibit I.D. Sign w/ Company Name and Booth #

The Facility **IS** Carpeted – Teal/Gold/Red/Blue Mix

As Services Contractor, for the 2018 Convention, we have enclosed the necessary forms for ordering additional furniture, drayage services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services offered by CSS. Because we have the insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

Please be sure to READ THIS MANUAL. The Exhibitor Manual contains important information in regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. **Reading the manual will help you save money and help ensure that you reach your show objectives.** If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

**To receive ADVANCE RATES, please submit your order no later than Friday, July 6, 2018 by 3:00 pm.**

Payment in full must be received before you will be allowed to move in. Visa, MasterCard, and American Express are accepted for your convenience. Finance charges of 1.5% monthly will be applied to all delinquent accounts.

We would like to thank you for your cooperation. If you have any questions or we can be of any assistance, please feel free to contact our office.

Thank you,

Convention & Show Services, Inc.  
Customer Service Department

Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.



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**IMPORTANT DATES AND TAX INFORMATION**

The following items are due to the appropriate contractors no later than the dates indicated. **To receive ADVANCE RATES, please submit your order no later than Friday, July 6, 2018 at 3:00 pm.**

<u>Date</u>	<u>Day</u>	<u>Information</u>
June 12, 2018	Tuesday	<b>EAC form due to CSS office by end of the day</b>  <b>First day advance warehouse open to receive advance shipments</b> Shipments received prior to this day will be assessed a storage surcharge of 35% per CWT
July 6, 2018	Friday	Deadline to receive advance pricing on standard rentals *freight received after this date will incur a 35% surcharge per CWT
July 12, 2018	Thursday	Show-Site freight receiving opens at 11:00 am  Exhibitor move-in: 11:00 am – 4:00 pm
July 13, 2018	Friday	Exhibitor move-in: 7:00 am – 8:00 am *NDA APPROVAL REQUIRED Show floor opens at 8:00 am
July 14, 2018	Saturday	Show floor open from 8:00 am – 6:00 pm
July 15, 2018	Sunday	Exhibitor move-out: 7:00 am – 11:00 am Crates will begin delivering at 6:00 am.  Carriers must be checked in by 9:00 am  Freight will be forced at 9:30 am  All exhibitor materials must be gone by 11:00 am

**TAX INFORMATION:**

Florida state law requires a 6.5% rental tax on all rentals.

**If your company is tax exempt you must provide a certificate from the state of Florida to show tax exempt status prior to the first day of move in.**

Any taxes applied to invoices after the show will be non-negotiable.

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**PAYMENT POLICY**

Convention & Show Services, Inc. requires pre-payments from all exhibitors. Failure to remit payment with your orders may result in a delay of your move-in, unless prior arrangements have been made. Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form. Payment for all labor and services ordered by the exhibitor, its display house, or other third parties are the responsibility of the exhibitor. Final invoices will be completed approximately one week after the move-out of this event. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% will be applied to all accounts that are thirty (30) days or more delinquent.

Convention & Show Services, Inc. will accept the following methods of payment:

**COMPANY CHECK**

Please make checks payable to Convention & Show Services, Inc. Checks must be made payable in U.S. Funds. **Company checks will be accepted for pre-show orders only. Payment for orders placed at show site must be received in the form of cash or credit card.**

**BANK TRANSFER**

*Bank transfer to:*

Comerica Bank, Detroit, MI 48226

ABA#: 072000096

Account # / Name: 1840263857 / Convention & Show Services, Inc

*International Wire Transfer:*

Swift Code: MNBDUS33

Account # / Name: 1840263857 / Convention & Show Services, Inc.

Please reference your company name and exhibit so that we can properly credit your account. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

**CREDIT CARD**

For your convenience we accept Visa, MasterCard and American Express. By completing the information below you are authorizing Convention & Show Services, Inc. to charge the amount of your advance orders, deposit amount, and any additional charges that may be incurred on show-site by you or a representative acting on your behalf. Convention & Show Services, Inc. requires this form to be completed and returned to our office prior to installation. Any balance that remains unpaid after thirty (30) days will be applied to the credit card account below where applicable.

Your signature below indicates acceptance of all terms and conditions outlined in the Service Manual.

<b>Account Number:</b>		<b>Expiration Date:</b>	
Name as it appears on the card:			
Signature:			
Address:			
Company Name:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:			
Print Name:			

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THIRD PARTY BILLING AND GUARANTY AGREEMENT

THIS AGREEMENT is made on \_\_\_\_\_  
(Date)

between EXHIBITING FIRM:

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

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

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

and DISPLAY HOUSE:

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

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

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

and CONVENTION & SHOW SERVICES, INC.  
1250 John A. Papalas Drive  
Lincoln Park, MI 48146  
("CSS")

To handle the display for

\_\_\_\_\_  
(Exhibiting Firm)

at the **2018 National Dental Association Annual Convention**

Now therefore, in consideration of the mutual covenants set forth herein, the parties agree as follows:

Exhibiting Firm has authorized and appointed Display House as its agents to handle Exhibiting Firm's display for the Show and to receive and pay CSS' invoices for services. This Agreement must be completed, signed, and returned to CSS no later than two (2) weeks prior to the first move-in day in order for third party billing to be accepted. All parties must sign this Agreement indicating acceptance or request for third party billing will be denied. This Agreement includes CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, carpet, and signs, whether ordered by Exhibiting Firm, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within thirty (30) days after each invoice is issued. In the event that for any reason Display House does not remit payment of CSS invoices by the date required such invoice(s) shall be submitted to Exhibiting Firm for immediate payment. Payments must be made in U.S. Funds. Invoices may be paid by cash, certified, company or traveler's check, VISA, MasterCard, or American Express. Payment by Exhibiting Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement.



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**THIRD PARTY BILLING AND GUARANTY AGREEMENT**

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Firm absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show (collectively the "Indebtedness"). Exhibiting Firm shall reimburse CSS for all costs, attorney fees incurred, and other expenses at any time expended or incurred by CSS in collecting or attempting to collect the Indebtedness or in enforcing this Guaranty. Unless and until the Indebtedness is paid in full, Exhibiting Firm waives any and all claims and rights of subrogation, contribution, indemnity, and exoneration against Display House or any other person liable for payment of all or any part of the Indebtedness. Exhibiting Firm waives notice of the acceptance of this Guaranty; presentment, protest, notice, demand, or action with respect to any default in payment of the Indebtedness and with respect to any default by Exhibiting Firm in its obligation under this Guaranty; and any right to require CSS to sue Display House or any other person obligated with respect to the Indebtedness. The validity and enforceability of this Guaranty shall not be impaired or affected by any act or omission by CSS with respect to the Indebtedness. Exhibiting Firm waives any and all defenses, claims, and discharges that Display House may have with respect to the Indebtedness, except the defense of payment in full by Display House to CSS.

This agreement shall be governed by and interpreted according to the laws of the State of Michigan. Any litigation commenced based upon this Agreement shall be commenced in the Circuit Court for the County of Oakland, State of Michigan, or in the appropriate lower District Court in said county, or in the U.S. District Court for the Eastern District of Michigan, and the parties hereby consent to such personal jurisdiction.

This Agreement contains the complete agreement of the parties as to the subject matter hereof, and supersedes all previous understanding, negotiations, and proposals with respect to such subject matter. This Agreement may not be altered, amended, or modified except in writing signed by a duly authorized representative of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

Exhibiting Firm	Display House
By:	By:
Authorized Signature	Authorized Signature
Print Name and Title	Print Name and Title

**Convention and Show Services, Inc.**

By: \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Print Name and Title



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LIMITATIONS OF LIABILITY

This form must be signed and returned no later than ten (10) days prior to the first move in day of the event. Regardless if you will be using our services or not. Complying with this will help expedite move in. Convention & Show Services, Inc. shall be referred to as CSS below.

LIMITATIONS OF CONVENTION & SHOW SERVICES, INC. LIABILITY AND RESPONSIBILITY

- a. CSS shall not be responsible for damage to uncrated materials; materials improperly packed, or concealed damage.
- b. CSS shall not be responsible for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s booth and left unattended.
- c. CSS shall not be responsible for loss, damage, theft, or disappearance of materials before they are picked up from exhibitor’s booth for re-loading after show. Bills of lading covering outgoing shipments, which are furnished to CSS by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- d. CSS shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.
- e. CSS liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event CSS maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, whichever is less.
- f. CSS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor’s material which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Convention & Show Services, Inc. to handle our shipment(s) in accordance with the information set forth above in the “Limits of Liability” section of this form and we further agree to the following:

- a. We accept the responsibility for the payment of CSS’ charges in connection with the handling of our shipments as set forth above and we guarantee payment to CSS in the event that any third party who acts in our behalf shall fail to pay such charges within thirty (30) days after the close of the show.
- b. We agree to the “Limitations of Convention & Show Services’ Liability and Responsibility” set forth above.
- c. We agree that CSS’ liability shall be limited to any loss or damage which results solely from CSS’ negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c of the above, we agree, in connection with the receipts, handling, storage, and re-loading of our materials at the convention site (as distinct from CSS’ warehouse). That CSS will provide its services as our agent, and not as bailee or shipper. If any employee of CSS shall sign a delivery receipt, bill of lading, or other documents, we agree that CSS will do so as our agent and we accept the responsibility therefore. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that CSS shall not be responsible for any loss or damage during such period, and we authorize CSS to adjust the quantities of items on any bill of lading left by us with CSS to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with CSS relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CSS for drayage or any other services provided by CSS as an offset against the amount of the alleged loss or damage. Instead, we agree to pay CSS within thirty (30) days from the close of the event for all such charges, and we further agree that any claim we may have against CSS shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, CSS shall have authority to change designated carriers; if such do not pick up on time. Where no disposition is made, materials will be taken to CSS’ warehouse awaiting exhibitors shipping instructions, and charged accordingly.

Company Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Email Address:

Signature:

Print Name:

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**INBOUND/OUTBOUND FREIGHT SERVICE INQUIRY FORM  
 \*\*THIS FORM MUST BE SUBMITTED BY JULY 6, 2018 AT 3:00 PM\*\***

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Email:		

Will you be shipping freight to the advance warehouse?      YES / NO    - PLEASE CIRCLE

If yes, please answer questions 1-6 below and return by the deadline date. If no, disregard questions 1-6 and return by the deadline date.

1. Estimated total number of pieces being shipped:

\_\_\_\_\_ Crated      \_\_\_\_\_ Uncrated      \_\_\_\_\_ Total

2. Indicate total number of shipments anticipated:

\_\_\_\_\_ # of shipments

3. Estimated total carton weight (CWT): \_\_\_\_\_ lbs.

4. List carrier names(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is there any special handling equipment required to unload your exhibit materials? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

6. Please list the person in charge of your move-in and move-out (name/phone number/email address): \_\_\_\_\_

\_\_\_\_\_





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**INBOUND SHIPPING INFORMATION**

**ADVANCE WAREHOUSE:**

The Rosen Centre Hotel does not have the facilities for receiving exhibit materials prior to July 12, 2018. Therefore, advance warehousing is available. CSS will receive and store freight at our warehouse up to thirty (30) days in advance of scheduled show load in. Freight will be transported to show site on the first scheduled day of move in. Service includes delivery of freight to booth space, storage of empties, and loading out outbound freight.

**Note: A 35% surcharge per CWT will apply to the following shipments:**

- Storage rates will apply to shipments received prior June 12, 2018 or after July 6, 2018 at 3:00 pm.
- Special Handling shipments: Material delivered by a carrier is such a manner that requires additional handling. This will include, but is not limited, to stacked shipments, loose item placed on top of crates and/or pallets, trailers loaded “high and tight” that inhibit ease of accessibility, mixed loads, carpet only shipments, and uncrated shipments.

Mark and consign all shipments as follows:

NDA Convention  
**COMPANY NAME & BOOTH NUMBER (if available)**  
c/o CSS/Arata Expositions, Inc.  
2501 Investors Row, Suite 1000  
Orlando, FL 32837

This service is provided @ **\$136.00** per CWT (100 lbs.) with a **200 lb. minimum** charge per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be prepaid, collect shipments will not be accepted. The phone number for confirmation of freight arrival at the advance warehouse is (313) 386-5555.

Description	Weight		CWT		+Tax (6.0%)=	Estimated Due
		÷ 100 =		x \$136.00		

SMALL PACKAGE: 25 lbs. or less will be charged a flat fee of **\$55.00** per shipment received.

**DIRECT (SHOW SITE) SHIPPING:**

CSS will receive freight at show site during the scheduled exhibitor move-in date and times. Freight that arrives prior to the specified move-in date could be refused by the facility causing you to be charged a redirect fee by your freight carrier. Service includes delivery of freight to booth space, storage of empties, and loading out outbound freight. Please note the Rosen Hotel dock is at ground level.

Mark and consign all shipments as follows:

NDA Convention c/o CSS/Arata Expositions, Inc.  
**COMPANY NAME & BOOTH NUMBER (if available)**  
Rosen Centre Hotel  
Grand Ballroom C, D, E  
9840 International Drive  
Orlando, FL 32819

This service is provided @ **\$138.00** per CWT (100 lbs.) with a **200 lb. minimum** charge per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be prepaid, collect shipments will not be accepted. **Exhibitor move-in is scheduled for Thursday, July 12, 2018 from 11:00 am to 4:00 pm. Friday, July 13, 2018 from 7:00 am to 8:00 am (with special authorization).**

Description	Weight		CWT		+ Tax 6.0%	Estimated Due
		÷ 100 =		x \$138.00		

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned from the show. This can be done by adding a “rider” to an existing policy. We are not responsible for shipments left in the booth by the exhibitor. We will count and ship pieces as we remove them from the exhibit hall. CSS shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or theft of materials after they have been delivered to the booth, or before we have picked them up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, CSS reserves the right to re-route such shipments where no destination is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The foregoing rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding to booth or blocking or bracing cars. Convention & Show Services, Inc. serves as a contractor only and abides by the hours scheduled by the Exhibit Facility and sponsoring association.

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Email:		
Signature:	Print Name:		

Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.



ADVANCE WAREHOUSE SHIPPING LABELS

RUSH CONVENTION EXHIBIT MATERIAL	RUSH CONVENTION EXHIBIT MATERIAL
<b>FOR ADVANCE WAREHOUSE ONLY</b>	<b>FOR ADVANCE WAREHOUSE ONLY</b>
TO: _____ (YOUR COMPANY NAME) ARATA EXPOSITIONS, INC. 2501 INVESTORS ROW, STE 1000 ORLANDO, FL 32837 <b>SHOW NAME: NDA CONVENTION / CSS</b>  BOOTH NUMBER _____  CARRIER: _____  NUMBER _____ OF _____ TOTAL PIECES  **RECEIVING DATES JUNE 12 - JULY 6, 2018**	TO: _____ (YOUR COMPANY NAME) ARATA EXPOSITIONS, INC. 2501 INVESTORS ROW, STE 1000 ORLANDO, FL 32837 <b>SHOW NAME: NDA CONVENTION / CSS</b>  BOOTH NUMBER _____  CARRIER: _____  NUMBER _____ OF _____ TOTAL PIECES  **RECEIVING DATES JUNE 12 - JULY 6, 2018**
RUSH CONVENTION EXHIBIT MATERIAL	RUSH CONVENTION EXHIBIT MATERIAL
<b>FOR ADVANCE WAREHOUSE ONLY</b>	<b>FOR ADVANCE WAREHOUSE ONLY</b>
TO: _____ (YOUR COMPANY NAME) ARATA EXPOSITIONS, INC. 2501 INVESTORS ROW, STE 1000 ORLANDO, FL 32837 <b>SHOW NAME: NDA CONVENTION / CSS</b>  BOOTH NUMBER _____  CARRIER: _____  NUMBER _____ OF _____ TOTAL PIECES  **RECEIVING DATES JUNE 12 - JULY 6, 2018**	TO: _____ (YOUR COMPANY NAME) ARATA EXPOSITIONS, INC. 2501 INVESTORS ROW, STE 1000 ORLANDO, FL 32837 <b>SHOW NAME: NDA CONVENTION / CSS</b>  BOOTH NUMBER _____  CARRIER: _____  NUMBER _____ OF _____ TOTAL PIECES  **RECEIVING DATES JUNE 12 - JULY 6, 2018**



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**OUTBOUND SHIPPING INSTRUCTIONS**

Convention & Show Services will have an exhibitor service desk located on site to assist with all your outbound shipping needs. Your representative on site will be required to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to expedite the outbound shipping process. By submitting this form you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:		
Address:		
City:	State:	Zip:
Phone:	Attn:	
Piece Count:	Total Weight:	Carrier:

**Shipping freight from show site:**

All freight will be shipped via **T3 Logistics**, collect at the close of the show. For rates and scheduling, call 866-920-4228 or email at [operations@t3logistics.com](mailto:operations@t3logistics.com). If you want to ship your freights by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier **MUST BE** picked up during the specified move out times.

Whether you are shipping via T3 Logistics or by other means, you must fill out an outgoing bill of lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the service desk when you are all packed up and ready to leave. Please fill out shipping labels and attach to **every** piece of freight (remove any old labels). **Please do not leave freight in your booth without filling out an outgoing bill of lading.**

**You are shipping from:**  
 NDA Convention  
 Rosen Centre Hotel (Grand Ballroom C, D, E)  
 9840 International Drive  
 Orlando, FL 32819

Please provide your carrier with as much information as possible. Include the show name, your booth number, the address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the Hotel loading dock. Carriers will not be allowed to load out freight directly from the show floor.

If required to secure outgoing freight, CSS will provide the following materials at the following rates:

- Shrink Wrap/Banding at \$45.00 per skid (labor included)

**Shipping freight via Fed Ex/UPS/DHL:**

The CSS service desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick up.

**FED EX:** (800)463-3339

**UPS:** (800)742-5877

**DHL:** (800)426-5962

**Return to Warehouse:**

Shipments returned to the warehouse for holding or re-forwarding following the close of the show will be charged \$55.00 per pallet/crate and \$60.00 per day storage.

All carriers must check in by **9:00 am on Sunday, July 15, 2018** or your freight will be forced.

(Shipper) Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print:	

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**MOBILE EQUIPMENT and DISPLAY VEHICLES**

All Exhibitors will be charged a spotting fee for any vehicles, carts, trailers, specialized vehicles and mobile equipment being displayed in their booth space. If you have questions or have specific needs, please contact Convention & Show Services, Inc.

Description of vehicle / equipment (L x W x H & weight)	QTY	X	Rate	=	Estimated Total Due
Vehicle 1:			\$400.00		\$
Vehicle 2:			\$400.00		\$

\*\*\*\*Rates are for round trip\*\*\*\*

\*\*\*\*6.5% Sales Tax applies\*\*\*\*

All mobile equipment and display vehicles being delivered for placement in booths will be received and escorted to the booth. If your mobile equipment is delivered outside of your targeted move-in time, there may be an additional labor charge if items need to be moved to allow access to your booth. Please contact Convention & Show Services, Inc. for targeted move-in time information

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A Convention & Show Services, Inc. representative will contact you regarding a specific time when to have your vehicle ready to move onto the show floor.

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Email:		
Signature:	Print Name:		



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**EXHIBITOR APPOINTED CONTRACTOR'S AGREEMENT**

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to show management and Convention & Show Services, Inc. (CSS) by **June 12, 2018**. Use of outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form by **June 12, 2018**. Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of \$1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of \$250.00 per claim for Bodily Injury, and Broad Form Property Damage.

**THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.**

If the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, i.e.: utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor:	Booth Number:	
Exhibitor Contact:	Telephone:	
Signature:	Date:	
Type of Work to be Performed:		
Exhibitor Appointed Contractor:		
Address:		
Email Address:		
Phone Number:	Fax Number:	
City:	State:	Zip:
Contractor Contact Name:		
Telephone:		

CSS will only accept this form if it is signed by the exposition contact (the Exhibitor)

**PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.**

Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.



1250 John A Papalas Dr., Lincoln Park, MI 48146  
p: (313)386-5555 f: (313)386-2048

**National Dental Association  
Annual Convention**

**Rosen Centre Hotel – Grand Ballroom C, D, E  
Orlando, FL  
July 11 – 15, 2018**



**INSTALL/DISMANTLE LABOR ORDER**

Please complete this form to order installation and dismantle labor. The minimum charge for labor is one (1) hour per worker. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision. There will be no exceptions, unless other arrangements are made with CSS. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	O.T.
Carpenter/Decorator	\$107.00	\$139.00

**CSS offers Supervision Services for the install/dismantle of your exhibit.**

CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared.

The charge for this service is **35%** of the total labor bill, with a minimum of **\$139.00**.

Circle **YES** or **NO** if CSS Supervision is required.

**Install**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Workers: \_\_\_\_\_ # of Hours: \_\_\_\_\_

**Dismantle**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Workers: \_\_\_\_\_ # of Hours: \_\_\_\_\_

Please estimate the number of workers and hours per worker needed for install and dismantle above. Invoice will be calculated according to actual hours worked. Please include sales tax rate of 6.0% when calculating amount due.

Total Est. Hrs.	Hourly Rate	Sub-Total
_____	_____	_____
	x	=
_____	_____	_____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	
Show Site Representative Authorized to Sign for Labor:		



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**CARPET RENTAL ORDER FORM**

The rates listed below include delivery to booth, usage during the show and removal after the show. Labor to install / remove carpet is included when the carpet is installed on a flat floor surface prior to the exhibit installation. Full payment must accompany all orders. **To receive advance rate pricing your order must be received by July 6, 2018.** Orders received after the deadline will be charged floor rate. Any cancellations after the first day of move in will be charged 50%. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show.

**Please Note: The Grand Ballroom is carpeted with a Teal/Gold/Red/Blue mix**

**STANDARD CARPET**

CSS suggests ordering a custom-cut carpet for any booth larger than 8' x 30'. This will ensure your entire space is carpeted and eliminate color differences due to different dye lots.

QTY	Description	Advanced Rate	Floor Rate	Total
	8' x 10' Carpet	\$179.00	\$249.00	
	8' x 20' Carpet	\$358.00	\$498.00	
	8' x 30' Carpet	\$537.00	\$747.00	

**CUSTOM-CUT CARPET: ORDER MUST BE RECEIVED BY JUNE 14, 2018**

The rate for custom-cut carpet includes installation labor, taping, and wastage incident to cutting carpet for utility connections, around columns, etc. Carpet padding and visqueen (plastic protective covering) are available on an installed basis to overall dimensions specified. Rates are per square foot with an 80 sq. ft. minimum per order.

<b>Calculate Total Square Footage</b>				
WIDTH _____ X LENGTH _____ = _____ SQ. FT.				
SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Custom Carpet / SQ FT	\$4.00	\$5.50	
	Carpet Pad / SQ FT	\$1.45	\$1.95	
	Visqueen / SQ FT	\$1.00	\$1.40	

**Please Indicate Carpet Color Choice:**

- Black    Blue    Grey    Purple    Red    Teal

**Electrical or Utilities under Carpet?**

- Yes    No

Sub-total: \_\_\_\_\_ 6.5% Tax: \_\_\_\_\_ Est. Total: \_\_\_\_\_

Company Name		Booth #
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:		Print Name:

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CONVENTION & SHOW SERVICES

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FURNITURE RENTAL ORDER FORM

Convention & Show Services is the sole provider of all rental furnishings and accessories. CSS offers the following standard furniture options to enhance the look of your space. If you require a special item that is not listed please contact a CSS representative. The rates listed below include delivery to booth, usage during the show and removal after the show. **To receive advance rate pricing your order must be received by July 6, 2018.** Orders received after the deadline will be charged floor rate. Any cancellations after the first day of move in will be charged 50%. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
<b>Standard Tables – Unskirted</b>				
	4' L x 30" H x 2' W	\$84.00	\$114.00	
	6' L x 30" H x 2' W	\$94.00	\$126.00	
	8' L x 30" H x 2' W	\$109.00	\$147.00	
<b>Standard Tables – Skirted</b>				
	4' L x 30" H x 2' W	\$115.00	\$155.00	
	6' L x 30" H x 2' W	\$144.00	\$194.00	
	8' L x 30" H x 2' W	\$172.00	\$232.00	
	4 <sup>th</sup> Side Skirting	\$ 62.00	\$ 81.00	
<b>Circle Color:</b> Black Blue Gold Silver Red White Teal				
<b>Standard Counters – Unskirted</b>				
	4' L x 42" H x 2' W	\$90.00	\$122.00	
	6' L x 42" H x 2' W	\$100.00	\$134.00	
	8' L x 42" H x 2' W	\$116.00	\$156.00	
<b>Standard Counters – Skirted</b>				
	4' L x 42" H x 2' W	\$146.00	\$197.00	
	6' L x 42" H x 2' W	\$172.00	\$232.00	
	8' L x 42" H x 2' W	\$194.00	\$261.00	
	4th Side Skirting	\$ 66.00	\$ 88.00	
<b>Circle Color:</b> Black Blue Gold Silver Red White Teal				

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
<b>Cocktail (Pedestal) Tables</b>				
	30" H x 30" round	\$145.00	\$190.00	
<b>Standard Seating / Accessories</b>				
	Arm Chair	\$94.00	\$127.00	
	Plastic Chair (Grey)	\$82.00	\$111.00	
	Bar (Counter) Stool	\$124.00	\$167.00	
	Wastebasket	\$25.00	\$ 34.00	
	Easel	\$58.00	\$ 78.00	
	4 x 8 Poster Board (Grey)	\$150.00	\$195.00	
	Bag Rack	\$88.00	\$118.00	
<b>Table Risers – Skirted White *Unskirted less 5% each</b>				
	4' L	\$55.00	\$75.00	
	6' L	\$70.00	\$95.00	
<b>Custom Booth Drape</b>				
	8' High, Price per FT	\$16.00	\$22.00	
	3' High, Price per FT	\$12.00	\$17.00	
	3' Poles	\$6.00	\$8.00	
	8' Poles	\$7.00	\$9.00	
	Bases	\$8.00	\$10.00	
<b>Circle Color:</b> Black Blue Red White Teal Burgundy Silver				
*All custom drape must be approved by Show Management				
**6' Minimum per order				

Sub-total: \_\_\_\_\_ 6.5% Tax: \_\_\_\_\_ Est. Total: \_\_\_\_\_

Company Name		Booth #	
Address:			
City:		State:	Zip:
Phone:		Email:	
Signature:		Print Name:	

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**STANDARD FURNITURE SAMPLES**

**CHAIRS and STOOLS**



ARMLESS PADDED SIDE CHAIR



GRAY FABRIC BAR STOOL W/ARMS

**DISPLAY TABLES**



COCKTAIL TABLE, 30”H 30”D



COCKTAIL TABLE, 40”H 30”D



DISPLAY TABLES, 4’/6’/8’L X 30”/42”H

Pictured above are the “Standard Furniture” available for rental. CSS also has offerings available for “Premium Furniture” rental. Contact CSS for the Premium Furnishings Catalog and pricing.

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SPECIAL SIGN ORDER

This order is for your convenience in ordering signage to enhance your exhibit. Convention & Show Services has from one to full color capability including pictures/images. Unless otherwise specified, black lettering on a white surface will be provided. Payment in full, including sales tax, must accompany all orders. **To receive advance rate pricing your order must be received by June 19, 2018.** Orders received after the deadline will be charged floor rate. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show. All files received must be provided print ready.

QTY	SIZE	ADVANCE RATE	FLOOR RATE	DIGITAL / VERTICAL / HORIZONTAL	COLOR OF LETTERING	TOTAL
	7" x 44"	\$ 60.00	\$120.00			
	11" x 14"	\$ 60.00	\$120.00			
	22" x 28"	\$130.00	\$260.00			
	28" x 44"	\$130.00	\$260.00			

- Signs based on ten (10) words or less. Standard signs are digitally produced on white foam core.  
- Logos, emblems, trademarks, etc. will incur an additional charge (quotes available upon request)  
- Banner quotes available upon request. Custom signs and banners can be ordered in **advance ONLY**.

SIGN COPY AS FOLLOWS:

Sub-total: \_\_\_\_\_ 6.5% Tax: \_\_\_\_\_ Est. Total: \_\_\_\_\_

Company Name		Booth #
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	

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**BOOTH CLEANING ORDER FORM**

This form is for your convenience in ordering cleaning of your exhibit space. Having often witnessed how exhibit booths become littered during exhibitor set-up and throughout the run of the show, we suggest ordering booth cleaning services. Our service includes vacuuming of your booth space, emptying of wastebaskets, and a general tidying up.

**CLEANING SERVICE**

Vacuuming of booth (minimum charge of 80 sq. ft.) and emptying of wastebaskets.

	<b>Advance Rate Per SQ FT / per day</b>	<b>Total SQ FT</b>	<b>Days Needed</b>	<b>Total</b>
<b>Booth Cleaning - One Time</b> (before show opens)	\$0.86	X	=	_____
<b>Booth Cleaning – 2 Days</b> (Friday/Saturday)	\$0.79 (per day)	X	=	_____
		<b>Cleaning Total + 6.50% sales tax:</b>		_____

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:	Print Name:		



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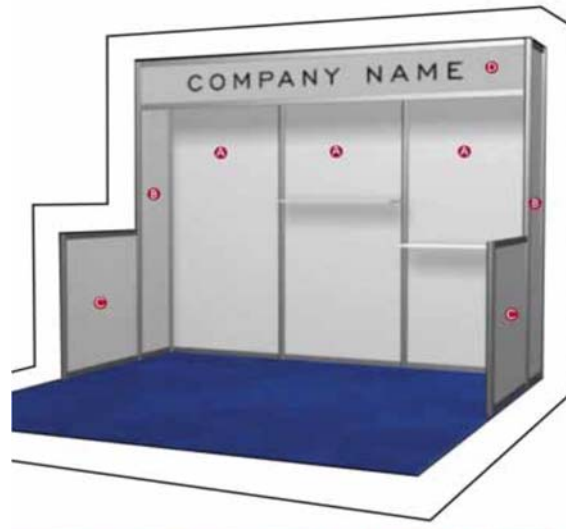


**ORDER DEADLINE DATE: JUNE 19, 2018**

**EXHIBIT RENTAL PACKAGE**

**BACKWALL UNIT W/O GRAPHICS: \$2,700.00**

10' wide x 10' tall Backwall Unit includes Printed Company Name Header



Header Sign Copy: \_\_\_\_\_

**Please contact Dennis Miriani with CSS at 313.386.5555 to discuss order specifications or questions or to inquire about the additional Exhibit Package options.**

Company Name		Booth #
Address:		
City:	State:	Zip:
Phone:		Email:
Signature:		Print Name:

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**FLORAL ORDER FORM**

**\*\*THIS FORM MUST BE SUBMITTED BY JUNE 18, 2018 AT 3:30 PM\*\***

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Email:		

Please call our Exhibitor Service Department at 313.386.5555 if you have questions or are interesting in items that may not be listed.

- SHOW SITE ORDERING WILL NOT BE AVAILABLE.
- BELOW PICTURES ARE FOR ILLUSTRATIONS ONLY.
- PAYMENT, IN FULL, MUST ACCOMPANY ALL ORDERS BY JUNE 18, 2018 TO RECEIVE THE ADVANCE PRICE. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED TO THE FLOOR RATE.
- NO CREDIT WILL BE ISSUED ON PLANTS ORDERED AND PLACED, EVENT THOUGH NOT USED. THE BELOW PRICES ARE ON A RENTAL BASIS AND REMAIN THE PROPERTY OF CSS. LISTED CHARGES INCLUDE DELIVER TO BOOTH, RENTAL FOR DURATION OF SHOW AND REMOVAL. DAMAGED OR STOLEN PLANTS WILL BE THE EXHIBITOR'S RESPONSIBILITY AND WILL BE CHARGED AT RETAIL VALUE. ITEMS CANCELLED AFTER MOVE-IN BEGINS WILL BE CHARGED AT 100% OF THE PUBLISHED PRICE. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLANTS				
QTY	ITEM	ADVANCE	FLOOR	TOTAL
	3' PLANTS	\$ 41.00	\$ 53.30	\$
	4' PLANTS	\$ 53.00	\$ 68.90	\$
	5' PLANTS	\$ 63.00	\$ 81.90	\$
	6' PLANTS	\$ 74.00	\$ 96.20	\$
	FERNS	\$ 39.00	\$ 59.70	\$



BLOOMING PLANTS				
QTY	ITEM	ADVANCE	FLOOR	TOTAL
	AZALEAS	\$ 36.00	\$ 46.80	\$
	MUMS	\$ 31.00	\$ 40.30	\$



CUT FLOWER ARRANGEMENTS				
QTY	ITEM	ADVANCE	FLOOR	TOTAL
	12' HIGH	\$ 69.00	\$ 89.70	\$
	24' HIGH	\$ 99.00	\$128.70	\$



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# AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



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

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

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.

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

**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** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Rosen Centre Hotel, 9840 International Drive, Orlando, FL 32819
2. Hold for Arrival - Attn: Guest’s Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [psavrcsales@psav.com](mailto:psavrcsales@psav.com)

MONITORS	QTY.	
■ 32” LCD monitor	_____	\$250
□ Table stand		
■ 46” LCD monitor	_____	\$545
□ Table stand		
■ 55” LCD monitor	_____	\$735
□ Dual-post stand □ Table stand □ Speakers		
■ 70” LCD monitor	_____	\$1,070
□ Dual-post stand □ Table stand □ Speakers		

MONITOR ACCESSORIES	QTY.	
■ DVD player	_____	\$135
■ Laptop	_____	\$245

PROJECTION	QTY.	
■ LCD projector	_____	\$450
■ 42”- 54” Rolling cart with black skirt	_____	\$45
■ 8’ Tripod screen	_____	\$90





# AUDIOVISUAL EXHIBITOR SERVICES

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### AUDIO EQUIPMENT

	QTY.	
■ Wired handheld microphone	_____	\$68
■ Wireless microphone	_____	\$210
□ Handheld      □ Lavalier		
■ Powered speaker <i>up to five people</i>	_____	\$115
■ 4-channel mixer	_____	\$74

### LIGHTING

	QTY.	
■ Up-light	_____	\$58

### COMPUTER & ACCESSORIES

	QTY.	
■ Laptop	_____	\$245

### RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

### SPECIAL REQUESTS

Please add any items not listed above that you require.

### POWER

	QTY.	ADV.*	STD.
■ 120V – 5 AMP	_____	\$125	\$170
■ 120V – 10 AMP	_____	\$185	\$260
■ 120V – 15 AMP	_____	\$215	\$305
■ 208V Single phase – 20 AMP	_____	\$400	\$565
■ 208V Single phase – 30 AMP	_____	\$495	\$710
■ 208V Single phase – 60 AMP	_____	\$670	\$950
■ 208V Three phase – 20 AMP	_____	\$550	\$785
■ 208V Three phase – 30 AMP	_____	\$720	\$1,030
■ 208V Three phase – 60 AMP	_____	\$985	\$1,400
■ 25' AC cable	_____	\$21	\$21
■ Power strip	_____	\$21	\$21

\*Advance Rate no longer applies after 21 days out from the show.

### CUSTOM ITEMS

	QTY.	
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____

Service Charge is 25%

To learn about our creative and production services, please contact your PSAV representative.

**Chuck Perez**  
**Sales Manager - PSAV®**  
 Rosen Centre Hotel  
 9840 International Drive, Orlando, FL 32819  
 ■ office: 407.996.8555 ■ email: [psavrcsales@psav.com](mailto:psavrcsales@psav.com)







# AUDIOVISUAL EXHIBITOR SERVICES

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## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

**Chuck Perez**  
**Sales Manager - PSAV®**  
 Rosen Centre Hotel  
 9840 International Drive, Orlando, FL 32819  
 ■ office: 407.996.8555 ■ email: [psavrcsales@psav.com](mailto:psavrcsales@psav.com)

