



UIP 2023

Miami Beach Convention Center

Hall A

Miami Beach, FL

September 17-21, 2023



Introducing



Trade Show Planning: Your Road Map to Success

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Success Kit is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

“easy-to-use kit”

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates, and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager at 407-292-0025 or eventservices@ags-expo.com

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Conference Information

Conference Information and Forms

Guidelines for Display5



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Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths, and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL/MUSIC/SOUND

In general, the use of sound or audio visual equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

BOOTH HEIGHT

Standard booth (Illustration A) height is 8 feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

DEMONSTRATIONS (IN BOOTH)

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment. Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.



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Guidelines for Display

4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product, or packing materials may be left in the aisle during show hours.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be no less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled or per the local Fire Marshal regulations.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours unless approved by Show Management. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

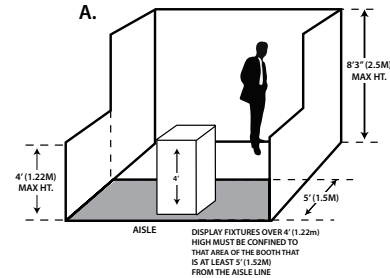
STAFFING

Exhibit space must be staffed throughout ALL show hours.

Guidelines for Display

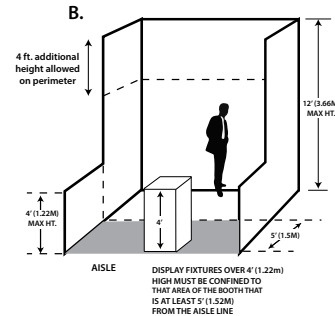
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



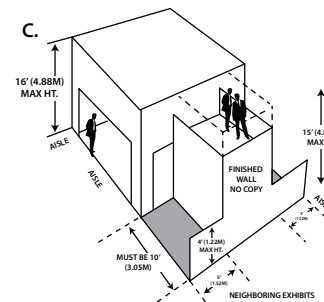
PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



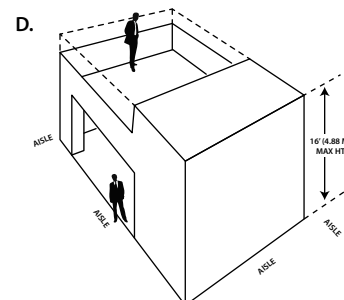
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

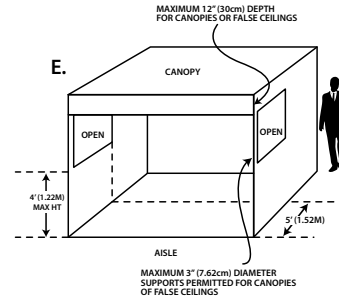
- Maximum Height:** 16'
- Hanging Signs:** No
- Front Displays:** Full use of space is permitted.



Guidelines for Display

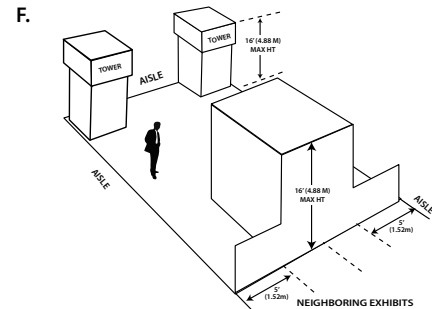
CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Drape:** 16'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



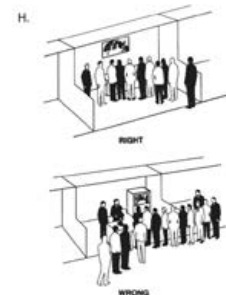
TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection, the signature/stamp of a structural engineer, and exhibit company.



DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.



Official Contractor

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



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Official Show Information

As the Official Service Contractor for UIP 2023, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services	Phone: 407.292.0025
4561 SW 34th Street	Fax: 407.292.4414
Orlando, FL 32811	Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Hall A

Backwall Drapes: Black

Siderail Drapes: Black

Exhibit Hall Carpet Color: Hall is NOT carpeted - **Floor covering is mandatory**

Aisle Carpet Color: Teal

Booth Equipment

Booth Size: 10' x 10'

Includes: 8' Pipe and Drapes
3' Pipe and Drapes
ID Sign

Show Schedule

EXHIBITOR MOVE-IN		
Sunday	September 17, 2023	8:00 AM - 2:30 PM
EXHIBIT HOURS		
Sunday	September 17, 2023	5:00 PM - 6:30 PM
Monday	September 18, 2023	10:00 AM - 4:30 PM
Tuesday	September 19, 2023	10:00 AM - 4:30 PM
Wednesday	September 20, 2023	10:00 AM - 2:30 PM
EXHIBITOR MOVE-OUT		
Wednesday	September 20, 2023	2:30 PM - 5:00 PM
Thursday	September 21, 2023	7:00 AM - 12:00 PM

Other Details

- Empty crates and cartons will be returned beginning at **2:30 PM on Wednesday, September 20th**
- All carriers must check-in no later than **9:30 AM on Thursday, September 21st**
- All exhibitor materials must be removed from the exhibit facility by **12:00 PM on Thursday, September 21st**
- **Freight Re-Route Deadline:** All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at **9:31 AM on Thursday, September 21st**
- **Avoid long wait times, order Premium Return service (pg. 97). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**

OFFICIAL SHOW INFORMATION



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AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

UIP 2023

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o ABF Freight
6402 NW 74th Avenue
Miami, FL 33166

Delivery Window

- Deliveries only accepted between 8/17/23 - 9/8/23
- **Closed for Labor Day - Monday, September 4, 2023**
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Miami Beach Convention Center
Hall A
1901 Convention Center Drive
Miami Beach, FL 33139

Delivery Window

- Sunday, September 17, 2023 - 8:00 AM - 2:30 PM
- All booths must be set by 2:30 PM on Sunday, September 17, 2023
- **The MBCC does NOT have personnel on-site to accept packages prior to exhibitor move-in.**

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
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Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify, in writing, show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals, and labor.
4. The EAC must have all business licenses, permits, and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards' restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide, if requested, evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service, and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.



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Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
Method of Payment			
Notification of Intent to Use Non-official Contractor	8/17/23		
Appointed Contractors Insurance Certificate	8/17/23		
Event Services			
Booth Carpeting	9/1/23		
Furnishings & Accessories			
Standard	9/1/23		
Custom	9/1/23		
Display Solutions			
Labor Services			
Labor (Installation & Dismantle)	9/1/23		
Booth Set-up Diagrams	9/1/23		
Outbound Shipping Information	9/1/23		
Booth Cleaning and Porter Service			
Material Handling Services			
Material Handling - Advance/Direct Freight			
Premium Return Services - Priority Storage Return			
Shipping Method - ABF Freight.			
Ancillary Services			
Electrical/Plumbing	8/28/23		
Audio-Visual & Computer Rentals	9/1/23		
Food & Beverage			

RECAP OF SERVICES



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Discount Price Deadline Date
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card Authorization Form

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. **For Third-Party payers please use "Third Party Billing Agreement" form.** Please complete the information requested below:

Personal	Company	Visa	Master Card	American Express
Card#: _____		Exp. Date: _____		
Card Holder Name (Print): _____				
Signature: _____				
Credit Card Billing Address: _____				
City: _____		State: _____	Zip: _____	

Account Option *(please select one)*

Keep this Method of Payment on file for future events **OR** Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency.**
- Please print show name and booth number.
- Company checks must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.
- **Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment.**

Check Number: _____

Amount Due: _____

Wire Transfers

If you wish to make a payment via Wire Transfer, please call 407-292-0025, or email us at eventservices@ags-expo.com, to obtain bank information and routing identifiers.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

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Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

METHOD OF PAYMENT FORM



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Third-Party Billing Agreement

As an exhibitor electing to use a third-party for my billable services, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions outlined in the Payment Terms and Conditions within this Exhibitor Service Manual. In the event that the named third-party fails to meet the required payment terms, charges will revert back to me, the exhibiting company. **All invoices are due and payable upon receipt, by either party.**

Exhibiting Firm

Exhibitor Company Name:		Booth #:
Exhibitor Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Exhibitor Signature (Required):		

Third-Party

The following items are to be charged to the Third-Party:

All Services OR Furniture/Carpet Material Handling Booth Cleaning Labor

Third-Party Company Name:		
Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Third-Party Payer Signature (Required):		

Third-Party Credit Card Information:

Payment in full must accompany your order. Please note, we will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by AGS Expo Services including but not limited to material handling, labor, and product orders. For tax-exempt status, within the state of the event, please submit a tax-exempt certificate. **We gladly accept VISA, MasterCard and American Express.**

Credit Card Number:	Exp. Date:
Card Holder Name (Print):	
Signature:	
Credit Card Billing Address:	
City:	State: Zip:

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THIRD-PARTY BILLING AGREEMENT



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Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors, and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy, when identified as such, on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred, will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard, or American Express. All payments must be made in U.S. Funds.
4. AGS may accept Wire or ACH funds transfers to cover open or advance deposit for service. Regardless, a credit card is required on file. All transfers must be noticed to AGS via a trackable letter carrier service (attention to the event, company name, booth number and associated services) and the funds transferred at least ten business days prior to the first day of move-in for the associated event. If transfers are not noticed, and processed without details, AGS cannot guarantee the appropriate payment or credit to account. Fees apply to all transfers both by the processing institution as well as by AGS policy noted on the Method of Payment form. AGS may withhold services where payments are short/deficient due to fees.
5. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account.
6. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay an open invoice/statement prior to the close of the show, the charges will automatically be applied to the credit card on file.
7. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
8. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
9. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
10. AGS Expo Services may from time to time audit and adjust accounts after the close of show. No statement or invoice is considered final, whether presented in advance, during, or after an event/project. Please know that some services are actually considered estimates and therefore not calculated for actual payment until after the service is rendered. These services may include, but are not limited to, Labor, Material Handling, Furnishings, and other rental and sale items within the Exhibitor Service Manual or quoted for custom sale/rental. As a result, adjustments/additions to billing may occur. Any balances that arise from an audit will be billed to the method of payment on account, or will be required to be paid in full upon presentation of an invoice/statement if no valid method of payment exists.
11. Payment for all labor, equipment, and services whether ordered by the exhibitor, display builder, non-official/third party contractors, or other parties shall be the ultimate responsibility of the exhibiting company.



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**Discount Price
Deadline Date
SEPTEMBER 1st**
Method of payment must accompany your order



Payment Terms and Conditions

12. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
13. Exhibitor/Third Party shall be responsible for any excise, property, sales, or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
14. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
15. Should a chargeback or dispute occur on payments to orders placed by an exhibitor or their agents, a fee equal to the fees assigned by the merchant processor or bank may be assessed and applied. In the event that a chargeback or dispute resolution is posted in favor of AGS Exposition Services, these fees will be due in addition to any outstanding balances.
16. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
17. AGS Expo Services reserves the right to refuse service to exhibitors with outstanding balances or a history of delinquency or disputes. AGS may require payment of open balances prior to any additional services being rendered or for future orders to be processed. Where a history of delinquency or disputes exists, AGS may, at its discretion, require the payment of services in a particular method.
18. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
19. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply. AGS will only issue refunds within 30 days of sending the final invoice. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
20. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be sent to the primary email on file during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
21. Once services have been rendered and no issues/complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
22. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Whereas all general order cancellations may be subject to a fee equal to 50-100% of the total order, where not explicitly defined on the order form. Please see specific forms for cancellation fee details.



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Deadline Date
AUGUST 17th



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:


Notification Deadline: Thursday, August 17, 2023

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
3. All booth personnel must wear proper identification at show site.
4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits the Third-Party Billing Agreement.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENT/BROKER NAME 1. STREET ADDRESS CITY, STATE, ZIP PHONE:	CONTACT NAME: YOUR AGENT'S NAME PHONE (A/C, No, Ext): 555-555-5555 FAX (A/C, No): 555-555-5555 E-MAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS																					
INSURED 2. NAME OF INSURED. **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.**	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>GENERAL LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>AUTOMOBILE LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td>UMBRELLA LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td>WORKERS' COMP LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	GENERAL LIABILITY INSURER NAME		INSURER B:	AUTOMOBILE LIABILITY INSURER NAME		INSURER C:	UMBRELLA LIABILITY INSURER NAME		INSURER D:	WORKERS' COMP LIABILITY INSURER NAME		INSURER E:			INSURER F:		
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INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY 3. <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y	POLICY # INSURER A	00/00/0000	00/00/0000	8. EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Y	Y	POLICY # INSURER B	00/00/0000	00/00/0000	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	POLICY # INSURER C	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	POLICY # INSURER D	00/00/0000	00/00/0000	<input type="checkbox"/> WC STATU- WORE/LETS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSUREDS ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ****EXHIBITING COMPANY NAME**** **4.**

CERTIFICATE HOLDER 5. AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE IMA YUR BROKER, CAF, CIC 9. X Signature _____
---	---

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- 1. PRODUCER:** Insurance Agent/Broker who issues certificate.
- 2. NAME OF INSURED:** This must be the legal name of the contracting party.
- 3. TYPES OF INSURANCE:** This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURENCE" type.
- 4. NAME OF ADDITIONAL INSUREDS:** In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
- 5. CERTIFICATE HOLDER:** AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
- 6. POLICY EFFECTIVE DATE:** This date must be prior to or coincidental with the first day of Exhibitor Move-In.
- 7. POLICY EXPIRATION DATE:** This date must be on or after the last day of Exhibitor Move-Out.
- 8. Limits:** The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors" form in this Event Services Manual.
- 9. AUTHORIZED REPRESENTATIVE:** This form must be signed (not stamped) by an authorized representative of the producer of the certificate.



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**Discount Price
Deadline Date
SEPTEMBER 1st**
Method of payment must accompany your order



Labor Rules & Regulations

Union Regulations Miami, Florida

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AGS Expo will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by AGS Expo.

TIPPING

AGS Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a AGS Expo representative at the service desk or correspondence may be directed to the attention of the AGS staff at the service desk.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Standard Furnishings

Catalog and Order Forms

Carpet Order Form	22
Table Order Form	23
Seating & Accessories Order Form	24
Popular Furnishings Brochure	25

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



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Discount Price Deadline Date
SEPTEMBER 1st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$284.21	\$355.27
<input type="checkbox"/>	10'x20'	\$568.43	\$710.53
<input type="checkbox"/>	10'x30'	\$852.64	\$1,065.80
<input type="checkbox"/>	10'x40'	\$1,136.84	\$1,421.05

Island Booth					
Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
20x20 Min.					
	x	=	\$4.64/sq.ft.	\$5.79/sq.ft.	\$
<ul style="list-style-type: none"> Please note that all carpet is 10 ft wide and is installed accordingly 					

Please Choose Your Carpet Color (check appropriate box below):

Blue Red Gray Black Burgundy Purple Hunter Green Teal

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
	x	=	sq.ft. x \$6.59/sq.ft.	\$8.22/sq.ft.	= \$

Please Choose Your Carpet Color (check appropriate box below):

Cherry Red Onyx Black Charcoal Imperial Blue French Beige Emerald Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut, or plush carpets.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
1/2" Foam Padding	x	=	sq.ft. x \$2.19 /sq.ft.	\$2.74 /sq.ft.	= \$
1" Foam Padding	x	=	sq.ft. x \$4.30 /sq.ft.	\$5.38 /sq.ft.	= \$
Visqueen	x	=	sq.ft. x \$1.34/sq.ft.	\$1.67/sq.ft.	= \$
Carpet Tape	x	=	sq.ft. x \$2.59 /ft.	\$3.23 /ft.	= \$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal, and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy: Standard Island, Plush booth carpet cancelled after being cut or installed will be charged 100%. Standard in-line carpet and all additional items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. All specialty custom flooring orders, including vinyl flooring and custom color requests, will be subject to a 100% cancellation fee if cancelled after the discount deadline.

Total Order

Subtotal: \$ _____
Sales Tax (7.00%): \$ _____
Total: \$ _____

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Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

CARPET ORDER FORM



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Discount Price Deadline Date
SEPTEMBER 1st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$169.05	\$213.84
	4' Table - 42" high	\$204.10	\$255.06
	6' Table - 30" high	\$221.86	\$277.51
	6' Table - 42" high	\$253.97	\$430.55
	8' Table - 30" high	\$241.27	\$301.59
	8' Table - 42" high	\$288.03	\$359.97

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$115.10	\$143.88
	4' Table - 42" high	\$130.58	\$163.28
	6' Table - 30" high	\$158.80	\$185.95
	6' Table - 42" high	\$163.28	\$204.05
	8' Table - 30" high	\$177.89	\$217.02
	8' Table - 42" high	\$187.70	\$234.57

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$75.02	\$93.27
	6'L x 8"W x 8"H	\$119.94	\$155.92
	8'L x 8"W x 8"H	\$150.23	\$195.34

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$108.18	\$135.23
	4th Side Skirted 42"h	\$108.18	\$135.23

STEP 2 – Select Skirt Color

Blue Teal Hunter Green Red Black Purple White Gray Burgundy Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

CANCELLATION POLICY: Table orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

Total Order

Subtotal: \$ _____
Sales Tax (7.00%): \$ _____
Total: \$ _____

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Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

TABLE ORDER FORM



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Miami Beach, FL
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Discount Price Deadline Date
SEPTEMBER 1st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$151.14	\$173.11
	Padded Side Chair	\$120.63	\$201.55
	Padded Stool	\$181.15	\$227.81

Specialty Tables			
Qty	Item	Discount	Standard
	Pedestal Table 30"Dx30"H	\$251.41	\$314.42
	Pedestal Table 30"Dx40"H	\$267.84	\$330.13

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$650.73	\$819.92
	Display Case (6'x36" full view)	\$888.33	\$1,119.29
	Vert. Display Case (6' - 5 shelf)	\$900.77	\$1,135.01
	Ticket Tumbler	\$139.22	\$209.29
	Tack Board (vert. or hori.)	\$273.20	\$354.10
	Grid Panel (per meter)	\$223.98	\$268.98
	Chrome Sign Holder 22"x28"	\$111.74	\$156.42
	Literature Rack	\$225.68	\$285.60
	Easel	\$71.60	\$107.42
	Bag Rack	\$118.04	\$141.87
	Garment Rack	\$118.04	\$141.87
	Clothes Tree	\$118.04	\$141.87
	Fishbowl	\$19.28	\$24.31

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$30.26	\$40.86
	Shrink Wrap (per roll)	N/A	\$113.50
	Banding (per foot)	N/A	\$5.33
	Velcro (per foot)	N/A	\$3.40
	Clear Packing Tape (roll)	N/A	\$22.50

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$98.67	\$133.20
	Black Velour Rope (8' sections)	\$54.15	\$73.09
	Belt Barriers	\$138.72	\$172.89

Specialty Drape <i>(Show management approval)</i>			
Qty	Item	Discount	Standard
	Drape Hardware/Bases & Poles	\$13.92	\$24.79
	8' Drape (per foot, 10' min per order)	\$11.48	\$15.24
	3' Drape (per foot, 10' min per order)	\$7.97	\$12.09
	Booth Close-off (Show Colors)	\$64.88	\$88.78

Specialty Drape Color:			
Blue	Teal	Hunter Green	Red
Black	Purple	White	Gray
Burgundy	Gold		

CANCELLATION POLICY: Seating & accessory orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

Total Order

Subtotal: \$ _____

Sales Tax (7.00%): \$ _____

Total: \$ _____

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SEATING & ACCESSORIES ORDER FORM

Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories



Clothes Tree



Literature Rack



Tack Board
Vert - 4' x 8'
Hori - 8' x 4'



Gray Pedestal Table
30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



6' & 5' Display Case
(6' Vert. Opt.)



Chrome Sign Holder



Easel



Bag Rack

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

Display Solutions

Creative Services for Exhibits

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

EXHIBIT RENTALS

ORDERING YOUR NEXT INNOVATIVE DISPLAY RENTAL IS EASY AS 1-2-3!

1 CONNECT WITH YOUR EXHIBIT SPECIALIST

- Email: exhibits@ags-expo.com
- Call: 407-292-6162

2 ONE-ON-ONE CONSULTATION

- Designs to maximize your ROI
- Experienced client consultation to express your vision



3 CREATE THE BOOTH OF YOUR DREAMS

- Free design options in 48 hours
- No hidden fees - transparent pricing
- Turn-key packages on your budget



READY?

LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-292-6162

No
Material Handling
On Rentals

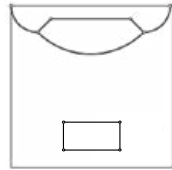
Free
Display
Shipping

AGS
DOLLARS
& SENSE

ESSENTIAL SERIES

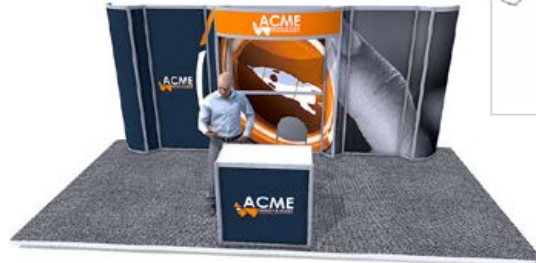
10x10

10x20



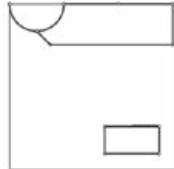
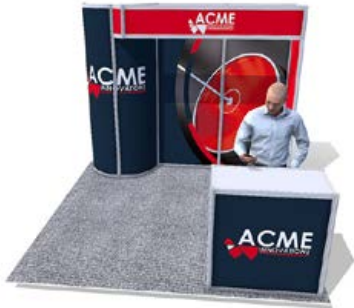
ESSENTIAL 104

The ESSENTIAL 104 display has a unique curved design element that is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding.



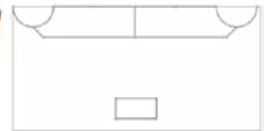
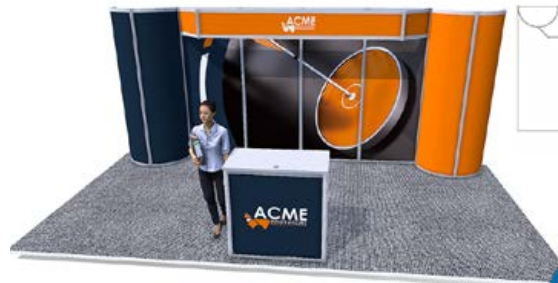
ESSENTIAL 207

The ESSENTIAL 207 rental display is one of our most popular units in the Essential Series. With its unique curved design elements, it is both stylish and within your budget. Branding is simple with this modern-looking display structure, drawing attendees' eyes to your branding elements and key content. This unit can be outfitted with any number of custom options.



ESSENTIAL 105

This display is constructed of modern silver anodized aluminum and includes a broad two-meter header. This model comes in 10- and 20-foot lengths with highly visible graphics space and can be customized with additional counters or kiosks.



ESSENTIAL 204

The ESSENTIAL 204 display has a distinct column-like graphics structure and a wide backwall space for extended marketing content.

READY?

LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-292-6162



ELITE SERIES 10x10

10x20



ELITE 102

Includes:

- 1 x frame: 116" w x 94" h x 43" d
- 1 x built-in counter table
- 2 x Lumina 200 LED floodlights
- 1 x medium monitor mount **Monitor not included*



ELITE 204

Includes:

- 1 x frame: 232" w x 94" h x 20" d
- 2 x counters near back wall
- 2 x Lumina 200 LED floodlights
- 2 x medium monitor mounts **Monitor not included*



ELITE 103

Includes:

- 1 x frame: 112" w x 95" h x 20" d
- 1 x counter near back wall
- 1 x medium monitor mount **Monitor not included*



ELITE 205

Includes:

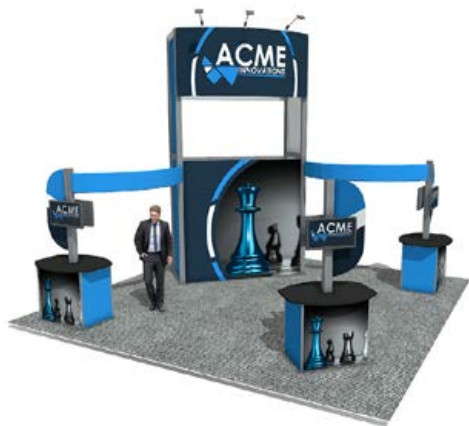
- 1 x frame: 233" w x 96" h x 79" d
- 1 x counter near back wall
- 1 x medium monitor mounts **Monitor not included*

READY?
LET'S DO THIS TOGETHER!

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ROOM TO SHOW OFF 20 x 20 OR LARGER

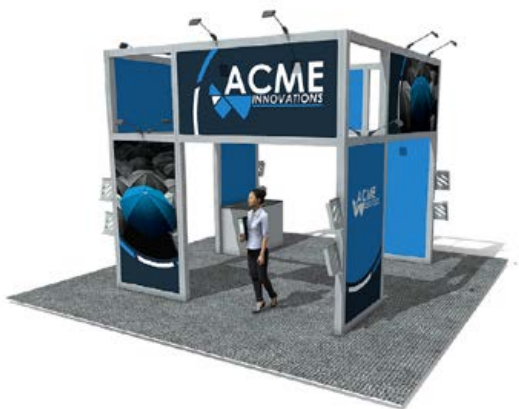


ELITE 400

The tower structure of the ELITE 400 stands 15' 9" tall. The curved fabric graphic that tops the tower calls out to attendees with your brand and message. Three demonstration/work stations provide generous counter space, back-to-back monitor mounts to hold TVs/LCD screens, and lots of accessible storage underneath.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



ELITE 401

The ELITE 401 is an 11' 10" tall square-shaped structure which combines sleek aluminum hardware with double-sided push-fit fabric graphics to inform visitors of your brand and messaging.

One interior counter is included and an optional front reception counter can be added.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



ESSENTIAL 408

The ESSENTIAL 408 uses structural, state-of-the-art extruded aluminum to create sleek lines and shapes. Along with a 16' tower and circular header, the ESSENTIAL 408 comes with storage and clad graphics to deliver a sophisticated look and dominating presence.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



Have a Larger Exhibit Space?

Contact your project manager at 407-292-6162
or exhibits@ags-expo.com



KIOSKS



KIOSK 01

Size:

- 45.25" x 94.5" x 25.625"

Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Side panel 16.22" x 36.3"
- Front panel 29.88" x 32.56"



KIOSK 04

Size:

- 29.75" x 22.5" x 47.5"

Includes:

- Keyboard tray (monitor, mount and keyboard not included)
- Holds max weight of 40 lbs

Graphic Options:

- Bottom wrap graphics - 36.75" x 63.75"



KIOSK 09

Size:

- 31.17" x 91.84" x 41.68"

Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Pillowcase fabric graphic (Total graphic area: 33.5" x 98.5")



KIOSK 10

Size:

- 42.13" x 96" x 25.59"

Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Pillowcase fabric graphic, 3 prints to make backwall graphic (front total graphic area: 43.37" x 105"; graphic template with all required dims will be provided)



KIOSK 12

Size:

- 39" x 17" x 95.2"

Includes:

- Monitor mount (monitor not included) and lockable cabinet counter
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Hardwall back panel (38.82" x 56.18") and counter doors (16.56" x 33.37" each)



KIOSK 13

Size:

- 39" x 19.5" x 95.2"

Includes:

- Monitor mount (monitor not included) and lockable cabinet counter
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Hardwall back panel and curved top (38.81" x 85.91") and counter doors (16.56" x 33.37" each)

Looking for more options?

Contact us at 407-292-6162 or exhibits@ags-expo.com



FABRIC BANNER DISPLAY 01

**Size:**

- 23.63" x 91.63"

Features:

- Straight aluminum tube frame features bungee cords for easy connections
- Slip-over fabric graphic
- Carry bag for ease of transport

THE RING - DOUBLE-SIDED

**Size:**

- 3' x 10' fabric pillowcase & frame, 8'-20' diameter, double-sided

Features:

- Economy aluminum tube frame bungee cords for easy connections
- Graphics available: double-sided, single-sided with white or black inner graphic or single-sided with printed bottom
- Frame comes with hanging cables and graphic comes with a carry bag

COUNTER 1

**Size:**

- 39.2" x 38.24" x 17.72"

Features:

- Laminate wood cabinet (choice of 4 colors)
- Locking door
- Front graphic option, opaque or back-lit
- Holds max weight of 50 lbs.
- Includes wood crate

COUNTER 2

**Size:**

- 70.88" x 39.38" x 23.63"

Features:

- Laminate wood cabinet (choice of 4 colors)
- Locking door
- Front graphic option, opaque or back-lit
- Holds max weight of 50 lbs.
- Includes wood crate

iPAD FLOOR STAND

**Size:**

- 17.38" x 28.06" - 49.81" x 13.75"

Features:

- Anti-theft floor standing kiosk for iPad 2nd, 3rd & 4th generations
- Internal cable routing management
- Positionable in either landscape or portrait view
- Unit can be bolted to floor for extra security

CHARGING COUNTER

**Size:**

- 23.72" x 41.54" x 23.62"

Features:

- 8 high-speed charging connections: (4) Micro USB for Android devices and (4) 8-pin connections for Apple devices
- Tabletop offered in choice of four color options – silver, black, mahogany or natural

More Accessories Available!

Contact us at 407-292-6162 or exhibits@ags-expo.com



GOOD



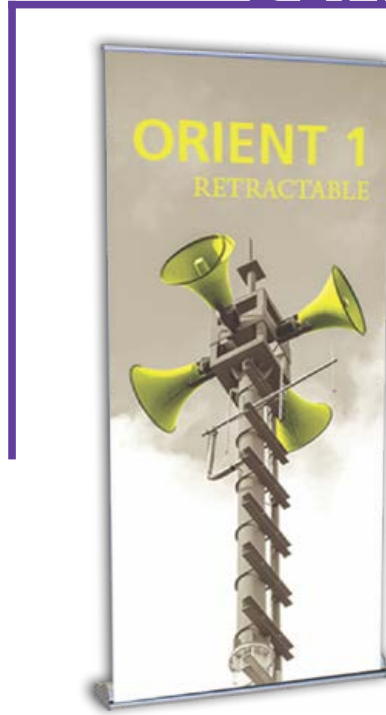
Size:

- Graphic height = 83.75"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Available in anodized silver
- Three-piece bungee pole
- Premium grip rail
- Molded end caps
- Swivel-out foot for extra stability
- Supplied with quality carry bag
- Limited-lifetime hardware warranty against all manufacturer defects

BETTER



Size:

- Graphic height = 60" - 83.25"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Hybrid bungee/telescoping pole with toolless quick rail
- Adjustable feet on base
- Anodized silver and black base options
- Molded end caps
- Supplied with a padded carry bag with strap
- Limited-lifetime hardware warranty against all manufacturer defects

BEST



Size:

- Graphic height = 66.5" - 83"
- Graphic widths = 23.5", 31.5", 33.5", 35.5", 47.25"

Features:

- Hybrid bungee/ telescoping pole with toolless quick rail
- Accessory channel allows for the addition of an optional literature pocket or table accessory
- Adjustable feet on base
- Anodized silver base only
- Quick slide graphic to leader attachment
- Graphic tensioner
- Supplied with carry bag with strap
- Limited-lifetime hardware warranty against all manufacturer defects

**Display lights and banner stand cases are available for purchase for all three options*

READY to Speak to our Exhibit Sales Team?

Contact us at 407-292-6162 or exhibits@ags-expo.com



Graphic File Requirement Guidelines

AGS' Preferred File Formats

These are the preferred formats in order of preference;

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

Please do not send images obtained from the Internet, Microsoft Word documents, or Power Point slides for large format production.

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)
- Dropbox, WeTransfer, and YouSendIt online file sharing services

Fonts

Please convert all fonts to "Outlines" before sending files.

If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases, you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

*Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I101 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise, and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs, or Jpegs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

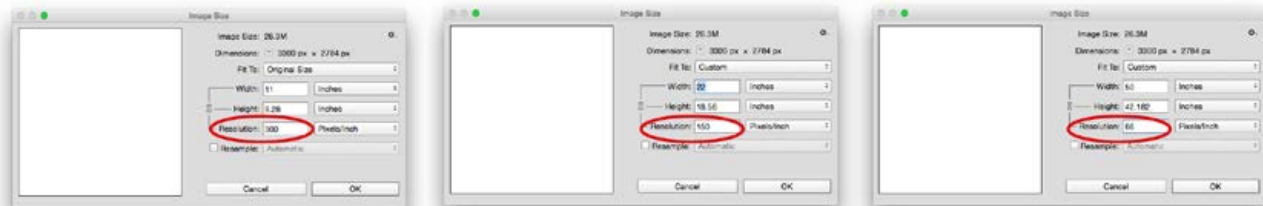
Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6' x 4' at 36 dpi) You can figure out if a file will print properly by opening it in

Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size

Doubled in size

More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.



Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions, or need information on accessing the FTP site, please contact our team.

Phone: **407.292.0025**

Email: **eventservices@ags-expo.com**

Custom Furnishings

Furnishings Catalog and Order Forms

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

WHISPER



Whisper Sofa

White Leather
87"W x 37"D x 35"H



Whisper Loveseat

White Leather
61"W x 37"D x 35"H



Whisper Chair

White Leather
35"W x 37"D x 35"H

CONTINENTAL

Modular Seating Collection



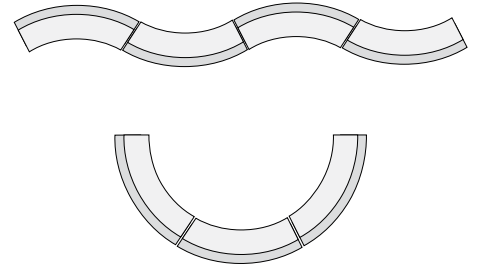
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

White Leather
72"W x 31"D x 48"H



Sophistication Loveseat

White Leather
48"W x 31"D x 48"H



Sophistication Chair

White Leather
24"W x 31"D x 48"H



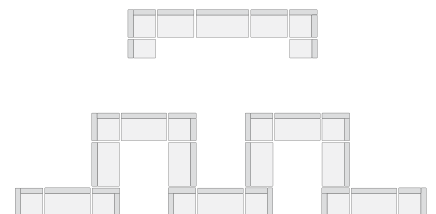
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



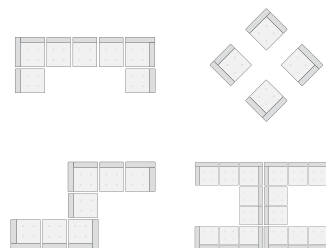
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

Black Leather
85"W x 35"D x 35"H



Metro Loveseat

Black Leather
60"W x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H

PARMA



Parma Sofa
Brown Leather
79"W x 37"D x 36"H



Parma Loveseat
Brown Leather
56"W x 37"D x 36"H



Parma Chair
Brown Leather
33"W x 37"D x 36"H



Parma Bench Ottoman
Brown Leather
60"W x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa
Mocha Tan Fabric
79"W x 35"D x 34"H



Montana Mocha Loveseat
Mocha Tan Fabric
57"W x 35"D x 34"H



Montana Mocha Chair
Mocha Tan Fabric
35"Square x 34"H

MADISON



Madison Sofa

Tan Fabric
86"W x 34"D x 34"H



Madison Chair

Tan Fabric
33"W x 34"D x 34"H



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottoman - Willow

Green Fabric
24"Square x 17"H



Madison Ottoman - Sand Dollar

Tan Fabric
24"Square x 17"H



Madison Ottoman - Apricot

Orange Fabric
24"Square x 17"H



Madison Ottoman - Sunflower

Yellow Fabric
24"Square x 17"H

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H

EVOKE



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"W x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"W x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"W x 26"D x 37"H

STAGE CHAIRS



Empire Chair

Black Leather
 White Leather
 28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
 28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
 70"W x 26"D x 19"H



Square Ottoman

Metro Black Leather
 Whisper White Leather
 Grammercy Charcoal Leather
 40"Square x 17"H



Bench Ottoman

Metro Black Leather
 Whisper White Leather
 Chandler Red Leather
 Grammercy Charcoal Leather
 Parma Brown Leather
 60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
 48"W x 24"D x 20"H
 Lock Not Included



Round Ottoman

Grammercy Charcoal Leather
 Whisper White Leather
 46"Round x 17"H



1/4 Round Ottoman

Grammercy Charcoal Leather
 Whisper White Leather
 34"W x 19"D x 17"H

OTTOMANS & BENCHES



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Whisper Banquette

White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango

18" Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17" Square x 17"H



Whisper Cube Ottoman

White Leather
18" Square x 18"H



Metro Cube Ottoman

Black Leather
18" Square x 18"H

CHARGED



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

White / Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White / Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCASIONAL TABLES



Tribeca Tables

End Table Wood/Black
24"W x 28"D x 22"H
Console Table Wood/Black
48"W x 18"D x 30"H
Cocktail Table Wood/Black
48"W x 28"D x 19"H



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



Aria Tables Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables White

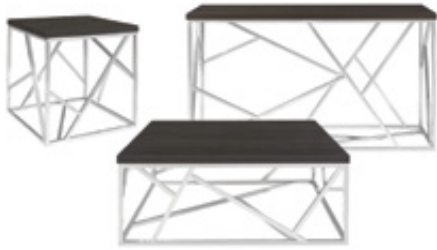
End Table White/Brushed Steel
24"W x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"D x 22"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H

OCCASIONAL TABLES



Fuze Tables

- End Table Chrome/Zebra wood Laminate
24"Square x 23"H
- Console Table Chrome/Zebra wood Laminate
60"W x 16"D x 34"H
- Cocktail Table Chrome/Zebra wood Laminate
40"Square x 16"H



London Tables

- End Table Chrome/Marble
24"Square x 23"H
- Console Table Chrome/Marble
60"W x 16"D x 34"H
- Cocktail Table Chrome/Marble
40"Square x 16"H



Brooklyn Tables

- End Table Square - Chrome
22"Square x 20"H
- End Table Round - Chrome
20"Round x 20"H
- Cocktail Table Rectangle - Chrome
42"W x 24"D x 16"H
- Cocktail Table Round - Chrome
30"Round x 16"H



Vivid Tables

- End Table - Smoked Powder Coat Finish
26"Square x 21"H
- Console Table - Smoked Powder Coat Finish
50"W x 24"D x 30"H
- Cocktail Table - Smoked Powder Coat Finish
50"W x 24"D x 16"H



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

- Black 24"
 - White 24"
- 24"Square x 21"H



Cube Cocktail Tables

- Black 24"
 - White 24"
- 24"Square x 16"H



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
 72"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control

VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
 48"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control

Bar

- Black with 2 shelves in back
 - White with 2 shelves in back
- 48"W x 16"D x 42"H



Bloxx Bar Back

Walnut/Brushed Metal
 30"W x 16"D x 86"H
 Please Inquire About Shelf Dimensions

Piazza Bar Back

- Black
 - White
- 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

STOOLS



Vienna Stool

- Gray Acrylic
 - Orange Acrylic
 - Teal Acrylic
- 17"Square x 39"H



Criss Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Colin Stool

- Natural Maple
- 20"W x 19"D x 46"H



Silk Back Bar Stool

- Black
 - White
 - Blue
 - Green
 - Purple
 - Red
- 17"W x 18"D x 42"H



Euro Bar Stool

- Black
- 22"W x 24"D x 42"H



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H



Equino Stool

- Black
 - White
- 15"W x 13"D x 35"H

STOOLS



Clara Stool

White
17"W x 21"D x 41"H



Marcus Bar Stool

Steel
17"Square (at footbase) x 29"H



Regal Stool

Brown Leather
19"W x 24"D x 45"H



Caprice Stool

Black Fabric
25"W x 26"D x 44"H



Sonic Stool

Black
22"W x 23"D x 42"H



Nexus Stool

White
19"W x 20"D x 44"H

CAFE CHAIRS



Vienna Chair

Gray Acrylic
Orange Acrylic
Teal Acrylic
21"Square x 32"H



Silk Back Chair

Black
White
Blue
Green
Purple
Red
17"W x 18"D x 34"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 34"H



Leslie Chair
White
17"W x 21"D x 31"H



Criss Cross Chair
■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Elio Chair
Steel
17"Square x 33"H



Caprice Chair
Black
25"W x 24"D x 32"H



Comet Chair
Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Regal Dining Chair
Brown Leather
19"W x 23"D x 38"H



Sonic Chair
Black
20"W x 21"D x 32"H



Nexus Chair
White
19"W x 22"D x 32"H

CAFÉ CHAIRS



Colin Chair

Natural Maple
22"W x 19"D x 33"H

BAR TABLES



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Round Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

BAR TABLES



Fuze Bar Table

ZebraWood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table Blue

Blue/Chrome
24"Square x 42"H



Spectrum Bar Table Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table Green

Green/Chrome
24"Square x 42"H



Zinc Bar Table

Chrome
24"Round x 42"H

BAR TABLES



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H

CAFÉ TABLES



Fuze Café Table
Zebra wood Laminate/Chrome
36" Square x 30"H



Blanco Square Café Table
White/Chrome Rectangle
24" Square x 30"H



Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H



Spectrum Café Table Red
Red/Chrome
24" Square x 30"H



Spectrum Café Table Blue
Blue/Chrome
24" Square x 30"H



Spectrum Café Table Purple
Purple/Chrome
24" Square x 30"H



Spectrum Café Table Green
Green/Chrome
24" Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
24"W x 26"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool
 Black
 25"W x 24"D x 48"H



Goal Drafting Stool Armless
 Black
 21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round
 ■ Black
 ■ Mahogany
 42"Round x 29"H



Command 6' Conference Table
 ■ Black
 ■ Sirona
 □ White
 72"W x 36"D x 31"H



Command 8' Conference Table
 ■ Black
 ■ Sirona
 □ White
 96"W x 48"D x 31"H



Command 10' Conference Table
 ■ Black
 ■ Sirona
 □ White
 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk
■ Black
□ White
24" Square x 42"H



Black Credenza
Black
60"W x 20"D x 29"H



Black Double Pedestal Desk
Black
60"W x 30"D x 29"H



5 Shelf Bookcase
■ Black
■ Mahogany
36"W x 12"D x 72"H



Genoa Kneespace Credenza
Mahogany 2 Filing Cabinets/2-Drawers
66"W x 20"D x 29"H



Genoa Executive Desk
Mahogany Double Pedestal-Locking Drawers
72"W x 36"D x 29"H



Genoa Storage Credenza
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"W x 20"D x 29"H

OFFICE FURNITURE



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



Display Pedestals 36"

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



Display Pedestals 30"

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
 - White
- 24"Square x 42"H



Fuze Pedestal

Zebra wood Laminate/Chrome
16"Square x 44"H



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Nero Literature Rack

Black
15"W x 12"D x 54"H



Argento Literature Rack

Aluminum
15"W x 12"D x 54"H



Alto Literature Rack

Black/Metal
11"W x 10"D x 57"H



Compact Refrigerator

Black 4 Cu Ft
21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps

Table Lamp
25"H

Floor Lamp
70"H



Silo White Lamps

Table Lamp
25"H

Floor Lamp
70"H



Neutrino Floor Lamp

Steel
67"H



UIP 2023
Miami Beach Convention Center
Miami Beach, FL
September 17-21, 2023

Discount Price Deadline Date
SEPTEMBER 1st
Method of payment must accompany your order



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Soft Seating Collections				
	Blanc Bench Ottoman	Bright White Leather	48"W x 24"D x 18"H	\$557.70
	Blanc Chair	Bright White Leather	33"W x 35"D x 35"H	\$928.07
	Blanc Cube	Bright White Leather	17"Square	\$194.48
	Blanc Loveseat	Bright White Leather	54"W x 35"D x 35"H	\$1,111.11
	Blanc Sofa	Bright White Leather	75"W x 35"D x 35"H	\$1,164.02
	Chandler Red Leather Chair	Red Leather	31"W x 37"D x 35"H	\$719.29
	Chandler Red Leather Loveseat	Red Leather	53"W x 37"D x 35"H	\$920.92
	Chandler Red Leather Sofa	Red Leather	76"W x 37"D x 35"H	\$956.67
	Evoke Chair	Coffee Resin/ Tan Cushions	33"W x 35"D x 27"H	\$775.06
	Evoke Cocktail Table	Coffee Resin Frame	48"W x 24"D x 18"H	\$493.35
	Evoke Cube	Coffee Resin Frame	18"Square	\$310.31
	Evoke End Table	Coffee Resin Frame	24"W x 28"D x 25"H	\$437.58
	Evoke Sofa	Coffee Resin/ Tan Cushions	81"W x 35"D x 27"H	\$1,445.73
	Madison Chair	Tan Fabric	33"W 34"D x 34"H	\$647.79
	Madison Sofa	Tan Fabric	86"W x 34"D x 34"H	\$1,111.11
	Metro Black Leather Chair	Black Leather	35"Square x 35"H	\$719.29
	Metro Black Leather Loveseat	Black Leather	60"W x 35"D x 35"H	\$920.92
	Metro Black Leather Sofa	Black Leather	85"W x 35"D x 35"H	\$956.67
	Montana Mocha Chair	Mocha Tan Fabric	35"Square x 34"H	\$610.61
	Montana Mocha Loveseat	Mocha Tan Fabric	57"W x 35"D x 34"H	\$792.22
	Montana Mocha Sofa	Mocha Tan Fabric	79"W x 35"D x 34"H	\$900.90
	Niko Chair	Grey Microfiber	31"W x 30"D x 38"H	\$900.90
	Niko Loveseat	Grey Microfiber	58"W x 30"D x 38"H	\$1,082.51
	Niko Sofa	Grey Microfiber	81"W x 30"D x 38"H	\$1,184.04
	Parma Brown Leather Chair	Brown Leather	33"W x 37"D x 36"H	\$719.29
	Parma Brown Leather Loveseat	Brown Leather	56"W x 37"D x 36"H	\$920.92
	Parma Brown Leather Sofa	Brown Leather	79"W x 37"D x 36"H	\$956.67
	Suave Midnight Chair	Midnight Suede	32"W x 36"D x 33"H	\$546.26
	Suave Midnight Loveseat	Midnight Suede	54"W x 36"D x 33"H	\$727.87
	Suave Midnight Sofa	Midnight Suede	77"W x 36"D x 33"H	\$837.98
	Whisper White Leather Chair	White Leather	35"W x 37"D x 35"H	\$883.74
	Whisper White Leather Loveseat	White Leather	61"W x 37"D x 35"H	\$1,065.35
	Whisper White Leather Sofa	White Leather	87"W x 37"D x 35"H	\$1,111.11
Modular Seating Collections				
	Boca Black Leather Armless	Black Leather	22"W x 27"D x 30"H	\$593.45
	Boca Black Leather Corner	Black Leather	27"W x 27"D x 30"H	\$637.78
	Continental White Leather Curved Bench	White Leather	70"W x 26"D x 19"H	\$582.01
	Continental White Leather Curved Loveseat	White Leather	82"W x 34"D x 31"H	\$1,146.86
	Continental White Leather Reverse Loveseat	White Leather	72"W x 34"D x 31"H	\$1,111.11
	Function White Leather Armless Chair	White Leather	28"Square x 29"H	\$593.45

CUSTOM FURNISHINGS ORDER FORM

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Function White Leather Corner	White Leather	28"Square x 29"H	\$637.78
	Grammercy Charcoal Leather Sofa	Charcoal Leather	82"W x 36"D x 36"H	\$1,065.35
	Grammercy Charcoal Leather Loveseat	Charcoal Leather	57"W x 36"D x 36"H	\$928.07
	Grammercy Charcoal Leather Chair	Charcoal Leather	28"W x 36"D x 36"H	\$593.45
	Grammercy Charcoal Leather Corner	Charcoal Leather	36"Square x 36"H	\$683.54
	Sophistication White Leather Chair	White Leather	27"W x 31"D x 48"H	\$582.01
	Sophistication White Leather Corner	White Leather	31"Square x 48"H	\$582.01
	Sophistication White Leather Loveseat	White Leather	48"W x 31"D x 48"H	\$775.06
	Sophistication White Leather Sofa	White Leather	72"W x 31"D x 48"H	\$1,146.86
Stage Chairs				
	Buckskin Stage Chair	Tan Microfiber	25"W x 26"D x 37"H	\$356.07
	Chamois Stage Chair	Beige Microfiber	25"W x 26"D x 37"H	\$356.07
	Empire Chair	Black Leather	28"W x 32"D x 32"H	\$637.78
	Empire Chair	White Leather	28"W x 32"D x 32"H	\$637.78
	Midnight Stage Chair	Midnight Microfiber	25"W x 26"D x 37"H	\$356.07
	Monarch Chair	Bright White Leather	28"Square x 30"H	\$407.55
Ottomans				
	Blanc Cube Ottoman	Bright White Leather	17" Square x 17"H	\$194.48
	Chandler Red Leather Bench Ottoman	Red Leather	60"W x 24"D x 17"H	\$493.35
	Continental White Leather Curved Bench	White Leather	70"W x 26"D x 19"H	\$582.01
	Continental White Leather Half Moon Ottoman	White Leather	33"W x 19"D x 19"H	\$493.35
	Continental White Leather Wedge Ottoman	White Leather	30"W x 34"D x 19"H	\$493.35
	Rubix Cube Ottoman - Cherry	Cherry Vinyl	17"Square x 18"H	\$198.77
	Rubix Cube Ottoman - Cromwell	Cromwell Vinyl	17"Square x 18"H	\$198.77
	Rubix Cube Ottoman - Grape	Grape Vinyl	17"Square x 18"H	\$198.77
	Rubix Cube Ottoman - Lemon	Lemon Vinyl	17"Square x 18"H	\$198.77
	Rubix Cube Ottoman - Lime	Lime Vinyl	17"Square x 18"H	\$198.77
	Rubix Cube Ottoman - Mango	Mango Vinyl	17"Square x 18"H	\$198.77
	Essentials White Leather Storage Ottoman	White Leather	48"W x 24"D x 20"H	\$683.54
	Grammercy Charcoal Leather Bench Ottoman	Charcoal Leather	60"W x 24"D x 17"H	\$493.35
	Grammercy Charcoal Leather Round Ottoman	Charcoal Leather	46"Round x 17"H	\$493.35
	Grammercy Charcoal Leather Square Ottoman	Charcoal Leather	40"Square x 17"H	\$493.35
	Madison Ottoman - Apricot	Orange Fabric	24"Square x 17"H	\$291.72
	Madison Ottoman - Sand Dollar	Tan Fabric	24"Square x 17"H	\$291.72
	Madison Ottoman - Sunflower	Yellow Fabric	24"Square x 17"H	\$291.72
	Madison Ottoman - Willow	Orange Fabric	24"Square x 17"H	\$291.72
	Madison Sky Bench	Teal Fabric	4"W x 24"D x 17"H	\$456.17

CUSTOM FURNISHINGS ORDER FORM



Company Name	Tel #	Booth Number
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	Metro Black Leather Bench Ottoman	Black Leather	60"W x 24"D x 17"H	\$493.35
	Metro Black Leather Square Ottoman	Black Leather	40"Square x 17"H	\$493.35
	Metro Cube Ottoman	Black Leather	18" Square x 18" H	\$194.48
	Parma Brown Leather Bench Ottoman	Brown Leather	60"W x 24"D x 17"H	\$493.35
	Sophistication White Leather Ottoman	White Leather	31"Square x 19"H	\$437.58
	Whisper Cube Ottoman	White Leather	18" Square x 18" H	\$149.60
	Whisper White Leather Bench Ottoman	White Leather	60"W x 24"D x 17"H	\$493.35
	Whisper White Leather Round Ottoman	White Leather	46"Round x 17"H	\$493.35
	Whisper White Leather Square Ottoman	White Leather	40"Square x 17"H	\$493.35
Banquettes & Turning Bed				
	Essentials White Banquette (2 pcs)	White Leather	96"W x 48"D x 34"H	\$1,445.73
	Essentials White Leather Turning Bed	White Leather	59"Round x 38"H	\$1,737.45
	Grammercy Charcoal Leather Banquette (2 pcs)	Charcoal Leather	59"Round x 38"H	\$1,445.73
	Whisper White Tufted Leather Banquette (2 pcs)	White Leather	96"W x 48"D x 34"H	\$1,445.73
Charged 				
	Aspen Bar Table - Charged	White/Brushed Steel	72"W x 26"D x 42"H	\$1,128.27
	Aspen Cocktail Table - Charged	White/Brushed Steel	48"W x 24"D x 18"H	\$637.78
	Boca Bright White Armless - Charged	Bright White Leather	22"W x 27"D x 30"H	\$673.53
	Boca Bright White Corner - Charged	Bright White Leather	27"W x 27"D x 30"H	\$727.87
	Essentials Turning Bed w/Charging Station Insert	White Leather	96"W x 48"D x 19"H	\$1,927.64
	Lincoln Bench - Charged	Bright White Leather	59"W x 39"D x 17"H	\$1,065.35
	Patrice Tablet Chair	Bright White Leather	28"W x 30.5"D x 31"H	\$702.13
	White Conference Table - Charged	White	96"W x 43"D x 30"H	\$1,518.66
Occasional Tables				
	Aria Blue Cocktail Table	Blue/Brushed Steel	44"W x 20"D x 18"H	\$364.65
	Aria Blue End Table	Blue/Brushed Steel	24"W x 20"D x 22"H	\$346.06
	Aria Charcoal Cocktail Table	Storm Grey/Brushed Steel	44"W x 20"D x 18"H	\$364.65
	Aria Charcoal Console Table	Storm Grey/Brushed Steel	44"W x 20"D x 30"H	\$384.67
	Aria Charcoal End Table	Storm Grey/Brushed Steel	24"W x 20"D x 22"H	\$346.06
	Aria Green Cocktail Table	Green/Brushed Steel	44"W x 20"D x 18"H	\$364.65
	Aria Green End Table	Green/Brushed Steel	24"W x 20"D x 22"H	\$346.06
	Aria Purple Cocktail Table	Purple/Brushed Steel	44"W x 20"D x 18"H	\$364.65
	Aria Purple End Table	Purple/Brushed Steel	24"W x 20"D x 22"H	\$346.06
	Aria Red Cocktail Table	Red/Brushed Steel	44"W x 20"D x 18"H	\$364.65
	Aria Red End Table	Red/Brushed Steel	24"W x 20"D x 22"H	\$346.06
	Aria White Cocktail Table	White/Brushed Steel	44"W x 20"D x 18"H	\$364.65
	Aria White Console Table	White/Brushed Steel	44"W x 20"D x 30"H	\$384.67

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	Aria White End Table	White/Brushed Steel	24"W x 20"D x 22"H	\$346.06
	Brooklyn II Rect Cocktail Table	Chrome	42"W X 24"D X 16"H	\$356.07
	Brooklyn II Round Cocktail Table	Chrome	30"Round X 16"H	\$356.07
	Brooklyn II Round End Table	Chrome	20"Round X 20"H	\$320.32
	Brooklyn II Square End Table	Chrome	22"W X 22"D X 20"H	\$320.32
	Cube, Black 24" Cocktail Table	Black	24"Square x 16"H	\$346.06
	Cube, Black 24" End Table	Black	24"Square x 21"H	\$356.07
	Cube, White 24" Cocktail Table	White	24"Square x 16"H	\$346.06
	Cube, White 24" End Table	White	24"Square x 21"H	\$356.07
	Fuze Cocktail Table	Chrome/Zebrawood	40"Square x 16"H	\$420.42
	Fuze Console Table	Chrome/Zebrawood	60"W x 16"D x 34"H	\$456.17
	Fuze End Table	Chrome/Zebrawood	24"Square x 23"H	\$374.66
	Hylton Tablet Table	White/Brushed Steel	18"W x 12"D x 28"H	\$310.31
	London Cocktail Table	Chrome/Marble	40"Square x 16"H	\$420.42
	London Console Table	Chrome/Marble	60"W x 16"D x 34"H	\$456.17
	London End Table	Chrome/Marble	24"Square x 23"H	\$374.66
	Novel Cocktail Table	Satin Steel	46"W x 15"D x 16"H	\$493.35
	Novel End Table	Satin Steel	15"Square x 16"H	\$437.58
	Rose Table	Metal	17"Round x 17"H	\$384.67
	Tribeca Cocktail Table	Wood/Black	48"W x 28"D x 19"H	\$364.65
	Tribeca Console Table	Wood/Black	48"W x 18"D x 30"H	\$384.67
	Tribeca End Table	Wood/Black	24"W x 28"D x 22"H	\$346.06
	Vivid Cocktail Table	Smoked Powder Coat	50"W x 24"D x 16"H	\$364.65
	Vivid Console Table	Smoked Powder Coat	50"W x 24"D x 30"H	\$384.67
	Vivid End Table	Smoked Powder Coat	26"Square x 21"H	\$346.06
	Zanzibar Table	Metal	17"Square	\$384.67
Bars & Bar Backs				
	Black Bar - 2 Shelf	Black	48"W x 16"D x 42"H	\$582.01
	Blox Bar Back	Walnut/Brushed Metal	30"W x 16"D x 86"H	\$727.87
	Piazza Bar Back - Black	Black	44"W x 12"D x 80"H	\$683.54
	Piazza Bar Back - White	White	44"W x 12"D x 80"H	\$683.54
	VIP Frosted Plexi Glow Bar 4'	Frosted Plexi	48"W x 24"D x 42"H	\$1,065.35
	VIP Frosted Plexi Glow Bar 6'	Frosted Plexi	72"W x 24"D x 42"H	\$1,264.12
	White Bar - 2 Shelf	White	48"W x 16"D x 42"H	\$582.01
Stools				
	Caprice Bar Stool	Black Fabric	25"W x 26"D x 44"H	\$338.91
	Clara Stool	White	17"W x 21"D x 41"H	\$327.47

CUSTOM FURNISHINGS ORDER FORM

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Colin Stool	Natural Maple	20"W x 19"D x 46"H	\$211.20
Criss Cross Bar Stool - Espresso	Espresso Leather	15"W x 19"D x 41"H	\$327.47
Criss Cross Bar Stool - White	White Leather	15"W x 19"D x 41"H	\$327.47
Equino Bar Stool - Black	Black	15"W x 13"D x 35"H	\$338.91
Equino Bar Stool - White	White	15"W x 13"D x 35"H	\$338.91
Euro Bar Stool	Black	22"W x 24"D x 42"H	\$310.31
Hourglass Bar Stool - Black	Black	18"W x 20"D x 43"H	\$338.91
Hourglass Bar Stool - White	White	18"W x 20"D x 43"H	\$338.91
Marcus Bar Stool	Steel	18"Square x 29"H	\$247.39
Nexus Stool	White	19"W x 20"D x 44"H	\$283.14
Regal Stool	Brown Leather	19"W x 24"D x 45"H	\$338.91
Silk Back Bar Stool - Black	Black	17"W x 18"D x 42"H	\$310.31
Silk Back Bar Stool - Blue	Blue	17"W x 18"D x 42"H	\$310.31
Silk Back Bar Stool - Green	Green	17"W x 18"D x 42"H	\$310.31
Silk Back Bar Stool - Purple	Purple	17"W x 18"D x 42"H	\$310.31
Silk Back Bar Stool - Red	Red	17"W x 18"D x 42"H	\$310.31
Silk Back Bar Stool - White	White	17"W x 18"D x 42"H	\$310.31
Sonic Bar Stool	Black	22"W x 23"D x 42"H	\$274.56
Vienna Stool - Gray	Gray Acrylic	17"Square x 39"H	\$364.65
Vienna Stool - Orange	Orange Acrylic	17"Square x 39"H	\$364.65
Vienna Stool - Teal	Teal Acrylic	17"Square x 39"H	\$364.65
Chairs			
Caprice Chair	Black	25"W x 24"D x 32"H	\$194.48
Clara Chair	White	18"W x 21"D x 35"H	\$218.79
Colin Chair	Natural Maple	22"W x 19"D x 33"H	\$194.48
Comet Stack Arm Chair	Black	23"W x 22"D x 32"H	\$265.98
Comet Stack Armless Chair	Black	19"W x 22"D x 32"H	\$247.39
Criss Cross Chair - Espresso	Espresso	17"W x 21"D x 35"H	\$218.79
Criss Cross Chair - White	White	17"W x 21"D x 35"H	\$218.79
Elio Chair	Steel	17"Square x 33"H	\$194.48
Leslie Chair	White	17"W x 21"D x 31"H	\$173.03
Nexus Chair	White	19"W x 22"D x 32"H	\$230.23
Regal Dining Chair	Brown Leather	19"W x 23"D x 38"H	\$274.56
Silk Back Armless Chair - Black	Black	17"W x 18"D x 34"H	\$194.48
Silk Back Armless Chair - Blue	Blue	17"W x 18"D x 34"H	\$194.48
Silk Back Armless Chair - Green	Green	17"W x 18"D x 34"H	\$194.48
Silk Back Armless Chair - Purple	Purple	17"W x 18"D x 34"H	\$194.48

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	Silk Back Armless Chair - Red	Red	17"W x 18"D x 34"H	\$194.48
	Silk Back Armless Chair - White	White	17"W x 18"D x 34"H	\$194.48
	Sonic Chair	Black	20"W x 21"D x 32"H	\$194.48
	Vienna Chair - Orange	Orange Acrylic	21"Square x 32"H	\$230.23
	Vienna Chair - Teal	Teal Acrylic	21"Square x 32"H	\$230.23
	Vienna Chair - Gray	Gray Acrylic	21"Square x 32"H	\$230.23
Bar Tables				
	Aspen Bar Table	White/Brushed Steel	72"W x 26"D x 42"H	\$965.25
	Blanco Bar Table - White/Chrome 24"Square	White/Chrome	24"Square x 42"H	\$346.06
	Blanco Bar Table White/Chrome 30" Round	White/Chrome	30"Round x 42"H	\$346.06
	Blanco Bar Table White/Chrome 36" Round	White/Chrome	36"Round x 42"H	\$356.07
	Blanco Rectangle Bar Table - White/Chrome	White/Chrome	72"W x 24"D x 42"H	\$537.68
	City Bar Table Maple/Black 30" Round	Maple/Black	30"Round x 42"H	\$346.06
	City Bar Table Maple/Black 36" Round	Maple/Black	36"Round x 42"H	\$356.07
	Euro Bar Table Black/Black 30" Round	Black/Black	30"Round x 42"H	\$346.06
	Euro Bar Table Black/Black 36" Round	Black/Black	36"Round x 42"H	\$356.07
	Fuze Bar Table	Zebrawood/Chrome	36"Square x 42"H	\$391.82
	Park Ave Bar Table Maple/Chrome 30" Round	Maple/Chrome	30"Round x 42"H	\$346.06
	Park Ave Bar Table Maple/Chrome 36" Round	Maple/Chrome	36"Round x 42"H	\$356.07
	Silk Bar Table Black/Chrome 30" Round	Black/Chrome	30"Round x 42"H	\$346.06
	Silk Bar Table Black/Chrome 36" Round	Black/Chrome	36"Round x 42"H	\$356.07
	Spectrum Bar Table Blue	Blue/Chrome	24"Square x 42"H	\$374.66
	Spectrum Bar Table Green	Green/Chrome	24"Square x 42"H	\$374.66
	Spectrum Bar Table Purple	Purple/Chrome	24"Square x 42"H	\$374.66
	Spectrum Bar Table Red	Red/Chrome	24"Square x 42"H	\$374.66
	Summit Bar Table White/Black 30" Round	White/Black	30"Round x 42"H	\$346.06
	Summit Bar Table White/Black 36" Round	White/Black	36"Round x 42"H	\$356.07
	Zinc Bar Table	Chrome	24"Round x 42"H	\$519.09
Café Tables				
	Aspen Dining Table	White/Brushed Steel	72"W x 30"D x 30"H	\$827.97
	Blanco Café Table White/Chrome 24"Square	White/Chrome	24"Square x 30"H	\$346.06
	Blanco Café Table White/Chrome 30" Round	White/Chrome	30"Round x 30"H	\$346.06
	Blanco Café Table White/Chrome 36" Round	White/Chrome	36"Round x 30"H	\$356.07
	Blanco Café Table White/Chrome Rectangle	White/Chrome	72"W x 24"D x 30"H	\$537.68
	Brio Dining Table	Grey Stone/Brushed Bronze	96"W x 48"D x 30"H	\$1,111.11
	City Café Table Maple/Black 30" Round	Maple/Black	30"Round x 30"H	\$346.06
	City Café Table Maple/Black 36" Round	Maple/Black	36"Round x 30"H	\$356.07

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	Euro Café Table Black/Black 30" Round	Black/Black	30"Round x 30"H	\$346.06
	Euro Café Table Black/Black 36" Round	Black/Black	36"Round x 30"H	\$356.07
	Fuze Café Table	Zebrawood/Chrome	36"Square x 30	\$391.82
	Park Ave Café Table Maple/Chrome 30" Round	Maple/Chrome	30"Round x 30"H	\$346.06
	Park Ave Café Table Maple/Chrome 36" Round	Maple/Chrome	36"Round x 30"H	\$356.07
	Silk Café Table Black/Chrome 30" Round	Black/Chrome	30"Round x 30"H	\$346.06
	Silk Café Table Black/Chrome 36" Round	Black/Chrome	36"Round x 30"H	\$356.07
	Spectrum Café Table Blue	Blue/Chrome	24"Square x 29"H	\$374.66
	Spectrum Café Table Green	Green/Chrome	24"Square x 29"H	\$374.66
	Spectrum Café Table Purple	Purple/Chrome	24"Square x 29"H	\$374.66
	Spectrum Café Table Red	Red/Chrome	24"Square x 29"H	\$374.66
	Summit Café Table White/Black 30" Round	White/Black	30"Round x 30"H	\$346.06
	Summit Café Table White/Black 36" Round	White/Black	36"Round x 30"H	\$356.07
Conference Tables				
	42" Round Conference Table - Black	Black	42" Round x 29"H	\$483.34
	Command Conference Table - 6' Black	Black	72"W x 36"D x 31"H	\$863.72
	Command Conference Table - 6' Sirona	Sirona	72"W x 36"D x 31"H	\$863.72
	Command Conference Table - 6' White	White	72"W x 36"D x 31"H	\$863.72
	Command Conference Table - 8' Black	Black	96"W x 48"D x 31"H	\$928.07
	Command Conference Table - 8' Sirona	Sirona	96"W x 48"D x 31"H	\$928.07
	Command Conference Table - 8' White	White	96"W x 48"D x 31"H	\$928.07
	Command Conference Table - 10' Black	Black	120"W x 48"D x 31"H	\$1,065.35
	Command Conference Table - 10' Sirona	Sirona	120"W x 48"D x 31"H	\$1,065.35
	Command Conference Table - 10' White	White	120"W x 48"D x 31"H	\$1,065.35
	42" Round Conference Table - Mahogany	Mahogany	42" Round x 29"H	\$483.34
Office Seating				
	Accord Black Leather High Back	Black Leather	25"Square x 44"H	\$546.26
	Accord White Leather High Back	White Leather	25"Square x 44"H	\$546.26
	Enterprise Guest Black Fabric Conference Chair	Black Fabric	25"W x 27"D x 37"H	\$327.47
	Enterprise High Back Black Fabric Conference Chair	Black Fabric	25"W x 27"D x 45"H	\$384.67
	Enterprise Mid Back Black Fabric Conference Chair	Black Fabric	24"W x 26"D x 39"H	\$356.07
	Goal Black Drafting Stool - Armless	Black	21"W x 24"D x 48"H	\$291.72
	Goal Black Drafting Stool - Arms	Black	25"W x 24"D x 48"H	\$310.31
	Goal Black Task Chair Armless	Black	21"W x 25"D x 39"H	\$265.98
	Goal Black Task Chair With Arms	Black	25"W x 24"D x 39"H	\$291.72
	Tamiri Black Leather Guest Chair	Black Leather	25"W x 26"D x 37"H	\$356.07
	Tamiri Black Leather High Back Chair	Black Leather	25"W x 27"D x 45"H	\$437.58

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	Tamiri Black Leather Mid Back Chair	Black Leather	27"Square x 39"H	\$384.67
Office Furniture				
	5 Shelf Bookcase - Black	Black	36"W x 12"D x 72"H	\$683.54
	5 Shelf Bookcase - Mahogany	Mahogany	36"W x 12"D x 72"H	\$683.54
	Black Credenza	Black	60"W x 20"D x 29"H	\$637.78
	Black Double Pedestal Desk	Black	60"W x 30"D x 29"H	\$727.87
	Brooklyn II Rect Dining Table	Clear Glass/Chrome	60"W x 36"D x 30"H	\$710.71
	Brooklyn II Round Dining Table	Clear Glass/Chrome	42" Round x 30"H	\$557.70
	Computer Kiosk - Black	Black	24"Square x 42"H	\$710.71
	Computer Kiosk - White	White	24"Square x 42"H	\$710.71
	Genoa Exec. Desk - Mahogany - Double Pedestal	Mahogany	72"W x 36"D x 29"H	\$755.04
	Genoa Kneespace Storage Credenza - Mahogany	Mahogany	66"W x 20"D x 29"H	\$637.78
	Genoa Storage Credenza - Mahogany - 2 Drawer	Mahogany	66"W x 20"D x 29"H	\$637.78
	Vivid Café - Rectangle Table Glass	Clear Glass/Smoked Finish	60"W x 36"D x 30"H	\$683.54
	Vivid Café - Square Table Glass	Clear Glass/Smoked Finish	42"Square x 30"H	\$593.45
Metal File & Storage Cabinets				
	2 Drawer Vertical File - Letter Size Black	Black	15"W x 25"D x 29"H	\$238.81
	2 Drawer Vertical File - Legal Size Black	Black	18"W x 25"D x 29"H	\$310.31
	4 Drawer Vertical File - Letter Size Black	Black	15"W x 25"D x 52"H	\$320.32
	4 Drawer Vertical File - Legal Size Black	Black	18"W x 25"D x 52"H	\$356.07
	2 Drawer Lateral File - Black	Black	36"W x 20"D x 29"H	\$320.32
	4 Drawer Lateral File - Black	Black	36"W x 18"D x 54"H	\$391.82
	Storage Cabinet - Black	Black	36"W x 18"D x 72"H	\$391.82
Pedestals				
	Display Pedestal 14" x 42" Black	Black	14"Square x 42"H	\$474.76
	Display Pedestal 24" x 42" Black	Black	24"Square x 42"H	\$574.86
	Display Pedestal 18" x 42" Black	Black	18"Square x 42"H	\$529.10
	Display Pedestal 14" x 42" White	White	14"Square x 42"H	\$474.76
	Display Pedestal 14" x 36" Black	Black	14"Square x 36"H	\$401.83
	Display Pedestal 24" x 36" Black	Black	24"Square x 36"H	\$574.86
	Display Pedestal 14" x 36" White	White	14"Square x 36"H	\$401.83
	Display Pedestal 24" x 36" White	White	24"Square x 36"H	\$574.86
	Display Pedestal 14" x 30" Black	Black	14"Square x 30"H	\$374.66
	Display Pedestal 24" x 30" Black	Black	24"Square x 30"H	\$546.26
	Display Pedestal 18" x 30" Black	Black	18"Square x 30"H	\$384.67
	Display Pedestal 14" x 30" White	White	14"Square x 30"H	\$374.66
	Locking Pedestal Black	Black	24"Square x 42"H	\$710.71

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	Locking Pedestal White	White	24"Square x 42"H	\$710.71
	Fuze Pedestal	ZebraWood/Chrome	16"Square x 44"H	\$391.82
	London Pedestal	Marble/Chrome	16"Square x 44"H	\$391.82
Lighting				
	Silo Grey Floor Lamp	Grey	70"H	\$241.67
	Silo Grey Table Lamp	Grey	25"H	\$175.89
	Silo White Floor Lamp	White	70"H	\$241.67
	Silo White Table Lamp	White	25"H	\$175.89
	Neutrino Steel Floor Lamp - Steel	Steel	67"H	\$247.39
Miscellaneous Items				
	Stanchion Chrome	Chrome	41"H	\$110.11
	Stanchion Rope - Red Velour	Red Velour	6' L	\$57.20
	Literature Stand - Black	Black	15"W x 12"D x 53.5"H	\$265.98
	Literature Stand - Aluminum	Aluminum	15"W x 12"D x 53.5"H	\$265.98
	Literature Rack - Black Metal	Black Metal	10.5"W x 9.5"D x 57"H	\$274.56
	Compact Refrigerator Black - 4.0 Cu Ft	Black	21"W x 22"D x 32"H	\$493.35

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order. The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, eventservices@ags-expo.com. Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline but before show move-in begins may incur a minimum 50% cancellation fee. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Subtotal: _____

19% Service Charge: _____

Sales Tax (7.00%): _____

Total Custom Furnishings Order: _____

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Booth Labor & Cleaning

Information and Order Forms

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



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Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$127.55	\$171.21
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$191.33	\$248.73
Sunday/Holidays:	All day Sunday and observed holidays.	\$229.58	\$298.46

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)					Total Labor Cost:	\$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

AGS Supervision Install Dismantle

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, **AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.**

Exhibitor must also include outbound shipping instructions with this labor order.
(SEE OUTBOUND BOL/SHIPPING LABEL REQUEST FORM)

On-Site Representative Name/Company & Cell: _____

Exhibitor Supervision Install Dismantle

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). **Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.**

Must provide Twenty-four (24) hour notice of cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per laborer ordered.

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____

AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____

Total Booth Labor: \$ _____

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BOOTH LABOR ORDER FORM



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City / State / Zip	Signature	

Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

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

Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood) _____ Skid (Pallet) _____ Cases (Plastic) _____ Carton (Cardboard) _____ Anvil Case/Trunks _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

- Ship via official show freight carrier, **ABF Freight**
 Ship via carrier of exhibitor's choice - Name of Carrier _____
 • If selecting a carrier other than ABF Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - A minimum fee of \$650.00 will be charged. *Fee may be greater based on final weight

Is this shipment Prepaid or Collect (Please select one):

*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____
 Contact Name: _____ Cell: _____
 Freight Charges Billed to (Company): _____
 Address: _____
 City: _____ State: _____ Zip: _____

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST



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Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal, and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE -	_____ X _____ = _____	(sq. ft. round up to the nearest 100 sq. ft.)
--------------	-----------------------	---

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- Vacuuming Nightly \$0.60/sq. ft.* Vacuuming Once Before Event \$0.70/sq. ft.

**Please calculate for (4) event days.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- Periodic Porter Service - Daily .. \$132.60/day** Day-Specific Porter Service \$149.94/day

***Please calculate for (4) event days.*

(Please indicate days) _____

- Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal, and other similar labor services.
Quoted as needed.***

- **Straight-Time:** \$74.46/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$86.29/hr ... 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . \$101.98/hr . all day Sunday and observed Holidays, where applicable.
****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

- Shampooing of Carpet* \$0.97/sq. ft.
 Mopping and Waxing*..... \$0.97/sq. ft.
 Anti-Static Carpet Treatment.... \$0.97/sq. ft

*Shampooing and mopping available before show opens **ONLY**

**Cancellation requests received within twenty-four (24) hours of service will be subject to a 100% cancellation fee*

Total Order

Total Sq. Ft.

X

Vacuuming: \$0.70/sq. ft. or \$0.60/sq. ft. x _____ Days = \$ _____
Shampooing/Mopping: \$0.97/sq. ft. x _____ Days = \$ _____
Anti-Static Treatment: \$0.97/sq. ft. x _____ Days = \$ _____
Porter Service: \$149.94 or \$132.60/day x _____ Days = \$ _____

Tax (7.00%): \$ _____

Total Booth Cleaning Order: \$ _____

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

BOOTH CLEANING ORDER FORM



UIP 2023
Miami Beach Convention Center
Miami Beach, FL
September 17-21, 2023

Discount Price Deadline Date
SEPTEMBER 1st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- Pegboard / Tackboard - *Seating & Accessories Form*
- Special Colored Drape - *Seating & Accessories Form*
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- Installation and Dismantling - *Labor Order Form*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent booth or aisle number:

indicate adjacent booth or aisle number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

BOOTH LAYOUT FORM

Shipping & Material Handling

Information and Order Forms

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

BEFORE THE EVENT

From your location or previous event



To your location or next event

AFTER THE EVENT

Storage of Empty Containers



Advance Warehouse

Where your materials are stored before the show



Storage of Empty Containers

Holding your crates/boxes/containers for you during the show



Premium Return Service Available

Labeling your empty containers for priority return to your booth at the end of the show for a speedy exit. Service fee will apply. Contact Event Services for more information.



Material Handling

Round trip service includes receiving materials at the dock area, delivering to your booth, storage of empty containers during the event, movement of materials back to the dock and on loading your carrier.



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Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number, and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



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Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number, and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses, or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area, and reloading on outbound truck(s). **The ROUND TRIP RATE of \$159.36 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$47.81 with a 200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Miami Beach Convention Center and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$159.36 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**



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Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- A vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- For each 100 lbs. or fraction thereof per shipment, the rate is **\$47.81** with a **200 lb. minimum**.

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to, but is not limited to, moving van shipments or shipments by any trucks which, because of their truck bed height, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck, or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of **\$239.04** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Miami Beach Convention Center and labeled with appropriate show name, company name, and booth number. Such items considered small packages are cartons, envelopes, and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks at the exhibit site and delivered to the exhibitor's booth.

This **INBOUND ONLY RATE** applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where



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Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$58.00 and each subsequent piece is \$25.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The fee for this premium service to return empty storage containers at the close of show is \$250.00 for (3) containers.**

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading, and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$650.00 for up to 1,499 lbs, a \$850.00 min for 1,500 - 2,999 lbs, and a \$1,050.00 min for 3,000+ lbs for transportation and/or storage. Additional fees may apply based on size and complexity of loading and storage needs. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.

Special Handling Definitions

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-Out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Improper Weight

- Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



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Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$159.36 per cwt. 200 lbs. min. = \$318.72	
43 lbs.	charged @ \$159.36 per cwt. 200 lbs. min. = \$318.72	
64 lbs.	charged @ \$159.36 per cwt. 200 lbs. min. = \$318.72	TOTAL = \$956.16

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$159.36 per cwt. 200 lbs. min. = \$318.72	TOTAL = \$318.72
------------------	--	-------------------------

SAVE \$637.44

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REDUCING MATERIAL HANDLING COSTS



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Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Thursday, September 21st by 9:30 AM

Freight Re-Route Time: Thursday, September 21st by 9:31 AM

What is Freight Re-Route?

A “re-route” occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center, and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official “permission” by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors, and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services, and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, **we require that someone from your company remain with the shipment until it is picked-up.** Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.



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Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company
UIP 2023
Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o ABF Freight
6402 NW 74th Avenue
Miami, FL 33166

Delivery Window

- Deliveries only accepted between 8/17/23 - 9/8/23
- **Closed for Labor Day - Monday, September 4, 2023**
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Miami Beach Convention Center
Hall A
1901 Convention Center Drive
Miami Beach, FL 33139

Delivery Window

- Sunday, September 17, 2023 - 8:00 AM - 2:30 PM
 - All booths must be set by 2:30 PM on Sunday, September 17, 2023.
 - **The MBCC does NOT have personnel on-site to accept packages prior to exhibitor move-in.**
- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
 - **Mislabeled packages have the potential of being refused at show site.** Please remember to include **AGS Expo Services c/o Miami Beach Convention Center or ABF Freight** on all packages sent to either the advance warehouse or direct shipments to exhibit site **AND** remove all old labels from packaging.

SHIPPING ADDRESSES



TO: AGS Expo Services
c/o ABF Freight
6402 NW 74th Avenue
Miami, FL 33166

UIP 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

ADVANCE WAREHOUSE RECEIVING DATES:

8/17/23 - 9/8/23

Closed for Labor Day - Monday, September 4, 2023

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o ABF Freight
6402 NW 74th Avenue
Miami, FL 33166

UIP 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

ADVANCE WAREHOUSE RECEIVING DATES:

8/17/23 - 9/8/23

Closed for Labor Day - Monday, September 4, 2023

ADVANCE SHIPPING LABEL



TO: AGS Expo Services
c/o Miami Beach Convention Center
Hall A
1901 Convention Center Drive
Miami Beach, FL 33139

UIP 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:
Sunday, September 17, 2023 - 8:00 AM - 2:30 PM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o Miami Beach Convention Center
Hall A
1901 Convention Center Drive
Miami Beach, FL 33139

UIP 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:
Sunday, September 17, 2023 - 8:00 AM - 2:30 PM

DIRECT SHIPPING LABEL



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Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Estimate Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (8/17/23 - 9/8/23)

- \$159.36 per 100 lbs, 200 lbs min. per shipment

Special Handling at Show Site - (9/17/23)

- \$239.04 per 100 lbs, 200 lbs min. per shipment

Direct to Show Site - (9/17/23)

- \$159.36 per 100 lbs, 200 lbs min. per shipment

Small Packages - <30 lbs - (Show Site Only)

- \$58.00 1st Carton, \$25.00 each add., per shipment

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend move-in and/or move-out.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$159.36 per 100 lbs. (200 lbs. min, \$318.72 Minimum per shipment)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs.= \$ _____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$159.36 per 100 lbs. (200 lbs. min, \$318.72 Minimum per shipment)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs.= \$ _____

- *Materials received prior to move-in date/time will be assessed an off-target charge or may be refused by the facility.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ \$239.04 per 100 lbs. (200 lbs. min, \$478.08 Minimum per shipment)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs.= \$ _____

Small Packages

We will ship.... _____ Packages @ \$58.00 for the first package and \$25.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$58.00 / \$25.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

30% Overtime Surcharge (Subtotal x 30%): \$ _____

Total Material Handling Cost: \$ _____

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Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

MATERIAL HANDLING ESTIMATE FORM



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Discount Price Deadline Date
SEPTEMBER 1st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

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

Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood) _____ Skid (Pallet) _____ Cases (Plastic) _____ Carton (Cardboard) _____ Anvil Case/Trunks _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

- Ship via official show freight carrier, **ABF Freight**
 Ship via carrier of exhibitor's choice - Name of Carrier _____
 • If selecting a carrier other than ABF Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

- Re-Route via Show Carrier, ABF Freight** **Drayback to Warehouse - A minimum fee of \$650.00 will be charged. *Fee may be greater based on final weight**

Is this shipment Prepaid or Collect (Please select one):

*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

- Prepaid** By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you) **Collect** By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____
 Contact Name: _____ Cell: _____
 Freight Charges Billed to (Company): _____
 Address: _____
 City: _____ State: _____ Zip: _____

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST



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Miami Beach, FL
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: Common Carrier Van Line Company Vehicle Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

Shipments Direct to Show Site *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: Common Carrier Van Line Company Vehicle Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. Please see details of service and order form below.

Availability of Service

Cartload Service will only be available on the following dates and times:

Exhibitor Move-In:

Sunday, September 17, 2023 - 8:00 AM - 2:30 PM

Exhibitor Move-Out:

Wednesday, September 20, 2023 - 2:30 PM - 5:00 PM

Thursday, September 21, 2023 - 7:00 AM - 12:00 PM

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock. **All vehicles must be removed from the dock area immediately after being unloaded.**

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: cars, pickup trucks, passenger vans, and other trucks primarily designated for passenger use. Please see below for POVs that meet the requirements. The maximum carry weight for the cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Anything greater than 199 lbs. will be assessed appropriate material handling charges.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$159.36.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	\$159.36	\$159.36
Total Cartload Service Order:				\$

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



NEED AN EXPEDITED MOVE-OUT?

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With **Premium Return Service** you will get your materials returned as a priority to expedite dismantle and reduce long move-outs.

As a white glove service, our team will make every effort to deliver your labels to the booth during move-in. You may also visit the **AGS Service Desk** on-site to obtain these labels. Service is subject to availability based on volume.

PREMIUM RETURN SERVICE: \$250.00

Yes, we would like *Premium Return Service*

We are storing: # of Pieces Crates Boxes Fiber Containers Anvil Cases Other



- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is **NOT** available for skids.



- This is a limited service and we ask that you make your **Premium Return Service** reservations in advance.
- This service must be established prior to the removal of materials from the floor. The exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.
- This is not an alternative to **Material Handling**. **Material Handling** services must be established prior to ordering this service.
- All **Premium Return Service** labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.
- Taxes added where applicable.
- **Cancellation Policy:** **Premium Return Service** is a reserved space managed service. All cancellations must be made seven days prior to the event. Cancellations within seven days will be refunded 50%. No refunds will be made for on-site cancellations.

PREMIUM RETURN SERVICE

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or

Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

3. Customer Obligations:

a. Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and



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completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

4. **ICCTA Waiver; Mutual Indemnification:**

a. ICCTA Waiver. Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

b. Customer Indemnification. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys', expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the

limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

5. **Disclaimer And Limitation Of Liability:**

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.

6. **No Liability for Loss or Damage to Goods:**

a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.



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b. Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

e. Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled. **If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$650.00 for up to 1,499 lbs, a \$850.00 min for 1,500 - 2,999 lbs, and a \$1,050.00 min for 3,000+ lbs for transportation and/or storage. Additional fees may apply based on size and complexity of loading and storage needs. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling. Post-show disposal of all empty crates, carpeting**

or display materials are the responsibility of the exhibitor including disposition or return to company warehouse. Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee beginning at \$500, depending on size and weight. This service fee will be charged by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.

g. Concealed Damage. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled goods.

h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

j. Special Handling Needs. AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where



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equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

b. AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

8. Measure of Damage:

a. Sole Relief. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned

labor.

9. Miscellaneous:

a. Insurance. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

b. Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

i. Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

ii. Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit. Any action at law regarding loss or damage



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to Goods must be filed within one (1) year of the date of declination of any part of a claim.

e. Notice of Legal Action. In the event an exhibitor threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

11. Advanced Warehousing/Temporary Storage/Long Term Storage:

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits

or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

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.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® 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 ArcBest 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 (844) 718-7620.

800-654-7019
tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916

Ancillary Services

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The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

American Vein and Lymphatic Society

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MIAMI BEACH
CONVENTION CENTER

ELECTRICAL & PLUMBING

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Exhibits

AV Order Form

If you prefer, you may complete this form online at:

<https://www.splchicago.com/avlsexhibits/>

Show Name: UIP 2023 World Congress Booth# _____

Company:			
Contact:			
Billing Address:			
City/State/Zip:			
E-Mail:		Phone:	

Onsite Contact:		Setup	Strike
Mobile:		Date:	
		Time:	

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	24" Flat-screen Monitor	\$320.00	\$385.00	
	32" Flat-screen Monitor	\$550.00	\$595.00	
	50" Flat-screen Monitor with table stand *	\$1050.00	\$1,125.00	
	65" 4K Flat-screen Monitor with table stand*	\$1,350.00	\$1,475.00	
	86" 4K Flat-screen Monitor (dual-post stand required)*	\$2,600.00	\$2,900.00	
	Media Player	\$120.00	\$145.00	
	Dual-Post Stand	\$180.00	\$210.00	
	Monitor Wall Bracket (must be installed by Exhibit Show Services)	\$180.00	\$210.00	
	Laptop Computer	\$430.00	\$460.00	
	Computer Speakers	\$100.00	\$120.00	
	Wireless Lavalier	\$455.00	\$515.00	
	Wireless Headset Mic	\$575.00	\$650.00	
	Wireless Standing Mic/Handheld Mic	\$455.00	\$515.00	
	Booth PA (2 Speakers, Stands, Mixer, Standing Mic)	\$850.00	\$1,020.00	

*Dual post floor stands for TVs must be ordered separately

All orders must be received prior to Sept 8

Deadline for Advanced Rate Orders: Sept 1, 2023.

The standard rate applies for orders received after the expressed deadline date. All orders are subject to availability upon the time of submission.

Equipment Total:	
Labor (25% of Equipment Total or \$175 minimum):	
Delivery Fee:	\$150.00
Grand Total:	

There will be a 3.5% processing fee for credit card orders.

If you prefer, you may complete this form online at:

<https://www.splchicago.com/avlsexhibits/>

Deadline for Advanced Rate Orders: September 1, 2023

The standard rate applies for orders received after the expressed deadline date. All orders are subject to availability upon the time of submission.

Terms and Conditions

- A 25% Equipment Set and Dismantle Fee will be added to the order.
- Cancellations received less than 7 days prior to delivery date will incur 100% of the original charges on the order.
- The equipment is the responsibility of the client from delivery until it is picked up at end of show.
- Full replacement or repair costs will be charged for any damage or missing items.
- Add 20% cost for any orders made on site
- The customer is responsible for arranging and providing the necessary electrical needs.
- A representative of your company must be present at the time of the delivery for set up instructions and delivery verification.
- SPL cannot install wall brackets. Contact Exhibit Show Services.
- If you have any special equipment request not included on the order please call.
- All amounts are in USD.

Submission

Please email your order form to avls@splchicago.com and we will get back to you with confirmation and provide a link for electronic and secure payment, or you can go to our online order form at: <https://www.splchicago.com/avlsexhibits/>

If you have any questions about your order or have requirements not listed on this form, please contact SPL at **(847) 430-4700**.



FOOD & BEVERAGE POLICIES

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES

- Centerplate is pleased to be the Exclusive Caterer to the Miami Beach Convention Center. We will provide all of your food, beverage and staff service. **NO outside food & beverage is allowed in the building.**
- If your company manufactures, produces, or distributes food or beverages and your products are related to the nature of the show, you may provide samples for your guests' enjoyment in your booth on the trade show floor. Maximum food sample sizes are two (2) ounces, and maximum beverage sample sizes are three (3) ounces. **A Sample Food and/or Beverage form must be requested from the Senior Catering Sales Manager. The completed form must be returned 14 days prior to the sampling occurring.**
- No food or beverage may be sampled or given away outside of the exhibit hall, ballrooms, common areas or inside any meeting rooms of the Miami Beach Convention Center.
- If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Centerplate to assess a **Buy Out or Corkage Fee** for the of bringing their product into the Miami Beach Convention Center.
- **Food and Beverage "Traffic Promoters" must be purchased through Centerplate.** Small candies such as individually wrapped mints are permitted. Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their featured product has no relation to food and beverage.
- Popcorn Machines may be rented through Centerplate, only if prior approval has been given to the exhibitor by show management.
- An exhibitor may bring in Logo'd Bottled Water. A corkage fee of \$1.50+ tax per bottle will apply. Centerplate reserves the right to control the quantity of logo'd Bottled Water brought into the facility. For more details, contact the Senior Catering Sales Manager.
- All exhibit booth orders are designed and packaged to be placed on your counters or booth tables prearranged by the exhibitor with the show decorator. Centerplate does not provide tables for display of food and beverage. This is a requirement of the show decorators. Electrical needs for food service, trash removal, table, and chair equipment must be coordinated through your show's general contractor or show decorator. For table requirements please ask your Food & Beverage Sales Manager.





- Our food and beverages are provided on high quality disposable ware with appropriate condiments. We will be glad to coordinate specialty linens, flowers, and amenities to optimize services.
- The Booth Service Order Form must be received no later than fourteen (14) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after ten days may be limited to only those items on hand.
- To best serve your catering needs, we require your guarantee at least 72 business hours (3 business days) in advance for ordering. An additional 24% service charge may apply for rush orders.
- All prices are subject to 24% Administrative Charge and 9% Sales Tax.
- Cancellations of perishable products prior to seventy-two (72) business hours in advance of the show's start will receive a refund. Cancellation of services within seventy-two (72) Business hours of the show's start will be subject to payment in full.
- Please allow a minimum of 45 minutes to 1 (one) hour for all on-site orders and replenishment requests during the show.
- Room Orders under \$100.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.
- Booth Orders under \$75.00++ per delivery are subject to a delivery fee of \$25.00+. **Client MUST be Present in Booth to receive Food & Beverage Order.** Redelivery Fee of \$25++ will apply.
- All orders must be accompanied by payment in full (100% prior Date of Event). Centerplate will accept Company Checks drawn on a US bank, Visa, MasterCard, Discover and American Express. A credit card is required to be on file for each exhibitor to secure on-site orders during the event. A front & back copy of the card is required for processing. This includes all clients that have made payment in full in advance with a company check.
- Our full Catering Menus for Meeting Room functions, Private Parties, Hosted Bars and Receptions are available upon request

Thank you for choosing the Miami Beach Convention Center for your event!

Let us take care of the details so you may attend to your visitors and clients.

Please contact us with your goals and we will help you achieve them.





EXHIBITOR CATERING MENU 2023





WELCOME TO THE MIAMI BEACH CONVENTION CENTER

Great food and beverage will help create memorable moments for your guests.

Sodexo Live! is here to guide you through your events with impactful sustainability programs, delicious enhanced menus, and enthusiastic team-members dedicated to your success.

Receive first-class service from farm to kitchen to table with passionate hospitality professionals dedicated to your success. Feel great about helping local suppliers, many of which are minority-owned or small business enterprises, bring your guests the best flavors of the region.

Whether it's a morning cafecito, a Latin-inspired gala dinner, or a refreshing rum cocktail, create a unique Miami Beach experience that will keep your guests coming back year after year. And if your next event rotates cities, benefit from our network of premiere locations that already know you.

The Sodexo Live! Team
1901 Convention Center Drive
Miami Beach, FL 33139



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SUSTAINABILITY

Sodexo Live! is dedicated to minimizing our carbon footprint and reducing greenhouse gas emissions through our continued sustainability efforts. Look for this logo to find ways we are incorporating sustainable practices and help us make an impact on change.



Other ways we are incorporating environmentally friendly applications are:

- Reducing food waste with portion control and strategic ordering procedures
- Utilizing only compostable and recyclable products for disposable serviceware
- Participating in City of Miami Beach's single-stream off-site recycling program
- Enhancing our menu selections with new and fresh plant-based options
- Partnering with local organizations to facilitate compost program which benefits farms and communities across South Florida

Click through to read more about [MBCC's](#) and [Sodexo Live!'s](#) sustainability efforts.

DIETARY KEY



GLUTEN FREE



PLANT-BASED

Please see our addendum for expanded dietary information, including:



DAIRY FREE



CONTAINS SOY



CONTAINS EGG



CONTAINS SHELLFISH



CONTAINS NUTS

Many of our menu items may be adjusted to accommodate different dietary needs. Please see page 22 for a list of plant-based substitution options.

Sodexo Live! does not operate a dedicated allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

For halal, kosher, and other specialty dietary needs, please speak with your Catering Sales Professional.



COFFEE &
REFRESHMENTS

COFFEE BREAKS

PREMIUM COFFEE BY THE GALLON

PREMIUM COFFEE BY THE GALLON

One (1) Gallon serves approximately 12 cups

Premium Coffee	\$65
Premium Decaffeinated Coffee	\$65
Selection of Herbal Teas	\$65

Prices listed are per gallon. Minimum of one gallon per selection.

The selections above include sugar, sugar substitute, half & half, skim milk, and a plant-based milk.

VIP COFFEE BY THE GALLON

PREMIUM COFFEE BY THE GALLON

One (1) Gallon serves approximately 12 cups

VIP Premium Coffee	\$80
VIP Premium Decaffeinated Coffee	\$80
VIP Selection of Herbal Teas	\$80

Prices listed are per gallon. Minimum of one gallon per selection.

The selections above include sugar, sugar substitute, half & half, skim milk, and a plant-based milk, along with caramel and chocolate sauces, sugar sticks, honey and fresh whipped cream.

SINGLE-SERVE COFFEE BREWERS

NESPRESSO® *

Starting Kit & Machine	\$350
Rental Additional Refills	\$280

Make yourself a fresh cup of coffee or a cappuccino/espresso with your Nespresso coffee maker. Each kit includes one-time Nespresso machine rental, 3 gallons of water, 30 regular coffee pods, 12 decaf coffee pods, select packages of tea and appropriate condiments.

KEURIG® *

Starting Kit & Machine	\$335
Rental Additional Refills	\$260

Start your morning with a fresh cup of brewed coffee using your Keurig. Each kit includes Keurig coffee maker, 3 gallons of water, 36 regular coffee pods, 12 decaf coffee pods, 12 tea pods and appropriate condiments.

*Requires 110 volts, 20 amps electrical service (client is responsible for electrical requirements).

Single-serve coffee machines incur one (1) rental fee per rental period.

BARISTA SERVICES

EXPRESS KAFEH

Elevate the quality of service to your guests and stand out with a unique barista experience. Upgrade to a full-day service and take advantage of the Ripples® printer to put your logo onto beverages as guests drink – watch their surprise and enjoy the resulting conversation. Part of the South Florida landscape since 2012, Express Kafeh are passionate about their coffee and take great pride in the drinks that they prepare. Using local, professionally trained baristas, their focus is on providing a great guest experience reflecting positively on your brand. This customer service ethic has been rewarded over the past few years as the company expands its service area through the USA, Canada, Europe and Asia.

Essentials Package

Gourmet Coffee made with 100% Arabica & Decaf Espresso Beans
Made to order Cubano, espresso, cappuccino, caramel macchiato, café mocha, café late, Americano and hot chocolate

Half day package	\$1650
Additional cups over package size (within time limit)	\$5.25 each

- 4-hour service with 300 cups
- Espresso machine and grinder
- Service Bar *
- One (1) trained barista
- Requires 110 volts, 20 amps electrical service (*client is responsible for electrical requirements*)

Ultimate Package

Gourmet Coffee made with 100% Arabica & Decaf Espresso Beans
Made to order Cubano, espresso, cappuccino, caramel macchiato, café mocha, café late, Americano and hot chocolate

Full day package	\$3000
Additional cups over package size (within time limit)	\$5.25 each

- 8-hour service with 550 cups
- Espresso machine and grinder
- Service Bar *
- Ripples® beverage printer – put your logo on your drink
- One (1) trained barista
- Requires two 110 volts, 20 amps electrical service (*client is responsible for electrical requirements*)





*Your barista service can be set-up either on your own booth furniture (must be at least 36" high) or on our service bar (approx. 6' width). Please consult your catering professional for further details.

NON ALCOHOLIC BEVERAGES

BY THE DOZEN

Minimum one (1) dozen per menu item

Assorted Fruit Juices, 10oz Orange, apple, cranberry	\$60
 Assorted Pepsi® Products, 12oz Can Pepsi, Diet Pepsi, Sierra Mist	\$48
 Pepsi® Proud Source Water, 16oz Bottle	\$72
Perrier®, 11.15oz	\$60
Gatorade®, 20oz	\$84
Red Bull® Energy Drink, 8.4oz	\$72
Assorted Starbucks® Frappuccinos, 9.5oz Caramel, Vanilla, and Mocha	\$96

BY THE GALLON

One (1) Gallon serves approximately 12 cups

Enjoy your choice of freshly squeezed juices (<i>select one</i>):	\$53
<ul style="list-style-type: none"> • Tropical Fruit Punch • Orange Juice • Lemonade 	
Iced Tea	\$47
Southern Sweet Tea	\$47

WATER COOLERS

Water Cooler Rental One-time charge per cooler Includes five gallons of spring water Requires 110 volts and 20 amp electrical service (client is responsible for electrical requirements)	\$200
Additional Spring Water Five-gallon container	\$50



BREAKS &
SNACKS

PASTRY SHOP

SOLD BY THE DOZEN

<p>Assorted Hometown Pastries \$60</p> <p>Guava, guava and cheese, pineapple, and coconut</p>	<p>GF Brownies \$60</p> <p>Chocolate fudge brownies</p>
<p>Freshly Baked Pastries \$60</p> <p>Chef selection of house-made pastries</p>	<p>Blondies \$60</p> <p>Vanilla walnut blondies</p>
<p>Assorted Muffins \$60</p> <p>Chocolate banana coconut, cranberry walnut flax seed, lemon blueberry sunflower seed, and mango papaya</p>	<p>Assorted Tropical Mini Bundt Cakes \$60</p> <p>Key lime, coconut, double chocolate, and pineapple</p>
<p>Assorted Strudel Danish \$60</p> <p>Cheese, crumb, cherry, and pineapple</p>	<p>GF Chocolate Covered Strawberries \$64</p> <p>White, milk, and dark chocolate</p>
<p>Assorted Breakfast Loaves \$60</p> <p>Banana nut, blueberry, cinnamon, lemon poppy, and chocolate</p>	<p>Freshly Baked Gourmet Donuts \$60</p> <p>Assortment of Chef's selection of freshly baked donuts</p>
<p>Assorted Croissants \$60</p> <p>Plain, chocolate, raspberry, and vanilla almond</p>	<p>Assorted Gourmet Cupcakes \$60</p> <ul style="list-style-type: none"> • Carrot raisin and walnuts with vanilla icing • Red velvet with cream cheese icing • Picasso with chocolate chunks, chocolate fudge, mini marshmallows, and chocolate shaving
<p>Assorted Bagels \$60</p> <p>Plain, sesame, everything, and cinnamon raisin, served with cream cheese and preserves</p>	<p>GF Gluten-Free Options Available For: +\$5 per dozen</p> <ul style="list-style-type: none"> • Assorted Muffins • Assorted Breakfast Loaves • Assorted Freshly Baked Gourmet Cookies • Assorted Tropical Mini Bundt Cakes • Assorted Gourmet Cupcakes
<p>Assorted Freshly Baked Scones \$60</p> <p>Blueberry, raspberry-white chocolate, and apple cinnamon served with butter, preserves, and honey</p>	
<p>Assorted Freshly Baked Gourmet Cookies \$72</p> <p>Chocolate chunks, oatmeal raisin, peanut butter, and white chocolate macadamia</p>	

FROM THE PANTRY

SNACKS BY THE DOZEN

Granola Bars Individual full size	\$51
GF Trail Mix Individual full size bags	\$51
Candy Bars Assorted individual full size	\$51
GF Smart Food® Popcorn Individual full size bags	\$51
GF Plantain Chips Individual full size bags	\$51
Pretzels Individual full size bags	\$51
GF Potato Chips Assorted individual full size bags	\$51
GF Doritos® Individual full size bags	\$51
GF Fritos® Individual full size bags	\$51
Traditional Chex® Mix Individual full size bags	\$51

HEALTHY SERVINGS BY THE DOZEN

GF Assorted Fruit Yogurt Individual containers	\$66
GF Fruit Cups Individual containers	\$90
Yogurt and Granola Parfaits Individual containers	\$90
GF Chia Puddings Made with green tea and coconut milk, topped with a selection of either: <ul style="list-style-type: none"> • Berries • Chocolate Individual containers	\$72

ICE CREAM - INDIVIDUALLY PACKAGED

TWO DOZEN MINIMUM ORDER

Assorted Ice Cream Novelties* (24 units) Assortment of ice cream sandwiches, cones, sherbet cups and strawberry shortcake on a stick Freezer rental required at \$100 per unit	\$160
Premium Ice Cream Novelties* (24 units) Assortment of brand name ice cream bars, cookie sandwiches, and cones Freezer rental required at \$100 per unit	\$180

*Power requirement. Please pre-order your booth cleaning and electrical through exhibit services. Power requirement (1) 110 volt, 20-amp circuit.



HOUSEMADE SNACKS

INDIVIDUALLY PACKED

50 PORTIONS MINIMUM ORDER, UNLESS OTHERWISE STATED

-
- | | |
|--|-------|
|  Homemade Garlic Truffle Potato Chips | \$275 |
| Freshly fried home chips - Individually packaged | |
|  Chile-Lime Popcorn | \$265 |
| Fresh popcorn seasoned with chili lime - Individually packaged | |
|  Zesty Plantain Chips | \$265 |
| Fried chips seasoned with lime and salt - Individually packaged | |
|  Sweet and Salty Popcorn | \$265 |
| Mix of caramel popcorn drizzled with dark chocolate, white cheddar, and sweet and spicy seasoning | |
| House Trail Mix | \$265 |
| Dried fruit, M&M's® dark and white chocolate chips, assorted nuts and pretzel mix. | |
| Cookies Bites | \$265 |
| Mix of triple chocolate, white chocolate macadamia, peanut butter and oatmeal raisin | |
|  <i>Vegan alternative available for additional \$20 per order</i> | |
| Brownie (GF) and Blondie Bites | \$290 |
| Chocolate dipped brownies (GF) and blondies | |
|  Herbed Marcona Almonds | \$250 |
| Roasted herbed Marcona almonds, served with marinated olives
Minimum of 25 portions per order | |
-



ATTRACTIONS

Warm, Freshly Baked Cookies

\$800

Cast your presence far and wide as you draw prospective clients into your booth with the irresistible aromas of fresh-from-the-oven baked cookies. Each case bakes 240 two (2) ounce cookies.

Service Includes:

- Oven rental
- One (1) case of cookie dough
- Oven mitt
- Spatula
- Tray

Flavor Options (select one):

- Chocolate chip
- Sugar
- Oatmeal raisin
- Peanut butter
- White Chocolate macadamia nut

Additional Servings

\$660

Serves 240 two (2) ounce cookies

Requires one (1) mandatory service attendant at \$180++ per 3-hour minimum shift.

Requires 110 volts, 20 amps electrical service.
(client is responsible for electrical requirements)

This service can be set-up either on your own booth furniture or on our service bar (approx. 6' width). Please consult your catering professional for further details.

B R E A K F A S T



BREAKFAST PLATTERS

PLATTERS OF BREAKFAST SANDWICHES

SERVES 12 GUESTS

COLD BREAKFAST SANDWICHES

\$120

12 Sandwiches on a Platter

Served with individual fruit cups appropriate condiments.
No substitutions / modifications.

Step 1: Choose fillings

Pick three sandwich filling types. You get four of each sandwich:

- Bagel with smoked salmon, capers, and cream cheese
- Bagel with cream cheese, figs, and prosciutto
- Croissant with spinach, feta, tomato, and hummus
- Croissant with egg salad

HOT BREAKFAST SANDWICHES

\$120


12 Sandwiches on a Platter

Served with individual fruit cups and appropriate condiments.
No substitutions / modifications.

Step 1: Choose fillings

Pick three sandwich filling types. You get four of each sandwich:

- Bagel with eggs and cheese
- Bagel with eggs, cheese, and ham
- English muffin with eggs and bacon
- English muffin with turkey sausage and cheese

 *Vegan egg alternative available for additional \$60 per order*





LUNCH

LUNCH BOXES

GOURMET TO GO SANDWICHES, WRAPS AND SALADS

25 MINIMUM ORDER

SANDWICHES

\$37

Served with whole fresh fruit, cookie, chips and appropriate condiments

Please select one from the following:


- Roast beef, arugula, Boursin® cheese, BBQ horseradish and caramelized onion
- Black Forest ham and Swiss cheese
- Caribbean chicken salad with crisp greens
- Premium roast turkey club with Tillamook® cheddar and pesto aioli
-  Sliced fresh cucumber, alfalfa sprouts, spinach, and tomato with avocado spread
- Salami, capicola, ham, pepperoni with provolone cheese and olive tapenade
- Fresh mozzarella, tomato, and pesto

WRAPS

\$37

Served with whole fresh fruit, cookie, chips and appropriate condiments.

Please select one from the following:


- Roast beef, arugula, Boursin® cheese, BBQ horseradish and caramelized onion
- Premium roast turkey club with Tillamook® cheddar and pesto aioli
-  Sliced fresh cucumber, alfalfa sprouts, spinach, and tomato with avocado spread
- Fresh mozzarella, tomato, and pesto

SALADS

\$33

Served with whole fresh fruit, cookie, chips and appropriate condiments.

Please select one from the following:

-  Super chicken Caesar salad with super greens, blueberries, strawberries, toasted almonds and Caesar dressing
- Farm fresh quattro beet hummus, crudité, edamame salad, Brussel sprout cranberry slaw
- Greek salad with fresh spring greens, bell peppers, sliced tomatoes, red onion, cucumber, black olives, feta cheese and Greek dressing
- Garden salad with blended mixed greens, shredded carrot, cucumber, red onion, croutons and ranch dressing

ADD A PROTEIN

Deluxe Proteins

+\$5

- Grilled Chicken Breast
- Tuna Salad

Premium Proteins

+\$10

- Pan Seared Steak
- Oven Roasted Salmon

DELI LUNCHEONS

PLATTER OF SANDWICHES

SERVES 12 GUESTS

Create Your Own Sandwich Platter


\$220

One dozen (12) sandwiches served on a platter with individual packages of Terra® Chips and appropriate condiments. No substitutions / modifications.

Step 1: Choose Sandwich style



Only one selection allowed per platter.

- Sandwiches on focaccia roll
- Gourmet wraps (mix of tomato, wheat, and spinach)
- Croissant sandwiches

 Gluten-free options available for additional \$20 per platter

Step 2: Choose Fillings

Pick three sandwich filling types. Four of each sandwich:

- Roasted turkey breast, Havarti cheese, green leaf
- Smoked ham, Swiss cheese, green leaf
- Albacore tuna salad, green leaf
- Grilled chicken breast and roasted pepper
- Prosciutto ham, brie cheese, baby greens, honey mustard
- Roast beef, Boursin® cheese, green leaf
-  Sliced fresh cucumber, alfalfa sprouts, spinach, and tomato with avocado spread
-  Grilled vegetable sandwich with asparagus, mushroom, sundried tomato, and lettuce
- Fresh mozzarella, tomato, basil, and pesto aioli

BOWL OF SIDE SALAD

SERVES 10-12 GUESTS

Baked Three Potato Salad

\$80

Yukon gold, sweet and red bliss potatoes with sour cream, grain mustard dressing and flat leaf parsley

Garden Salad

\$80

Blended mixed greens, shredded carrot, cucumber, red onion, croutons with Ranch or Italian dressing

Jackfruit Calypso Salad

\$100

Crisp greens, papaya, mango, heirloom tomatoes, onions, feta cheese served with chili lime dressing

Greek Salad

\$100

Fresh spring greens, bell peppers, sliced tomatoes, red onion, cucumber, black olives, sprinkled with feta cheese and drizzled with olive oil & vinegar

Caprese Salad

\$110

Fresh sliced mozzarella, sliced heirloom tomatoes, fresh basil and olive oil



RECEPTIONS

SIGNATURE HORS D'OEUVRES

HORS D'OEUVRES PER PIECE

PRICES LISTED ARE PER PIECE. MINIMUM OF 50 PIECES PER SELECTION.
ADDITIONAL STAFF FEES APPLY FOR BUTTLER PASSED SERVICE.

GF Asian Street Taco <i>(select one):</i>	\$7
<ul style="list-style-type: none"> • Chicken: Sweet and spicy chicken on a wonton taco with cilantro slaw • Seafood: Garlic shrimp on corn tortilla with corn mousse 	
Y Plant Based: Ropa vieja style jack fruit with onions	
Ahi Tuna	\$8
Wakame, ginger soy vinaigrette, crispy wonton	
GF Bison Short Rib	\$8
Merlot demi, on crispy potato cheddar cake	
GF Jackman's Ranch Florida Wagyu Beef Oxtail	\$8
Wagyu oxtail served on patakones topped with aji amarillo aioli	
GF Grilled Octopus	\$7
Citrus marinade grilled octopus with Haricot Vert and fingerling salad	
GF Seared Sea Scallop	\$8
Poblano pepper and truffle aioli	
Dade Street Craft Wagyu Mini Burger	\$8
Grilled Wagyu burger on a Sullivan Street brioche, topped with bacon habanero jam and fried quail egg	
GF Salmorejo Black Grouper	\$9
Local black grouper served with shaved asparagus salad and gazpacho confit	
Y Korean BBQ Jackfruit	\$7
Jicama Slaw, mini steamed bun	
Y Mushroom Croquette	\$7
Wild mushrooms, black truffle, cashew cream, grained mustard aioli	
Y Vegan Scallop	\$8
King trumpet mushrooms, curried parsnip puree, parsnip chips, pomegranate, shiitake "bacon"	



RECEPTION FAVORITES




HORS D'OEUVRES PER PIECE

PRICES LISTED ARE PER PIECE. MINIMUM OF 50 PIECES PER SELECTION.
ADDITIONAL STAFF FEES APPLY FOR BUTTLER PASSED SERVICE




CEVICHEs, SHOOTERS & SUSHI

 Tomato and Fresh Mozzarella Shooter	\$5
 Heart of Palm Ceviche Shooter	\$5.75
 Peruvian Ceviche Shooter Served with lime, onion, sweet potato, and corn	\$6
 Cobia and Shrimp Ceviche Shooter Served with fresh pico de gallo	\$6.50
 Assorted Sushi & Rolls with Dipping Sauce, Wasabi and Pickled Ginger	\$6
 Vegan Sushi Rolls with Tamari, Wasabi, and Pickled Ginger <i>(please select one)</i>	\$8
<ul style="list-style-type: none"> Mighty Shroom - Shiitake mushroom teriyaki, spinach, avocado, wasabi mayo, multigrain rice 24 Carrot - Carrot mix, cucumber, avocado, wasabi mayo, multigrain rice 	


POT STICKERS & SPRING ROLLS

Vegetarian Pot Sticker with Ponzu Sauce	\$5.75
Fried Pork Pot Sticker with Ponzu Sauce	\$5.75
Chicken Lemongrass Pot Sticker with Sweet Thai Chili Sauce	\$6
 Vegetable Spring Roll with Sweet and Sour Dipping Sauce	\$5.50
Cuban Spring Roll with Mango Sauce and Mustard	\$5.50
Southwest Chicken Spring Roll with Mustard Aioli	\$6
<hr/>	
LIGHT AND HEALTHY	
 Chunky Guacamole with Roasted tomatoes on Artisan Toast	\$6
Goat Cheese and Fig Spread on Artisan Toast	\$6
Brie and Caramelized Onion on Artisan Toast	\$6
 Jumbo Shrimp with Cocktail Sauce	\$7.25

SKEWERS

 Vegetable Antipasto Skewer	\$5.50
 Jamaican Jerk Chicken Satay	\$5.75
 Beef Yakatori with Spicy Sesame Ginger and Broccoli Sprouts	\$6.75

EMPANADAS

Ropa Vieja Empanada	\$6
Argentine Chicken Empanada with Garlic Aioli	\$6
 Jack Fruit Empanada	\$6

SLIDERS

Mini Cuban Slider	\$6
A1A Beef Slider with American Cheese, Shaved Onion, and Pickles	\$6.50
Sweet Chili Chicken Slider	\$6.50
Caprese Slider with Tomato, Fresh Mozzarella, Mixed Greens, and Pesto Aioli	\$5.50



PLANT-BASED
MENU



GOING GREEN

Food choices matter. Matter for our health, matter for the environment and matter for the women and men who work hard to get it to our plates. Helping people increase the share of plant-based foods in their diet is a critical step in reducing green-house gas emissions. Our chefs and supply experts take great care that the food we serve is nourishing, safe, and of great quality, and all our teams make a concerted effort to prevent food waste.

The following vegan and vegetarian items may be substituted for like products in our standard menus. Please consult your sales professional for further details.

BREAKFAST AND LUNCH

- Croissant with Spinach, Feta, Tomato, and Hummus
- Bagel with Eggs and Cheese
- Grilled Vegetable Sandwich with Herb Oil
- Cucumber Spinach Wrap with Alfalfa Sprouts, Tomatoes, and Avocado Spread
- Fresh Mozzarella and Tomato Wrap with Basil and Pesto Aioli
- Baked Three Potato Salad
- Jackfruit Calypso Salad
- Greek Salad
- Caprese Salad

RECEPTION FAVORITES

- Vegan Mushroom and Carrot Sushi
- Heart of Palm Ceviche
- Jackfruit Ropa Vieja Empanada
- Wild Mushroom Pot Sticker
- Vegetable Antipasto Skewer
- Vegetable Spring Roll
- Tomato and Fresh Mozzarella Shooter
- Caprese Slider with Tomato, Mozzarella, Mixed Greens, and Pesto Aioli
- Mushroom Croquette
- Korean BBQ Jackfruit Bun
- Vegan Mushroom "Scallop"
- Chunky Guacamole on Artisan Toast

Additional menu items not listed may be modified to accommodate dietary needs, subject to availability. Please speak to your sales professional for assistance with these adjustments.



H O S T E D B A R S

BARS ON CONSUMPTION

ALL HOSTED BARS ARE ON CONSUMPTION AND SUBJECT TO \$700 MINIMUM CONSUMPTION

Professional Sodexo Live! bartenders are required for all alcohol services - Bartender fee of \$180 per bar (3 hours) will be applicable when minimum is not reached.

Sodexo Live! reserved the right to make reasonable product substitutions after consultation with Customer based on product availability.

DELUXE BAR		PREMIUM BAR		ULTRA PREMIUM BAR	
Spirits - by the cocktail	\$9.50	Spirits - by the cocktail	\$10.50	Spirits - by the cocktail	
Vodka: New Amsterdam		Vodka: Tito's		Vodka: Grey Goose	
Gin: New Amsterdam		Gin: Tanqueray		Gin: Hendrick's	
Rum: Bacardi Superior		Rum: Bacardi 8		Rum: Bacardi 10	
Tequila: Jose Cuervo Gold		Tequila: Herradura Silver		Tequila: Patron Silver	
Scotch: Dewar's White Label		Scotch: Glenfiddich 12		Scotch: Glenfiddich 14	
Bourbon: Jack Daniel's		Bourbon: Bulleit		Bourbon: Woodford Reserve	
Canadian Whisky: Seagram's 7		Canadian Whisky: Seagram's VO		Canadian Whisky: Crown Royal	
Irish Whiskey: Bushmills		Irish Whiskey: Proper No Twelve		Irish Whiskey: Tullamore D.E.W	
		Brandy: Hennessy VSOP		Brandy: Hennessy XO	
		Cordials/Liqueurs: Baileys		Cordials/liqueurs: Grand Marnier	
Wines - by the glass	\$8.50	Wines - by the glass	\$9.50	Wines - by the glass	
Cavit, Pinot Grigio		Ecco Domani, Pinot Grigio		Santa Cristina, Pinot Grigio	
Canyon Road,		Chateau Ste Michelle, Chardonnay		Liquid Light, Sauvignon Blanc	
Chardonnay Frontera		Cono Sur Bicicleta, Pinot Noir		Columbia Winery, Merlot	
Cabernet		Los Vascos, Cabernet		Mon Frère, Pinot Noir	
Two Vines, Merlot					
BEERS AND SELTZER		NON-ALCOHOLIC BEVERAGES			
Available for all bar options		Available for all bar options			
American Premium Beer	\$6.50	Assorted Pepsi® Products	\$4		
Bud Light, Miller Light, Michelob Ultra					
Imported Beer	\$7.50	Pepsi® Proud Source Water	\$6		
Heineken, Corona					
Craft Beer	\$7.50	Perrier®	\$5		
Sam Adams Boston Lager, Sierra Nevada Pale					
Hard Seltzer	\$7.50	Assorted Fruit Juices	\$5		
White Claw, Assorted Flavors					
		Red Bull® Energy Drink	\$6		

Sodexo Live! reserves the right to make reasonable product substitutions after consultation with Customer based on product availability.

WINES BY THE BOTTLE

ALL HOSTED BARS ARE ON CONSUMPTION AND SUBJECT TO \$700 MINIMUM CONSUMPTION

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SPARKLING

LaMarca Prosecco - Italy \$50
Flavors of ripe lemon, green apple and grapefruit framed by mineral undertones

PINOT GRIGIO

Bottega Vinaia - Italy \$58
An alluring floral perfume of an intensity and persistence rare in a Pinot Grigio. Fresh, dry and flavorful with a firm structure leading into a lingering finish, it displays character and finesse.

SAUVIGNON BLANC

Whitehaven - New Zealand \$55
Bright notes of grapefruit and lemongrass in this superbly. Smooth and zesty on the palate with classic characteristics of fresh-snipped greens, white peach and pear blends with hints of tropical fruit

RIESLING

Roscato Moscato - Italy \$42
Pale yellow with green highlights. Lush apricot notes with floral and spicy notes. Prevailing sweetness is balanced by crisp acidity.

CHARDONNAY

Clos du Bois - Californian \$40
Intense aromas of apple blossom, ripe pear, and sweet lemon drop aromas are followed by toasty oak, spice, cream and bright, juicy flavors of ripe apple and pear for a long and fresh finish.

ROSE

Fleur de Mer - Cotes de Provence, France \$60
Beautifully balanced with bright fruit notes and crisp acidity. Delicate aromas of fresh watermelon and cherry

MERLOT

Bonterra - California \$60
This medium-bodied wine has an elegant and restrained style with nice structure and balance, soft tannins and a long finish. Made with 100% organically grown grapes.

MALBEC

Trivento, Golden Reserve - Argentina \$75
Full bodied with vibrant tannins, round structure and a juicy finish.

CABERNET

Casillero del Diablo Reserva Privada - Chile \$35
Firm structure with smooth and enveloping tannins at the same time. The fruit is perfectly balanced with the contributions of the oak and a lingering finish.

PINOT NOIR

Erath Resplendent - Oregon \$60
Aromas of raspberry jam, strawberries, cherry turnover, vanilla icing and a fragrant hint of orange blossom. Round palate, gratifying with flavors of plum, loganberry, pomegranate and a "dash of sage.

BORDEAUX

Dom. B. Rothschild (Lafite), Légende, - France \$48
Elegant, seductive, dominated by mineral notes (gun flint) mingled with aromas of white fruit and acacia flowers

Sodexo Live! reserves the right to make reasonable product substitutions after consultation with Customer based on product availability.

LUXURY WINES BY THE BOTTLE

ALL HOSTED BARS ARE ON CONSUMPTION AND SUBJECT TO \$700 MINIMUM CONSUMPTION

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CHAMPAGNE

Moet & Chandon Imperial, Brut - France	\$215
Delicious white fruits and soft vivacity of citrus and gooseberry nuances	
Veuve Clicquot, Yellow Label, Brut - France	\$240
Fruity aromas of peach, Mirabelle plum, and pear with vanilla, and toasty brioche	

CHARDONNAY

Planeta - Sicily, Italy	\$160
Single-variety Chardonnay with the pleasing contrast of creaminess and crispness. Soft white wine underlaid by a refreshing acid vein, a slight mineral suggestion and the flavor of ripe peaches, acacia honey and marzipan. Peaty, cereal, and toasted aromas precede the powerful balanced finish.	

PINOT NOIR

Patz & Hall - Sonoma, California	\$130
The color is dark ruby-garnet with great density to the rim, hinting at the layered concentration this wine carries so effortlessly. Aromas of spicy, dried cherries, five-spice powder, cocoa and cranberry weave amongst fresh strawberries and kirsch liquor.	
Talbott Sleepy Hollow - Santa Lucia Highlands, California	\$125
Fresh aromas of cola, black cherry and blackberry along with richer notes of vanilla and subtle spices. On the palate, savory notes of black cherry, vanilla, clove and nutmeg meld with raspberry and plum flavors. Rich, elegant and luxurious, this pinot noir has a delightful touch of well-heeled tannins, cinnamon, vanilla and hard spices.	
Cono Sur Ocio - Casablanca Valley, Chile	\$250
This iconic pinot noir has intense flavors of red fruits and berries with a touch of spice and tobacco.	

CABERNET

Taub Family Vineyards Rutherford, California	\$215
Fine, delicate textures appear on the palate and show this to be an ample, deep wine with a smooth, fine attack followed by an intense, mouth-filling evolution.	
Stags' Leap Wine Cellars Artemis - Napa Valle California	\$225
Expressive aromas of dark berries, currants, raspberry sorbet, nutmeg and baking spices. The wine has a rich entry with round tannins and plush mouthfeel with lingering flavors of dark fruit and subtle oak undertones.	
MALBEC	
Trivento Eolo - Lujan de Cuyo, Argentina	\$225
Full bodied in structure, this wine has lively fruit flavors and sweet round tannins that allow for a long, smooth and lingering finish.	

COCKTAIL STATIONS

READY TO POUR COCKTAILS

ALL HOSTED BARS ARE ON CONSUMPTION AND SUBJECT TO \$700 MINIMUM CONSUMPTION

Professional Sodexo Live! bartenders are required for all alcohol services - Bartender fee of \$180 per bar (3 hrs) will be applicable when minimum is not reached.

Hand crafted classic cocktails

One (1) Gallon serves approximate 14 cocktails

\$150
Per Gallon

Margarita

Raspberry Bourbon Smash

Moscow Mule

Mojito

Tom Collins

Lychee Martini

Mimosa

Bellini

Bloody Mary*

**Add a toppings bar \$55 (per each 14 guest)*

Toppings - Bacon, olives, hot sauce, cocktail onions, celery, cucumber, jalapenos, and pickles





TERMS

EXCLUSIVITY

Sodexo Live! maintains the exclusive right to provide all food and beverage in the Miami Beach Convention Center. All food and beverage, including water, must be purchased from Sodexo Live!

PRICING

A good faith estimate of food and beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the Agreement. Due to fluctuating market prices and product availability, Sodexo Live! reserves the right to make reasonable product substitutions after consultation with Customer.

PAYMENT POLICY

A 50% deposit and signed Food and Beverage contract is due 30 days prior to your Event (100%) of the projected payment for the Event shall be paid at least fourteen (14) days prior the Event. Any deposit schedule that deviates from the above must be agreed to and confirmed in writing by Sodexo Live's catering salesperson.

TERMS, PAYMENT SCHEDULE

Any additional amounts due to Sodexo Live! from the Customer will be based on the actual number of persons/items served and any on site services requested and approved during your Event. On-site charges will be reconciled daily. Customer shall, within ten (10) business days from the invoice date, advise Sodexo Live! in writing of any discrepancies in the invoice so that Sodexo Live! may review and, if necessary, make any proper adjustments.

CANCELTION POLICY

Cancelation by Customer shall be in writing. If Customer cancels five (5) or fewer days prior to the Event, Customer shall be responsible for 100% of the total payment due hereunder. If Customer cancels between six (6) days and thirty (30) days prior to the Event, Customer shall be responsible for fifty percent (50%) of the total payment due hereunder and all amounts over and above this amount, if any, shall be refunded to Customer. If Customer cancels between thirty-one (31) days and sixty (60) days shall be responsible for twenty-five percent (25%) of the total payment due hereunder and all amounts over and about this amount, if any shall by refunded to Customer. If Customer cancels the Event outside of sixty (60) days, Customer shall be responsible for (i) any specialty items or perishable items that have been purchased or ordered by Sodexo Live! for the Event; (ii) any services that have been purchased or ordered by Sodexo Live! for the Event; (iii) any equipment that has been rented by Sodexo Live! for the Event; and/or; (iv) a reasonable administrative fee calculated to compensate Sodexo Live! for its expense leading up to the Event.



GUARANTEED ATTENDANCE

Customer shall notify Sodexo Live!, not less than five (5) business days (excluding holidays and weekends) prior to the Event, the minimum number of persons that Customer guarantees will attend the Event (the "Guaranteed Attendance").

- There may be applicable charges for Events with minimal attendance.
- The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.
- Sodexo Live! will be prepared to serve three percent (3%) above the Guaranteed Attendance, up to a maximum of thirty (30) meals (the "Overage").
- If this Overage is used, the Customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- If Customer fails to notify Sodexo Live! of the Guaranteed Attendance within the time required, (a) Sodexo Live! shall prepare for and provide services to persons attending the Event on the basis of the estimated attendance specified in the Event Orders, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.
- Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the Overage, Sodexo Live! will make reasonable efforts to accommodate such additional persons subject to product and staff availability. Customer shall pay for such additional persons and/or a la carte items at the same price per person or per item plus the applicable service charge and sales taxes. Should the Guaranteed Attendance increase or decrease by twenty percent (20%) or more from the original contracted number of guests, an additional charge of twenty percent (20%) may apply per guaranteed guest, at Sodexo Live! discretion.
- Meal functions of 1,000 and above are considered "Specialty Events" and may require customized menus. Your Catering Sales Professional and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these Events.
- The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the event will be held

PER PERSON CHARGES/PER ITEMS

If the Event Orders provided for reflect per person charges, Customer shall pay Sodexo Live! for every person served at each Event at the per person charge specified on the Event Orders provided. However, if the number of persons served at the Event is less than the Guaranteed Attendance, the Customer shall pay the per person charges based on the Guaranteed Attendance. Sodexo Live! reserves the right to count guests using a mutually agreed upon counting method for an Event which is billed on a per person basis. Should this guest count be less than the Guaranteed Attendance, the Customer shall pay the Guaranteed Attendance. If the Event Orders provided reflect per item charges, Customer shall pay Sodexo Live! for every item prepared for the Event at the per item charge specified on the Event Orders provided.



SERVICE/ADMINISTRATIVE CHARGES; TAXES; ADDITIONAL CHARGES

SERVICE/ADMINISTRATIVE CHARGES AND TAX

A 24% service charge shall apply to all food and beverage charges. Current sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations

The Service Charge is added to your bill for this catered event/function (or comparable service). A portion of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. It is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests.

If the Customer is an entity claiming exemption from any form of taxation in the State where the Facility is located, the Customer must deliver to Sodexo Live! satisfactory evidence of such exemption from such sales tax a minimum of thirty (30) days prior to the Event in order to be relieved of its obligation to pay such sales tax.

CHINA SERVICE

All food and beverage Events, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, additional fees may apply:

- Breakfast, Lunch, Receptions and Dinners: \$2.00 per person, per meal period.
- Refreshment or Coffee Breaks: \$2.00 per person, per break

LINEN SERVICE

Sodexo Live! is pleased to offer in-house linen with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting events.

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. At the time of booking the Event, Sodexo Live! will notify the Customer of the estimated labor fees based on information supplied by the Customer.

DELAYED OR EXTENDED SERVICE

On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge may apply. Should your Event require extended pre or post service or stand by time, often necessitated by functions of 1,000 or more attendees, an additional labor charge may apply at Sodexo Live!'s discretion.

CONCESSION SERVICE

Appropriate operation of Concession Outlets will occur during all show hours, starting ½ hour before doors open to the Event. Sodexo Live! reserves the right to determine which Carts/Outlets are open for business and hours of operation pending the flow of business. For additional Concession Carts/Fixed Outlets, a minimum guarantee in sales is required per Cart/Outlet or Customer will be responsible for the difference in sales per Cart/Outlet.

SECURITY

Customer acknowledges and agrees that Sodexo Live! shall have no responsibility to provide security for the Event. At the discretion of the Facility, in order to maintain adequate security measures, you may be required to provide security for certain events. Security personnel will be at the Customer's sole expense. Please consult with your Facility event manager for details.



FOOD & BEVERAGE POLICIES

- Sodexo Live! is pleased to be the exclusive caterer to the Miami Beach Convention Center. We will provide all of your food, beverage and staff service. No outside food & beverage is allowed in the building
- If your company manufactures, produces, or distributes food or beverages and your products are related to the nature of the show, you may provide samples for your guests' enjoyment in your booth on the trade show floor. Maximum food sample sizes are two (2) ounces, and maximum beverage sample sizes are three (3) ounces. A Sample Food and/or Beverage form must be requested from the Sodexo Live! Catering Sales Department, and returned completed. Approval granted on a case by case basis.
- No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Miami Beach Convention Center.
- If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Sodexo Live! to assess a Buy out or Corkage fee for the privilege of bringing their product into the Miami Beach Convention Center.
- Food and Beverage "Traffic Promoters" must be purchased through Sodexo Live! Small candies such as mints or M&M's bowls are permitted. Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their product (Product brought into facility) has no relation to food and beverage.
- Popcorn Machines may be rented through Sodexo Live!, only if prior approval has been given to the exhibitor by show management.
- An exhibitor may bring in logo'd bottled water. Receiving and daily storage fees may apply. A corkage fee of \$1.50+ tax per bottle will apply. Sodexo Live! reserves the right to control the quantity of logo'd bottled water brought into the facility. Product must be shipped to the Sodexo Live! warehouse prior to the start date of the event and delivery fees of \$25.00+ tax to \$50.00+ tax per delivery to the booth will apply. For more details, contact the Catering Department
- All exhibit booth orders are designed and packaged to be placed on your counters or booth tables prearrange by the exhibitor with the show decorator. Sodexo Live! does not provide tables for display of food and beverage. This is a requirement of the show decorators, not Sodexo Live! Electrical needs for food service, trash removal, table, and chair equipment must be coordinated through your show's general contractor or show decorator.
- Our food and beverages are provided on high quality disposable ware with appropriate condiments. We will be glad to coordinate specialty linens, flowers and amenities to optimize services in your booth. Our sales managers will work with you to provide these enhancements.
- We must receive all Orders from the Booth Service Order Form no later than fourteen (14) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after fourteen (14) days may be limited to only those items on hand.
- In order to best serve your catering needs, we require five (5 business days) Guarantee in advance notice for ordering or an additional 24% administrative charge will apply.
- All prices are subject to 24% Administrative Charges and 9% Sales Tax.
- Cancellations of perishable products prior to five (5) business days in advance of the show's start will receive a refund. Cancellation of services within 5 (five) business days of the show's start will be subject to payment in full.
- Please allow a minimum of 45 minutes to 1(one) hour for all on-site orders and replenishment requests during the show.
- Booth Orders under \$75.00 per delivery are subject to a delivery fee of \$25.00 (9% Sales Tax). Client MUST be present in booth to receive Food & Beverage Order. Re-delivery Fee of \$25 will apply.
- Meeting Room Orders under \$100 per delivery are subject to a delivery fee of \$25(9% Sales Tax.)
- All orders must be accompanied by payment in full (100% prior Date of Event). Our preferred payment method is wire transfer, Sodexo Live! will accept Company Checks drawn on a US bank, Visa, MasterCard, Discover and American Express. A credit card is required to be on file for each exhibitor to secure on-site orders during the event.



Sales Person Paola Perez
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 Office: +1-786-276-2712



CATERING ORDER FORM

Company	Contact Name	On-site Contact

Billing Address	City	State	Zip	Country

Phone Number	Fax Number	Email Address	On-site Contact's Cell

Trade Show Name	Hall& Booth Number or Meeting room Number	Building	Attendance

The blue boxes contain formulas that will automaticall calculate your charges. Please complete all fields. **EMAIL BACK AS AN EXCEL DOCUMENT**

Date Formatted: Enter as MM / DD	Start Time	End Time	Food or Beverage Item Description Insert additional lines if needed	Qty	Unit Price	Budgetary Estimate

Upon receipt of this form, a contract will be created and sent. Functions are considered tentative until signed contract and payment are received.		Estimated Subtotal	
24%	Administrative Fee		
	Labor or Other fees		
	Subtotal Labor or other		
Estimated Subtotal including Labor or other			
9.0%	Sales Tax		
Estimated Total			

CREDIT CARD AUTHORIZATION

Name on card

Card Number

CENTERPLATE DOES NOT RECOMMEND SENDING CCARD NUMBER ELECTRONICALLY - PLEASE CALL YOUR SALES PERSON

Card Type

Expiration Date

Security Code 3 or 4 digit on front or back of card

Signature

1. Any replenishment orders during the show must be guaranteed by a major credit card; the balance of charges will be billed to the credit card unless payment is received at the end of the show.
2. All food and beverages must be provided and/or ordered through Centerplate the exclusive catering company of the Miami Beach Convention Center
3. Deliveries made during Show Hours only. Exceptions to this must be discussed with the Catering Manager
4. Please allow 45 mins to 1 hour for on site orders
5. Orders under \$75.00 per delivery are subject to a delivery fee of \$25.00+.(+ = 9% Miami Beach Sales Tax)
6. All services are designed and packaged to be placed on your counters or booth tables. We are unable to provide tables on the exhibit floor. Please contact the Show Decorator for additional tables.
7. Orders received after ten (10) business days notice may be limited to only those items on the premises.
The Booth Service Order Form must be received no later than ten (10) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after ten days may be limited to only those items on hand.
8. In order to best serve your catering needs, we require your guarantee at least 72 business hours (3 business days) in advance for ordering. An additional 22% service charge may apply for rush orders.

**Centerplate at the Miami Beach Covention Center
1901 Convention Center Dr. Miami Beach, FL 33139**