
Encinosa Expositions, Inc.

5450 SHIRLEY STREET #6 NAPLES, FL 34109

P: (239) 566-7506 F: (239) 596-1869

FULL SERVICE TRADESHOW CONTRACTOR

Florida Bankers Association

Ritz Carlton Beach Resort

Naples, Florida

June 12—13, 2017

Dear Exhibitor:

It is indeed a pleasure to provide the enclosed information for your exhibit participation in the Florida Bankers Association tradeshow scheduled to be held at the Ritz Carlton Beach Resort.

We have been selected by the program sponsor to function in the capacity of Official Decorator and Service Contractor for the exhibits. The service order forms that follow are provided to assist in your preparation for the 2017 program.

Please review each form, ORDERING IN ADVANCE those items and services you require. As the Official Decorator, it is strongly urged that all orders for equipment and services be handled through Encinosa Expositions, Inc. This will assist us in assuring you a smooth, well-coordinated installation, show-run and dismantle. UPS FREIGHT for ground and Airways for air are the official carriers for the show. Although you may use any carrier you choose, we encourage you to use them to expedite your shipping needs. For UPS FREIGHT please call at 800-988-9889. For Airways, please call Char Dahlberg at 1-800-352-8054.

Discount prices apply to orders paid in advance of show.

Please Note:

(1) You may not pin, staple, or attach anything directly to the booth drape. Should you do so, you will be charged \$40.00 per panel of drape.

(2) Advance shipments arriving at any address other than the address listed under "SHIPPING INFORMATION" will be refused.

(3) **All shipments must be shipped out at close of show, if using a carrier other than the official show carrier you must make arrangements for your carrier to pick up from show location at close of show.**

We look forward to assisting you with the 2017 program. If you find that you need additional information on any point, please do not hesitate to contact us.

Sincerely,
ENCINOSA EXPOSITIONS
Enclosures

PLEASE READ FIRE DEPARTMENT RULES AND REGULATIONS ON NEXT PAGE

Email info@encinosaexpo.com

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BOOTH EQUIPMENT:

Each booth will be set with 8' high panel back drape and a 3' high side Divider. Show colors are black

The exhibit hall is carpeted.

All items provided are on a rental basis.

Any damage to EEI materials will be the responsibility of the exhibitor.

BOOTH PACKAGE:

Each 8' x 10' booth will consist of:

1 - 6' skirted table

1 - wastebasket w/liner

2 - chairs

1- 7" x 44" ID sign

INSTALLATION:

Exhibitors may begin set-up:

Mon, 6/12/17 from 12 Noon—5:00 PM

All exhibits must be set by: 5:00 PM.

SHOW HOURS:

Show opens on Mon, 6/12/17 at 5:00 PM

DISMANTLE:

Dismantle of exhibits may begin:

Tue, 6/13/17 at 3:20 PM

All exhibitors must be cleared from the facility by:

Tue, 6/13/17 by 4:00 PM

FORCE FREIGHT TIME:

Drivers must be checked in by:

Tue, 6/13/17 by 4:30 PM

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SHIPPING INFORMATION:

Encinosa Expo will accept crated, boxed, or skidded materials beginning 5/12/17 to the warehouse address below. **All shipments need to arrive no later than 4 PM on 6/8/17.**

If your shipment cannot arrive by 6/8/17 please call (239) 566-7506 to schedule a delivery time.

Warehouse shipping address: All information below must be on your shipping labels.

ALL SHIPMENTS ARE REQUIRED TO HAVE

FLORIDA BANKERS ASSOCIATION

Exhibiting Company Name _____

Booth # _____

UPS Freight / Encinosa Expo

1660 Benchmark Ave

Ft. Myers, FL 33905

The warehouse will receive shipments Monday through Friday from 8:00 am until 4:00pm.

PLEASE READ

IMPORTANT:

If you are shipping out bound freight by any carrier other than the official show Carrier, UPS FREIGHT, you must make arrangements for your carrier to come to show site to pick up, including Fed-Ex and UPS. They must check-in before the Freight Force time listed on the previous page.

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Fire Department Regulations

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful.

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

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of isles.

Listed below are additional requirements to follow for safety:

Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire-fighting equipment and/or emergency equipment.

Use flame retardant materials for all displays, tablecloths, streamers, booths and decorations.

We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.

Prior approval should be obtained before using an open flame lighting device.

The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to one-quarter tank or less, and tape or lock fuel caps; LP tanks should be removed from all vehicles.

WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO THE SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.

When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstrations purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside the building. All LP tanks must be removed from the exhibit floor each night.

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PAYMENT POLICY AGREEMENT

Dear Exhibitor:

Encinosa Expositions recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Encinosa Expositions requires settlement of ALL invoices prior to the close of the show by payment in full via cash, company check, and/or credit card (Visa, MasterCard & American Express).

PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT

Your show site representative must be aware of this policy and must be able to settle the account in full. Encinosa Expositions reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the close of the show.

It is the responsibility of the exhibitor to advise the Encinosa Expositions Service Desk immediately of any discrepancies or problems with their invoices. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW. NO EXCEPTIONS WILL BE MADE. Please inform your representative that it is their responsibility to review all invoices at show site.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL NOT BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED.

IF YOUR EXHIBIT IS BEING HANDLED BY AN AGENT, DISPLAY HOUSE OR ANY OTHER PERSON AUTHORIZED BY THE EXHIBITOR, HE OR SHE WILL BE REQUIRED TO ADHERE TO THIS POLICY AS WE WILL NOT BILL A THIRD PARTY. IF THIS POLICY IS NOT ADHERED TO, THE EXHIBITOR SHALL THEN BE LIABLE FOR PAYMENT.

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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CHARGE AUTHORIZATION FORM

PLEASE PRINT OR TYPE. Complete and return this form with your orders.

Name of Show _____

Company Name _____ Booth # _____

NOTE: THE ADDRESS BELOW MUST BE THE SAME ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO:

Street Address _____

City _____ State _____ Zip _____

Ordered By _____ Date _____

Phone _____ Fax _____

Any charge back fee resulting from invalid charge disputes will incur a \$ 25.00 fee, per occurrence.

CHARGE AUTHORIZATION – Please fill in the appropriate lines.

AM EX _____ Vcode _____ EXP _____

MASTER CARD _____ Vcode _____ EXP _____

VISA _____ Vcode _____ EXP _____

SIGNATURE OF CARDHOLDER (as it appears on card) _____

PRINT NAME (as it appears on card) _____

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous
Items not paid will be charged to your credit card account where applicable.

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CALCULATIONS OF ORDERS

FURNITURE & ACCESSORIES _____ \$ _____

FLORAL _____ \$ _____

SIGNS _____ \$ _____

CLEANING _____ \$ _____

LABOR IN _____ \$ _____

LABOR OUT _____ \$ _____

FREIGHT HANDLING (drayage) _____ \$ _____

OTHER EEI SERVICES _____ \$ _____

SPECIFY

TOTAL _____ \$ _____

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to the booth will be charged 100%.

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Encinosa Expositions, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Encinosa Expositions, Inc.

As long as payment is received before Encinosa Expo arrives at the venue, then discount prices will apply; the higher prices are for floor orders.

Please indicate color - SHOW COLORS WILL BE USED IF NO COLOR IS CHOSEN

Red Blue Silver	Burgundy Rose White	Teal Black Yellow
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Qty	24" wide table, white plastic top, draped on three sides	Discount Price	Standard Price	Sub-Total
	4' long 30" high	\$92.00	\$115.00	
	4' long 42" high	\$128.00	\$158.00	
	6' long 30" high	\$114.00	\$143.00	
	6' long 42" high	\$148.00	\$185.00	
	Fourth side draping	\$30.00	\$37.00	

Undraped tables

Qty	24" wide un-draped table, white plastic top.	Discount price	Standard price	Sub-total
	4' long 30" high	\$62.00	\$78.00	
	4' long 42" high	\$96.00	\$120.00	
	6' long 30" high	\$84.00	\$105.00	
	6' long 42" high	\$118.00	\$148.00	

Total of items ordered \$ _____ + 6% tax \$ _____

= Amount Due \$ _____

Qty	Accessories	Discount Price	Standard Price	Sub-Total
	Padded Arm Chair	\$68.00	\$85.00	
	Padded Side Chair	\$59.00	\$74.00	
	Counter Stool	\$78.00	\$98.00	
	Wastebasket	\$16.00	\$19.00	
	Easel	\$35.00	\$46.00	
	Tack-Board	\$110.00	\$144.00	
	Clothing Rack	\$44.00	\$58.00	
	4' Draped Risers	\$31.00	\$38.00	
	6' Draped Risers	\$37.00	\$46.00	
	42" tall 30" round tall cocktail table	\$53.00	\$67.00	

Qty	Special Masking Drape	Discount price per-ft	Standard Price per-ft	Sub-Total
	8' Masking	\$16.00	\$21.00	
	3' Masking	\$12.00	\$16.00	
	8' Uprights	\$9.00	\$12.00	
	3' Uprights	\$9.00	\$12.00	
	Cross-	\$9.00	\$12.00	

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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ATTENTION SHIPPERS

ALL SHIPMENTS MUST ARRIVE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

1. It is understood that Encinosa Expositions Inc. (EEI) and its subcontractors do not automatically insure materials. That insurance if any shall be arranged by the Exhibitor and the amounts payable to EEI for drayage services are based on the value of the material handling services and the scope of EEI's liability as herein set forth. The amounts payable to EEI are unrelated to the value of the Exhibitor's property being handled by EEI or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by EEI or its subcontractors. It is agreed therefore that if EEI or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitor's exclusive remedy. Exhibits left on the exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. EEI will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

2. Make certain all your material is properly insured against fire, theft, and all hazards while in transit to and from your booth, and for the duration of the exhibition.

3. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Encinosa Expositions, Inc. **Specified (freight force) time can be obtained at the EEI Service Desk, or by calling customer service.**

4. All shipments requiring special handling for any reason due to length, width or height, will be handled on a time and material basis.

5. Encinosa Expositions, Inc. as the Drayage Contractor shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by EEI, but for which EEI is required to handle, the storage of the empty shipping containers, will be assessed a charge.

ENCINOSA EXPOSITIONS, INC WILL REROUTE ALL SHIPMENTS UNLESS ADVANCE ARRANGEMENTS ARE MADE

INSURANCE

Encinosa Expositions, Inc. will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials. You agree to hold harmless Encinosa Expositions, Inc., for responsibility for concealed and/or apparent damage to uncrated and/or un-skidded exhibit material.

TERMS: Charges due upon presentation of invoice, payment must be received by the close of the show.

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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Material Handling Rate Schedule

For the convenience and benefit of all exhibitors, ENCINOSA EXPOSITIONS has been appointed the Official storage and drayage company for the show.

SHIPPING INFORMATION

1. Advance shipments should be prepaid addressed as follows

TO: Your company name

FOR: FLORIDA BANKERS ASSOCIATION

UPS Freight / Encinosa Expositions, Inc.

1660 Benchmark Ave

Ft. Myers, FL 33905

2. To insure timely delivery to the show all shipments must be at the warehouse by 4:00 pm on 5/15/14

3. To avoid confusion, Remove all expired shipping labels before shipment.

4. To insure proper handling and receiving shipments should not be addressed to the exhibit hall. The exhibit hall management generally has no provision for acceptance of shipments prior to setup date. Your exhibit should be shipped to arrive no later than one week prior to initial installation date.

Advanced Warehouse Shipments Will Be Refused After 4:00 pm on 6/8/17.

DRAYAGE RATE SCHEDULE - PER SHIPMENT

This rate includes receiving at ENCINOSA EXPOSITIONS WAREHOUSE, 30 days of free storage prior to show, warehouse labor, delivery To booth, removal of empty containers to storage area, return to booth for repacking at close of show, shipments picked up at exhibitor's booth at the close of the convention, moved to the loading area, reloaded on exhibitor's vehicles. Van lines or common carrier at the convention facility, furnishing of labels and clerical assistance for preparing of bills of lading or any of the above mentioned services. CWT = hundredweight.

In and out straight time (Per CWT)	in and out ST/OT Comb	In and out overtime	Minimum
\$75.00	plus 25 %	plus 50 %	\$ 150.00

Shipments received at show site is the same charge as advanced warehouse price, YOU MUST CALL FOR APPT. (239) 566-7506

STRAIGHT TIME AND / OR OVERTIME RATES APPLY TO THE TIME ANY FREIGHT IS DELIVERED TO AND / OR REMOVED FROM THE CONVENTION FACILITY. STRAIGHT TIME is Monday through Friday 8:00 am - 4:30 pm. Overtime is any time before 8:00 am and after 4:30 pm. On weekdays and all day Saturday, Sundays and Holidays. NOTE: In and out rates are based on incoming weights only. All weights are rounded off to the next CWT.

SPECIAL SERVICES - All material arriving via van line or specialized commodity carrier will be charged an additional 25 % of the CWT charge listed in the rate tables. All uncrated material arriving via van line or specialized commodity carrier will be charged an additional 50 % of the CWT listed in the rate table. Uncrated materials accepted at show site only.

SPECIAL HANDLING - Local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value, etc. A cost quotation will be provided on request.

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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FREIGHT ROUTING FORM

ALL INCOMING SHIPPING SHOULD
BE SHIPPED DIRECTLY TO :
UPS Freight / Encinosa Expositions
1660 Benchmark Ave
Ft. Myers, FL 33905

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Name of Show _____ Booth# _____
Origin of Shipment: _____ Carrier: _____
Shipping Date: _____ Approx. Arrival Date _____
Delivering To: Advanced Warehouse _____
Total Number of Containers _____ Total Weight of Shipment _____
Size Of Largest Container : _____ Weight Of Largest Container: _____
Local Representative's Name _____ Telephone: _____

Please Read

(COD) Collect on delivery shipments will not be received

ALL SHIPMENTS MUST BE SHIPPED FROM SHOW SITE. IF USING A CARRIER OTHER THAN THE OFFICAL SHOW CARRIER YOU MUST
MAKE ARRANGEMENTS FOR PICK-UP AT CLOSE OF SHOW

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign To: _____
COMPANY NAME
Street Address: _____ City _____ State _____ Zip _____

Carrier: _____
Total Number Of Containers _____ Total Weight Of Shipment _____
Description (For Proper Freight Rating) _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign To: _____
COMPANY NAME
Street Address: _____ City: _____ State: _____ Zip _____

Carrier: _____ Prepaid: _____ Collect: _____
Total Number of Containers: _____ Total Weight Of Shipment: _____
Description (For Proper Freight Rating): _____

BILLING INSTRUCTIONS AND AUTHORITY TO HANDLE PROPERTY

Your Company Name: _____ Division: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Attention Of: _____ Title: _____ Telephone: _____
Your Purchase Order Number: _____ Number Of Invoices: _____

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and / or act as shippers agent in the handling of said property by any other authorized carrier, and to make all contracts in connection therewith and / or perform any additional services shown hereon or otherwise necessary for reforwarding.

Signature: _____ Title: _____ Date: _____

IMPORTANT: Please complete This Form And fax To: 239-596-1869

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**Florida Bankers Association
c/o UPS Freight / Encinosa Expo
1660 Benchmark Ave
Ft. Myers, FL 33905
FREIGHT MUST BE DELIVERED BY:
June 8, 2017**

Booth # : _____

No. _____ of _____ pieces

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**Florida Bankers Association
c/o UPS Freight / Encinosa Expo
1660 Benchmark Ave
Ft. Myers, FL 33905
FREIGHT MUST BE DELIVERED BY:
June 8, 2017**

Booth # : _____

No. _____ of _____ pieces



EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**Florida Bankers Association
c/o UPS Freight / Encinosa Expo
1660 Benchmark Ave
Ft. Myers, FL 33905
FREIGHT MUST BE DELIVERED BY:
June 8, 2017**

Booth # : _____

No. _____ of _____ pieces

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

**Florida Bankers Association
c/o UPS Freight / Encinosa Expo
1660 Benchmark Ave
Ft. Myers, FL 33905
FREIGHT MUST BE DELIVERED BY:
June 8, 2017**

Booth # : _____

No. _____ of _____ pieces

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ORDER FORM FOR BOOTH CLEANING

If you desire custom cleaning, complete this form.

GENERAL CLEANING

ALL DAILY CLEANING SERVICES INCLUDING TRASH REMOVAL MUST BE ORDERD USING THIS FORM.

CUSTOM CLEANING SERVICES

PLEASE INDICATE THE CLEANING SERVICE REQUIRED FOR YOUR BOOTH

Vacuuming booth prior to show opening only - \$.25 per sq. ft.

Total square footage: _____ x \$.25 = \$_____

The square footage is based on the overall size of the space occupied.

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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ORDER FORM FOR INSTALLATION & DISMANTLING LABOR

In the interest of efficient processing of exhibitor's labor requirements for installation and dismantling of displays, it is suggested that advanced notice be provided on this form.

GENERAL INFORMATION:

As stated in our Payment Policy, all invoices must be paid in advance or at the show via cash, company check, and or credit card.

All installation and dismantling labor is performed by skilled personnel.

Straight time rate of \$55.00 per hour prevails from 8:00 a.m. - 4:30 p.m. Monday - Friday.

Overtime rate of \$75.00 per hour prevails before 8:00 a.m. and after 4:30 p.m. daily, and all day on Saturdays, Sundays and Holidays. A minimum charge of one person, one hour, per call shall apply.

Starting time can be guaranteed only when personnel are requested for the start of the working day, which is 8:00 a.m.

Every attempt will be made to provide personnel at time requested subsequent to 8:00 a.m. Such starting time must be approximate personnel are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of first assignments.

NOTE: IF EXHIBITOR FAILS TO PICK UP WORKER AT TIME ORDERED, A ONE HOUR PER WORKER NO-SHOW CHARGE WILL BE APPLIED.

A supervisor's charge of 30% of the total labor bill in and total labor bill out will be applied to exhibits installed without exhibitor supervision.

A minimum of \$25.00 will be charged in and out.

INSTALLATION OF DISPLAY: Please provide drawing, blue prints and/or photos. Please indicate your labor requirements:

We will require _____ laborers for installation of our display.

Requested starting time _____ AM _____ PM _____ Date _____

Installation will take approximately _____ hours

Please Check One

_____ Request you to proceed, at earliest hour, to install our display without our supervision.

_____ Request you to await our representative before installing our display. Time will commence upon assignment of labor in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain, and return laborers ordered.

Name of our representative _____ Tel _____

DISMANTLING OF DISPLAY:

Please indicate your labor requirements:

We will require _____ laborers dismantling our display.

Requested starting time _____ AM _____ PM _____ Date _____

Dismantling will take approximately _____ Hours _____

Please check one _____

_____ Request you to proceed, at earliest hour, to dismantle our display without our supervision. _____ Request you to await our representative before dismantling our display. Time will commence upon assignment of labor in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and refund laborers ordered.

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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NOTIFICATION OF INTENT TO USE "NON-OFFICAL" SERVICE CONTRACTOR

DEADLINE: May 12, 2017

If the exhibitor plans to use a firm other than the Official Service Contractor, the EXHIBITOR ONLY must Complete and mail this form to Encinosa Expositions, to be received no later than the above listed deadline date.

In addition, a Certificate of Insurance showing General Liability coverage and Workman's Compensation valid In Florida must be submitted to Encinosa Expositions by your "NON-OFFICAL" contractor no later than the deadline date or they will not be permitted to service your exhibit.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The "Non-Official" Contractor must coordinate all his activities with Encinosa Expositions.

The "Non-Official" Contractor will share with the Official Contractor all reasonable cost related to his operation, including overtime pay for stewards, restorations of exhibit space to its initial condition, etc. It will be the Responsibility of the "Non-Official" Contractor to remove all tape he installs from the floor and any bulk trash From the exhibit hall (such as skids or crates) or be billed accordingly by the general contractor for the labor

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED

Name of Show _____

Exhibiting Company _____

Booth # _____ Telephone # _____

Exhibitor Contact (PLEASE PRINT) _____

Exhibiting Firm Officer's Signature _____

Type of Work to Be Preformed _____

"Non-Official" Contractor/Display House _____

Contractor Contact Name _____

Telephone # _____

SHOW OPERATIONS WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN OFFICER OF THE EXHIBITING COMPANY.

In the event these rules are not adhered to, labor must be hired through the official contractor with the "Non-Official" being permitted to supervise only.

PLEASE PRINT CLEARLY OR TYPE

Company Name: _____ Booth #: _____

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

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Encinosa Expositions, Inc.

5450 SHIRLEY STREET #6 NAPLES, FL 34109

P: (239) 566-7506 F: (239) 596-1869

FULL SERVICE TRADESHOW CONTRACTOR

Florida Bankers Association

Ritz Carlton Beach Resort

Naples, Florida

June 12—13, 2017

The Following Order Forms Are For Services/Materials

Provided By Sources Other Than Encinosa Expositions.

Please Follow The Return Instructions On The Various

Forms Attached.

The Ritz-Carlton, Naples
Exhibitor Order Form 2017
Audio Visual Department
Phone: (239) 598-6646

Company Name: _____	Booth No.: _____
Name of Show: _____	Show Dates: _____

ELECTRICAL CHARGES – PER DAY:			
(single phase per amp)		QTY	#DAYS
110/120 Volts – 20 Amps.	\$ 60.00	_____	_____
208/220 Volts – 20 Amps.	\$120.00	_____	_____
60AMP 3phase.	\$540.00	_____	_____
100amp 3phase	\$900.00	_____	_____
Multi Circuit Distro Box	\$225.00	_____	_____

COMPUTER EQUIPMENT:		QTY	#DAYS
22" LCD Monitor	\$175.00	_____	_____
32" Plasma Monitor	\$200.00	_____	_____
50" Plasma Monitor	\$400.00	_____	_____
60" Plasma Monitor	\$500.00	_____	_____
HP Laser Jet B/W Printer	\$200.00	_____	_____
Xerox Laser Jet Color Printer	\$395.00	_____	_____

INTERNET:	SUPERIOR	SIMPLE	QTY
#DAYS			
One High Speed Internet Access	(8Mbps)	(3Mbps)	
Wired:	\$75.00each	\$45.00each	_____
Wireless:	\$75.00each	\$45.00each	_____

Additional needs not listed: _____

ALL PRICES ARE SUBJECT TO 25% SERVICE CHARGE AND 6% SALES TAX

BILLING INFORMATION:

_____ Hotel Room Charge	Guest Name: _____
_____ Visa/Master Card # _____	Exp: ____/____
_____ AMEX # _____	Exp: ____/____

Any additional electrical requirements or charges not listed on this form will require a signature. List name of on-site person(s) authorized to sign for any additions or revisions not listed on this form:

X _____ X _____ Signature of Representative Signature of Events Manager	
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Please fax the completed form to The Ritz-Carlton, Naples AV Department at (239) 514-6183