



GULF COAST EXPO

8432 SUNSTATE STREET
TAMPA, FL 33634
813-915-8066-ph
813-319-0619-fax

CustomerService@GulfCoastExpo.com

THIS SERVICE KIT CONTAINS THE FORMS NECESSARY FOR ORDERING ITEMS DESIGNED FOR DECORATING/FURNISHING YOUR EXHIBIT SPACE. PLEASE FORWARD THIS KIT TO THE PERSON RESPONSIBLE FOR ARRANGING THE DETAILS OF YOUR PARTICIPATION IN THE SHOW.

Dear Exhibitor:

We are pleased to announce that **GULF COAST EXPO** has once again been chosen as the "Official Service Contractor" for the **Florida Podiatric Medical Association-SAM 2020 Science and Management Symposium** to be held **January 16-18, 2020** at **Disney's Coronado Springs Resort** located in beautiful **Orlando, Florida**. **GULF COAST EXPO** is ready to assist you with all your exhibit area special needs. We have developed a service kit so you may order in advance at discounted rates. Please look through the service kit and familiarize yourself with the information. It is our goal at **GULF COAST EXPO** to ensure that your experience with the event is a huge success. We look forward to being part of it.

Please use the link in the email to order the following:

Electrical Service
Telephone Service
Audio Visual Service
Internet Access

EACH 10' X 10' EXHIBIT SPACE INCLUDES:

10' of 8' Back Drape in Show Color
10' of 3' Side Drape in Show Color
1 – 6' Skirted Table
2 – Chairs
1 – Wastebasket
7" x 44" Exhibitor ID Sign with Company Name and Booth Number

Show Color: TBD

EXHIBIT AREA IS CARPETED

SHIPPING INFORMATION

Your exhibit materials are the most important part of a successful event. **GULF COAST EXPO is the official Drayage Contractor for this event and will handle all freight in and out of this show.** Using our **MATERIAL HANDLING** service, your shipment can be received at our **ADVANCE WAREHOUSE** location up to 30 days prior to the event. Make sure to give yourself plenty of transit time to track any lost shipments. **All shipments sent to SHOW SITE must be sent c/o Gulf Coast Expo—DO NOT send in care of a guest name. USE THE LABELS PROVIDED.** Shipments are delivered to your exhibit space. The empty cartons are stored during the event and returned back to you after the close of the show. Bill of lading and shipping labels are provided, and your shipment is then sent to the location you choose. When all information is provided to us this special material handling service provides a priceless guarantee of a successful event. Your materials will be ready for you in your exhibit space **PRIOR** to Exhibitor move-in.

For your convenience, **GULF COAST EXPO** will maintain a service desk to handle any last-minute requirements with a staff that is extremely well-versed in the needs of Exhibitors. We will be located in the exhibit area during Exhibitor move-in.

If you have any questions, please do not hesitate to contact Customer Service at 813-915-8066 or via e-mail at CustomerService@GulfCoastExpo.com

Thank you and we'll see you at the show,

Christopher Binion

Christopher Binion
GULF COAST EXPO

FPMA-SAM 2020 QUICK FACTS



Experts in Convention & Trade Show Services

FPMA – SAM 2020
SCIENCE & MANAGEMENT SYMPOSIUM
JANUARY 16-18, 2020
DISNEY'S CORONADO SPRINGS
ORLANDO, FL

SERVICE CONTRACTOR CONTACT:

Gulf Coast Expo
Christopher Binion
8432 Sunstate Street
Tampa, FL 33634
813-915-8066 – phone
813-319-0619-fax
CustomerService@GulfCoastExpo.com



ABF Freight System

Official freight carrier of GULF COAST EXPO at the FPMA-SAM 2020

The most convenient way to ship your materials.

Call 1-800-654-7019 to get your competitive quote to and from this event. See insert for more information.
(recommended)

Advance Freight Trapping Warehouse

FPMA –SAM 2020
GULF COAST EXPO C/O ABF FREIGHT SYSTEM
3732 BRYN MAWR
ORLANDO, FL 32808
Receiving Dates:
December 13, 2019 thru January 10, 2020 ONLY

Direct to Show Site Shipping Address

FPMA-SAM 2020
GULF COAST EXPO C/O DISNEY CORONADO SPRINGS
1000 WEST BUENA VISTA DRIVE
ORLANDO, FL 32830
Receiving:
Wednesday, January 15TH. from 8am – 12pm ONLY

FILL OUT THE MATERIAL HANDLING FORM COMPLETELY AS SOON AS YOUR SHIPMENT LEAVES YOUR FACILITY AND FAX IT TO GULF COAST EXPO PLEASE USE SHIPPING LABELS PROVIDED IN THIS KIT

DISCOUNT PRICE DEADLINE DATE:

In order to receive advance order discount rates listed on the price sheets, we must receive your order and payment
By **December 27, 2019**

This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.

BOOTH EQUIPMENT:

► Each exhibit space will be set with 8' high back drape, 3' high side dividers
1 – 6' Skirted Table, 2 – Chairs, 1 – Wastebasket and 1 - 7" x 44" Standard Booth ID Sign with Company Name and Booth Number.

THE EXHIBIT AREA IS CARPETED

SHOW SCHEDULE:

EXHIBITOR MOVE-IN:

Wednesday January 15TH 1:00 PM – 6:00 PM

EXHIBIT HOURS:

Thursday January 16TH 8:45 AM – 5:00 PM
Friday January 17TH 8:45 AM – 5:00 PM
Saturday January 18TH 8:45 AM – 2:00 PM

EXHIBITOR MOVE-OUT:

Saturday January 18TH 2:00 PM - 6:00 PM

FREIGHT PICK UP SCHEDULE:

Saturday January 18TH 3:00 PM - 6 PM
Carrier check in: 3:00 PM **NO EARLIER**

Freight Force Time:

Saturday January 18TH 6:00 PM - Driver check-in deadline 6:00 PM
Disney's Coronado Springs Resort
1000 West Buena Vista Drive
Orlando, FL 32830

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

All Exhibitors must pick up their outbound bills of lading at the close of the event.

All carriers must check in no later than 6:00 PM on Saturday, January 18th with a valid bill of lading or alert including company name, booth number and final destination before shipment will be released.

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

PAYMENT POLICY

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

**TO RECEIVE DISCOUNTED PRICES:
REMIT ORDER AND PAYMENT BY E-MAIL OR FAX
TO 813-319-0619 BY: DECEMBER 27, 2019**

ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furniture and carpet rentals, material handling, labor and other services provided.

1. Advance payment by company check:
Checks must be in U.S. funds drawn on an U.S. bank and made out to GULF COAST EXPO.
Attach check to order forms.
If paying by company check a credit card must be on file for the convenience of your show representative for any additional charges incurred at show site.
2. Advance payment by credit card:
We accept VISA, MASTERCARD and AMERICAN EXPRESS. You must complete the payment authorization form and submit all information requested under the credit card portion of form including the 3-digit security code for Visa and Mastercard and the 4 digit security code for AMEX that is listed on the back of the card.
NOTE: We guarantee security of credit card transactions with address verification security. The address listed must be the address the credit card statement is mailed to. No PO Boxes please.
If any incorrect information is provided, an additional 5% of total invoice will apply to cover credit card processing fees.
3. All final invoices will be emailed within 30 days after the event to the credit card holder. Please provide the email address on the Payment Authorization Form.

SHOW SITE ORDERS

Orders received after the advanced pricing discount deadline or made at the GULF COAST EXPO Service Desk during the show will be billed at the STANDARD RATE listed on the order forms. Payment must be presented at the time of order before order can be filled. Service will not be provided until payment is received. No substitutions are allowed once the furnishings have been delivered to your exhibit space. Furnishings provided in your booth space that are included with your participation fees can not be traded out for other sizes or types of furnishings.

To make the show more cost effective for you, take advantage of the DISCOUNTED PRICES by ordering as many of your requirements prior to the advanced pricing deadline as possible. Items marked ► on the order forms may not be available on show site.

PAYMENT TERMS/CREDIT REFUNDS

To enable us to process your order effectively, GULF COAST EXPO must receive your order forms and payment prior to the opening of the show. Freight will not be delivered to the exhibit space until fees are collected. All payment/order discrepancies must be resolved prior to show closure. If a credit is acknowledged a credit receipt will be given at show site. If a credit receipt is not received, a credit has not been authorized. NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE EVENT.

ADDITIONAL FEES TO EASILY AVOID

Make sure funds are available to cover expenses:

\$25.00 fee on all returned checks and declined credit cards for each occurrence.

Declined credit cards will be charged every 7 business days until the card is authorized and funds are available by your provider.

Make sure to provide complete and accurate credit card information on the Payment Authorization Form:

If any part of your credit card information is not provided or is incorrect a 5% credit card processing fee may be assessed.

Fill out your outbound Bill of Lading form after the event:

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

CANCELLATIONS WITH REFUNDS ARE ONLY ACCEPTED 5 BUSINESS DAYS PRIOR TO SHOW OPENING.

*TO ELIMINATE MISUNDERSTANDINGS
PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES
YOUR COOPERATION IS APPRECIATED*

GULF COAST EXPO

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Tampa, FL 33634
813-915-8066-phone
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BOOTH FURNISHINGS/ FLOOR COVERING ORDER FORM

QUESTIONS? CONTACT US AT:

CustomerService@GulfCoastExpo.com

TO RECEIVE DISCOUNTED PRICES

**REMIT ORDER AND PAYMENT BY E-MAIL OR FAX
TO 813-319-0619 BY: DECEMBER 27, 2019**

***STATE SALES TAX APPLICABLE**

SKIRTED TABLES				UNSKIRTED TABLES						
	DISCOUNT RATES	STANDARD RATES	QUANTITY		DISCOUNT RATES	STANDARD RATES	QUANTITY			
4' long x 2' wide x 30" tall	\$75.00	\$88.00	_____	SKIRT COLORS <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK	4' long x 2' wide	\$58.00	\$69.00	_____		
6' long x 2' wide x 30" tall	\$85.00	\$98.00	_____		6' long x 2' wide	\$69.00	\$79.00	_____		
8' long x 2' wide x 30" tall	\$95.00	\$108.00	_____		8' long x 2' wide	\$79.00	\$89.00	_____		
Make Skirted Table 40" Tall	\$25.00	\$32.00	_____		Make Table 40" Tall	\$18.00	\$23.00	_____		
Special Show Skirt Color (Please Specify Color)	\$13.00	\$18.00	_____		TABLE RISERS					
Make Show Table 40" Tall	\$25.00	\$32.00	_____		4' long x 12" x 12"	\$28.00	\$33.00	_____		
To Make Table Skirted on All Four Sides:				6' long x 12" x 12"	\$38.00	\$43.00	_____			
Additional 30" Skirt	\$20.00	\$23.00	_____	30" ROUND COCKTAIL TABLES						
Additional 40" Skirt	\$25.00	\$32.00	_____	30" Tall w/ Table Cover	\$50.00	\$60.00	_____			
TO INSURE AVAILABILITY, SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE. PLEASE CHECK SKIRT COLOR. IF NO COLOR IS CHOSEN, TABLE WILL BE SKIRTED IN SHOW COLOR(S)				40" Tall w/ Table Cover				\$55.00	\$65.00	_____
BOOTH CARPET				MISC. ITEMS						
	DISCOUNT RATES	STANDARD RATES	QUANTITY		DISCOUNT RATES	STANDARD RATES	QUANTITY			
CARPET				INSURE AVAILABILITY BY ORDERING IN ADVANCE						
10' x 10'	\$89.00	\$109.00	_____	Tripod Easel	\$18.00	\$21.00	_____			
10' x 20'	\$178.00	\$218.00	_____	Waste Basket	\$11.00	\$15.00	_____			
10' x 30'	\$267.00	\$327.00	_____	Display Board 4'x8'	\$89.00	\$114.00	_____			
CARPET PADDING				Horizontal <input type="checkbox"/> Vert. <input type="checkbox"/>	Chrome Bag Rack	\$48.00	\$58.00	_____		
10' x 10'	\$75.00	\$90.00	_____	Literature Rack	\$53.00	\$64.00	_____			
10' x 20'	\$150.00	\$180.00	_____	Glass Fish Bowl	\$13.00	\$16.00	_____			
Carpet Taping	\$4.00	\$4.25	_____	ADDITIONAL DRAPE						
Per Running Foot				8' Tall Drape per ft.	\$9.00	\$10.50	_____			
CHAIRS				3' Tall Drape per ft.	\$6.50	\$7.50	_____			
	DISCOUNT RATES	STANDARD RATES	QUANTITY	INSURE AVAILABILITY BY ORDERING IN ADVANCE						
Folding Chair	\$16.00	\$21.00	_____	ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE						
Padded Side Chair	\$38.00	\$48.00	_____	ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS						
High Stool	\$53.00	\$63.00	_____							

SUB TOTAL \$ _____
ADD SALES TAX 6.5% \$ _____
TOTAL THIS PAGE \$ _____

**ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE
ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS**

Above prices include delivery of merchandise to designate spaced prior to show opening and removal at close of exhibit. All materials shall remain the property of GULF COAST EXPO. Prices quoted cover rental only. Payment of rental charges, including applicable sales tax, must accompany your advance order to qualify for DISCOUNT RATES. GULF COAST EXPO accepts company check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the STANDARD RATE. All orders received at the show must be paid in full before items are delivered to exhibit area. Cancellations with refunds are only accepted 5 days prior to show date.

NAME OF EVENT **FPMA-SAM 2020** BOOTH _____
 COMPANY NAME _____ PHONE (____) _____
 E-MAIL ADDRESS _____ FAX (____) _____
 BILLING ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 SIGNATURE _____ PRINT NAME _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

MATERIAL HANDLING AUTHORIZATION

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

REMIT COMPLETED FORM AND PAYMENT BY
MAIL OR FAX TO 813-319-0619 AFTER YOUR
SHIPMENT LEAVES YOUR FACILITY

Your exhibit materials are the most important part of a successful event. Shipping direct to show site is not recommended unless the specific delivery requirements can be fulfilled. Please read and follow the instructions below carefully. Give yourself plenty of transit time. **This form should be submitted when your shipment leaves your facility. Discount deadline dates do not apply to shipping.**

1. Fill out this form completely and mail or fax along with your advance payment to the order processing address noted above as soon as possible.
SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

INBOUND SHIPPING INFORMATION PRIOR TO EVENT - MUST BE COMPLETED

ADVANCE WAREHOUSE

(must use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER

FPMA-SAM 2020

GULF COAST EXPO C/O ABF FREIGHT SYSTEM

3732 BRYN MAWR

ORLANDO, FL 32808

SHIPMENTS ACCEPTED BETWEEN:

FRIDAY, DECEMBER 13, 2019 – FRIDAY, JANUARY 10, 2020 ONLY

DIRECT TO SHOW SITE

(must use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER

FPMA-SAM 2020

GULF COAST EXPO C/O DISNEY'S CORONADO SPRINGS

1000 WEST BUENA VISTA DRIVE

ORLANDO, FL 32830

SHOW SITE SHIPMENTS MUST BE RECEIVED ON:

WEDNESDAY, JANUARY 15th FROM 8AM – 12PM ONLY

Shipments delivered to: () WAREHOUSE () SHOW SITE  PLEASE CHOOSE DESTINATION

Shipper Name _____ Booth # _____

Contact Name _____ Phone (____) _____

After hours/weekend emergency contact and cell phone number: _____

Carrier _____ Pro # or Tracking # _____

Date Shipped _____ Est. Arrival Date _____ Total # of Shipments _____ Total # of Pieces _____ Total Weight _____ lbs.

TRACKING NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED. 

GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. TRACKING INFORMATION MUST BE PROVIDED ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO HOTEL WILL BE PICKED UP BY GULF COAST EXPO. NO EXCEPTIONS.

TOTAL WEIGHT _____ X.67 (advance warehouse) = \$ _____ \$67.00 minimum

TOTAL WEIGHT _____ X.72 (direct to show site – LTL CARRIER ONLY) = \$ _____ \$72.00 minimum

TOTAL WEIGHT _____ X.72 UPS/FEDEX/DHL = \$ _____ \$72.00 minimum

OUTBOUND SHIPPING INSTRUCTIONS – MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE OF FREIGHT FOR OUTBOUND SHIPPING AND COMPLETE A GULF COAST EXPO BILL OF LADING.

Ship to _____ Attention _____

Street _____ Address _____

City _____ State _____ Zip _____ Phone (____) _____

DESCRIPTION OF OUTBOUND MATERIALS

#CRATES _____ #DISPLAY CASES _____ #SKIDS _____ #OTHER _____ TOTAL # OF PIECES _____ WEIGHT _____

OUTBOUND FREIGHT NEEDS

_____ BANDING @ \$22.00 PER PALLET \$ _____

_____ SHRINKWRAP @ \$17.00 PER PALLET \$ _____

GULF COAST EXPO HAS THE AUTHORITY TO SECURE SHIPMENTS FOR OUTBOUND SHIPPING USING THE ABOVE MATERIALS. RATES WILL APPLY TO THE CUSTOMER'S ACCOUNT.

SELECT OUTBOUND CARRIER

YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM

ABF FREIGHT SYSTEM IS THE DESIGNATED SHOW CARRIER CALL 800-654-7019 FOR A QUOTE

▶ If you are using a carrier other than ABF FREIGHT SYSTEM, it is the responsibility of the Exhibitor to contact carrier and arrange for pick up within the allotted move out time listed below. GULF COAST EXPO will load your shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Shipments left on show floor without an outbound bill of lading will be charged a \$25.00 processing fee and will be shipped via ABF FREIGHT SYSTEM. All carriers picking up freight after the event **must** present a bill of lading or valid alert with company name, booth number and final destination. NO EXCEPTIONS. GULF COAST EXPO is not responsible for freight charges.

Outbound UPS & FEDEX by GULF COAST EXPO Only. Pre-paid labels **MUST be provided. Rate -\$25.00 per shipment..**

OUTBOUND CARRIER MUST BE PROVIDED HERE

 Designated Show Carrier: **ABF FREIGHT SYSTEM**

Other Carrier Name: _____

SHOW SITE FREIGHT PICK-UP SCHEDULE:

SATURDAY, JANUARY 18th FROM 3PM – 6PM (DRIVER CHECK IN BY 6PM)

PICK UP LOCATION:

DISNEY'S CORONADO SPRINGS

1000 WEST BUENA VISTA DRIVE, ORLANDO, FL 32830

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:

FORCE TIME SATURDAY, JANUARY 18TH AT 6PM OR WILL BE SHIPPED VIA ABF FREIGHT SYSTEM

STANDARD DRAYAGE/MATERIAL HANDLING RATES

READ ALL INFORMATION

Rates apply on each shipment received, based on estimated weight provided to GULF COAST EXPO.
No allowance will be made during the event.

per CWT = per 100 lbs.
100 lb. MINIMUM ON ALL SHIPMENTS

ADVANCE WAREHOUSE RATES

Shipments received and stored up to 30 days in advance,
delivered to booth, removal and return of empty crates,
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED
UPS, FEDEX and DHL shipments

\$67.00 per CWT
100 lb. minimum
example: 150 lbs. x .67 = \$100.50
\$70.00 per CWT

\$125.00 trip charge will be accessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.

SHOW SITE

Shipments received at exhibit facility and delivered to your booth,
removal and return of empty crates, handling of outbound
shipment to preferred carrier, PER SHIPMENT RECEIVED

\$72.00 per CWT
100 lb. minimum
example: 150 lbs. x .72 = \$108.00

UPS, FEDEX and DHL shipments

\$72.00 per CWT

SPECIAL SHIPMENT PRICING

* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

LOOSE/UNCRATED MATERIAL HANDLING

Applies to loose, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground. If definition applies, add an additional 25% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES – SHOW SITE RECEIVING ONLY

Shipments under 20 lbs. \$25.00

PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding is available while supplies last. Mobile equipment must be ordered in advance.

SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. A tracking number must be provided for each piece or shipment of freight coming into the advance warehouse. GULF COAST EXPO will not be responsible in any way for lost or misrouted freight. Freight may not be delivered to booth until a Payment Authorization form is on file. All shipments sent to the facility will be picked up from the hotel and delivered to the booth. All material handling fees will apply. No exceptions.

It is the Exhibitor's sole responsibility to label each piece of outbound freight and submit to GULF COAST EXPO a completed bill of lading for each outbound shipment. If a GULF COAST EXPO bill of lading is not completed and brought to the GULF COAST EXPO service desk a \$25.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period and without forwarding instructions. These shipments will be forwarded to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

We hereby indemnify, hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our negligence or willful misconduct, and the negligence or willful misconduct of our employees, agents, and/or representatives, at the show to which this authorization relates.

MATERIAL HANDLING ACKNOWLEDGEMENT. BY SHIPPING IN FREIGHT TO THE SHOW THE FOLLOWING STATEMENT IS RECEIVED AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS.

NAME OF EVENT	<u>FPMA-SAM 2020</u>	BOOTH #	_____
COMPANY NAME	_____	PHONE (_____)	_____
EMAIL ADDRESS	_____	FAX (_____)	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____

ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

FRIDAY, DECEMBER 13, 2019 – FRIDAY, JANUARY 10, 2020 ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FPMA-SAM 2020

ABF FREIGHT SYSTEM C/O GULF COAST EXPO
3732 BRYN MAWR
ORLANDO, FL 32808

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

FRIDAY, DECEMBER 13, 2019 – FRIDAY, JANUARY 10, 2020 ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FPMA-SAM 2020

ABF FREIGHT SYSTEM C/O GULF COAST EXPO
3732 BRYN MAWR
ORLANDO, FL 32808

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

DIRECT TO SHOW SITE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

DIRECT TO SHOW SITE SHIPPING ADDRESS

FOR RECEIPT ON WEDNESDAY, JANUARY 15TH FROM 8AM - 12PM ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FPMA-SAM 2020

GULF COAST EXPO C/O DISNEY'S CORONADO SPRINGS
1000 WEST BUENA DRIVE
ORLANDO, FL 32830

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

SHIPMENTS ARRIVING PRIOR TO WEDNESDAY, JANUARY 15TH MAY BE REFUSED OR WILL BE SUBJECT TO ADDITIONAL FACILITY HANDLING FEES

DIRECT TO SHOW SITE SHIPPING ADDRESS

FOR RECEIPT ON WEDNESDAY, JANUARY 15TH FROM 8AM - 12PM ONLY

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

FPMA-SAM 2020

GULF COAST EXPO C/O DISNEY'S CORONADO SPRINGS
1000 WEST BUENA DRIVE
ORLANDO, FL 32830

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

SHIPMENTS ARRIVING PRIOR TO WEDNESDAY, JANUARY 15TH MAY BE REFUSED OR WILL BE SUBJECT TO ADDITIONAL FACILITY HANDLING FEES

Official Transportation Provider

via the ABF Freight® network

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

REQUEST FOR INFORMATION

ArcBest® Trade Show Shipping

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 479.785.8701.

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

ArcBest • Trade Show Shipping • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com



GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

INSTALLATION/DISMANTLE LABOR ORDER FORM

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

REMIT ORDER AND PAYMENT BY E-MAIL
OR FAX TO 813-319-0619
SEE SPECIAL INSTRUCTIONS BELOW

CONCENTRATE ON YOUR SALES NOT ON YOUR SET UP

Let our experts install and/or dismantle your exhibit display at reasonable rates. Whether you are on site to supervise or if your time would be better spent elsewhere, GULF COAST EXPO is ready to assist you. See information below on how to order this service.

HOURLY RATES

SET UP INSTRUCTIONS MUST BE FAXED OR EMAILED ALONG WITH THIS ORDER FORM

LABOR STRAIGHT TIME RATE (One hour minimum per person) 8:00am to 5:00pm Monday through Friday – Exhibitor Supervision	\$55.00 per man/per hour
LABOR OVERTIME RATE (One hour minimum per person) 5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision	\$82.50 per man/per hour
LABOR DOUBLE TIME RATE (One hour minimum per person) All hours on Sundays and Legal Holidays – Exhibitor Supervision	\$110.00 per man/per hour

GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$28.00 MINIMUM)

We can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise.

If you would like GULF COAST EXPO to set up your display without your supervision, the display materials must be shipped to the advance warehouse address located on the Material Handling Authorization Form.

NOTE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR

Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered or does not pick up labor at all NO CREDITS WILL BE ISSUED. On site labor orders will be filled based on availability.

ORDER LABOR

▶ INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____		\$ _____

Supervisor _____ GULF COAST EXPO Supervision YES NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$28.00 MINIMUM)

▶ DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____		\$ _____

Supervisor _____ GULF COAST EXPO Supervision YES NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$28.00 MINIMUM)

SET UP INSTRUCTIONS MUST BE FAXED OR EMAILED ALONG WITH THIS ORDER FORM

NAME OF EVENT FPMA-SAM 2020 BOOTH _____
COMPANY NAME _____ PHONE (____) _____
E-MAIL ADDRESS _____ FAX (____) _____
BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____
PRINT NAME _____
SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

EAC NOTIFICATION

REMIT ORDER BY FAX TO: 813-319-0619
OR EMAIL TO:
CUSTOMERSERVICE@GULFCOASTEXPO.COM

EXHIBITOR APPOINTED CONTRACTOR

If your company intends to use an outside firm other than Gulf Coast Expo for booth installation or dismantle, this form must be completed 5 days prior to move-in date.

EXHIBITOR INFORMATION:

Company Name: _____
Booth #: _____
Exhibitor Contact Person: _____
Exhibitor Contact Phone Number: _____
Exhibitor Contact Email: _____

EXHIBIT HOUSE INFORMATION:

Company Name: _____
Company Address: _____
Contact Name: _____
Contact Phone Number: _____
Contact Email: _____

EAC INFORMATION - Show site labor company:

Company Name: _____
Company Address: _____
Contact Name: _____
Contact Phone Number: _____
Contact Email: _____
Type of Service to be Performed: _____

A certificate of general liability insurance must be on file naming Gulf Coast Expo as an additional insured or labor company will not be permitted to service your exhibit and Gulf Coast Expo will provide the install/dismantle labor at standard rates. **NO EXCEPTIONS!!** The Exhibitor company name and booth number **MUST** appear within the comments section of the certificate for proper identification.

It is the responsibility of the Exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

NAME OF EVENT <u>FPMA-SAM 2020</u>	BOOTH # _____
COMPANY NAME _____	PHONE (_____) _____
E-MAIL ADDRESS _____	FAX (_____) _____
BILLING ADDRESS _____	
CITY _____	STATE _____ ZIP _____
SIGNATURE _____	

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

BOOTH CLEANING

ORDER FORM

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

**TO RECEIVE DISCOUNTED PRICES
REMIT ORDER AND PAYMENT BY E-MAIL OR FAX
TO 813-319-0619 BY: DECEMBER 27, 2019**

Gulf Coast Expo is the exclusive provider for all cleaning services for the
**FLORIDA PODIATRIC MEDICAL ASSOCIATION
SCIENCE & MANAGEMENT SYMPOSIUM 2020**

CARPET CLEANING

_____ Vacuuming ONCE before initial opening of exhibits

DISCOUNT

RATE

\$30.00
per space

STANDARD

RATE

\$35.00 \$ _____
per space

_____ Vacuuming DAILY before opening of exhibits

\$30.00
per space
PER DAY

\$35.00 \$ _____
per space.
PER DAY

example: 1- Booth Space = \$30.00 per space
2- Booth Spaces= \$60.00 per space
(Using advance order pricing)

EXHIBIT CLEANING

_____ Cleaning and dusting of display background and
furnishings ONCE before initial opening of exhibits

\$33.00
per space

\$43.00 \$ _____
per space

_____ Cleaning and dusting of display background and
furnishings DAILY before opening of exhibits

\$33.00
per space
PER DAY

\$43.00 \$ _____
per space
PER DAY

SUB TOTAL	\$ _____
ADD SALES TAX 6.5%	\$ _____
TOTAL THIS PAGE	\$ _____

ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS

TO AVOID ANY MISUNDERSTANDINGS REGARDING THESE SERVICES, PLEASE BRING ANY DISCREPANCIES TO OUR ATTENTION AT THE EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT	FPMA-SAM 2020	BOOTH	_____
COMPANY NAME	_____	PHONE (_____)	_____
E-MAIL ADDRESS	_____	FAX (_____)	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____