

GEMS, your Official General Contractor for show products and services, is proud to announce the all new GEMS TS online ordering system! Please follow these simple steps to order all your show services online.

Logging In & Ordering Online

You will be receiving an email from GEMS with your login information, show code and important information. If you do not receive an email, please contact your GEMS Project Manager, Rose Testerman at (407)438-5002 ext. 112 or at Rose@gemsevents.com.

Please use your login information to view your service manual, important show information and use the GEMS TS online ordering system. The online ordering system allows you, the exhibitor, to order, view past orders and make changes to your order for up to 6 hours without penalties or surcharges. All you need to do is login, choose the services you would like to order and click “add to cart”, then check-out.

If you choose not to use the GEMS TS online ordering system, a 6% processing fee will be added to your total invoice.

As always, if you have any questions feel free to contact GEMS.

GEMS - Gilbert Exposition Management Services

895 Central Florida Parkway

Orlando, FL 32824

Phone: 407-438-5002 | Fax: 407-852-0286



GEMS is proud to be your Exposition Management team for 2017 Goodwill Industries Loss Prevention and Safety (GILPS) Conference. The following are important dates and information to keep at hand:

Official General Contractor

GEMS - Gilbert Exposition Management Services
895 Central Florida Parkway, Orlando, Florida 32824
Phone: (407) 438-5002 Fax: (407) 852-0286

Show Information:

Back-wall Drape:	Navy Blue/White/Silver
Side-wall Drape:	Blue
Hall Carpeted:	YES - Multicolored
Booth Size:	10' x 10'
Booth Includes:	Pipe and drape,(1) ID sign 7" x 44", 6' skirted table, (2) chairs and (1) wastebasket provided

During the Show:

- GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

SHIPPING ADDRESSES:

Advance to Warehouse:

GEMS
Company Name & Booth #
2017 GOODWILL
895 Central Florida Parkway
Orlando, FL 32824

Important Dates

Wednesday	October 11, 2017	Shipments may start arriving at the GEMS warehouse
Wednesday	November 1, 2017	Discount Deadline GEMS orders received with payment
Friday	November 10, 2017	Last day for shipments to arrive at GEMS warehouse without surcharges

DO NOT SHIP TO SHOW SITE PRIOR TO November 12, 2017.

Direct to Show Site:

Disney Coronado Springs Resort
c/o GEMS
Company Name & Booth #
2017 GOODWILL
101 West Buena Vista Blvd
Orlando, FL 32830

- Show carrier on site for pickup if you would like to ship outbound freight.
- Please inform your drivers to be checked in at the loading area by **4:00 pm on Tuesday November 14, 2017.**
- Freight not picked up by **5:30 pm on Tuesday November 14, 2017** will be redirected.
- All Exhibit Materials must be off the show floor by **6:00 pm on Tuesday November 14, 2017.**
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

***Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **Rose Testerman** Phone: (407) 438-5002 x112 Fax: (407) 852-0266 Email: Rose@gemsevents.com



**Goodwill Industries Loss Prevention and Safety
(GILPS) Conference**

Disney Coronado Springs Resort

November 12-15, 2017

SHOW HOURS

Sunday November 12, 2017

Exhibitor Move-In

12:00 PM—3:00 PM

Monday November 13, 2017

Exhibit Hall Open

7:30 AM—4:15 PM

Tuesday November 14, 2017

Exhibit Hall Open

7:30 AM—3:45 PM

Exhibitor Move-Out

4:00 PM—6:00 PM

**ALL EXHIBIT MATERIALS
MUST BE OFF THE FLOOR BY
6:00 PM on Tuesday November 14, 2017**



"...A Cut Above The Rest!"

Rose Testerman, Project Manager

895 Central Florida Parkway

Orlando, Florida 32824

E-mail: Rose@gemsevents.com

Phone: (407) 438-5002 ext. 112

Fax: (407) 852-0286

**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate ☐ Personal

EXPIRATION DATE

				___ / ___
--	--	--	--	-----------

Card Holders Name

(Please Print)

Billing Address

City

State

CVV

Zip Code

Phone Number

Email Address

Card Holders Signature

Company Name

Booth #

Calculation of Orders	Total
Material Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishings & Accessories	\$
GEMS Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
Processing fee for email/fax orders 6%	\$
Other	\$
Total	\$
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	
Please list all authorized persons for credit card use at show site below.	

Payment Policy

Payment for Services

GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 407-438-5002 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.



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**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied.
Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the Show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:		FAX NUMBER:
ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:		FAX NUMBER:



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**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **Friday November 10, 2017** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-438-5002.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE:** Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

Friday November 10, 2017

GEMS

Company Name & Booth #

2017 GOODWILL

895 Central Florida Parkway

Orlando, FL 32824

SHIPMENTS TO SHOW SITE

- **All shipments arriving at the facility prior to November 12, 2017 will be refused & rerouted.**
- **NOTE:** Shipments will only be received at the Show site *during the move-in periods* - **SEE PAGE TWO OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE:** Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility*. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

DO NOT DELIVER PRIOR TO

November 12, 2017

Disney Coronado Springs Resort

c/o GEMS

Company Name & Booth #

2017 GOODWILL

101 West Buena Vista Drive

Orlando, FL 32830

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.



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**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **November 10, 2017**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2017 GOODWILL
895 Central Florida Parkway
Orlando, FL 32824

Booth #: _____
#of Pieces: _____
Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **November 10, 2017**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2017 GOODWILL
895 Central Florida Parkway
Orlando, FL 32824

Booth #: _____
#of Pieces: _____
Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **November 10, 2017**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2017 GOODWILL
895 Central Florida Parkway
Orlando, FL 32824

Booth #: _____
#of Pieces: _____
Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **November 10, 2017**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2017 GOODWILL
895 Central Florida Parkway
Orlando, FL 32824

Booth #: _____
#of Pieces: _____
Carrier: _____



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November 12-15, 2017

MATERIAL HANDLING RECAP

Please indicate where your shipment will arrive: ☐ **GEMS Warehouse** ☐ **Show Site**

We will ship _____ pieces @ _____ lbs.	@ \$95.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$50.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$105.00 per 100 lbs. (200 lb. minimum)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 407-438-5002.

Material Handling Subtotal	\$
Overtime Subtotal	\$
Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 407 852-0286.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One: PREPAID COLLECT	
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM:

BOOTH#:



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**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

MATERIAL HANDLING RATES

- \$95.00 per hundred weight (or fraction thereof).
- Minimum of \$95.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:00pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Uncrated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Uncrated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$1.50 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap is available at \$15.00 per pallet / skid plus one-half hour labor..
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.



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Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$95.00 per CWT for straight time and \$190.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



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Orlando, Florida 32824 Fax: (407) 852-0286

**GEMS Discount Deadline
Wednesday November 1**

PLEASE RETURN THIS FORM TO GEMS SHIPPING TEAM
via e: gemslogistics.info@gmail.com
f:407 852 0286 t:407 438 5002 x112 c:321 246 4534



NOTE: This form books SHIPPING not MATERIAL HANDLING

EXHIBITOR DETAILS		ITEMS TO BE SHIPPED			
SHOW _____ BOOTH # _____	QTY	TYPE OF ITEM	DIMENSIONS		WEIGHT
EXHIBITING NAME _____		CRATE	[h]x[w]x[d]		
CONTACT _____		CARTON (CARDBOARD)	[h]x[w]x[d]		
EMAIL _____		CASE/TRUNK	[h]x[w]x[d]		
TEL _____		SKID/PALLET	[h]x[w]x[d]		
SHIPPING - INTO ADVANCE WAREHOUSE or SHOWSITE			[h]x[w]x[d]		
PICK UP FROM _____			[h]x[w]x[d]		
ADDRESS _____			[h]x[w]x[d]		
CITY _____ STATE/ZIP _____			[h]x[w]x[d]		
PICK-UP DATE _____			[h]x[w]x[d]		
PICK-UP TIMES _____			[h]x[w]x[d]		
SHIPPING SERVICES REQUIRED		- TOTAL PIECES TOTAL WEIGHT -			
ARRANGE MY INBOUND SHIPPING TO (check one):- <input type="checkbox"/> ADVANCE WAREHOUSE (Events team handles to your booth) OR <input type="checkbox"/> SHOW SITE (Events team handles to your booth) ----- <input type="checkbox"/> ARRANGE MY OUTBOUND SHIPPING FROM SHOW ----- <input type="checkbox"/> CONTACT ME ABOUT EXPRESS DEPARTURE SERVICE <input type="checkbox"/> CONTACT ME ABOUT STORAGE BETWEEN SHOWS		DECLARED VALUE \$ _____ LOADING DOCK <input type="checkbox"/> LIFT GATE NEEDED <input type="checkbox"/> RESIDENTIAL ADDRESS <input type="checkbox"/> INSIDE PICKUP <input type="checkbox"/> INSIDE DELIVERY <input type="checkbox"/> SPECIAL INSTRUCTIONS _____ _____ _____ 			
SHIPPING CHARGES		SHIPPING — OUTBOUND FROM SHOWSITE			
ALL LOGISTICS CHARGES TO BE APPLIED TO THIS CARD. Exhibitor to submit completed Bill of Lading for outbound shipping, to GEMS service desk—as point of responsibility transfer for freight listed on BoL. Exhibitor is aware of material handling service provided before/ after this shipping service by GEMS. CARD TYPE: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX CARD NO: _____ / _____ / _____ / _____ EXPIRY DATE _____ / _____ SECURITY CODE _____ BILLING ADDRESS _____ CITY _____ STATE/ZIP _____ NAME ON CARD _____ AUTHORIZED SIGNATURE _____		<input type="checkbox"/> SHIP BACK TO _____ _____ CITY _____ STATE/ZIP _____ CONTACT _____ PHONE _____ DELIVER BY DATE _____ QTY OF LABELS REQD _____ SPECIAL INSTRUCTIONS _____ _____ _____			
		SHIPPING METHOD			
		<input type="checkbox"/> STANDARD GROUND <input type="checkbox"/> 2ND / NEXT DAY AIR <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> OTHER _____			
		Note: Shipping Services are charged based on Dimensional or Actual weight—whichever is greater when weighed.			



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

INSTALLATION AND DISMANTLING LABOR ORDER

Straight Time: \$100.00 per personnel hour

Overtime: \$140.00 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.

A minimum charge is one hour per labor personnel,

PLAN A: Installation and dismantling of display under the supervision of I&D GEMS.	PLAN B: Installation and dismantling of display under the supervision of Exhibitor.
Please note the following: <ul style="list-style-type: none"> In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge. Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary. Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge. 	Please note the following: <ul style="list-style-type: none"> Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision. A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered. Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

FORKLIFT ORDER Straight Time: \$100.00 per personnel hour Overtime: \$140.00 per personnel hour Forklift: \$50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate line:		<input type="checkbox"/> GEMS Supervision	<input type="checkbox"/> Exhibitor Supervision	<input type="checkbox"/> Forklift Crew
Install	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
Dismantle	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:	Forklift Fee: \$50.00	\$ _____
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:				\$ _____

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

- Gilbert Exposition Management, Inc., GEMS & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
- Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

- Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
- Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
- Gilbert Exposition Management, Inc., GEMS will not be responsible for improperly packed or concealed damages to exhibits.
- The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

EXHIBITING FIRM:

BOOTH#:



Rose Testerman, Project Manager E-mail: Rose@gemsevents.com
895 Central Florida Parkway Phone: (407) 438-5002 ext. 112
Orlando, Florida 32824 Fax: (407) 852-0286

**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

November 12-15, 2017

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A **NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

- Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
- These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
- The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
- The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

- Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center**.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than **Wednesday November 1, 2017**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by **November 1, 2017**, then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from

INTENT TO USE NON-OFFICIAL CONTRACTORS

NOTIFICATION DEADLINE: November 1, 2017

EXHIBITING FIRM:		BOOTH #:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):		
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:	



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

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**GEMS Discount Deadline
Wednesday November 1**



**Goodwill Industries Loss Prevention and Safety
(GILPS) Conference**

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ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Basic Black Stool with Back	\$120.00	\$135.00	\$
	Literature Stand	\$110.00	\$137.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$60.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered in 10' Increments

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$89.75	\$115.50	\$
	6' Draped	\$99.25	\$138.50	\$
	8' Draped	\$107.25	\$154.50	\$
	4th Side Draped	\$22.00	\$29.75	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$95.75	\$129.25	\$
	6' Draped	\$108.75	\$147.00	\$
	8' Draped	\$120.50	\$162.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

TABLE RISERS AND DRAPING

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 7% \$

EXHIBITING FIRM:

BOOTH #:

Total \$



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**GEMS Discount Deadline
Wednesday November 1**



Goodwill Industries Loss Prevention and Safety (GILPS) Conference

Disney Coronado Springs Resort

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STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: ☐ Black ☐ Blue ☐ Grey ☐ Burgundy ☐ Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$137.50	\$175.50	\$
	10' x 20'	\$250.00	\$326.75	\$
	10' x 30'	\$375.00	\$490.00	\$
	10' x 40'	\$490.00	\$653.50	\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further Shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

☐ Gunmetal ☐ Misty Grey ☐ Bay Water ☐ Cherry Red
☐ Burgundy ☐ Silver Mist ☐ Baby Blue ☐ Ebony
☐ Navy ☐ Sky Blue ☐ Dusty Rose ☐ Light Teal

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$ _____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.

Freight handling charges at the close of the Show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.75/Sq. Ft. \$ _____

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 7% \$

Total \$



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November 12-15, 2017

FLORAL SERVICE ORDER FORM

(Call for Additional Information)

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$96.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$61.50	\$
	Large Fern	\$59.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$87.00	\$
	6' Green Plant	\$98.00	\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.40/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits)	\$0.30/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day	\$
--	-----------------	----

Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

Please include any specific instructions:

Please retain one copy for your files



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SIGN ORDER FORM

SHOWCARDS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$27.75	\$48.75	
	7" x 44"	\$36.86	\$57.56	
	14" x 22"	\$37.36	\$58.40	
	14" x 44"	\$62.66	\$100.07	
	22" x 28"	\$63.68	\$101.40	
	28" x 44"	\$81.94	\$157.48	
	40" x 60"	\$179.63	\$315.50	

BANNERS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DIGITAL BANNER	\$15.00 psf	\$24.00 psf	
FORMULA: _____ X _____ = \$ _____				

ADDITIONAL SERVICES:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CARDBOARD EASEL	\$7.25 per sign	\$14.50 per sign	
	LOGO SCAN	\$49.00 per logo	\$63.50 per logo	
	*PLEASE CALL FOR GRAPHICS PRICING			

SIGN SPECIFICATIONS (PLEASE INDICATE YOUR PREFERENCES):

TEXT STYLE:	BLOCK	ROMAN	SCRIPT	CASUAL	SCHOOL
PANEL STYLE:	VERTICAL	HORIZONTAL			
LETTER COLOR:					
BACKGROUND COLOR:					

INDICATE SIGN COPY HERE (PLEASE PRINT):

IMPORTANT NOTE: Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at \$65.00 per hour with a one-half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____



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**GEMS Discount Deadline
Wednesday November 1**



Exhibitor Concierge Audio Visual Request Form Coronado Springs Resort

CUSTOMER INFORMATION

PLEASE PRINT OR TYPE

Company:

Address:

City: State Zip:

Phone: Fax:

Contact:

DELIVERY INFORMATION

Convention Name:

Booth #: Email:

On-Site Contact/Cell:

Delivery: Pick-Up:

Date: Date:

Time: Time:

AV EQUIPMENT (*Service Fee)

	Qty	Daily Rate	# of Days	TOTAL
(2) Powered Speakers with Mixer		\$255		\$
Wireless Microphone		\$175		\$
DVD Player		\$100		\$
54" AV Cart w/drape		\$55		\$
32" Monitor/TV		\$200		\$
LCD Projector 4000 lumens		\$425		\$
6'-8' Tripod Screen		\$60		\$

DISPLAY EQUIPMENT (* Service Fee)

	Qty	Daily Rate	# of Days	TOTAL
17" LCD Flat Data Monitor		\$145		\$
21" LCD Flat Data Monitor		\$150		\$
46" LCD Monitor		\$525		\$
61" Plasma Monitor		\$600		\$
Chrome Post Stand		\$120		\$
Laptop 2Ghz/20gb/Win XP		\$275		\$
VGA Cable 25'-50'		\$37		\$
Wireless Mouse		\$60		\$

Pricing is effective October 1, 2015 through September 30, 2016 and is subject to change.

RENTAL POLICY

All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period.

Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged.

Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal one-day rate.

Prices are based on current rates and are subject to change without notice.

All equipment is on a daily rate per-room/booth basis.

PAYMENT INSTRUCTIONS

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.

Card Type: ☐ Amer. Ex ☐ Visa ☐ MasterCard ☐ Discover

Card # Exp. Date:

Card holder name:

Signature:

Total Equipment Rental \$

*20% Service Fee \$

6.5% FL Sales Tax \$

TOTAL \$

For additional custom quotes or for questions, contact:
Phone 407-939-3050 Fax: 407-938-0440 Email: psav1643@psav.com

Equipment listed does not reflect our total inventory; please call for additional information and pricing.



Disney's Coronado Springs Exhibitor Electrical Pricing

TO ORDER:	Mailing Information: Audio Visual Department Disney's Coronado Springs P.O. Box 10,000 Lake Buena Vista, FL 32830	Phone: (407) 939-3050 Fax: (407) 938-0440	Email Information: Exhibits.Coronado@psav.com
SHOW NAME:		NAME OF FACILITY:	
FIRM NAME:		SHOW DATES:	
BILLING ADDRESS:		BOOTH:	
TELEPHONE:		CITY, STATE, ZIP:	
E-MAIL ADDRESS:		FAX:	
SIGNATURE:		PRINT NAME:	
ON-SITE CONTACT:		CELL PHONE:	

For Outdoor Events 20 AMP Minimum Required ELECTRICAL OUTLETS (Approximately 120V A.C. 60 Cycle)				
120 Volts	Quantity	Advance PRICE \$	Regular PRICE \$	Cost
0 - 500 WATTS (5 AMPS)	_____	85.00	125.00	_____
501 - 1,000 WATTS (10 AMPS)	_____	150.00	225.00	_____
1,501 - 2,000 WATTS (20 AMPS)	_____	195.00	295.00	_____

ELECTRICAL SERVICE CONNECTIONS (Approximately 208v A.C. 60 Cycle)				
208 VOLTS SINGLE PHASE	Labor of 1 1/2 hrs/Hook-up & 1 hr/Dismantle will be charged for 208 Volt Services			
	20 AMPS	370.00	555.00	_____
	30 AMPS	445.00	665.00	_____
	60 AMPS	560.00	875.00	_____
	100 AMPS	765.00	1150.00	_____
208 VOLTS THREE PHASE	Labor of 1 1/2 hrs/Hook-up & 1 hr/Dismantle will be charged for 208 Volt Services			
	20 AMPS	495.00	750.00	_____
	30 AMPS	595.00	895.00	_____
	60 AMPS	780.00	1170.00	_____
	100 AMPS	1030.00	1545.00	_____
	200 AMPS	1500.00	2325.00	_____
	400 AMPS	2835.00	4250.00	_____

EXTENSION CORDS (Electricity not included)				
Single Outlet	_____	40.00		_____
Quad Outlet/Power Strip	_____	50.00		_____

LABOR				
STANDARD	Mon - Fri 8:00 a.m. - 5:00 p.m. (except Holidays)	90.00		_____
OVERTIME	Mon - Fri 5:00 p.m. - 8:00 a.m. and Sat/Sun/Holidays	135.00		_____

	SUB TOTAL \$ _____ 6.5% FL Sales Tax* _____ TOTAL DUE \$ _____ <small>All Tax Exempt clients must send a copy of their Tax Exempt Form</small>
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TERMS AND CONDITIONS APPLY

SPECIAL REQUIREMENTS

Dedicated Circuit or 24 hours service required? Yes _____ No _____ (If yes, double electrical outlet or electrical service connection charge.)
 RATES FOR HIGHER WATTAGES, VOLTAGE, OR SPECIAL LIGHTING ON REQUEST. SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

ISLAND BOOTHS

A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment.
 There is a minimum labor charge of (1.5) one and one half hours for hook-up and (1) one hour to dismantle for island booths, special events, and 208 volt services.

FULL PAYMENT DUE PRIOR TO SHOW OPENING

All credit cards will be processed by PSAV

Make all checks payable to PSAV

☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover ☐ Check

Credit Card #: _____ CCID# _____ EXP Date: _____

Card Holder's Name (PRINT) _____ Authorized Signature: _____

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

Rental rates quoted cover any portion of a seven (7) day consecutive period.

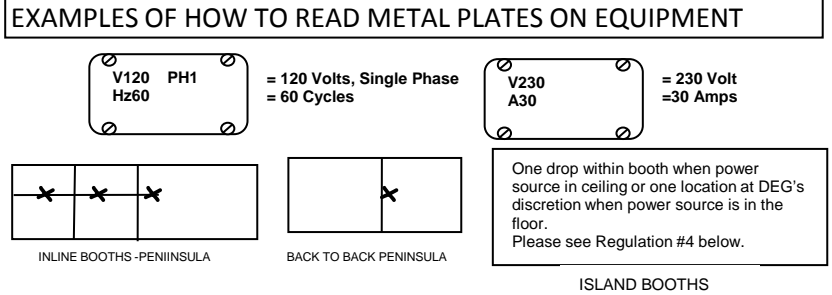
Pricing is effective October 1, 2015 through September 30, 2016 and is subject to change. Applicable sales tax is not included.

REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (See Example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.).

Where will my outlet be located?

Your outlet will be located as depicted, unless floor plan is received indicating otherwise.



1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set-up for discount rates. Orders received less than ten (10) business days prior to scheduled event set-up or without payment will be charged at the floor order rates.
2. The Disney Event Group (DEG) is not responsible for voltage fluctuations or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by our electrician. We will not be responsible for any damage or loss of equipment, component, computer hardware, or software and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than our electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections including bringing the service to booth in the most convenient manner for DEG and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Normally, all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. A minimum charge of one and one half (1½) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. DEG reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. DEG is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Material and equipment furnished by DEG for this service order is furnished on a rental basis, remains our property, and shall be removed ONLY by DEG. Price also includes all necessary disposable supplies.
12. DEG employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
13. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by DEG prior to close of event.
14. Credit will not be given for service installed and not used.
15. Exhibitor holds DEG harmless for any and all losses of power Exhibitor holds DEG harmless for any and all losses of power beyond DEG's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
16. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the preceding page.
17. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden to all convention facilities.
18. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.