



Spring 2018 Tampa Bay Condo & HOA Expo
 April 27, 2018
 Tampa Convention Center – Ballrooms B,C&D

Welcome to the *Spring 2018 Tampa Bay Condo & HOA Expo*. We are pleased to once again be appointed as your Official General Contractor. Our goal is to make sure your show participation is a success.

Suncoast Convention Services, Inc. requires payment in full for additional services at the time you place your order, along with the COMPLETED payment policy form. **To take advantage of our substantial price discounts** just return your order with your payment prior to the discount price deadline and use the lower price.

Please contact us with any questions. If you have a special request, please call and we will do our best to provide you with all your event needs. Thank you for the opportunity to serve you.

Official General Contractor

Suncoast Convention Services
 4800 N. US HWY 301
 Tampa, FL 33610

Phone 813-628-8301
 Fax 813-626-6510

Email: info@suncoastcs.com

Show Information

Each 10' x 10' Exhibit Space will include
 Back Wall Drape 8' High Pipe and Drape (BLACK)
 Side Rail Drape 3' High Pipe and Drape (BLACK)

The ballrooms are carpeted
 One 1 6' x 24" Skirted Display Table
 One 1 Wastebasket with Liner
 Two 2 Chairs
 One 1 7" x 44" One Line Exhibitor ID Sign

Production Timeline

Discount Deadline	Friday, April 6, 2018	
Exhibitor Set-up	Friday, April 27, 2018	7:00am-10:00am
Show Hours	Friday, April 27, 2018	10:30 am – 3:00 pm
Seminars	Friday, April 27, 2018	Begin at 8:30am
Dismantle	Friday, April 27, 2018	3:00 pm

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PAYMENT POLICY

Payment in full rental charges, including 7% tax, must accompany your advance orders to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders placed at the show will be charged at the **STANDARD RATES**. All payments must reference show name, exhibitor name and booth number. \$25.00 fee on all checks returned. Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. **NOTE: ALL PAYMENTS MUST BE MADE IN U.S FUNDS DRAWN ON U.S BANKS**

PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED
BY: **SUNCOAST CONVENTION SERVICES, Inc.**

CASH (Show site orders only...do not mail)	CREDIT CARD (Complete Authorization Below)
COMPANY CHECK (Must accompany order)	PURCHASE ORDER #

If you wish to authorize **Suncoast Convention Services, Inc.** to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by your representative, please complete the information requested below.

CHARGE TO CREDIT CARD

<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<table border="1" style="margin: auto;"> <tr> <th colspan="2" style="padding: 2px;">Expiration Date</th> </tr> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table>	Expiration Date				<table border="1" style="margin: auto;"> <tr> <th style="padding: 2px;">CVV#</th> </tr> <tr> <td style="width: 60px; height: 40px;"></td> </tr> </table>	CVV#															
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ALL EXHIBITORS MUST PRINT COMPLETE INFORMATION BELOW, INDICATING ACCEPTANCE AND COMPLIANCE, AND RETURN IT TO SUNCOAST CONVENTION SERVICES INC.

Name of Event: <i>Spring 2018 Tampa Bay Condo & HOA Expo.</i>		Booth #
Exhibitor	Phone #	
Address	City & State	Zip
Authorized By	Signature	
Date Signed	Email Address	
Onsite Contact Name	Onsite Contact #	

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FURNITURE ORDER FORM
Spring 2018 Tampa Bay Condo & HOA Expo

QTY		Discount Price	Standard Price	QTY		Discount Price	Standard Price
				SEATING			
					Modular Arm Chairs	35.00	45.00
					Modular Side Chairs	32.00	42.00
					Bar Stool with Back Deluxe	40.00	50.00
					Folding Chair	5.00	10.00
DRAPED DISPLAY TABLES 30" HEIGHT Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER				ACCESSORIES			
	4'	65.00	75.00		Wastebasket	7.00	10.00
	6'	75.00	85.00		Easel	20.00	30.00
	8'	85.00	95.00		8' Masking	3.00	4.00
					Table Skirting	20.00	25.00
DRAPED DISPLAY TABLES 42" HEIGHT Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER				HARDWARE			
	4'	75.00	85.00		8' Uprights	8.00	10.00
	6'	85.00	95.00		Bases	8.00	10.00
	8'	95.00	105.00		Cross Bars	8.00	10.00
UNDRAPED DISPLAY TABLES 30" HEIGHT				Custom Furnishings Available Upon Request			
	4'	45.00	55.00	SUB-TOTAL			
	6'	55.00	65.00	7% SALES TAX			
	8'	65.00	75.00	TOTAL BALANCE			
UNDRAPED DISPLAY TABLES 42" HEIGHT				CHECK #			
	4'	50.00	60.00	PURCHASE ORDER #			
	6'	60.00	70.00				
	8'	70.00	80.00				
ROUND TABLES (PRE SHOW ONLY)				CANCELLATION POLICY – Items cancelled after move-in begins will be charged at 50% of the original price.			
	30" Round/ 30" Height		85.00				
	30" Round/ 40" Height		95.00				
PAYMENT POLICY <i>Payment for all items ordered in advance must accompany the return of this order.</i> <i>All orders received at Service Desk will be charged at Standard Prices.</i>				Company Name:			
				Address:			
				City	State	Zip	
				Authorized By: (Please print)			
				Signature:			
				Email Address:			
Charges for rental items listed above include delivery to your display area, installation only where specified, and removal at close of exhibit. Charges due and payable upon presentation of invoice at show. A finance charge of 1.5% per month (18% annum) will be added to all charges not paid within 10 days of invoice date.							
I agree, in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise that I will pay a reasonable attorney's fee for such collection.							
EXHIBITORS WILL BE CHARGED PUBLISHED RATES FOR ALL DAMAGED AND LOST EQUIPMENT.							

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Signs and Graphics Order Form

Printed Banners

Color or Black and White printed banners are a powerful communication tool that can be printed easily, quickly and affordably. Our digitally printed banners can be printed on fully hemmed and grommetted, heavy duty vinyl banner fabric.

<i>Printed Banners</i>	Quantity	Price	Total
3' x 6'		\$125.00	
3' x 8'		\$150.00	
3' x 12'		\$200.00	
3' x 20'		\$275.00	

Foam Core Signs

Rigid Foam-core signs are most commonly used for trade shows or special events where inexpensive, disposable and easily replaceable signs are required.



<i>Foam Core</i>	Quantity	Price	Total
22" x 28" Black and White		\$45.00	
22" x 28" Color		\$55.00	

Printed Sintra Signs

Sintra is a smooth PVC type material most commonly used for indoor signs. It looks great for charts, graphs, etc. used in presentations, or wall signs used in businesses.

<i>Printed Sintra Signs</i>	Quantity	Price	Total
22" x 28" Black and White		\$65.00	
22" x 28" Color		\$75.00	

Easels and Sign Holders

<i>Easels and Sign Holders</i>	Quantity	Price	Total	Sample
Easel		\$25.00		
Chrome Sign Stanchion		\$35.00		

Event Name <i>Spring 2018 Tampa Bay Condo & HOA Expo</i>			Subtotal
Company Name		Phone	Tax
Email		Fax	Total
Billing Address			
City	State	Zip	
Signature			Date

****Prices indicated above are based on the following. 1. Receipt of this order at least 7 days prior to show opening. 2. Exhibitor must supply all the artwork. 3. Includes delivery to booth. 4. Exclusive of installation and hanging.**

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GUIDELINES FOR SHIPMENTS

Advance Freight Warehouse Shipments

All warehouse shipments must be received by **Thursday, April 26, 2018** or up to 30 days in advance.

Please call 813.628.8301 to arrange delivery dates and times.

Ship To:	
	<i>Spring 2018 Tampa Bay Condo & HOA Expo</i>
	Company Name and Booth #
	C/O Suncoast Convention Services
	3112 E 4 th Ave
	Tampa, FL 33605

Show Site Shipments

Be prepared to have your carrier wait in line for unloading. Instruct the truck driver to check-in at the Suncoast Convention Services Service Desk to complete paperwork and establish unloading order.

Direct to show site shipments are to be delivered on **Friday, April 27, 2018**

ALL SHIPMENTS DELIVERED TO SHOW SITE BEFORE THIS DATE WILL BE REFUSED.

Ship To:	
	<i>Spring 2018 Tampa Bay Condo & HOA Expo</i>
	Company Name and Booth #
	C/O Suncoast Convention Services
	Tampa Convention Center
	333 S. Franklin St.
	Tampa, FL 33602

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MATERIAL HANDLING ORDER FORM

Spring 2018 Tampa Bay Condo & HOA Expo

Company Name: _____

Booth Number: _____

Contact Name: _____

Phone Number: _____

MATERIAL HANDLING SERVICES

- Crated** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.
- Uncrated** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

***Please make sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.*

DESCRIPTION	PRICE PER 100 LBS.	MINIMUM
Warehouse Shipment (100 lbs. minimum)		
Crated, Skidded or Shrink wrapped	\$55.00	\$55.00
Uncrated or Special Handling	\$65.00	\$65.00
Show Site Shipment (200 lbs. minimum)		
Crated, Skidded or Shrink wrapped	\$50.00	\$100.00
Uncrated or Special Handling	\$60.00	\$120.00

#	Description	Weight	÷ 100	Unit Price	Estimated Total
S	SAMPLE	1200	12	\$55.00	\$660.00
1					
2					
3					
				Sub Total	
				Tax	N/A
				Total	

Payment Must Accompany Order Form

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OUTBOUND SHIPPING FORM

Spring 2018 Tampa Bay Condo & HOA Expo

Company Name:	Booth Number:
Contact Name:	Phone Number:

Every Outbound shipment will require this material handling form to be completed.

OUTBOUND SHIPPING INFORMATION

FROM:	Shipper/Exhibitor Name		
	Billing Address		
	City	State	Zip
TO:	Company Name		
	Delivery Address		
	City	State	Zip
	Phone Number	Contact Name	
	Special Instructions		

METHOD OF SHIPMENT

Note	YRC Worldwide is the show's designated ground and air outbound carriers. If using other carriers, it is the responsibility of the exhibitor to call their carrier and arrange for pick-up within the allotted move-out time. Suncoast will load out shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Suncoast Convention Services is not responsible for freight charges. Outbound UPS/FEDEX not accepted. <b style="background-color: yellow;">OUTBOUND CARRIER MUST CHECK IN BY 4 PM ON April 27, 2018
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Please check desired method of shipment below.

	YRC Worldwide(PREFERRED CARRIER)
	OTHER COMMON CARRIER _____

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Suncoast Convention Services		
RUSH		
April 26, 2018		
TO:		
Exhibitor Name		
C/O Suncoast Convention Services, Inc. 3112 E 4 th Ave Tampa, FL 33605		
ADVANCE FREIGHT WAREHOUSE		
Event: <i>Spring 2018 Tampa Bay Condo & HOA Expo</i>		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.
Please call 813.628.8301 to arrange delivery dates and times.

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Suncoast Convention Services		
RUSH		
April 27, 2018		
TO:		
Exhibitor Name		
C/O	Suncoast Convention Services, Inc.	
	Tampa Convention Center	
	333 S. Franklin St.	
	Tampa, FL 33602	
SHOWSITE FREIGHT		
Event: <i>Spring 2018 Tampa Bay Condo & HOA Expo</i>		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.

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