

## Exhibitor Kit

Welcome to the Rosen Shingle Creek!

Encore is the exclusive provider of all Rigging and Power Distribution Services, and a preferred provider of Audio Visual Services for Rosen Shingle Creek.

As your on-site partner, we are uniquely prepared for the many details surrounding the delivery of a successful program.

### Important Information:

- All Orders are subject to a 25% Service Charge.
- Tax Exempt Status - If you are exempt from sales tax you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- Orders must be received **a minimum of thirty (30) days prior to show opening** to qualify for Advance Price.
- Orders received less than thirty (30) days prior to show opening will receive Standard Pricing.
- Orders received less than seven (7) days prior to show opening will receive Standard Pricing and may incur a one hour labor charge.
- **Standard placement for electrical services is the back of an inline booth.**
- **Non-Standard Placement for electrical and other services will require a 2.5 hour Labor Charge (1.5 hours for installation, and 1 hour to dismantle.)** A non-standard placement is defined as any Island Booth, 208V Service, Air Service, Water Service, or any electrical service connection that is not in the back center of the booth.

This packet contains the tools necessary to assist you and your exhibitors in implementing a flawless event.

- Pages 2-3 Payment Information / Regulations and General Information – must be submitted with all orders
- Pages 4-5 Power Distribution Exhibitor Order Form and Booth Layout Form
- Page 6 Air and Water Exhibitor Order Form
- Page 7 Audiovisual Exhibitor Order Form
- Page 8 Rigging Order Form and link for service request

In addition to the attached tools, our knowledgeable staff is available to assist you and your exhibitors. If you have additional questions, please email or call us as follows:

\*Exhibit Services Team:

407.996.4473 / [RSCExhibits@Encoreglobal.com](mailto:RSCExhibits@Encoreglobal.com)

## Exhibitor Kit

### AIR & WATER EXHIBITOR ORDER FORM

Company Name:		Booth #
---------------	--	---------

Orders submitted less than 30 days prior to show opening will receive standard pricing.

**\*Labor is required for all specialty services**

**Compressed Air Service** \*PSI 100lbs Average – Prices based on  
¼” to ½” line  
Includes ¼” Male Connection Only.

	QTY	Advance Price	Standard Price	Cost
Master Line Drop		\$300.00	\$390.00	
Add'l Connections		\$60.00	\$80.00	

**Water Line Service** \*55 PSI min – 70 PSI Max – Prices based on  
¼” to ½” line

	QTY	Advance Price	Standard Price	Cost
Master Line Drop		\$300.00	\$390.00	
Add'l Connections		\$60.00	\$80.00	

#### Reservoir Fill & Drain

	QTY	Advance Price	Standard Price	Cost
0-100 Gallons		\$125.00	\$175.00	
101-500 Gallons		\$175.00	\$225.00	
Each Add'l 100 GALS		\$20.00	\$25.00	

#### Special Instructions:

#### Labor

**Standard Rate: \$115/HR**

There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 VOLT Services, Island Booths, and any drops that is not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.

**FULL PAYMENT IS DUE PRIOR TO SHOW OPENING**

25% Service Charge –

Applies to All Orders

6.5% Florida Sales Tax

**TOTAL DUE**

## Exhibitor Kit Booth Layout Form

Company Name:		Booth #
---------------	--	---------

**Important Information:**

- Please indicate the size your booth and the surrounding booths in the appropriate locations.
- Island booths/nonstandard installations – Ascaled floorplan must accompany orders showing locations of electrical outlet(s), main drop location, connections and lighting equipment.
- Will you have carpet in your booth? YES ☐ NO ☐

Behind Aisle or Booth # \_\_\_\_\_


Left Side Aisle  
or Booth #

\_\_\_\_\_

Right Side Aisle  
or Booth #

\_\_\_\_\_

Front/Across Aisle or Booth # \_\_\_\_\_

Each square is \_\_\_\_\_ feet, since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

## Exhibitor Kit

### Credit Card Consent, Terms and Conditions/Regulations and General Information

**This form must be submitted in order to process the order.**

Show Name:		Show Start:		Show End:	
Company Name/Booth Name:				Booth #	
Credit Card #				Exp. Date	
Billing Address			City, State, Zip Code:		
Cardholder's Name			Phone Number:		
Email Address					

**I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per Encore Terms and Conditions/Exhibit Regulations and General Information.**

**Signature:**

**Date:**

1. Orders must be received with payment a minimum of thirty (30) days prior to scheduled event set up for Advance Price. Orders received less than thirty (30) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
2. Encore electrical is not responsible for voltage fluctuation 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 an Encore electrician. Encore 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 a Encore electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for Encore 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.

## Exhibitor Kit

### Encore Terms and Conditions / Regulations and General Information

5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of two and a half (2 ½) hours labor charge, (one (1 ½) hour to install and one (1) hour for dismantle). 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 charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

7. All equipment regardless of source of power, must comply with Federal, State, and local codes. Encore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Encore 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 standard 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, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

11. A \$25.00 service charge will be assessed for all returned checks and credit cards.

12. Material and equipment furnished by Encore for this service order is furnished on a rental basis and remains the property of Encore and shall be removed ONLY by Encore Employees. Price also includes all necessary disposable supplies.

13. Encore Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.

14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event. This claim must be verified by an Encore Employee prior to close of event.

15. Credit will not be given for service installed and not used.

16. It is agreed that 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, exhibitor will pay Encore its attorney fees or applicable agency fees.

17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.

18. Exhibitor holds Encore harmless for any and all losses of power beyond Encore'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.

19. As the official Electrical Contractor, Encore 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 page 4.

20. 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 material 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 two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

**22. Event Cancellation.** If Customer Cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by Encore, which will be payable by the Customer. Cancellations received 29 to 15 days before the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the event will be subject to cancellation charge of 75% of the charges contained in the Event Quote. Cancellations received less than three days (72) hours before the first day of the Event of after equipment has departed from its storage facility, will be subject to a cancellation charge of equal to 100% of the total charges set out in the Event Quote. Customer agrees that and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer.