



**LVE**



# **CHAMPS**

## **FT LAUDERDALE 2025**

**Broward County Convention Center**  
**November 11 - 13, 2025**

### **Exhibitor Service Manual**

**888-989-EXPO**

LAS VEGAS • ORLANDO • NASHVILLE • DALLAS • DENVER

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**IMPORTANT DATES**

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i><b>DESCRIPTION</b></i>	<i><b>DISCOUNT RATES RECEIVED BY</b></i>	<i><b>STANDARD RATES BEGIN</b></i>	<i><b>ONSITE RATES BEGIN</b></i>
<b>BOOTH PACKAGE (REQUIRED TO BE RETURNED)</b>	10/22/2025	10/23/2025	11/7/2025
<b>FURNITURE</b>	10/22/2025	10/23/2025	11/7/2025
<b>ACCESSORIES</b>	10/22/2025	10/23/2025	11/7/2025
<b>SHELVING UNITS</b>	10/22/2025	10/23/2025	11/7/2025
<b>SHOWCASES</b>	10/22/2025	10/23/2025	11/7/2025
<b>CARPET</b>	10/22/2025	10/23/2025	11/7/2025
<b>BOOTH CLEANING &amp; PORTER SERVICE</b>	10/22/2025	10/23/2025	11/7/2025
<b>DISPLAY LABOR</b>	10/22/2025	10/23/2025	11/7/2025
<b>RENTAL BOOTH PACKAGES</b>	10/22/2025	10/23/2025	11/7/2025
<b>NON-ELECTRICAL HANGING SIGN - UNDER 200 LB</b>	10/22/2025	10/23/2025	11/7/2025
<b>ELECTRICAL SIGNS / MOTORS / HANGING OF VIDEO WALLS</b>	10/22/2025	10/23/2025	11/7/2025

<i><b>MATERIAL HANDLING</b></i>	<i><b>Begins</b></i>	<i><b>Ends</b></i>
<b>The warehouse will be closed Monday, September 1, 2025. Please notify your carriers.</b>		
Advance Warehouse Shipments Standard Rates	10/2/2025	- 10/24/2025
Hanging Signs to Advance Warehouse	10/2/2025	- 10/24/2025
Late Advance Warehouse Shipments	10/25/2025	- 11/12/2025
Direct to Show Shipments Standard Rates	11/9/2025	- 11/10/2025
Late Direct to Show Shipments	Received after the show has opened	

**WORK AUTHORIZATION**
**DEADLINE:** Wednesday, October 22, 2025

**EAC AGREEMENT & FEES**
**DEADLINE:** Wednesday, October 22, 2025

**VEHICLE SPOTTING SUBMISSION**
**DEADLINE:** Wednesday, October 8, 2025

*Specialty Furniture, Electrical, Internet, etc*

See individual forms for deadlines

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## FREE FURNISHINGS - REQUIRED TO BE RETURNED

### 20' x 20' Booths and Larger MUST COMPLETE and RETURN

Each exhibitor with a 20' x 20' booth or larger must complete the following to take advantage of the "Free Furniture". This does not apply to the smaller inline booths.

Please return via email [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) or fax 702-248-4113

**DEADLINE DATE: October 22, 2025**

## SELECT FROM FURNITURE BELOW AND RETURN

Available Furniture for FREE

One (1) of each item per 10' x 10' space.

Booth Size \_\_\_\_\_ X \_\_\_\_\_

Item	Quantity	Price	Total
8' x 30"H Table Skirted Show Color		No Charge	No Charge
Side Chair		No Charge	No Charge
Wastebasket		No Charge	No Charge

☐

No Package Furniture Needed

No substitutions allowed. Borrowing or trading is NOT allowed.

All additional items in booth will be charged at full price.

For additional items please refer to the appropriate forms.

Orders received after the deadline and onsite orders will be delayed in delivery.

This form is required to be submitted by: **Wednesday, October 22, 2025**

Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113



# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025  
BROWARD COUNTY CONVENTION CENTER - HALL B

## SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.  
Our goal is to make sure your participation is a success.

**No substitutions allowed. Borrowing or trading is NOT allowed.**

**All additional items in booth will be charged at full price.**

**Each 10' x 10' inline booth will consist of:**

INLINE BOOTH	Each 10' x 10' inline booth will consist of:							
	BACK WALL DRAPE COLOR		BLACK/TEAL/TEAL/BLACK		SIDE RAIL DRAPE COLOR		BLACK	
	HALL FLOORING		FACILITY IS NOT CARPETED					
	One	8' Table Skirted Black			One	Side Chair		
	One	Wastebasket			One	11" x 17" Identification Sign		

**Each 5' x 5' inline booth will consist of:**

ARTIST BOO	Each 5' x 5' inline booth will consist of:			
	DIVIDERS WILL BE 3' H DRAPE ON ALL SIDES IN GRAY			
	ARTIST AREA WILL BE CARPETED BLUE			
	One	4' Table Skirted Silver	One	Side Chair
	One	Wastebasket	One	11" x 17" Identification Sign

## SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Monday, November 10, 2025	8:00 AM	8:00 PM	Exhibitor Set Up
<b>CLEAN FLOOR POLICY WILL BE ENFORCED.</b>			
<b>Freight left on the show floor will be removed Monday, November 10, 2025</b>			
Empty containers need to be tagged by 7:00 PM Monday, November 7, 2025			
<b>SHOW READY BY 8:00 PM MONDAY, NOVEMBER 10, 2025</b>			
**** Small POV move-in only on Tuesday, November 11, 2025 8:00 AM - 10:00 AM ****			
Tuesday, November 11, 2025	11:00 AM	6:00 PM	Show Hours
Wednesday, November 12, 2025	11:00 AM	6:00 PM	Show Hours
Thursday, November 13, 2025	11:00 AM	4:20 PM	Show Hours
Thursday, November 13, 2025	4:20 PM	10:00 PM	Exhibitor Move Out

**EARLY TEAR DOWN OF YOUR BOOTH IS NOT PERMITTED.**

<b>ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:</b>	<b>7:30 PM on Thursday, November 13, 2025</b>
<b>ALL MHA'S MUST BE COMPLETED AND TURNED IN BY:</b>	<b>9:00 PM on Thursday, November 13, 2025</b>
<b>ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:</b>	<b>10:00 PM on Thursday, November 13, 2025</b>

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025  
BROWARD COUNTY CONVENTION CENTER - HALL B

## SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS**  
**MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Thursday, October 2, 2025	WAREHOUSE RECEIVING HOURS  MONDAY - FRIDAY 8:00 AM - 3:30 PM EXCLUDING HOLIDAYS
	STANDARD RECEIVING RATE DEADLINE	Friday, October 24, 2025	
	WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Friday, November 7, 2025	
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only
	No COD or collect shipments		Must submit payment authorization form with all orders
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse

**USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY**

<b>WAREHOUSE SHIPPING ADDRESS:</b> All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	CHAMPS Ft Lauderdale 2025	BOOTH #	
	COMPANY		c/o	Vista South / LVE
	ADDRESS	15002 NW 107th Ave, Unit 1, Hialeah, FL 33018		

*If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.*

**Material Handling rates are round trip rates,  
there will be no additional handling fees at the show.**

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING					
DAY/DATE		START TIME		END TIME	
Sunday, November 9, 2025		12:00 PM		5:00 PM	
Monday, November 10, 2025		8:00 AM		7:00 PM	
Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE			
Material shipped direct to the facility will be turned over to LVE and incur additional charges.					
Do not ship your materials to arrive prior to the dates above.					
SHOW SITE SHIPPING ADDRESS:  All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	CHAMPS Ft Lauderdale 2025			BOOTH #
	COMPANY		C/O	LVE	
	ADDRESS	BROWARD COUNTY CONVENTION CENTER - HALL B 1950 Eisenhower Blvd, Ft Lauderdale, FL 33316			

**The Payment Authorization Form must be completed and submitted to LVE prior to shipping.**

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

### BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

### HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

### PERSONAL OWNED VEHICLES

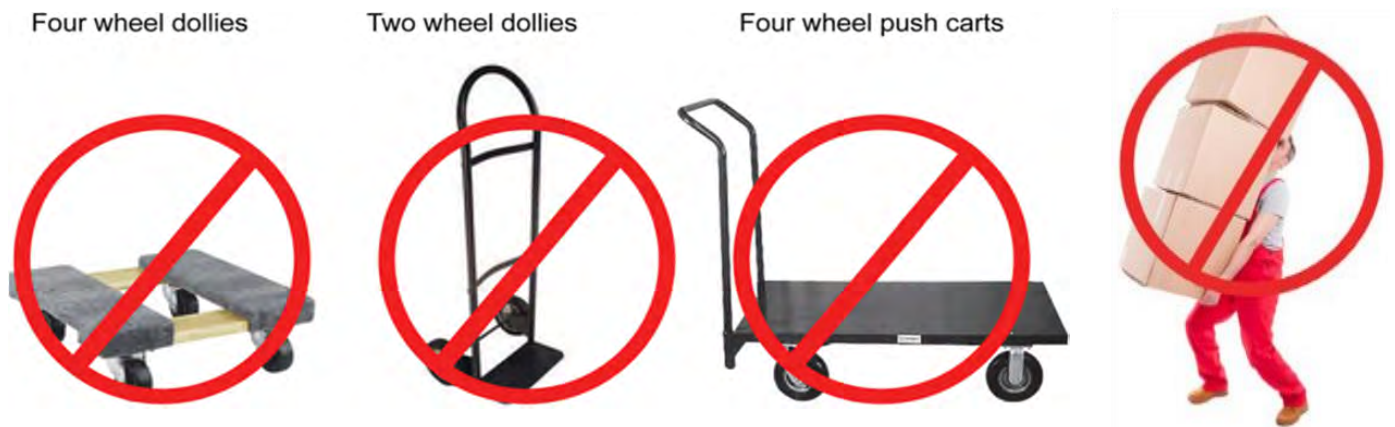
Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

**Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113**

The use of hand carts & dollies is NOT permitted.

Las Vegas Expo has been contracted to assist with all unloading/loading of materials. All loading and unloading must be done in the designated areas.

See Material Handling and Cart Service guidelines within this Exhibitor Service Manual for rates.



## **HAND CARRY IS LIMITED TO:**

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

All hand carry must be done through the front doors.



**HAND CARRY & PERSONAL VEHICLE (POV) GUIDELINES****HAND CARRY POLICY**

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall.

Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

- Only one exhibitor per booth may hand carry items.
- The exhibitor must carry the materials by hand.
- The use of wheeled carts or dollies is NOT permitted.
- The exhibitor is limited to one trip.
- The exhibitor must NOT use the loading dock or freight doors for access.

**PERSONAL VEHICLE (POV) AND CART SERVICE POLICY & FEES**

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. There will be charges for this Round-Trip Service"

- A personal vehicle (POV) is defined as a small passenger car or pick-up.
- You must hire a Teamster and cart to unload vehicle.
- Entire load must weigh less than 200 pounds to qualify for POV fees.
- Entire load must fit on one 2 1/2' x 4' flatbed cart supplied by the Teamster.
- Payment must be provided in advance or at the time of service.

If your material meets ALL of the POV guidelines, the following charges will apply:

- \$ 250.00 - Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
- \$ 375.00 - All other times

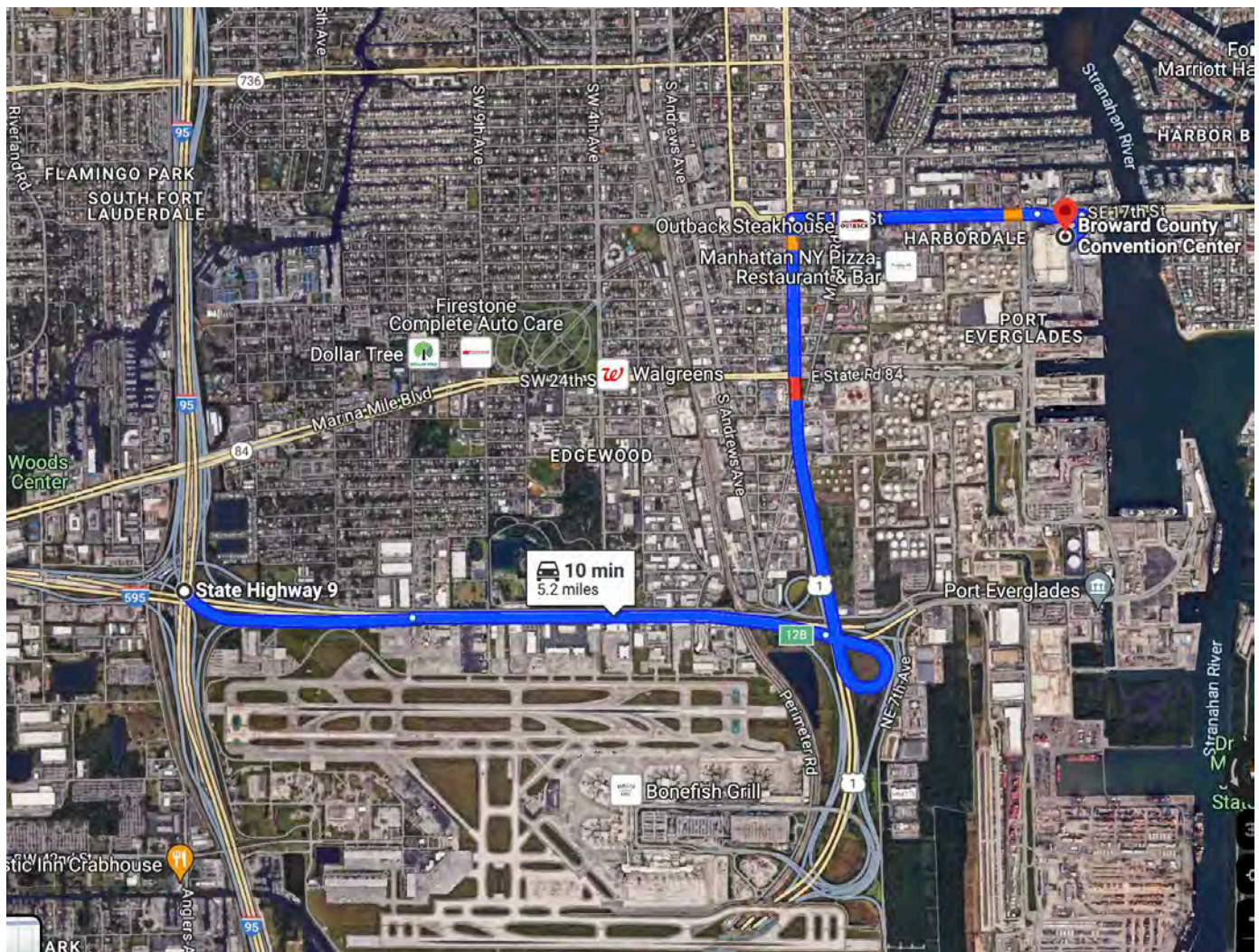
If you should choose not to wait for a Teamster and cart, but do use the loading dock freight doors, you will still be charged the applicable Material Handling rates for facility access.

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. Please see the Material Handling Form for associated costs.



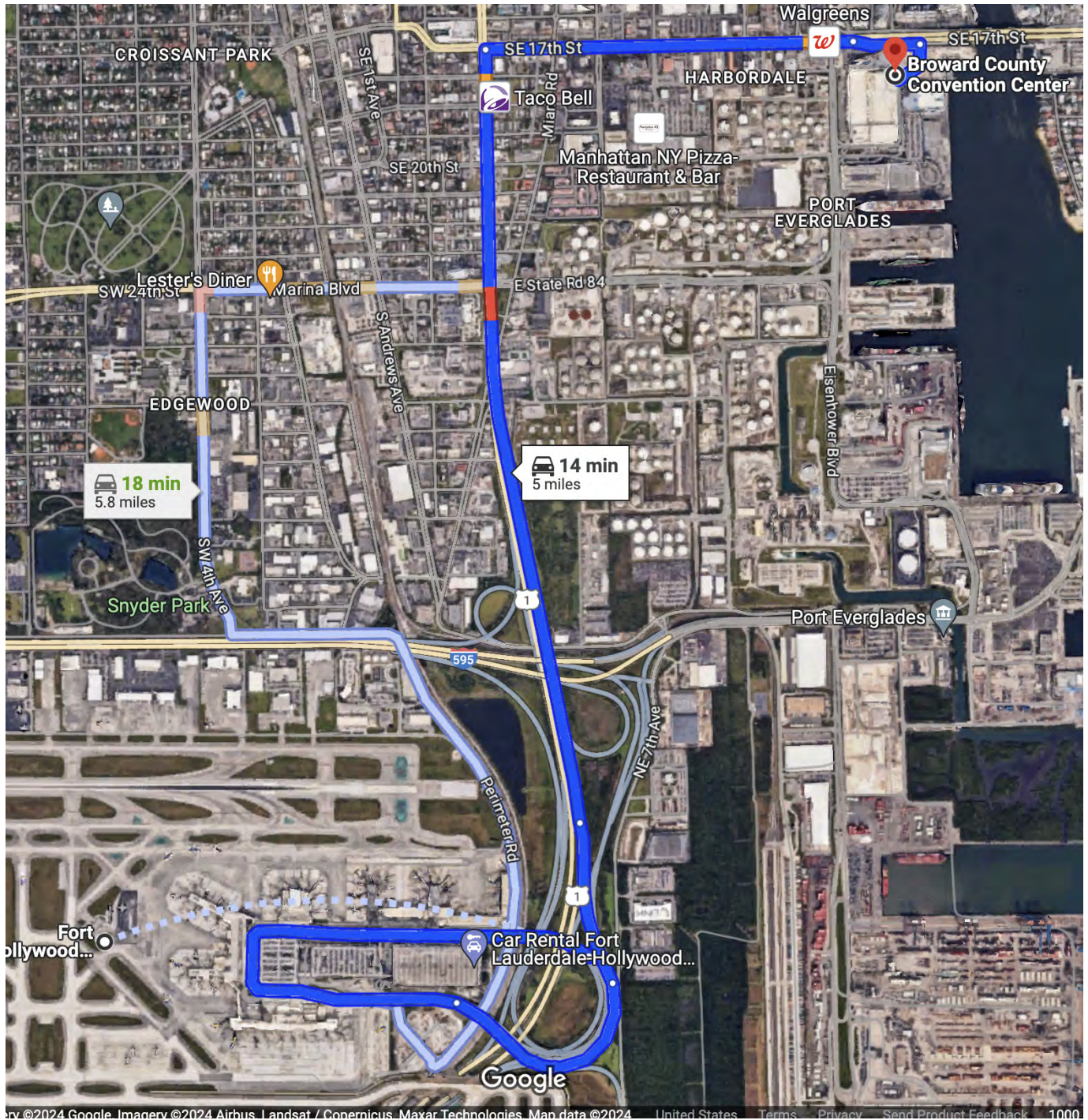
**MAP - RECOMMEND DRIVING ROUTE**
**RECOMMENDED DRIVING ROUTE**

For a smoother and more convenient experience, we highly recommend accessing the venue via the 17th Street entrance. This route provides direct access and avoids the potential delays and congestion often associated with the Port Everglades entrance. Arriving via 17th Street ensures you get to the venue quickly and stress-free. Going through the port, you will have to show ID and have your vehicle scanned.

**FROM THE HIGHWAY**


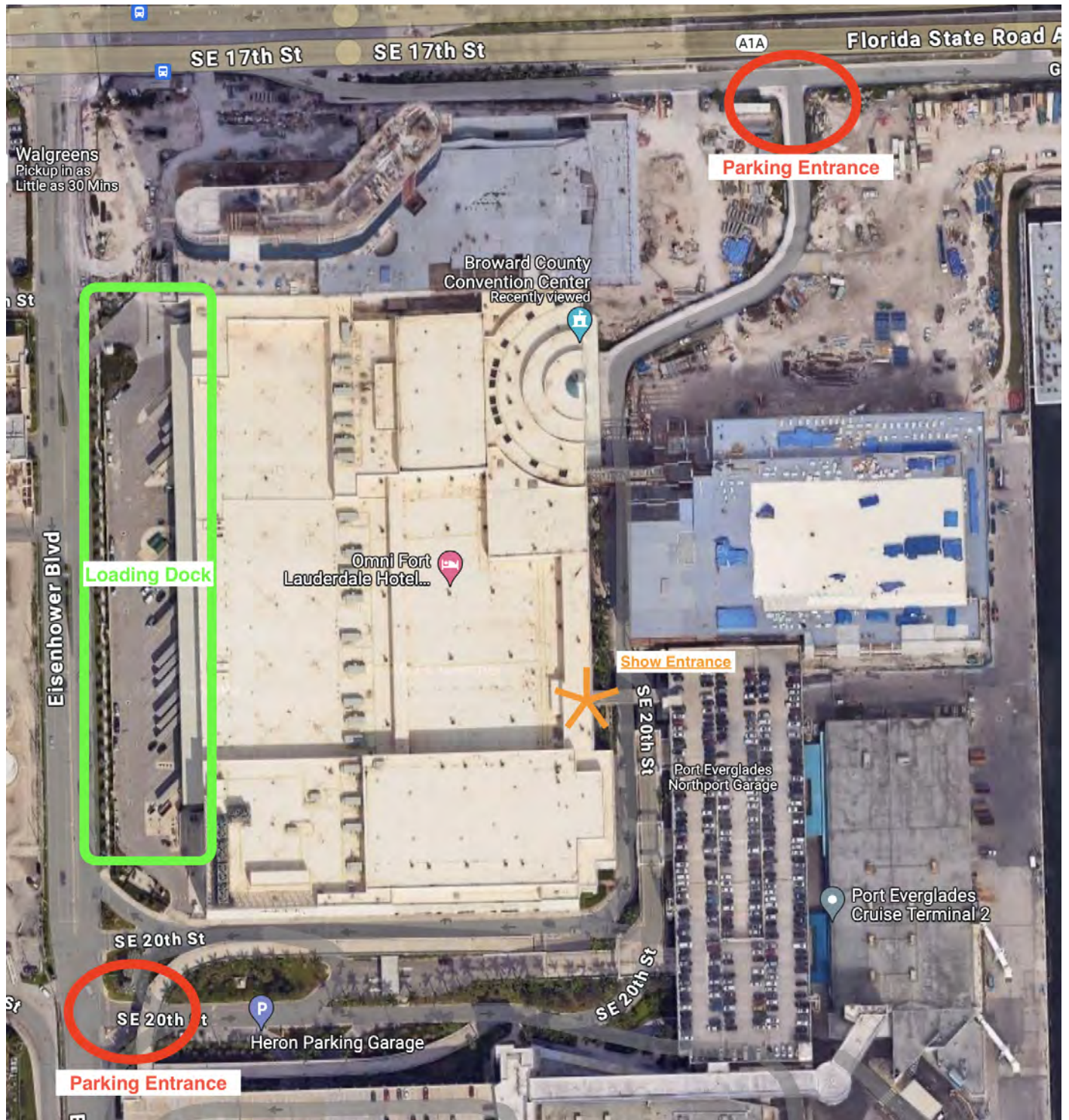


## FROM THE AIRPORT





## GENERAL MAP





## NOISE ABATEMENT POLICY SOUND RESTRICTIONS

**SOUND RESTRICTIONS:** Maximum noise level of 85 dB will be maintained on the exhibit floor. This standard is endorsed by the International Association of Expositions and Events (IAEE) and CHAMPS.

**CHAMPS noise abatement policy is as follows:**

- All booth elements must remain within the officially contracted booth space. This includes all truss work, audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits.
- Speakers of any kind must be directed toward the interior of the exhibitor's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.
- Sound complaints will immediately be addressed by CHAMPS Management. If a vibration or sound complaint is not resolved by the offending party, CHAMPS Management reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area

CHAMPS Management will intervene if necessary and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:

**First Warning:**

- Violating exhibitor will be given a verbal warning
- Booth power may be turned off for one hour

**Second Warning:**

- Violating exhibitor will be given a verbal 2nd warning
- Booth power may be turned off for one day

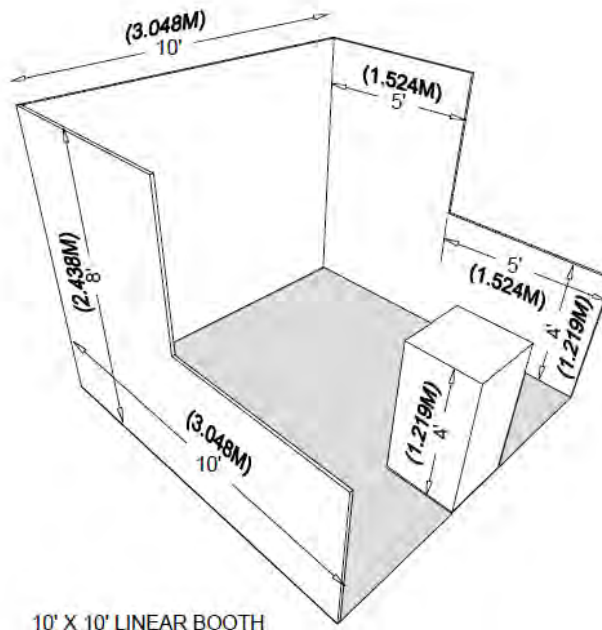


## HEIGHT REGULATIONS & GUIDELINES LINE OF SIGHT & BOOTH CONSTRUCTION LINEAR BOOTH

**LINEAR BOOTH:** Also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

- Hanging signs are not permitted above linear booths.
- Back 5' (1.52m) of booth has a maximum height of 8' (2.44m).
- Front 5' (1.52m) of booth has maximum height restriction of 4' (1.22m) on all materials – structure, product and/or equipment.
- Displays are limited to 4' in height (1.22m), in the front half of each booth. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height (1.22m) it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a “see-through” lane for neighboring sponsors.
- Inline booths may not exceed 8' in height without written permission.
- Back side of exhibits exceeding 8' in height may NOT display any graphics.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.

### EXAMPLE OF A LINEAR BOOTH:



10' X 10' LINEAR BOOTH

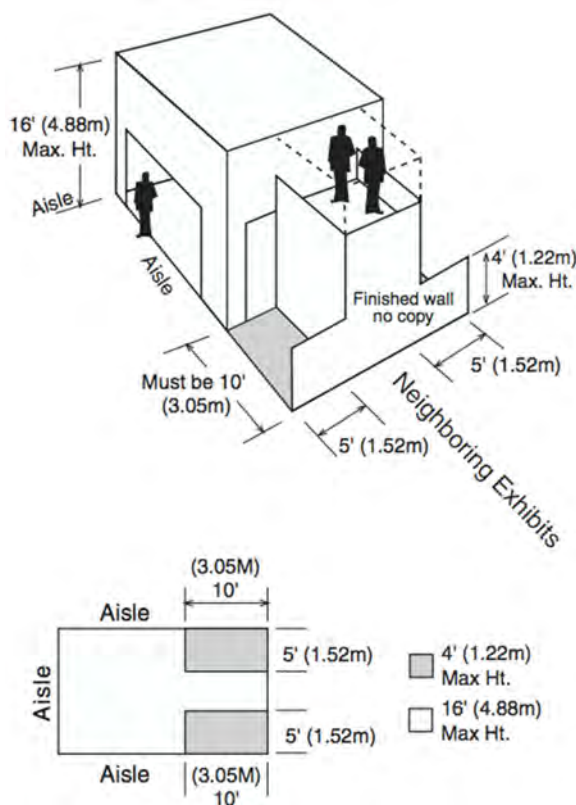
## HEIGHT REGULATIONS & GUIDELINES BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

### PENINSULA BOOTH

**PENINSULA BOOTH:** Exhibit which occupies both corners at the end of a row of standard linear booths with an aisle on three sides. A peninsula booth is a minimum of 20' x 20' (6.096m x 6.096m) in size.

- Maximum height of 16' (4.88m), or higher with Event Management approval.
- If you have a hanging sign, there must be at least 3' (0.9144m) clearance from the top of the booth to the bottom of the sign and the total booth presence cannot exceed 20' (6.096m).
- All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of a neighboring exhibit must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.
- Peninsula booths are 'faced' towards the cross aisle. Any portion of the booth bordering another exhibitor's booth must have a finished back side and must not carry identification signs or other copy that would detract from the adjoining exhibit.
- Please bring all US Engineer-stamped, approved plans onsite for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.
- Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.

#### EXAMPLE OF A PENINSULA BOOTH:





HEIGHT REGULATIONS & GUIDELINES  
LINE OF SIGHT & BOOTH CONSTRUCTION  
ISLAND BOOTH

**ISLAND BOOTH:** A minimum of four standard booths (**20' x 20' / 6 meters x 6 meters or larger**), exposed to aisles on all four sides.

- The maximum height is 16' (4.88 meters). Maximum booth presence (including top of hanging signs) can be 20' with show management pre-approval.
- If you have a hanging sign, there must be at least a 3' clearance from the highest point of the booth properties to the bottom of the sign. Total height to top of sign cannot be higher than 20'.
- The length of any solid perimeter wall, structure, video wall, or combination of elements exceeding 8' in height (2.4384m) from the ground located within 3' from any adjoining aisle is limited to half the length (or width) of your contracted space.
- Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.
- Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for a line of sight from one booth to the next.
- If you have any type of interactive display, you must have a 3' clearance from the aisle(s) to allow for crowds.
- All exhibitors must bring a copy of their US Engineer-stamped plans on-site for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.

**WELCOME LETTER**

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive substantial discounts on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com). You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,  
LVE

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

## PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

<b>CONTACT</b>	<b>COMPANY NAME</b>		<b>CLIENT NAME</b>	
	<b>ADDRESS</b>		<b>BOOTH #</b>	
	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE</b>
	<b>EMAIL</b>		<b>FAX</b>	
<b>CREDIT CARD AUTHORIZATION</b>	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA	
	<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	<b>ACCOUNT NUMBER</b>			
	<b>EXPIRATION DATE</b>		<b>SECURITY CODE REQUIRED</b>	
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>			
	<b>CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)</b>			
	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	
	<b>CARDHOLDER'S SIGNATURE*</b>		X _____	
	<b>CARDHOLDER'S NAME (PLEASE PRINT)</b>			
	<p><b>*By signing, I agree to the Terms and Conditions located on <a href="http://www.lvexpo.com">www.lvexpo.com</a> as well as contained within this manual.</b></p> <p><b>All credit card information will be kept on file to be used for future shows and all outstanding balances.</b></p> <p><b>Signer authorizes agent/employees to sign off and create order for the company.</b></p>			
<b>ORDER RECAP</b>	<b>DISCOUNT PRICE</b>	<b>STANDARD PRICE</b>	<b>ONSITE PRICE</b>	<b>SERVICE</b>
				<b>FURNITURE &amp; ACCESSORIES</b>
				<b>CARPET</b>
				<b>SIGNS</b>
				<b>CLEANING</b>
				<b>LABOR</b>
				<b>ESTIMATED MATERIAL HANDLING</b>
				<b>PACKAGE RENTAL BOOTH</b>
				<b>OTHER EXPO SERVICES</b>
				<b>TAX</b>
<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.</b>	
<p><b>Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.</b></p> <p>Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.</p> <p>If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.</p>				

Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME		BOOTH #	
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## FURNITURE

**ORDER ONLINE**  
[order.lvexpo.com](http://order.lvexpo.com)

		QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			10/22/2025	10/23/2025	11/7/2025	
CHAIRS	SIDE CHAIR		\$ 120.00	\$ 168.00	\$ 192.00	
	ARM CHAIR		\$ 150.00	\$ 210.00	\$ 240.00	
	STOOL COUNTER HEIGHT		\$ 195.00	\$ 273.00	\$ 312.00	
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 165.00	\$ 231.00	\$ 264.00	
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 190.00	\$ 266.00	\$ 304.00	
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 224.00	\$ 313.60	\$ 358.40	
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 110.00	\$ 154.00	\$ 176.00	
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 128.00	\$ 179.20	\$ 204.80	
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 150.00	\$ 210.00	\$ 240.00	
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 195.00	\$ 273.00	\$ 312.00	
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 220.00	\$ 308.00	\$ 352.00	
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 252.00	\$ 352.80	\$ 403.20	
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 140.00	\$ 196.00	\$ 224.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 163.00	\$ 228.20	\$ 260.80	
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 190.00	\$ 266.00	\$ 304.00	
CAFÉ	TABLE ROUND 36"W x 30"H		\$ 220.00	\$ 308.00	\$ 352.00	
	TABLE ROUND 36"W x 42"H		\$ 255.00	\$ 357.00	\$ 408.00	
ACCESSORIES	4th SIDE TABLE SKIRT*		\$ 88.00	\$ 123.20	\$ 140.80	
	4th SIDE COUNTER SKIRT*		\$ 98.00	\$ 137.20	\$ 156.80	
	RISER FOR TABLE TOP 4'L x 14"H		\$ 130.00	\$ 169.00	\$ 208.00	
	RISER FOR TABLE TOP 6'L x 14"H		\$ 170.00	\$ 221.00	\$ 272.00	
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

## CANCELLATION POLICY

*The Payment Authorization Form must be submitted with this order.*

*Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.*

*Items cancelled after the discount deadline date will be charged at 50% of ordered price.*

*No credit will be given after close of event on items or services ordered but not received.*

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

BOOTH #

## ACCESSORIES

**ORDER ONLINE**  
order.lvexpo.com

QTY

DISCOUNT  
RECEIVED BY  
10/22/2025

STANDARD  
BEGINS  
10/23/2025

ONSITE  
BEGINS  
11/7/2025

TOTAL

ACCESSORIES

WASTEBASKET

\$ 31.50

\$ 44.10

\$ 50.40

EASEL

\$ 69.00

\$ 96.00

\$ 110.40

BAG RACK

\$ 130.00

\$ 182.00

\$ 208.00

GARMENT RACK

\$ 175.00

\$ 245.00

\$ 280.00

WATERFALL CLOTHING RACK 4 - ARM

\$ 116.15

\$ 151.00

\$ 185.84

LITERATURE RACK (FREE STANDING)

\$ 164.45

\$ 230.23

\$ 263.12

SIGN HOLDER 22" x 28"

\$ 107.53

\$ 150.54

\$ 172.05

TACKBOARD 4' x 6' VERTICAL

\$ 230.00

\$ 310.50

\$ 368.00

TACKBOARD 6' x 4' HORIZONTAL

\$ 230.00

\$ 310.50

\$ 368.00

GRID 2' x 8'

\$ 245.00

\$ 343.00

\$ 392.00

GRID 2' x 8' WITH LEGS

\$ 285.00

\$ 399.00

\$ 456.00

18" WATERFALL ARM FOR GRID

\$ 52.00

\$ 67.60

\$ 83.20

GRID HOOKS (CHOOSE SIZE BELOW)

☐ 2"

☐ 6"

☐ 8"

\$ 12.00

\$ 16.80

\$ 19.20

8' HIGH DRAPE\* PER LN. FT. AT 10' INCREMENTS

FT

\$ 22.00

\$ 30.80

\$ 35.20

8' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 40.00

\$ 54.00

\$ 64.00

12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 75.00

\$ 101.25

\$ 64.00

6' - 10' TELESCOPIC ROD (NO DRAPE)

\$ 29.90

\$ 40.37

\$ 47.84

ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2

\$ 95.00

\$ 133.00

\$ 152.00

\*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

☐ Silver

☐ Black

☐ White

## CANCELLATION POLICY

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# CHAMPS Ft Lauderdale 2025

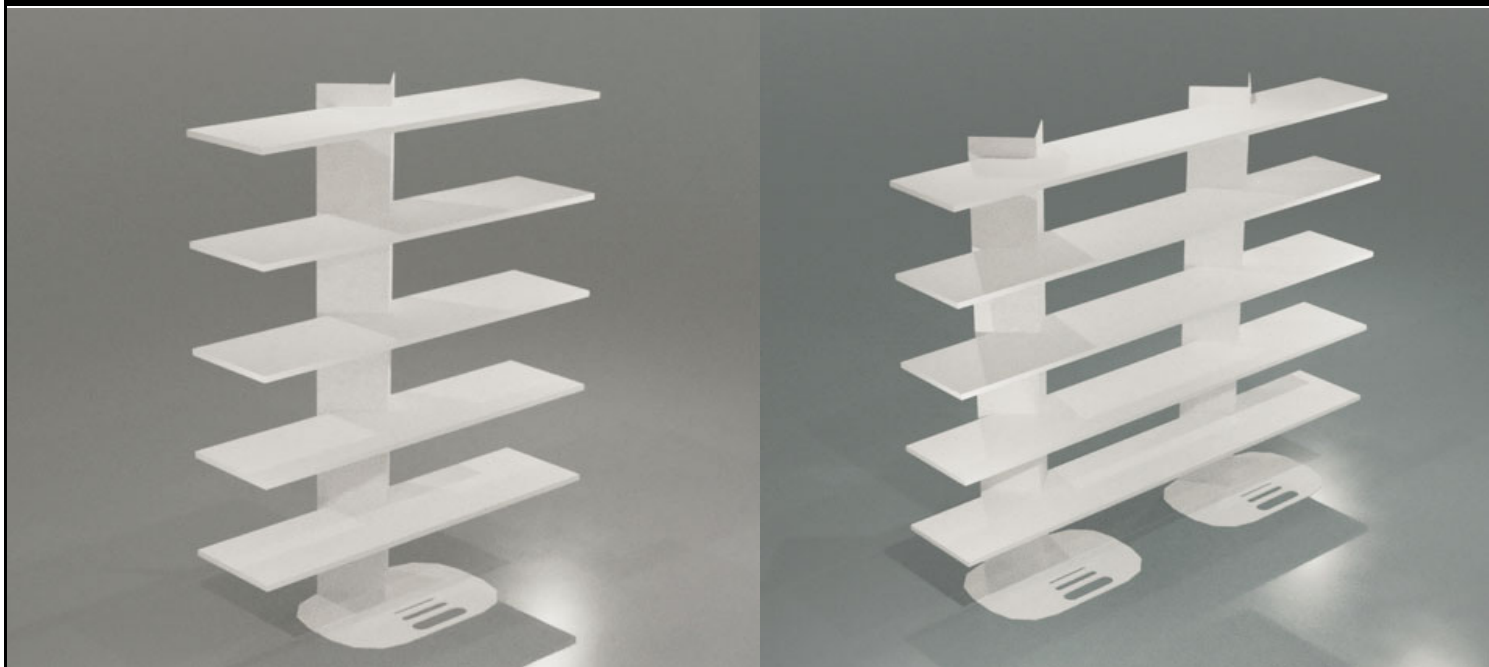
NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## SHELVING UNITS

 DEADLINE DATE: **10/22/2025**


### SINGLE SHELVING UNIT

### DOUBLE SHELVING UNIT

DISCOUNT PRICE \$ 352.00

DISCOUNT PRICE \$ 596.00

STANDARD PRICE \$ 475.20

STANDARD PRICE \$ 804.60

ONSITE PRICE \$ 563.20

ONSITE PRICE \$ 953.60

#### SINGLE SHELVING UNIT SPECS:

UNIT: 48"W x 62 7/8"H

SHELVES: (4) 48"W x 12"D

#### DOUBLE SHELVING UNIT SPECS:

UNIT: 72"W x 62 7/8"H

SHELVES: (4) 72"W x 12"D

SHELVING		QUANTITY	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL
	SINGLE UNIT		\$ 352.00	\$ 475.20	\$ 563.20	
	DOUBLE UNIT		\$ 596.00	\$ 804.60	\$ 953.60	

#### CANCELLATION POLICY

*Items cancelled after the discount deadline date will be charged at 50% of ordered price.*

*Items cancelled after show move-in begins will be charged 100% of the original price.*

*All materials are to remain the property of LVE.*

 Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113



# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## SHOWCASES



FULL



HALF



QUARTER



TOWER



WALL CASE



SEE-THROUGH  
WALL CASE

ALL UNITS COME STANDARD WITH FLORESCENT LIGHTING, ELECTRICAL OUTLET IS NOT INCLUDED  
AVAILABILITY ONSITE IS LIMITED

We reserve the right to substitute items of similar quality and value if necessary.

**ORDER ONLINE**  
[online.lvexpo.com](http://online.lvexpo.com)

QTY

**DISCOUNT  
RECEIVED BY  
10/22/2025**

**STANDARD  
BEGINS  
10/23/2025**

**ONSITE  
BEGINS  
11/7/2025**

**TOTAL**

SHOWCASES

FULL VIEW (ONLY AVAILABLE IN WHITE) 4' Wide

\$ 740.28

\$ 1,099.31

\$ 1,302.89

FULL VIEW (ONLY AVAILABLE IN WHITE) 5' Wide

\$ 816.81

\$ 1,212.96

\$ 1,437.58

FULL VIEW (ONLY AVAILABLE IN WHITE) 6' Wide

\$ 893.34

\$ 1,326.61

\$ 1,572.28

4' Wide - WHITE Select View: HALF OR QUARTER

\$ 740.28

\$ 1,099.31

\$ 1,302.89

4' Wide - BLACK Select View: HALF OR QUARTER

\$ 818.20

\$ 1,215.03

\$ 1,440.04

5' Wide - WHITE Select View: HALF OR QUARTER

\$ 816.81

\$ 1,212.96

\$ 1,437.58

5' Wide - BLACK Select View: HALF OR QUARTER

\$ 894.73

\$ 1,328.67

\$ 1,574.72

6' Wide - WHITE Select View: HALF OR QUARTER

\$ 893.34

\$ 1,326.61

\$ 1,572.28

6' Wide - BLACK Select View: HALF OR QUARTER

\$ 971.27

\$ 1,442.33

\$ 1,709.43

TOWER 80"H x 20"W x 20"D - WHITE

\$ 765.33

\$ 1,136.51

\$ 1,346.97

TOWER 80"H x 20"W x 20"D - BLACK

\$ 857.16

\$ 1,272.89

\$ 1,508.61

WALL CASE 48" W x 84" H x 18" D - WHITE

\$ 1,263.48

\$ 1,876.27

\$ 2,223.73

WALL CASE 48" W x 84" H x 18" D - BLACK

\$ 1,355.32

\$ 2,012.65

\$ 2,385.36

WALL CASE 60" W x 84" H x 18" D - WHITE

\$ 1,340.02

\$ 1,989.93

\$ 2,358.44

WALL CASE 60" W x 84" H x 18" D - BLACK

\$ 1,431.86

\$ 2,126.31

\$ 2,520.07

WALL CASE 70" W x 84" H x 18" D - WHITE

\$ 1,416.55

\$ 2,103.57

\$ 2,493.12

WALL CASE 70" W x 84" H x 18" D - BLACK

\$ 1,507.66

\$ 2,238.88

\$ 2,653.48

SEE-THROUGH WALL CASE 70" W x 84" H x 18"D WHITE

\$ 1,282.96

\$ 1,905.20

\$ 2,258.01

SEE-THROUGH WALL CASE 70" W x 84" H x 18"D BLACK

\$ 1,374.80

\$ 2,041.58

\$ 2,419.65

UPGRADED LED LIGHTING

\$ 168.37

\$ 250.02

\$ 296.32

### CANCELLATION POLICY

*The Payment Authorization Form must be submitted with this order.  
Cancellations after the discount deadline date will be charged at 50% of ordered price.  
No credit will be given after move-in begins.*

Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT RECEIVED BY		STANDARD BEGINS		ONSITE BEGINS		TOTAL	
			10/22/2025		10/23/2025		11/7/2025			
	10'		\$ 310.00		\$ 434.00		\$ 596.00			
	20'		\$ 620.00		\$ 868.00		\$ 992.00			
	30'		\$ 930.00		\$ 1,302.00		\$ 1,488.00			
COLOR	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH		WIDTH		TOTAL SQ FT			
			DISCOUNT	\$ 4.25	STANDARD	\$ 5.95	ONSITE	\$ 6.80	TOTAL	
	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy									
	<p><i>If you order carpet but no color is selected above, black carpet will be installed.</i></p> <p><i>Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i></p>									
ACCESSORIES	PADDING PER SQ FT*			\$ 1.95	\$ 2.73	\$ 3.12				
	VISQUEEN PER SQ FT*			\$ 1.35	\$ 1.89	\$ 2.16				
	DOUBLE PADDING PER SQ FT*			\$ 3.90	\$ 5.46	\$ 6.24				
	* 100 Square Feet Minimum Order									

## CANCELLATION POLICY

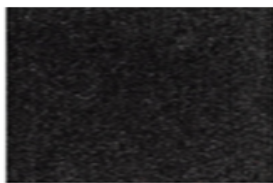
*Items cancelled after the discount deadline date will be charged 50% of ordered price.*

*Items cancelled after show move-in begins will be charged 100% of ordered price.*

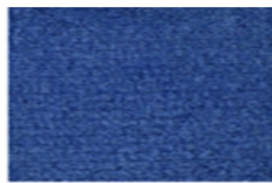
*Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.*

*No refunds on custom or plush carpet orders.      No credit will be given after close of event on anything ordered but not received.*

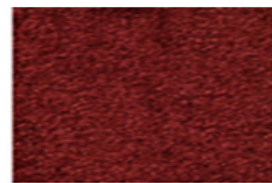
## STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## BOOTH CLEANING & PORTER SERVICE

### BOOTH CLEANING

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	\$ 1.92	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 2.94	\$ 3.81	\$ 4.71	X _____ *	= _____ **
	*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

### PORTER SERVICE ORDER

*Porter Service does NOT include vacuuming.*

PORTER SERVICE	PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL
	Up to 1,000 square feet		3	\$ 310.00 per day	\$403.00 per day	\$ 496.00 per day	
	1,001 to 3,000 square feet		3	\$ 370.00 per day	\$481.00 per day	\$ 592.00 per day	
	3,001 and above		3	\$ 540.00 per day	\$702.00 per day	\$ 864.00 per day	

How to Calculate Porter Service? # of Show Days \_\_\_\_\_ X Rate \_\_\_\_\_ = Total \_\_\_\_\_

*Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.*

*Porter Service does NOT include wiping down of booth.*

Please bring cleaning concerns to our attention onsite.

LVE will be unable to address the concern after the close of the show.

#### ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

#### CANCELLATION POLICY

*Services cancelled after the discount deadline date will be charged 50% of ordered price.*

*Services cancelled after show move-in begins will be charged 100% of ordered price.*

*No credit will be given after close of event on anything ordered but not received.*

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## GRAPHICS & SIGNS

DISCOUNT DEADLINE: **10/22/2025**

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
	Single-sided printing		10/22/2025	10/23/2025	11/7/2025	
	FOMECOR w/Easel Back 12" x 18"		\$ 90.00	\$ 126.00	\$ 144.00	
	FOMECOR SIGN 22" x 28"		\$ 104.00	\$ 145.60	\$ 166.40	
	FOMECOR SIGN 24" x 36"		\$ 144.00	\$ 201.60	\$ 230.40	
	FOMECOR SIGN 28" x 44"		\$ 206.00	\$ 288.40	\$ 329.60	
	FOMECOR SIGN w/Base 38" x 87"		\$ 550.00	\$ 770.00	\$ 880.00	
<i>All prices listed above are on 3/16" FOMECOR</i>						
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See Graphic Submission</i>						

DIGITAL GRAPHICS PRICE PER SQUARE FOOT

MATERIAL (Per s/f)	DISCOUNT	STANDARD	ONSITE	MATERIAL	DISCOUNT	STANDARD	ONSITE
1/4" PLEXIGLAS	\$ 60.00	\$ 72.00	\$ 96.00	3mm PVC	\$ 28.00	\$ 36.00	\$ 44.80
3/16" FOMECOR	\$ 26.00	\$ 34.00	\$ 41.60	6mm PVC	\$ 32.00	\$ 40.00	\$ 51.20
VINYL BANNER	\$ 20.00	\$ 28.00	\$ 40.00	FLOOR DECALS	\$ 36.00	\$ 44.00	\$ 57.60
PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.							
ELECTRONIC FILE NAME							MATERIAL (Choose Below)
PMS COLOR			<input type="checkbox"/> FOMECOR	<input type="checkbox"/> PVC	<input type="checkbox"/> PLEXI	<input type="checkbox"/> GATORFOAM	
APPLICATION			<input type="checkbox"/> ECO-BOARD*	<input type="checkbox"/> ULTRA-BOARD*	<input type="checkbox"/> OTHER		
*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.							
SPECIAL INSTRUCTIONS							
<p>Minimum order \$75.00</p> <p>Double sq. Ft. for double-sided graphics</p> <p>Round sq. Ft. to next whole increment</p> <p>File conversion, retouching, cloning or color correcting may incur additional labor charges.</p>				<div><div></div> L X <div></div> W = <div></div> sq. Ft.</div> <div>sq. Ft. <div></div> X RATE = <div></div></div>			

## SEE ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed. Please send any questions or concerns to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com)

**IMPORTANT!** - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

**LVE will not offer any refunds on graphics that have been produced.**





Las Vegas Expo has the capability to print digital graphics for any need. Our skilled associates will work with you to ensure the highest quality output when the job is printed. We have worked with many different types of media on an assortment of unique equipment. The end result: attractive, attention-grabbing displays and signage that are sure to start conversations.

LVE Show Graphic, our state-of-the-art graphics department, brings both vast industry knowledge and unmatched production capabilities to the table. We believe that presentation is everything. The importance of vivid eye-catching graphics during any show cannot be understated. From vibrant full color fabric graphics, to direct printed panels, we provide the highest quality graphics & signage products available.

Listed below are some of the services we can provide:

- Vinyl Banners
- Fabric Banners
- Headers
- Large-format printing
- Posters
- Desktop Publishing

- Offset Printing
- Reprographic Printing
- Logo Reproduction
- POS displays
- Backdrops
- Stickers / Decals

- Specialty Graphics
- Vinyl Lettering
- Hanging Signs
- Backlit Graphics
- Silk Screening
- Laminating



Please contact your LVE Representative to create a graphic upload link.

## Graphic Submission Guidelines

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a **\*vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted - this includes .jpg, .png or .gif files copied directly from a web site.  

\* Art that can be scaled to any size without losing quality
2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**
  - Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
  - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
  - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

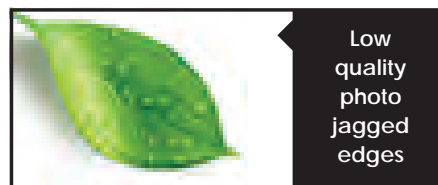
### Acceptable Art Work



Good  
quality  
photo  
clean  
edges

- .pdf** - Adobe PDF (Fonts outlined - images embedded)
- .ai** - Adobe Illustrator (Fonts outlined - images embedded)
- .eps** - Encapsulated Post Script
- .tif** - (300 dpi at layout size)
- .psd** - Photoshop Document (All layers flattened)
- .zip** - Windows Compression Format

### Unacceptable Art Work



Low  
quality  
photo  
jagged  
edges

- .indd** - InDesign
- .ppt** - PowerPoint
- .jpg** - Joint Photographic Experts Group
- .gif** - Graphic Interchange Format
- .png** - Portable Network Graphics
- .cdr** - CorelDraw

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME	BOOTH #
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**DISPLAY LABOR**
**DEADLINE DATE: 10/22/2025**
**EXHIBIT INSTALLATION & DISMANTLING INFORMATION**

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR		TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum			\$	140.00	
	OVERTIME (OT) - One Hour Minimum			\$	210.00	
	DOUBLE TIME (DT) - One Hour Minimum			\$	280.00	
	<b>LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$195.00 OT \$292.50 DT \$390.00</b>					
EQUIPMENT	MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.					
	STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.					
	HOURS		STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 375.00	\$ 562.50	\$ 750.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote. If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.					

SUPERVISION	<input type="checkbox"/> <b>DO NOT PROCEED:</b> The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> <b>OK TO PROCEED (MUST FILL OUT FORM BELOW):</b> LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

**LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)**

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE					<input type="checkbox"/> ADVANCED WAREHOUSE		<input type="checkbox"/> SHOW SITE	
SPECIAL INSTRUCTIONS								
# OF CRATES		SET-UP PLANS IN CRATE #			SET-UP PLANS ATTACHED		<input type="checkbox"/> YES	<input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP			PHOTO ATTACHED		<input type="checkbox"/> YES	<input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND			SELF-CONTAINED UNIT		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.					FACILITY FLOORING		<input type="checkbox"/> YES	<input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE			LVE RENTED CARPET		<input type="checkbox"/> YES	<input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME			CARPET SENT WITH SHIPMENT		<input type="checkbox"/> YES	<input type="checkbox"/> NO
CONSIGNEE (Where your freight is being shipped to when the show closes)					BILLING INFORMATION (Responsible party paying your carrier's shipping charges)			
CO. NAME					CO. NAME			
ADDRESS					ADDRESS			
CITY		STATE		ZIP		CITY		STATE
SHOW		BOOTH #			SHOW			
CONTACT					CONTACT			
PHONE					PHONE			
Labor orders must be sent in by the deadline date to ensure labor availability. Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.								

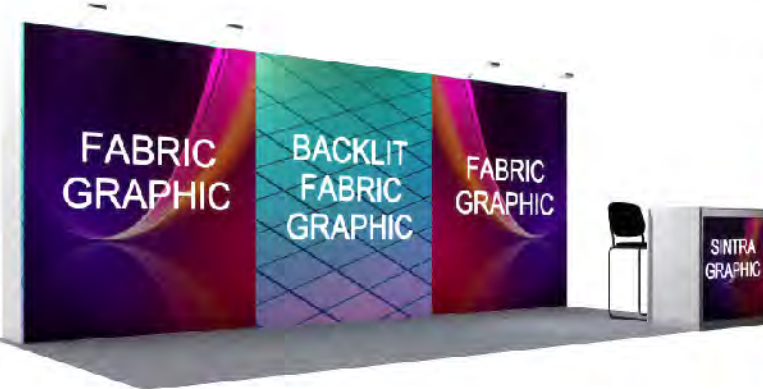




### 10' x 10' BACKLIT KIT

#### KIT INCLUDES:

10' Wide x 8' High Back Wall with Fabric Graphics  
 Center Fabric Graphic is Backlit  
 10 x 10 of Standard Carpet  
*( 5 choices of colors ) - ( Pad is Not Included )*  
 (1) Counter with Front Sintra Graphic  
 (2) Arm Lights *(Electrical Not Included)*  
 (1) Black Stool  
 (1) Wastebasket  
 Transportation of rental exhibit to and from the show site  
 Installation and Dismantle Labor of Exhibit  
 Material Handling of LVE Exhibit Materials  
 Onsite Customer Service



### 10' x 20' BACKLIT KIT

#### KIT INCLUDES:

20' Wide x 8' High Back Wall with Fabric Graphics  
 Center Fabric Graphic is Backlit  
 10 x 20 of Standard Carpet  
*( 5 choices of colors ) - ( Pad is Not Included )*  
 (1) Counter with Front Sintra Graphic  
 (4) Arm Lights *(Electrical Not Included)*  
 (1) Black Stool  
 (1) Wastebasket  
 Transportation of rental exhibit to and from the show site  
 Installation and Dismantle Labor of Exhibit  
 Material Handling of LVE Exhibit Materials  
 Onsite Customer Service

*Included furniture style may vary from photo*

**\*\*\* Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories available upon request
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits





### 10' x 10' SEG KIT

#### KIT INCLUDES:

10' Wide x 8' High Back Wall with Fabric Graphics  
 10 x 10 of Standard Carpet  
*( 5 choices of colors ) - ( Pad is Not Included )*  
 (1) Counter with Front Sintra Graphic  
 (2) Arm Lights *(Electrical Not Included)*  
 (1) Black Stool  
 (1) Wastebasket  
 Transportation of rental exhibit to and from the show site  
 Installation and Dismantle Labor of Exhibit  
 Material Handling of LVE Exhibit Materials  
 Onsite Customer Service



### 10' x 20' SEG KIT

#### KIT INCLUDES:

20' Wide x 8' High Back Wall with Fabric Graphics  
 10 x 20 of Standard Carpet  
*( 5 choices of colors ) - ( Pad is Not Included )*  
 (1) Counter with Front Sintra Graphic  
 (4) Arm Lights *(Electrical Not Included)*  
 (1) Black Stool  
 (1) Wastebasket  
 Transportation of rental exhibit to and from the show site  
 Installation and Dismantle Labor of Exhibit  
 Material Handling of LVE Exhibit Materials  
 Onsite Customer Service

*Included furniture style may vary from photo*

**\*\*\* Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories available upon request
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits



### 10' x 10' SLATWALL KIT

#### KIT INCLUDES:

- 10' Wide x 8' High Back Wall
- 10 x 10 of Standard Carpet  
*(5 choices of colors) - (Pad is Not Included)*
- (2) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- (6) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



### 10' x 20' SLATWALL KIT

#### KIT INCLUDES:

- 20' Wide x 8' High Back Wall
- 10 x 20 of Standard Carpet  
*(5 choices of colors) - (Pad is Not Included)*
- (4) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- (12) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

*\*Sintra Graphics are NOT included with booth kits  
but can be ordered separately.*

**\*\*\* Please Note: When ordering LVE Rental Exhibit Kits**

- **Client to provide print-ready production artwork**
- **Additional accessories and graphics may be ordered separately at an additional charge**
- **Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits**

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## MATRIX RENTAL SYSTEMS

DEADLINE DATE: 10/22/2025

MATRIX RENTAL SYSTEMS

DESCRIPTION	QTY	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL
10' X 10' SEG KIT		\$ 3,707.65	\$ 5,523.45	N/A	
10' X 20' SEG KIT		\$ 5,865.79	\$ 8,738.85	N/A	
10' X 10' BACKLIT KIT		\$ 4,447.81	\$ 6,626.65	N/A	
10' X 20' BACKLIT KIT		\$ 8,511.60	\$ 12,681.40	N/A	
10' SEG & BACKLIT KITS INCLUDE:			20' SEG & BACKLIT KITS INCLUDE:		
10' W X 8' H Back Wall			20' W X 8' H Back Wall		
Counter with Front Graphic			Counter with Front Graphic		
10' x 10' Standard Carpet (5 choices of colors)			10' x 20' Standard Carpet (5 choices of colors)		
Circle one: <i>Black Blue Burgundy Gray Red</i>			Circle one: <i>Black Blue Burgundy Gray Red</i>		
2 Arm Lights			4 Arm Lights		
1 Stool			1 Stool		
1 Wastebasket			1 Wastebasket		
Print ready artwork must be submitted 21 days prior to move-in.					
Additional fees will apply to late submissions. See Art Submission form for instructions.					
SLATWALL KITS - Graphics not included					
DESCRIPTION	QTY	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL
10' X 10' SLATWALL KIT**		\$ 4,087.58	\$ 5,722.61	N/A	
10' X 20' SLATWALL KIT**		\$ 6,773.56	\$ 9,482.98	N/A	
**SLATWALL KIT DO NOT INCLUDE GRAPHICS OR ADDITIONAL ACCESSORIES					

Additional accessories available on Matrix Accessories Form.

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor.

### CANCELLATION POLICY

Items cancelled after orders have been received will be charged 50% of the ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

Contact Exhibitor Services for Custom Booth Packages at 702.248.6200 or email us at exhibitorservices@lvexpo.com

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## SLATWALL KIT ACCESSORIES

DEADLINE DATE: 10/22/2025

OPTIONAL ADDITIONAL ACCESSORIES

SLATWALL ACCESSORIES	QTY	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL
1 Meter Counter		\$ 400.00	\$ 560.00	\$ 640.00	
1M Shelf with Knife Brackets (WHITE)		\$ 80.00	\$ 104.00	\$ 128.00	
1M Shelf with Knife Brackets (BLACK)		\$ 80.00	\$ 104.00	\$ 128.00	
4" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
4" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
8" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
8" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
12" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
12" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
Waterfall Bracket 6-Ball (BLACK)**		\$ 65.00	\$ 84.50	\$ 94.25	
Waterfall Bracket 6-Ball (CHROME)**		\$ 65.00	\$ 84.50	\$ 94.25	
Light		\$ 115.00	\$ 149.50	\$ 176.00	

*Electrical Power and Electrical Labor not included. Electrical forms must be sent to the Electrical Contractor*

**\*\* All Slatwall hooks and waterfall brackets will be delivered after you arrive.**

**Stop at the LVE Service Desk when you arrive to set up.**

SEE SAMPLE PICTURES ON FOLLOWING PAGE

## CANCELLATION POLICY

*Items cancelled after orders have been received will be charged 50% of the ordered price.*

*Items cancelled after show move-in begins will be charged 100% of the original price.*

*All materials are to remain the property of LVE.*



SLATWALL HOOKS



6 BALL WATERFALL BRACKET



KNIFE BRACKET



SHELF WITH BRACKETS



FACEOUT BRACKET



LVE STEM LIGHT

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## AGAM RENTAL EXHIBIT PACKAGES

DEADLINE DATE:

10/22/2025



### 10' EXHIBIT RENTAL

### 20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 3,395.00

DISCOUNT PRICE \$ 6,287.00

**SEE BELOW FOR STANDARD AND ONSITE PRICES**

#### DISPLAY INCLUDES

10' Free Standing Display  
Silver Metal /Choice of Black or White Inserts  
3 Meter Header w/Company Name  
2 Arm Lights  
3 Shelves  
Carpet Gray  
Installation and Dismantle

#### DISPLAY INCLUDES

20' Free Standing Display  
Silver Metal /Choice of Black or White Inserts  
2 - 3 Meter Header w/Company Name  
4 Arm Lights  
6 Shelves  
Carpet Gray  
Installation and Dismantle

*Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor*

Please select a PANEL COLOR OPTION



BLACK



WHITE

*If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.*

HEADER

Lettering will be standard black copy, background will be white.  
Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.

HEADER COPY:

OPTIONAL  
ACCESSORIES

		DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	TOTAL
10' Package		\$ 3,395.00	\$ 4,753.00	\$ 5,432.00	
20' Package		\$ 6,287.00	\$ 8,801.80	\$ 10,059.20	
1 Meter Counter (Not Included)		\$ 400.00	\$ 560.00	\$ 640.00	
2' x 8' Grid		\$ 245.00	\$ 343.00	\$ 392.00	
Shelves		\$ 80.00	\$ 104.00	\$ 128.00	
Slat Wall - White or Black		\$ 143.75	\$ 123.20	\$ 230.00	
Light		\$ 115.00	\$ 149.50	\$ 176.00	

Contact Exhibitor Services for Custom Booth Packages at 888.989.3976 or email us at [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com)

#### CANCELLATION POLICY

*Items cancelled after orders have been received will be charged 50% of the ordered price.  
Items cancelled after show move-in begins will be charged 100% of the original price.  
Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.  
All materials are to remain the property of LVE.*

Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

## WORK AUTHORIZATION

**DEADLINE DATE: 10/22/2025**

**All Exhibitors using an Exhibitor Appointed Contractor must return this form.**  
**THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.**

☐ We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

**The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:**

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

**EAC COMPANY INFORMATION**

<b>EAC COMPANY NAME</b>			
<b>SERVICES TO BE PROVIDED</b>			
<b>EAC CONTACT PERSON(S)</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>
<b>PHONE</b>		<b>FAX</b>	
<b>EMAIL</b>			
<b>Is this company authorized to order services on your behalf?</b>		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Is this company responsible for charges incurred for the show?</b> <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
<b>EXHIBITING COMPANY</b>			
<b>PHONE</b>			
<b>BOOTH # (S)</b>			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

**SIGN:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_

## CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER:** Insurance Agent/Broker who issues certificate.

**NAME OF INSURED:** Must be the legal name of contracting party

**TYPES OF INSURANCE:** Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

**FORM OF COVERAGE:** Must be "occurrence" form coverage

**NAME ADDITIONAL INSUREDS:** LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

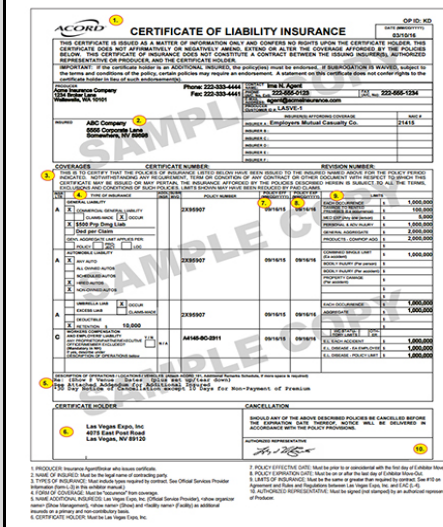
**CERTIFICATE HOLDER:** Must be LVE

**POLICY EFFECTIVE DATE:** Must be prior to or coincide with the first day of Exhibitor Move-In

**POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out

**LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at [www.lvexpo.com](http://www.lvexpo.com)

**AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer



**ACORD CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFIRMS NO RIGHTS UNDER THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT REPRESENT OR GUARANTEE ANYTHING, EXCEPT AS NOTED HEREIN. THE CERTIFICATE HOLDER IS NOT A PARTY TO THIS CERTIFICATE. THE CERTIFICATE OF LIABILITY DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

**PRODUCER:** ABC Company, 1234 Main Street, Suite 100, Miami, FL 33101  
**Phone:** 305-555-4444 **Fax:** 305-555-4444

**INSURED:** ABC Company, 1234 Main Street, Suite 100, Miami, FL 33101  
**Policy No:** 123456789 **Rev:** 123456789

**COVERAGE:** General Liability, Workers Compensation, Employer's Liability, Medical Payments, Products/Completed Operations, Fire, Theft, Vandalism, Auto Liability, etc.

**LIMITS:** General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate; Workers Compensation: \$1,000,000 per employee; Employer's Liability: \$1,000,000 per employee; Medical Payments: \$10,000 per person; Products/Completed Operations: \$1,000,000 per occurrence; Fire, Theft, Vandalism: \$1,000,000 per occurrence; Auto Liability: \$1,000,000 per occurrence.

**EXPIRATION DATE:** 10/22/2025

**CERTIFICATE HOLDER:** LVE, 1234 Main Street, Suite 100, Miami, FL 33101

**AUTHORIZED REPRESENTATIVE:** [Signature]

**SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE:** <https://www.lvexpo.com/eacregistration/>

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025  
BROWARD COUNTY CONVENTION CENTER - HALL B

## EAC AGREEMENT & FEES

DEADLINE DATE: **10/22/2025**

EAC COMPANY NAME								
EAC ONSITE CONTACT								
ADDRESS								
CITY					STATE		ZIP	
OFFICE PHONE				ONSITE CONTACT'S CELLULAR PHONE				
EMAIL								
Registration / Admin Fee		\$300.00		Late fee for each MHA turned in late, per hour. See "Show Information" page for deadline.		\$1,500.00		
Registration/Admin Fees are per Exhibiting company. All Fees are non-refundable once processed.								

### ADDITIONAL RULES FOR EAC

- EAC must supply a list of all booths they will be working in.
- EAC must submit a completed Work Authorization signed by both EAC and Exhibitor for each booth.
- EAC must have current COI on file with Las Vegas Expo.
- EAC must comply with all show and union rules.
- EAC must check in and obtain show credential to be on the show floor.
- EAC is responsible for turning in outbound MHA by deadline listed in the Show Information pages.
- LVE has the right to refuse any EAC access to the show floor should they not follow rules.
- LVE will communicate where credits are to be picked up closer to the event.

I hereby acknowledge I have read the rules above and understand the penalties should our company not comply with said rules. Further, we have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

### EAC CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

<input type="checkbox"/> DISCOVER	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
ACCOUNT NUMBER			
EXPIRATION DATE	SECURITY CODE REQUIRED		
<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>			
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)			
CITY	STATE	ZIP	
CARDHOLDER'S NAME (PLEASE PRINT)			
CARDHOLDER'S SIGNATURE*	X _____		

\*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.

Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113



**THIRD PARTY PAYMENT AUTHORIZATION**

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

**THIRD PARTY'S CREDIT CARD**

EXHIBITING COMPANY NAME																	
<b>EXHIBITING COMPANY</b>												<b>BOOTH #</b>					
THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)																	
THIRD PARTY COMPANY												PHONE					
THIRD PARTY CONTACT										EMAIL							
ADDRESS																	
CITY						STATE				ZIP				BOOTH #			
<input type="checkbox"/> DISCOVER				<input type="checkbox"/> VISA				<input type="checkbox"/> MASTERCARD				<input type="checkbox"/> AMERICAN EXPRESS					
ACCOUNT NUMBER																	
EXPIRATION DATE								SECURITY CODE REQUIRED									
<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>																	
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)																	
CITY						STATE						ZIP					
CARDHOLDER'S NAME (PLEASE PRINT)																	
CARDHOLDER'S SIGNATURE*				X _____													
<p><b>*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.</b></p>																	
SERVICES TO BE INVOICED TO THIRD PARTY																	

*Discount pricing applies only to orders received with full payment prior to the deadline date.*

*See each form for their specified deadline date.*

**Damage to rental items outside of normal wear and tear could result in charges for replacement.**

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

**CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

**Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.**

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

## MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

**ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

MATERIAL HANDLING

200 LBS MINIMUM

STANDARD

LATE

SPECIAL HANDLING

SPECIAL HANDLING LATE

ADVANCE WAREHOUSE

\$ 155.00 Per 100 lbs

\$ 201.50 Per 100 lbs

\$ 209.25 Per 100 lbs

\$ 272.00 Per 100 lbs

Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.

200 LBS MINIMUM

STANDARD

LATE

SPECIAL HANDLING

SPECIAL HANDLING LATE

SHOW-SITE

\$ 174.00 Per 100 lbs

\$ 226.20 Per 100 lbs

\$ 234.90 Per 100 lbs

\$ 306.00 Per 100 lbs

Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.

**Material Handling rates are round trip rates,  
there will be no additional handling fees at the show.**

SMALL PACKAGES

PER SHIPMENT RECEIVED

WAREHOUSE  
FIRST PACKAGE

WAREHOUSE  
ADDITIONAL PACKAGE

SHOW SITE  
FIRST PACKAGE

SHOW SITE  
ADDITIONAL PACKAGE

SMALL PACKAGE

\$ 80.00

\$ 60.00

\$ 95.00

\$ 75.00

30% Late fee if received after deadline date

Maximum weight per shipment is 25lbs.

Items received without documentation will be delivered without guarantee of piece count or condition.

TOTALS

WEIGHT PER SHIPMENT

RECEIVING LOCATION

RATE

ESTIMATED TOTAL

☐

WAREHOUSE

☐

SHOW SITE

☐

WAREHOUSE

☐

SHOW SITE

☐

WAREHOUSE

☐

SHOW SITE

☐

WAREHOUSE

☐

SHOW SITE

**USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY**

INSTRUCTIONS

All material handling rates include delivery to booth

All shipping charges must be prepaid

Materials must arrive during published dates to avoid additional charges

No collect shipments. "COD"

Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge

### SPECIAL HANDLING

UPS, FedEx, USPS, loose, uncrated exhibit material, van line

Materials with no inbound documents

Material with no certified weights

Materials with no pick points received

### OVERTIME (OT)

**PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.**

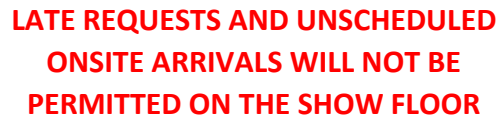
**Formula for estimating freight between 25 lbs. and 200 lbs.:** Round up to minimum 200 lbs.

*Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$155.00 per 100 lbs = minimum charge of \$310.00*

**Formula to estimate charges over 200 lbs.:** Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.

*Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$155.00 = \$620.00*

**Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113**

**BROWARD COUNTY CONVENTION CENTER - HALL B**39



**LATE REQUESTS AND UNSCHEDULED  
ONSITE ARRIVALS WILL NOT BE  
PERMITTED ON THE SHOW FLOOR**

## CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME

BOOTH #

### VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

#### PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Wednesday, October 8, 2025**

#### BLANKET PERMIT PROCEDURES

**IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE:** To apply to be part of the Blanket Permit, the following must be included:

1. Company name and booth number
2. Contact name, email address, and cell phone
3. A site plan view of the location of each vehicle to be displayed
4. A picture of each vehicle to be displayed
5. All display structures or platforms for displaying the vehicles

#### PERMIT THROUGH FIRE DEPARTMENT

**IF APPLYING AFTER THE DEADLINE:** Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: [www.lvexpo.com](http://www.lvexpo.com)

It is recommended you print the guidelines and submit along with your permit application.

#### MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

**This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:**

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

**The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.**

\$	375.00	For each four wheel vehicle
\$	30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	370.00	Fire Marshal Permit Fee
<b>Exhibitors will be responsible for the following vehicle requirements:</b>		

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

#### VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

**NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.**

**The PAYMENT AUTHORIZATION FORM must accompany this form**

**Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113**



## WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Thursday, October 2, 2025 - Friday, October 24, 2025

TO:

EXHIBITOR NAME

C/O: Vista South / LVE

15002 NW 107th Ave, Unit 1  
Hialeah, FL 33018

EVENT: CHAMPS Ft Lauderdale 2025

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

BOOTH #:



## WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Thursday, October 2, 2025 - Friday, October 24, 2025

TO:

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C/O: Vista South / LVE

15002 NW 107th Ave, Unit 1  
Hialeah, FL 33018

EVENT: CHAMPS Ft Lauderdale 2025

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

BOOTH #:





## DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, November 10, 2025 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: Vista South / LVE

BROWARD COUNTY CONVENTION CENTER - HALL B

1950 Eisenhower Blvd

Ft Lauderdale, FL 33316

EVENT: CHAMPS Ft Lauderdale 2025

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

BOOTH #:



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NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

BOOTH #:

**CLOSE OF SHOW INSTRUCTIONS****NO RETURN TO WAREHOUSE SERVICES AVAILABLE**

**All Shipments must be picked up from LVE at the Broward County Convention Center.**

**Make arrangements with your carriers to pick up from LVE at the Broward County Convention Center on Thursday, November 13, 2025, by 10:00 pm.**

**ALL SHIPMENTS LEFT ON THE SHOW FLOOR WILL BE RE-ROUTED TO THE SHOW CARRIER AT THE EXHIBITORS EXPENSE.**

**Contact Exhibitor Services with any questions.**

**STANDARD RENTAL INCLUDES:**
**DEADLINE DATE: OCTOBER 22, 2025**

- Hanging sign snap tube frame with a single or double-sided fabric graphic.
- *Labor and Hardware to hang the sign are NOT included* in the Standard Rental Price
- Custom Fabric Graphic, with carrying case (you own the graphic, yours to keep)

\*\*\* Orders received after the Discount Deadline date are subject to and will be charged late charges. \*\*\*

**Circle Signs**


Single Sided: \$2,279.25 / Double Sided: \$2,484.45

**SNAP TUBE HANGING FRAME**

Metal Fabrication

8' diameter x 36"h

Made with 1.5" round tube.

Eyebolts for hanging.

8' x 36" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,259.55 / Double Sided: \$4,598.40

**SNAP TUBE HANGING FRAME**

Metal Fabrication

10' diameter x 48"h

Made with 1.5" round tube.

Eyebolts for hanging.

10' x 48" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,768.50 / Double Sided: \$5,200.50

**Square Signs**
**SNAP TUBE HANGING FRAME**

Metal Fabrication

10' x 10' x 48"h

Square hanging frame

Made with 1.5" round tube.

Eyebolts for hanging

120" x 120" x 48" Square Pillowcase Single Sided Graphic

**Custom Signs**

Additional Sizes and Solutions Available Upon Request: For further information, please email our Exhibitor Services Department at [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com), or call our office at 888.989.3976

**COMPANY NAME**
**BOOTH #**
**HANGING SIGNS RULES AND REGULATIONS**

Hanging signs, both electrical and non-electrical, are permitted at this event provided that doing so complies with show management rules and regulations. Exhibitors and display houses must adhere to all of the following conditions and limitations listed below:

- 1) Hanging Signs are not permitted in inline and linear booths.
- 2) All hanging signs must be sent to the LVE advance warehouse by the deadline, separate from your booth samples and/or merchandise. Use the hanging sign shipping label in this Exhibitor Service Manual. Note on your shipping documents "Hanging Signs." Failure to follow these shipping rules may result in your sign not being hung and you will be subject to the higher hanging sign rates.
- 3) Set-up instructions must be included with the Hanging Sign Order Form and in the Hanging Sign container. Orders without the placement diagram will result in the higher hanging sign rates.
- 4) All hanging signs must be assembled, installed and removed by LVE. Assembly by exhibitor or display house personnel is not permitted.
- 5) Final rigging of all hanging signs will be determined by LVE to ensure minimum stress to the supporting framework.
- 6) All structures and existing hardware will be inspected by the LVE rigging crew. All additional hardware will be charged accordingly. Structures that are deemed unsafe will not be hung. The exhibitor will be responsible for the labor spent attempting to assemble and hang such sign.
- 7) The specific placement of your hanging sign may differ from your original request based on the ceiling structure and support beams of the facility. This will be determined onsite by the LVE.
- 8) All electrical and neon signs must be in working order and conform to National Electric Code. Electricity for electrical signs is not included, this must be ordered by the exhibitor in advance with the electrical provider.
- 9) LVE will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- 10) Hanging Signs must not exceed the size of the booth.
- 11) LVE does not guarantee the hanging of signs when orders are not placed by the deadline.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. LVE cannot be held liable for damages or misplacement of signs(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the LVE Service Center.
- 13) Scheduling a specific time for your sign to be hung is not permitted.
- 14) Structural Integrity and placement form must be submitted with order.



# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME		BOOTH #	
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## NON-ELECTRICAL HANGING SIGN - UNDER 200 LB

DISCOUNT DATE: 10/22/2025

- *Must be shipped separately*
- *Clearly marked with enclosed hanging sign label*
- *Received by discount receiving deadline*
- *Payment form must be included with this form*
- *Placement diagrams must accompany all orders.*

***Above conditions must be met to receive advance pricing.***

## INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Hanging anchor points must be pre-fabricated.
- Show prices will apply to all labor orders placed at show site.
- RATES ARE PER HOUR, PER SIGN.
- Condor and Crew consists of condor, operator and rigger.
- Assembly and Ground Labor is an additional charge.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

RIGGING RATES	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	# OF SIGNS	RATE	TOTAL ESTIMATED COST
INSTALL RIGGING (per sign, per hour)	\$ 950.00	\$1,400.00	\$ 1,900.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 950.00	\$1,400.00	\$ 1,900.00	1/2 of install, minimum of 1 hour**		

\*\*Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT RECEIVED BY 10/22/2025	STANDARD BEGINS 10/23/2025	ONSITE BEGINS 11/7/2025	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 175.00	\$ 262.50	\$ 350.00			

All overhead hanging signs must be assembled and installed by LVE.

ASSEMBLY LABOR will consist of a 2 person crew, minimim charge one hour per person.

**LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.**

## CANCELLATION POLICY

*A 50% cancellation charge will be applied to orders cancelled after the deadline.*

*All onsite cancellations will be charged 100% of the original order.*

# CHAMPS Ft Lauderdale 2025

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

COMPANY NAME		BOOTH #	
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## STRUCTURAL INTEGRITY STATEMENT

**THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES.**

**FAILURE TO SUBMIT THIS FORM COMPLETED MAY RESULT IN THE SIGN NOT BEING HUNG.**

\_\_\_\_\_, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless Show Management, the facility, LVE, and its' subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

<b>EXHIBITOR</b>	EXHIBITING COMPANY		BOOTH #	
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

<b>BUILDER</b>	DISPLAY HOUSE/BUILDER (IF APPLICABLE)			
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

**PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM**





## RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Thursday, October 2, 2025 - Friday, October 24, 2025

TO:

EXHIBITOR NAME

c/o: Vista South / LVE

15002 NW 107th Ave, Unit 1

Hialeah, FL 33018

EVENT: CHAMPS Ft Lauderdale 2025

NO. OF PIECES

BOOTH #:



## RUSH - HANGING SIGN

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TO:

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Hialeah, FL 33018

EVENT: CHAMPS Ft Lauderdale 2025

NO. OF PIECES

BOOTH #:



**CHAMPS**  
**Ft Lauderdale**  
**November 11 - 13, 2025**



**Official Freight Carrier & Customs Broker**  
**Worldwide Trade Show Transportation**

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



**Priority freight handling by our partners at:**



**LVE**

**For immediate assistance 24/7/365**  
**Call: 800.643.3525**  
**Email: [LVExpo@airwaysfreight.com](mailto:LVExpo@airwaysfreight.com)**



**Serving the Trade Show Industry for 35+ years!**

**LIMITS OF LIABILITY & RESPONSIBILITY****I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

**II. LIMITS OF LIABILITY & RESPONSIBILITY**

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 thorough 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

**LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED****III. LIMITATION OF LIABILITY**

1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.

6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.

7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

\* \* \* \* \*

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

\* \* \* \* \*

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

\* \* \* \* \*

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

**SHOW SITE WORK RULES****\*\*ATTENTION\*\*****UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

**EXHIBIT LABOR**

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

**DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).**

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

**FREIGHT HANDLING**

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

**GRATUITIES**

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.



**FIRE & SAFETY REGULATIONS****NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

**CHAMPS Ft Lauderdale 2025**

NOVEMBER 11 - 13, 2025

BROWARD COUNTY CONVENTION CENTER - HALL B

**FREQUENTLY ASKED FREIGHT QUESTIONS****WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 8:00 AM - 3:30 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

**HOW DO I LABEL MY FREIGHT?**

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



# 2025 TRADE SHOW FURNISHINGS

*EXPLORE FURNISHINGS*

AFRTRADESHOW.COM

## EXHIBITOR / VENDOR GENERAL RULES AND REGULATIONS

1. No freight or packages will be accepted at the Center prior to your designated move-in dates. Coordinate with the Event directly for all shipping instructions.
2. Use of center equipment, supplies and other materials is limited to Center personnel ONLY.
3. The Center does not have dollies. Must provide own equipment.
4. Exhibitor/ Vendors are prohibited from moving the Center's furniture, fixtures, and equipment.
5. **No one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.**
6. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/ out.
7. Passenger elevators and all escalators are to be used by the public and should not be used for any freight equipment movement.
8. All cords and carpeting should be taped down immediately after placement.
9. Motorized vehicles and equipment (i.e., carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
10. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
11. No oversized vehicle parking permitted
12. No loading in and out from the front of the center.
13. During show hours, no loading in and out or loading dock access.
14. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
15. The Center provides on an exclusive in-house basis all electrical, utility, Internet, event staff security, rigging, technical services personnel, telecommunications and food and beverage services.
16. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
17. The sale or distribution of novelty merchandise without prior written approval of Operator. All distributed materials, whether for sales or at no cost, must be distributed from locations approved by Operator.
18. Holes may not be drilled, cored, or punched into any part of the Center or exterior premises.
19. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
20. Open-toed shoes are strictly prohibited during move-in and move-out.

### PROHIBITED ITEMS

1. Helium balloons
2. **Outside food & beverage.** See attached Booth Service Catering Form to place a custom order.
3. Personal Hot Spots or Router. See attached Internet Services Order Form for more information.
4. Glitter and Confetti, without the prior written approval from Center.
5. Animals and pets, without written approval. Service animals are permitted under the ADA (Americans with Disabilities Act 2010) and the owner will be fully responsible for his/her animals.
6. Soliciting in the Center or on Center premises.
7. Alcoholic beverages, without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
8. Adhesive backed decals & stickers.
9. Exterior banners
10. Concealed Weapons or Firearms, defined under "Florida Statutes". Contact the Event Manager for details.

Please contact your Event directly for all other Event specific policies.



# Service Order Form-Telecommunications & Network Services Order Form



## WIRELESS INTERNET SERVICES BROWARD COUNTY CONVENTION CENTER



Event Name: \_\_\_\_\_ Booth #/Location: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.		
WI-FI EXHIBITOR BOOTH SERVICES (PER USERS)	INCENTIVE	ON-SITE
2Mbps Wi-Fi In Booth Connection per user	\$300	\$350
WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE	ON-SITE
Wi-Fi In Booth Package: Up to 10 Users <i>**(login instructions will be emailed, customer may upgrade to use their own login information below)</i>	\$2,500	\$3,000
Wi-Fi In Booth Package: Up to 20 Users <i>**(login instructions will be emailed, customer may upgrade to use their own login information below)</i>	\$3,500	\$4,000
Wi-Fi In Booth Package: Up to 50 Users <i>(customer may provide their own Wi-Fi network name (SSID) and password add no additional charge)</i>	\$5,000	\$6,000
Wi-Fi Network Name (SSID) and Password <i>**(Available to purchase with 10 user and 20 user packages above)</i>	\$750	\$1,000
WI-FI INFORMATION		
Please provide Wi-Fi Network Name (SSID) and Password if purchased above		
Wi-Fi Network Name (SSID): _____		
Wi-Fi Password (must be 8 characters & is case sensitive): _____		

# Service Order Form-Telecommunications & Network Services Order Form



## WIRED INTERNET SERVICES BROWARD COUNTY CONVENTION CENTER



Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.		
BASIC INTERNET, NOT FOR STREAMING	INCENTIVE	ON-SITE
<b>Includes:</b> 1 Private IP Address, Routers <b>PROHIBITED</b> and will not work		
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage	\$300	\$350
Additional Device(s), Per Device Up to 4 [6 or more available online]	\$100	\$125
DEDICATED INTERNET	INCENTIVE	ON-SITE
<b>Includes:</b> 5 Public IP Addresses, Routers <b>SUPPORTED</b>		
Dedicated 3 Mbps	\$2,500	\$3,000
Dedicated 6 Mbps	\$3,500	\$4,000
Dedicated 10 Mbps	\$5,000	\$6,000
Dedicated 15 Mbps	\$7,500	\$10,000
<b>STREAMING PACKAGE (Dedicated 20 Mbps)</b>	<b>\$10,000</b>	<b>\$12,000</b>
INTERNET EQUIPMENT & LABOR	INCENTIVE	ON-SITE
Switch Rental- up to 24 ports	\$185	\$270
Patch Cable (up to 100')- Cat5e	\$50	\$74
Labor/Floor Work-four lines per hour	\$125	\$125
Distance Fee for each Internet line delivered outside the facility	\$500	\$500
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)		
<p>Prices above do not include a 3% service charge and sales, communication tax unless otherwise noted.</p> <p>Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate network named BCCCWIFI is available complimentary in designated pre-function spaces.</p> <p><b>*PRICES SUBJECT TO CHANGE.</b></p>		

# ORDER ONLINE

[www.ftlauderdalecc.com/exhibitors/show-services](http://www.ftlauderdalecc.com/exhibitors/show-services)

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**



We are happy to answer any questions:  
itservices@ftlauderdalecc.com  
954.302.8887  
[www.ftlauderdalecc.com](http://www.ftlauderdalecc.com)

## Service Order Form-Telecommunications & Network Services Order Form

1. **Lease of Equipment.** ASM agrees to lease and provide to Customer, and Customer agrees to lease and obtain from ASM, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the ASM Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the ASM Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by ASM under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). ASM or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to ASM at the number shown on the ASM Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
  - (a) Request for special arrangements must be received by ASM no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
  - (b) Personal checks will be accepted with Advance Rate requests only.
  - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the ASM Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by ASM under a license agreement with the building owner or manager. ASM may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event ASM's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
  - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without ASM's written consent. Only ASM employees or approved personnel are authorized to modify system wiring.
  - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse ASM for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by ASM will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 7% sales tax.
  - (c) The equipment shall remain the sole and exclusive property of ASM or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the ASM Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to ASM, or Customer fails to return equipment to ASM when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of ASM.** At any time after a default by the Customer, ASM may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and ASM may apply and retain all or such portion of customers deposit as may be necessary to compensate ASM for any unpaid charges or damages and expenses incurred on account of such default, or ASM may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
  - (a) ASM's obligations under this Agreement are subject to, and ASM shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than ASM, its representatives, agents or employees, or any other cause beyond ASM's reasonable control.
  - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and ASM's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by ASM or at ASM's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, ASM is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to ASM for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
  - (c) **In no event shall ASM be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of ASM or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ASM has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
  - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
  - (e) Claims will not be considered unless filed in writing with ASM by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless ASM and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** ASM shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with ASM. Billing for such services will be billed separately by ASM.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact ASM to coordinate frequency usage.
19. **Exclusivity.** ASM is the exclusive voice/data communications provider for the BCCC. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



## Audio Visual Order Form



Event Name:			Room/Booth:	
Company:			Delivery Date:	Delivery Time:
Billing Name:			Pickup Date:	Pickup Time:
Billing Address:				
City:	State:	Zip:	Onsite Contact:	
Phone:	Email:	Contact Phone:		

Payment in FULL is  
required prior to the  
event.

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.  
  
For PRE SHOW rates we must receive a completed order form, with credit card information, no later than 14 days prior to show opening. Once the order form is received an official estimate will be emailed back to the customer for final approval. All other orders will be processed at the LATE ORDER rate.

**RIGGING WITH TRUSS & MOTORS IS EXCLUSIVE TO EVERLAST PRODUCTIONS ---- Rigging order to be placed at Everlastproduction.com**

**ALL EQUIPMENT PRICES ARE PER DAY UNLESS OTHERWISE STATED**

**\*\*\*\* LABOR NOT INCLUDED\*\*\*\***

Description	Pre Show	Late Order	QTY	Days	Total:
VIDEO EQUIPMENT					
Micca Media Server	\$ 50.00	\$ 70.00			
40" HD Monitor	\$ 300.00	\$ 360.00			
50" HD Monitor	\$ 400.00	\$ 480.00			
65" HD Monitor	\$ 800.00	\$ 960.00			
90" HD Monitor w/Stand	\$ 1,350.00	\$ 1,620.00			
70" Touch Screen w/Stand	\$ 1,800.00	\$ 1,950.00			
6' Rolling Stand for 40"-65"	\$ 125.00	\$ 145.00			
DLP Projector 5k Lumens	\$ 675.00	\$ 810.00			
Laser Projector 7K Lumens	\$ 1,050.00	\$ 1,260.00			
DLP Projector 14k Lumens	\$ 2,700.00	\$ 3,240.00			
*Projector Lens Additional					
7'x7" Tripod Screen	\$ 80.00	\$ 100.00			
8'x8" Tripod Screen	\$ 85.00	\$ 102.00			
6' x 10.8" Fast Fold w/ Dress Kit	\$ 375.00	\$ 450.00			
7'6" x 13'3" Fast Fold w/Dress kit	\$ 410.00	\$ 492.00			
9'x16' Fast Fold w/ Dress Kit	\$ 525.00	\$ 630.00			
11'3"x20' Fast Fold w/ Dress Kit	\$ 825.00	\$ 990.00			
Barco Image Pro II HD Jr	\$ 375.00	\$ 450.00			
Blackmagic HDMI Switcher	\$ 150.00	\$ 180.00			
Black Magic Studio Pro HD	\$ 750.00	\$ 900.00			
Panasonic ENG Camera w/ Tripod	\$ 850.00	\$ 925.00			
HDMI to HD-SDI	\$ 65.00	\$ 78.00			
HD-SDI to HDMI	\$ 65.00	\$ 78.00			
Decimator MD-HX	\$ 85.00	\$ 102.00			
HD-SDI DA 1x8	\$ 65.00	\$ 78.00			
HDMI DA 1x4	\$ 65.00	\$ 78.00			
Laptop Computer	\$ 270.00	\$ 324.00			
Mac Playback Pro	\$ 800.00	\$ 960.00			
iPad	\$ 150.00	\$ 180.00			
Wireless Mouse/Laser Pointer	\$ 35.00	\$ 42.00			
Digital LED Branding Panel	\$ 650.00	\$ 780.00			
Poster Easel	\$ 20.00	\$ 24.00			
4'x6' White Board on Wheels	\$ 80.00	\$ 96.00			
Flip Charts with Markers	\$ 70.00	\$ 84.00			
Additional Pad	\$ 12.00	\$ 14.00			
34" Roll Cart w/ Skirt	\$ 15.00	\$ 18.00			
48" Roll Cart w/ Skirt	\$ 20.00	\$ 24.00			
Video Patch Kit / Mac Adaptors	\$ 25.00	\$ 33.00			
AV Cable Package	\$ 25.00	\$ 33.00			

Additional Services are Available. Contact your Account Executive for details.

**COMPLETE THIS FORM AND EMAIL TO [Events@everlastproductions.com](mailto:Events@everlastproductions.com)**

**Everlast Productions - Broward County Convention Center, Fort Lauderdale, FL - 33316 - 954-456-7167**

**Delivery:** An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Labor, Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge. Everlast Productions does not supply labor to mount hanging brackets to your booth. This must be done prior to Everlast Productions setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable. **Equipment:** For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment). **Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to your Account Executive.

Everlast Productions will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee. **Payment:** All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed. @ 2021-2022

Description	Pre Show	Late Order	QTY	Days	Total:
AUDIO EQUIPMENT					
TurboSound iQ-12 Powered Speaker	\$ 125.00	\$ 140.00			
TurboSound iQ18B Powered Sub	\$ 168.00	\$ 201.00			
Meyer UP Jrs Powered Speaker	\$ 95.00	\$ 114.00			
Meyer UPJ-1P Powered Speaker	\$ 168.00	\$ 201.00			
Meyer 500HP Powered Sub	\$ 200.00	\$ 240.00			
TurboSound 6' White Column Speaker	\$ 200.00	\$ 240.00			
Line Array Packages	Call For Details				
4 Ch Mixer	\$ 68.00	\$ 82.00			
12 Ch Mixer	\$ 108.00	\$ 130.00			
16 Ch Mixer	\$ 135.00	\$ 162.00			
Yamaha LS9 32 channel Digital Console	\$ 450.00	\$ 500.00			
Direct Box- ProCo AV1	\$ 30.00	\$ 36.00			
Stereo Laptop Soundport	\$ 20.00	\$ 24.00			
Digital Soundcard Interface	\$ 75.00	\$ 90.00			
Shure SM 58 w/ Switch	\$ 35.00	\$ 40.00			
15" PTT Podium Microphone	\$ 45.00	\$ 48.00			
Shure Wireless Microphone Combo Kit	\$ 135.00	\$ 162.00			
LIGHTING EQUIPMENT					
24 Ch Lighting Console	\$ 70.00	\$ 80.00			
12 Ch Opto Splitter	\$ 40.00	\$ 50.00			
LP 6 Channel Dimmer	\$ 75.00	\$ 85.00			
Battery Powered LED Up Light	\$ 88.00	\$ 105.00			
LED Up Light Wireless Transmitter	\$ 70.00	\$ 80.00			
Source 4 Leko w/ 20" Barrel	\$ 30.00	\$ 40.00			
Source 4 Par w/ Wide Lens	\$ 30.00	\$ 40.00			
13 ft. Truss Tower w/ Base & Black Cover	\$ 90.00	\$ 110.00			
Sand Bags	\$ 14.00	\$ 16.00			
EXPENDABLES					
15' HDMI Cable each	\$ 25.00	\$ 29.00			
White Gaffers Tape each	\$ 20.00	\$ 24.00			
Black Gaffers Tape each	\$ 20.00	\$ 24.00			
9v Batteries each	\$ 2.50	\$ 4.00			
AA Batteries each	\$ 1.00	\$ 2.00			
AAA Batteries each	\$ 1.00	\$ 2.00			
300' Roll of Tie Line each	\$ 40.00	\$ 48.00			
Roll of Duveltyne each	\$ 400.00	\$ 480.00			
DRAPE					
10' Wide x 20' High Black Drape Kit	\$ 270.00	\$ 324.00			
LABOR					
Labor Rates will vary pending equipment needs.					

**CANCELLATIONS:** Written cancellation of ordered equipment and services must be received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.



Welcome to the Broward County Convention Center. The Broward County Convention Center / ASM has an exclusive agreement with the International Alliance of Theatrical and Stage Employees / I.A.T.S.E 500 to provide technical service labor / operators within the facility. This includes and is not limited to the "Move-In", "Performance", and "Move-Out" of all live entertainment and theatrical events, trade and industrial shows, flat shows, conventions, meetings, sports competitions and exhibitions. Below are the estimated rates for a production's AV contractor at the BCCC. All rates quoted include all contractual benefits and payroll administration fees. 7% Florida Sales Tax will be added to the final labor bill.

We are excited to be supporting your event. I know that show logistics will change as we move forward. As they do, I will be happy to work with you to adjust labor requirements and quotes as needed.

Rates for October 1, 2023 – September 30, 2024

Steward \$76.50

\*\* Equipment Operator \$75.50

\* Department Head \$58.50

Certified Head Rigger \$75.50 

Stagehand \$54.75

Rigger \$63.00

Camera \$88.00

\*\*Not limited to A1 and A2 Audio, Technical Directors, Camera Operators, Font Coordinators, Lighting Designers, Lighting Console Operators, Moving Light Programmers, Video Engineers, Video Shaders, Video Switchers, Power Point Programmers, Video Tape and Digital Disc Operators, Video Technicians

\*Video Utility shall be paid at Department Head rate.

#### Basic Overview of Working Conditions:

4 hour minimum on all calls including show outs.

8 hour minimum on Special Equipment Operators.

Time and one half paid: 1) All day Sunday, 2) After 8 hours on a work day, 3) between 12am and 7am

Meal penalty after 5 hours without meal break; paid at time and one-half prevailing rate until relief.

Hourly rates apply, fractions paid to the hour.

All technical work will be performed by facility workers under exclusive contract with

The Broward County Convention Center / ASM Global and The International Alliance of Theatrical and Stage Employees / Local 500.

All rooms within the facility are equipped with in-house sound systems. The Technical Services dept is responsible for the patching of these systems. For further details on the in-house sound systems and fees, I will be happy to help you.

Please feel free to give me a call or email me to further discuss the details of your event.

Thank you for your consideration. Looking forward to working with your team.

## Howard Friedlander

Technical Services Director



E: [hfriedlander@ftlauderdalecc.com](mailto:hfriedlander@ftlauderdalecc.com)

O: 954.302.8879 C: 305.972.2138

1950 Eisenhower Blvd., Fort Lauderdale, FL 33316

[www.ftlauderdalecc.com](http://www.ftlauderdalecc.com)





# Champs Trade Shows 2025

November 11-14, 2025



BROWARD COUNTY  
CONVENTION  
CENTER  
GREATER FORT  
LAUDERDALE

## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

10 / 21 / 2025

[ORDERING.EDLEN.COM](https://ORDERING.EDLEN.COM)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-FtLauderdale@edlen.com](mailto:ExhibitorServices-FtLauderdale@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

16110 NW 13th Avenue, Miami, FL 33169

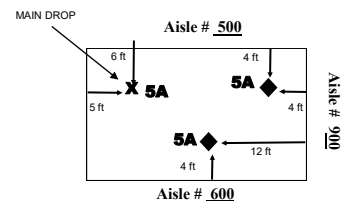
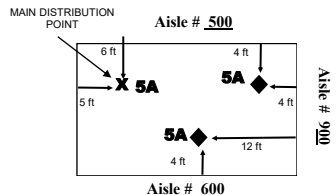
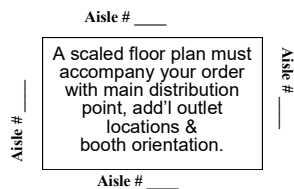
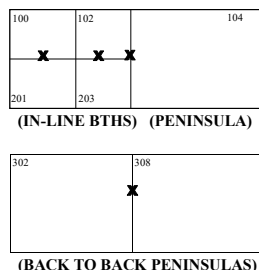
305.623.5335 • [miami@edlen.com](mailto:miami@edlen.com) • [www.edlen.com](http://www.edlen.com)

## ELECTRICAL TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen'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.
26. 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 Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

### COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

## PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. 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 Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
or call the number on the Plumbing Order form



*There for you.*

♦ 1950 Eisenhower Blvd. ♦ Ft. Lauderdale, FL 33316 ♦ 561-445-3323

## Private (Service) Staffing Order Form

Allied Universal Security provides trained, professionally uniformed officers for your particular needs. Please fill out the schedule below and if you have any questions please contact us at the above address. We will contact you regarding the event information, contracts, and payment options. (4 Hour Minimum)

Company Name:			
Billing Address:			
Phone:		Email:	
Order Placed By:		Title:	Booth:
Signature:			Date:

*Please complete the anticipated schedule below:*

Date	Start Time	End Time	# of Hours	Type of Personnel	# of Personnel	Total Hours
Total Number of Hours						

*Please Send this form to [Rory.Siegel@aus.com](mailto:Rory.Siegel@aus.com)*

*We will be contact with to discuss the hourly rate and proposal amount due.*

*Thank you for choosing Allied Universal Security Services.*

# SAVOR...Fort Lauderdale

at Broward County Convention Center

## Booth Service Catering Order Form

**Return Completed Form (2) Weeks Prior to Show Date**

Please fill out the following form and email to [catering@ftlauderdalecc.com](mailto:catering@ftlauderdalecc.com)

Please wait for approval from the Catering Department.

Event Name					
Company Name:					
Billing Address:					
Booth Name:			Booth Number:		
Client Name:		Business Number:		Email Address:	
On-Site Contact:					
Fax			E-Mail Address		
Date of Service:					
Start Time					
End Time					
# of Guests					
Menu					

**Exhibitors are responsible for placing any electrical orders associated with their catering order at the exhibitor's expense. Your Banquet Event Order will indicate if you need to order electric. Place orders with Edlen Electric at 954-607-7255.**



## SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG/ASM Global is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Broward County Convention Center. Savor SMG/ASM Global is the exclusive provider of all food and beverage for the Broward County Convention Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form. In addition you will need to supply your Certificate of Insurance naming the Convention Center, SMG/ASM Global and Broward County as Additionally Insured. Please wait for approval from the Catering Department. Please send to [catering@ftlauderdalecc.com](mailto:catering@ftlauderdalecc.com)

### REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
  - A. Non-Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
  - B. Alcoholic Beverage items limited to 2 oz serving of Beer & .5 oz serving of liquor/spirits. A SAVOR Bartender is required.
  - C. Food items limited to "bite size".
  - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) MUST be purchased from Catering Department.

Name of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Booth #: \_\_\_\_\_

### 1. Products you wish to sample:

---

---

### 2. How do you plan on sampling this product (i.e. trays, 4oz cups):

---

---

### 3. Please explain purpose of offering these samples:

---

---

Approved By: \_\_\_\_\_

\_\_\_\_\_(SAVOR Food & Beverage Director)

\_\_\_\_\_(Date)

## SECTION VIII

## CERTIFICATE OF INSURANCE INFORMATION

ACORD

## CERTIFICATE OF LIABILITY INSURANCE

DATE: 6/4/99

<b>PRODUCER</b>  XYZ BROKERAGE INC. 123 PINE TREE DRIVE FT. LAUDERDALE, FL 33316		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <b>COMPANIES AFFORDING COVERAGE</b>		
<b>INSURED</b>  TENANT'S NAME MAILING ADDRESS		COMPANY A _____ INSURANCE COMPANY COMPANY B _____ COMPANY C _____ COMPANY D _____		
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.				
<b>TYPE OF INSURANCE</b>	<b>POLICY NUMBER</b>	<b>POLICY EFFECTIVE DATE</b>	<b>POLICY EXTERMINATION DATE</b>	<b>LIMITS</b>
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY _____ CLAIMS MADE <input checked="" type="checkbox"/> OCCUR _____ OWNER'S & CONTRACTOR'S PROT _____	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	GENERAL AGGREGATE 1,000,000 PRODUCTS COMP/OP AGG 1,000,000 PERSONAL & ADV INJURY 1,000,000 EACH OCCURRENCE 1,000,000 FIRE DAMEAGE (1 FIRE) 50,000 MED EXP (1 PERSON) 5,000
<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO _____ ALL OWNED AUTOS _____ SCHEDULED AUTOS _____ HIRED AUTOS _____ NON-OWNED AUTOS _____	XXXXXXXXXX			COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
<b>GARAGE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO _____				AUTO ONLY (EA ACCIDENT) \$ _____ OTHER THAN AUTO ONLY \$ _____ EACH ACCIDENT \$ _____ AGGREGATE \$ _____
<b>EXCESS LIABILITY</b> _____ ANY AUTO _____				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____
<b>WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY</b>  THE PROPRIETOR _____ PARTNER/EXECUTIVE _____ INCL OFFICERS _____ EXCL	XXXXXXXXXX			<b>WC STATUTORY LIMITS</b> EL EACH ACCIDENT 100,000 EL DISEASE—POLICY LIMIT 500,000 EL DISEASE-EACH EMPLOYEE 100,000
OTHER				
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS</b> Additional Insured Include: SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees; Event name, Dates (Move-in, Show, & Move-out)				
<b>CERTIFICATE HOLDER</b>  SMG BROWARD COUNTY CONVENTION CENTER 1950 EISENHOWER BLVD FT. LAUDERDALE, FL 33316		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION OF 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES  AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS		

## REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Originals only - **NO photocopies.**
2. Name of insured on certificate must be **identical** to name on the License Agreement.
3. **Description of Operations**  
Must disclose:  

**Additional Insured Include:** SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees  
 Event name, Dates (Move-in, Show, & Move-out)
4. **Certificate Holder -**  
 SMG  
 Broward County Convention Center  
 1950 Eisenhower Boulevard  
 Fort Lauderdale, Florida 33316
5. **Cancellation** - must be for 30 days.  
 Contractor shall furnish insurance against any and all loss or claims arising out of the operations of its agents, employees, sub-contractors or invitees for the protection of SMG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in the State of Florida and holding a rating of A or better in the current *Best's Manuals*.
  - A. **Worker's Compensation**  
Florida Statutory Limits
  - B. **Employers' Liability**  
 \$100,000 Each Accident  
 \$100,000 Each Employee  
 \$500,000 Aggregate
  - C. **Comprehensive General Liability**  
 \$1,000,000 Bodily Injury and Property Damage Combined Single Limit. Coverage shall include Premises and Operations, Contractual, Personal Injury, Independent Contractors and Broad Form Property Damage including Completed Operations.
  - D. **Automobile Liability**

<b>Bodily Injury</b> \$500,000 Per Person	<b>Property Damage</b> \$250,000 Per Accident \$1,000,000 Combined Single Limit
----------------------------------------------	---------------------------------------------------------------------------------------



# FIRE CODE & SAFETY REQUIREMENTS

All cooking exhibits shall comply with the following:

- One 20 BC fire extinguisher with current tag for each cooking device.
- Deep fryers must have lids and single well. FRYER requires a class "K" extinguisher
- Equipment shall be fueled by low heat source.
- Cooking surface shall be limited to 288 square inches.
- Cooking equipment is required 4 (four) feet from public or have physical barrier.
- Equipment must be on a non-combustible surface.
- Cooking equipment is required 2 (two) feet apart.
- Flamed proof treated materials are required:  
Curtains, drapes, table cloths, etc.
- Butane canisters cannot exceed 16oz.
- **NO propane cooking tanks allowed inside the convention center.**
- Convention center's carpet surface must be protected if there are any food preparation and/or cooking demonstration.

City of Fort Lauderdale Fire Department  
The Greater Fort Lauderdale/Broward County Convention Center

*Signature required to confirm the above fire code and regulations have been reviewed:*

\_\_\_\_\_(Food Vendor Representative if Cooking On-Site is Applicable)

\_\_\_\_\_(Date)



## **COVERED OR MULTILEVEL EXHIBITS GUIDELINES**

### **COVERED EXHIBITS LESS THAN 300 SQ FT**

1. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

### **COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS**

1. Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Plans must be scaled, signed and dated by a certified structural engineer.
3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.
6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.
7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)
8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a four inch (15.24cm) sphere cannot pass.
9. Stairs should be:
  - a). Minimum of three feet (36") in width.
  - b). Equipped with handrails.
  - c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
  - d). Treads shall be minimum of eleven inches (11").
  - e). Spiral stairs are not permitted.
10. Upper level floor systems should support a live load of one hundred lbs (100lbs.) per square foot.
11. Two (2) exits are required for every 300 square feet of occupied space.
12. All booth construction shall meet local, state, & federal mandated codes and sections.

Filename: Structural Permit App 2008





**BROWARD COUNTY  
CONVENTION  
CENTER** | GREATER FORT  
LAUDERDALE

## **Structural Permit Application Covered or Enclosed Multilevel Exhibit Booth**

Covered/Enclosed exhibit areas shall meet the Broward County Fire Department regulations. Please complete this portion and return at least 60 days prior to your event. Please submit two (2) copies of the plans to:

Broward County Convention Center  
Event Services Department  
1950 Eisenhower Blvd  
Ft. Lauderdale, FL 33316

Phone: 954.765.5900  
Fax: 954.763.9551  
Website: ftlauderdalecc.com

**Show/Event Name** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Exhibitor/Company Name** \_\_\_\_\_

**Exhibitor Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**On-site Contact** \_\_\_\_\_

U.S. engineered drawing bearing the stamp of a certified structural engineer needs to be included with application.

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### ***THIS PORTION TO BE COMPLETED BY THE FORT LAUDERDALE FIRE DEPARTMENT***

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_  
Fort Lauderdale Fire Marshall

Filename: Structural Permit App 2016

### Booth Responsible Party Identification

***Each individual booth operator or responsible party is required to complete and submit the following form as part of a complete application. Please print and use additional sheets if applicable.***

**Booth Responsible Party:** \_\_\_\_\_

**Booth Name:** \_\_\_\_\_  
(Ex. Business Name or Name for individual booth)

Is this a mobile vending unit? ☐ Yes ☐ No      Where is the mobile vending unit permitted? \_\_\_\_\_  
*\*Supervisor approval may be required*

Mobile vending VIN number \_\_\_\_\_ Will your booth set up be outside your unit: ☐Yes ☐No  
*\*Required for submission*

**Type of food/beverages to be served (check all that apply) Please be general i.e (BBQ Meats, Condiments)**

☐ Hot foods: \_\_\_\_\_

☐ Colds foods: \_\_\_\_\_

☐ Beverages: \_\_\_\_\_

**The food will be obtained from the following approved sources (check all that apply):**

☐ I operate from/own a permitted food facility (such as a restaurant).

Food Facility Name: \_\_\_\_\_

Food Facility Address: \_\_\_\_\_

Address	City	State	Zip
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☐ I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of the event and bring the food directly to the event. **I will maintain my receipts from the purchase on-site at the event for verification.**

Food Facility Name: \_\_\_\_\_

Food Facility Address: \_\_\_\_\_

Address	City	State	Zip
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I hereby certify that I have received the guidelines for temporary food service requirements provided by the Austin Public Health. I understand that, as a condition of my operation at this event, I am responsible to ensure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and ensure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin, Travis County Precinct Court, or municipality where event is held. I understand that such a complaint may result in a fine of up to \$2,000 on conviction.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:**

Address	City	State	Zip
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**Driver's License:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_