



FSNA Conference & Expo 2024
 101 N Atlantic Ave
 Ocean Center-Exhibit Hall
 Daytona Beach, FL 32118



General Information

Dear Exhibitor,

Apollo Convention Services is pleased to have been selected as the Official Service Contractor for the FSNA Conference & Expo 2024 being held at Ocean Center Daytona Beach, FL. In our commitment to an enjoyable and smooth running event, this Apollo Convention Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 10' x 10' booth package includes:		Advance Booth Furnishings Order Price Deadline: Oct 3rd, 2024	
8' High back drape		Two chairs	
3' High side drape		Wastebasket	
8' draped table		Exhibitor ID sign	
Show Color Drape: Black		Location- Ocean Center Exhibit Hall (Hall floor not carpeted)	

Note: Electric & Wireless services provided by Ocean Center. Electric provided by Power Source. Instructions in Service Manual.

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Thursday, October 10th, 2024	Time: 8am-6pm
All displays must be set and all empty storage must be off the exhibit floor by 6pm. ApolloCSL will complete Show Ready procedures until 10pm. Exhibitors will be able to continue set up until then. However ApolloCSL service desk will be closed.		
Exhibitor Set-up:	Friday, October 11th, 2024	Time: 7am-8:30am
All food preps and empty containers must be completed by 8:30am to be show ready for cleaning procedures to be completed		
Exhibit Hours:	Friday, October 11th, 2024	Time: 9am-3pm
	Saturday, October 12th, 2024	Time: 9am-11am
Exhibitor Dismantle:	Saturday, October 12th, 2024	Time: 11am-4pm
All displays must be packed up and ready for shipment by 4pm. Drivers must be checked between 11am-4pm		

Advance Order Deadline: Oct 3rd, 2024

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **posted date**. *We must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Exhibitor Order Forms must be returned to our office and can be emailed directly to the address below. Order forms for other contractors should be returned to the specific contractor providing these services.

Important Shipping Procedures

ApolloCSL recommends shipping exhibit materials up to 10 days prior to event move-in to our published *Advance Freight Receiving Warehouse*. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **Oct 4th, 2024**. All shipments received after the advanced deadline date will be charged show site rates. We look forward to working with you!

Apollo Convention Services & Logistics, Inc.

If you have any questions, please contact Exhibitor Services at the number below
Email Form to: dreyes@apollocsl.com **Contact -**Danny Reyes- Owner **Phone:** 813-478-0462



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Liability and Insurance Bulletin

Apollo Convention Services' liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Apollo Convention Services shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Apollo Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Apollo and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Apollo Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Apollo and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Apollo and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Apollo's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Apollo is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Apollo repair or replace the defective materials with that of like kind and quality. In no event shall Apollo be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Apollo by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Apollo and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Apollo assumes no liability as a result of such rerouting or handling.
8. Apollo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Apollo prior to the close of the show on which the loss or damage occurred or shall be considered waived.
No suit or action shall be brought against Apollo or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Apollo for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Apollo assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Apollo's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
The exhibitor agrees, in the event of a dispute with Apollo relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Apollo for Drayage or any other service provided by Apollo as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Apollo at the close of the show for all such charges, and they further agree that any claim they may have against Apollo shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

If you have any questions, please contact Exhibitor Services at the number below
Email Form To: dreyes@apolloscl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



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Material Handling Rate Schedule

<p>Inbound Services-Apollo will begin receiving shipments at the advance warehouse 30 days prior to the move-in date of the show. All shipments must be sent prepaid. Collect shipments refused.</p> <p>-ApolloCSL will begin receiving show site shipments on OCT 8th, 2024 only. Early shipments Will Be Refused per venue policy. If accepted, ApolloCSL will retrieve all labeled freight from venue receiving. Rate Includes: Unload and deliver shipments to booth. Remove and store crates/boxes labeled EMPTY (labels are available from the on-site ACSLService Desk). Return crates/boxes at the close of the show. Remove freight from booth & load on outbound carrier from the loading dock.</p> <p>Outbound Notes- Outbound Bill of Lading (BOL) provided with Labels must be completed and turned in at the ApolloCSL Service Desk. Exhibitors are responsible for arrangement of pick up. All shipments must have ApolloCSL BOL.</p>	<p>Material Handling Rates</p>
	<p>200 lb. MINIMUM per shipment</p> <p>Advanced Minimum Charge: \$305.00 Showsite Minimum Charge: \$355.00</p>

CWT		
<p>SHIPMENTS – CRATED & Skidded Includes shipments that can be unloaded at the dock with no additional handling required.</p>	ADVANCE TO WAREHOUSE	\$165.00 PER 100 LBS
	DIRECT TO SHOW	\$179 PER 100 LBS
<p>SHIPMENTS - SPECIAL HANDLING-Ground Unload, Rigging straps, repacking /palletizing, securing load with banding/shrinkwrap</p>	ADVANCE TO WAREHOUSE	\$183.75 PER 100 LBS
	DIRECT TO SHOW	\$198.75 PER 100 LBS.
<p>SHIPMENTS – UNCRATED, UNSKIDDED OR UNWRAPPED Includes shipments that are not in crates, cases, or boxes and/or un-skidded machinery without proper lifting bars or hooks.</p>	ADVANCE TO WAREHOUSE	\$179 PER 100 LBS
	DIRECT TO SHOW	\$198.75 PER 100 LBS.
<p>SMALL PACKAGE RATE-Shipment totaling any number of pieces with a combined weight not to exceed 30lbs-same day,shipper,& carrier</p>	ADVANCE TO WAREHOUSE	\$93.75 PER 100 LBS
	DIRECT TO SHOW	\$108.75 PER 100 LBS.
<p>OVERTIME HANDLING Shipments received, delivered or re-loaded after 4:30 p.m. or before 8 am Monday thru Friday or shipments handled on Saturday, Sunday and designated Holidays will be assessed additional overtime handling charges</p>		\$37.65 PER 100 LBS
<p>OFFTARGET Shipments - Freight received at Show Site prior to the published move-in or after the show opens. - Freight received at the Advance Warehouse after the published deadline.</p>		\$67.65 PER 100 LBS

Description :	Weight	CWT	Unit Price	= est unit price
Example: Advanced Crated or Skidded Shipment	1200 lbs ÷	100 =	12	\$165.00 x 12 = \$1,980.00

SPECIAL SERVICES- VEHICLE SPOTTING

Any vehicle driven onto the exhibit hall under its own power will incur a round-trip spotting fee of \$350.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

SEPARATE SHIPMENTS RECEIVED BY APOLLO WILL NOT BE COMBINED. A 200

lb. minimum charge applies to each shipment Apollo receives. Packages

arriving separately, at separate times will result in each shipment receiving a 200 lb. minimum charge. Therefore, be sure to request that your carrier delivers your total shipment at the same time. Shipments received at the same time from different destinations are considered separate shipments.

NOTE:Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without specified weight on the Bill of Lading will be assigned a weight by ApolloCSL. This weight will prevail.

Inbound:All shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No Liability will be assumed by Apollo for such shipments.

Storage: Empty labels will be available at the ApolloCSL Service Desk. Affixing the labels is the sole responsibility of the exhibitor. ApolloCSL assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels.

PLEASE NOTE:

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Apollo Convention Services & Logistics, Inc. warehouse or to a SHOW / EXPOSITION SITE for which Apollo Convention Services & Logistics, Inc. is the official show contractor



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Estimated Material Handling Form

INBOUND SHIPPING INFORMATION

ADVANCED SHIPMENTS -PLEASE USE ENCLOSED LABELS

DIRECT SHIPMENTS -PLEASE USE ENCLOSED LABELS

Receiving hours: M-F 9:00 am to 4:00 pm Must arrive by: Oct 4th, 2024 To: Exhibitor Name/ Booth# For: FSNA 2024 c/o ApolloCSL Florida Freight & Cartage 6321 Emperor Dr. Orlando, FL 32809	Direct shipments received during decorator move-in only 9am-4pm.am- Begin On: Oct 8th, 2024 To: Exhibitor Name/ Booth# For: FSNA 2024 c/o ApolloCSL Ocean Center Exhibit Hall Dock 101 N Atlantic Ave Daytona Beach, FL 32118
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	Number of Pieces	Est. Weight	Carriers	Tracking #	Estimate date of arrival	Est Cost (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS Show site/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? _____
 Contact Name _____ Phone _____

OUTBOUND SHIPPING INFORMATION

• **Out Bound Bills of Lading:** must be completed and turned in at the Apollo Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to 1/2 hour of labor.

• **Do not Leave Your Outbound Bill Of Lading in the booth.**

• A credit card is required for material handling services. Exhibitor is responsible for all shipping charges regardless of carrier.

• Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.

• Drivers MUST check in at the loading dock beginning at **11am-4pm** or the shipment will be re-routed at **4pm** via show carrier Airways.



• Return to Warehouse Fee: Shipments returned to Apollo's warehouse will be assessed a \$7.00 per cwt. or \$50.00 minimum charge, whichever is greater. **Please check appropriate arrangements:**

- Freight arrangements will be handled by Apollo Convention Services common carrier, collect.
- Freight arrangements will be handled by exhibitor. NAME OF CARRIER. _____
- Steel banding at **\$1.10** per linear foot, including labor. **\$50.00** MINIMUM (include on Order Summary page)
- Shrink wrap at **\$35.00** per skid # _____ x **\$35.00** = _____ (include on Order Summary page)

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State _____ Zip Code _____
 Phone _____ Fax _____
 Email _____ Authorized Signature _____

If you have any questions, please contact Exhibitor Services at the number below
Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



Advanced Receiving warehouse labels.

Please fill in the blanks and attach to your boxes, skids, crates, or items to be shipped. Shipments received after the discount deadline will have late to warehouse charges added to drayage total.

Advanced Receiving Discount Deadline is Oct 4th, 2024



Use these labels **only** if shipping **in advance** to warehouse

From: _____
TO: ApolloCSL c/o Florida Freight & Cartage
6321 Emperor Dr.
Orlando, FL 32809

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



Use these labels **only** if shipping **in advance** to warehouse

From: _____
TO: ApolloCSL c/o Florida Freight & Cartage
6321 Emperor Dr.
Orlando, FL 32809

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



Use these labels **only** if shipping **in advance** to warehouse

FROM: _____
To: ApolloCSL c/o Florida Freight & Cartage
6321 Emperor Dr.
Orlando, FL 32809

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



Use these labels **only** if shipping **in advance** to warehouse

FROM: _____
TO: ApolloCSL c/o Florida Freight & Cartage
6321 Emperor Dr.
Orlando, FL 32809

Booth# _____
Carrier _____ Piece
_____ of _____

RUSH

Exhibit Material



If you have any questions, please contact Exhibitor Services at the number below
Mail Form to: Apollo Convention Services 6333 Florida Circle West Apollo Beach, FL 33572
Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



DRY GOODS LABELS

Please fill in the blanks and attach to your boxes, skids, crates, or items to be shipped. **Do not ship your freight prior to the assigned dates to show site. Ocean Center will refuse all shipments.**



Shipments Delivered to Show Site on these dates ONLY Oct 8th-11th, 2024 Shipments delivered prior 8th & after show closed will be refused.

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____
TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material

DRY GOODS



Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____
TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material

DRY GOODS



Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____

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101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material

DRY GOODS



Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____

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101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material

DRY GOODS



If you have any questions, please contact Exhibitor Services at the number below

Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



Please fill in the blanks and attach to your boxes, skids, **FREEZER** items to be shipped. Do not ship your freight prior to the assigned dates to show site. Ocean Center will refuse all shipments. Ocean Center or ApolloCSL will not assume responsibility prior to published dates described on this form.



Shipments Delivered to Show Site on these dates ONLY Oct 8th-11th, 2024 Shipments delivered prior 8th & after show closed will be refused.

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____
TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



**FREEZE
UPON
ARRIVAL**

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____
TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



**FREEZE
UPON
ARRIVAL**

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____

TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.
Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



**FREEZE
UPON
ARRIVAL**

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____

TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.
Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



**FREEZE
UPON
ARRIVAL**

If you have any questions, please contact Exhibitor Services at the number below

Email Form To: dreyes@apollocsl.com Contact: Danny Reyes- Owner Phone: 813-478-0462



Please fill in the blanks and attach to your boxes, skids, **REFRIGERATED** items to be shipped. Do not ship your freight prior to the assigned dates to show site. Ocean Center will refuse all shipments. Ocean Center or Apollo CSL will not assume responsibility prior to the published dates on this form.



Shipments Delivered to Show Site on these dates ONLY Oct 8th-11th, 2024 Shipments delivered prior 8th & after show closed will be refused.

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____
TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



REFRIGERATE UPON ARRIVAL

Use these labels **only** if shipping direct to **SHOW SITE**

FROM: _____
TO: Apollo Convention Services c/o Ocean Center-Exhibit Hall Dock

101 North Atlantic Ave.

Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



REFRIGERATE UPON ARRIVAL

Use these labels **only** if shipping direct to **SHOW SITE**

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Daytona Beach, FL 32118

Booth# _____
Carrier _____
Piece # _____ of _____

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Exhibit Material



REFRIGERATE UPON ARRIVAL

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Booth# _____
Carrier _____
Piece # _____ of _____

RUSH

Exhibit Material



REFRIGERATE UPON ARRIVAL

If you have any questions, please contact Exhibitor Services at the number below

Email Form To: dreyes@apollocsl.com Contact: Danny Reyes- Owner Phone: 813-478-0462



Circle One

COV ForkLift/Cart Service Order



COV-(Commercial Owned Vehicle) examples are: Vans, Rental box trucks, U-Haul trailers/closed trailers owned and operated by exhibiting company representative only. No 3rd party delivery company qualifies for this service. Material Handling Drayage will apply at show site rate.

Company Name: _____ Date: _____

Booth #: _____ Circle One: S M T W T H F Sat Vehicle Type: _____

Cart/Crate/Skids Loads Transported

OF INBOUND LOADS

OF OUTBOUND LOADS

Exhibitor Authorization

By signing you and your company are agreeing to the forklift service fee at the targeted show dates for exhibitor unloading and loading date and times stated in the Exhibitor Kit. All fees must be settled before the end of the show.

Name: _____

Signature: _____

Date: _____

****COV Forklift Service Rates:\$195.00/ hr ST(M-F 8am-5pm) and \$292.50 OT(Sat & Sun, M-F after 5pm) **\$85.00 per Cart Load****

***COV Material handling terms: Charge for Forklift service is per usage required by exhibitor. Forklift service must be requested at the Apollo CSL Service desk for install and dismantle of show when all materials are packed and ready to load.**

Paid COV Forklift Services automatic dock access

Freight Handler Name: _____

MY IN _____ (time)
MY OUT _____ (time)
DOCK IN _____ (time)
DOCK OUT _____ (time)



POV Cart Load Service Order



***\$75.00 Per Cart/Skid Load**

PPOV-(Personal Owned Vehicle) examples are only: Car, Pick-up trucks, SUV type vehicles.

Company Name: _____ **Date:** _____

Booth #: _____ **Circle One: S M T W T H F Sat** _____ **Vehicle Type:** _____

Cart/Skid Loads Transported

OF INBOUND CART/SKID LOADS

OF OUTBOUND CART/SKID LOADS

Exhibitor Authorization

By signing you and your company are agreeing to a \$75.00 per cart/skid load service fee and that the number of loads transported is correct. All fees must be settled before the end of the show.

Name: _____

Signature: _____

Date: _____

*** POV Cart Load Terms:** POV Material Handling will be based on a load fee (per trip). This fee will equal to \$75.00 per load handled. A "load" is determined as moving a single pallet, crate or package materials that fit on a 2.5 ft. wide by 5 ft. long cart, stacked to a maximum of 4 ft. tall/300 lbs max.

***POV Cart Material handling terms:** One charge only for inbound covers outbound service. Outbound Cart service must be requested at the Apollo CSL Service desk prior show closing when all materials are packed and ready to load.

Freight Handler Name: _____

MY IN _____ (time)

MY OUT _____ (time)

DOCK IN _____ (time)

DOCK OUT _____ (time)



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POV/COV INSTRUCTIONS FOR CARTLOAD SERVICE

Exhibitors will arrive at Ocean Center & security will direct to Exhibit HALL docks. ApolloCSL traffic associate will direct exhibitor to the Dock Foreman for unloading instructions & procedures. ApolloCSL personnel will unload your Privately/Commercial Owned Vehicle (POV/COV), place your equipment on a flat bed cart, and deliver to your booth. Your company name will be placed on a Cartload Service List . At move out, once your items are packed up and ready to load, please see the ApolloCSL Service Desk to receive your POV/COV BOL(Bill of Lading) You are not permitted to access the dock and park area until your booth materials are packed.

To qualify for this service:

- POV/COV EXAMPLES of vehicles are below.
- No more than 300 lbs per cart load.

Exhibitors are not permitted to use moving equipment to unload or load at anytime during move in or move out.



POV Round-trip rates include: unloading of vehicle, delivery to your booth, reloading into your POV at the end of the show. **If you would like to bring your own items onto the show floor, please see for rules and regulations regarding the loading dock.**

POV ACCEPTABLE (Sedan, Pickup, Van, SUV):



COV ACCEPTABLE (Box Truck, Bobtail, Stake Bed, Trailer):



LARGE EQUIPMENT SPOTTING SERVICE (Example: Ovens/refridgerators/freezers/sinks,etc)

If you require the use of ApolloCSL labor to assist in unloading oversize equipment, you will be charged a spotting fee to provide guidance to the booth space and ensure the safety of the exhibit displays and containers, as well as the people on the show floor. Paid COV services will have authorization for dock access for active unloading or loading only. COV not authorized for daily or overnight parking at dock. **Paid Spotting service will have full access to docks inbound and outbound.**

Self Unload: Exhibitors must hand carry or bring the authorized hand cart shown to unload POV/COV vehicles only. Self unloads will not have access to docks must ground unload. Dock access requires Cart or Forklift service.



DOCK ACCESS			
	Date	TIME	You're estimated time of arrival
In:	Thursday, October 10th, 2024	8:00AM TO 6:00PM	
Out:	Saturday, October 12th, 2024	11:00AM TO 4:00PM	

CARTLOAD RATE (maximum weight for cartload is 300 lbs.)

POV CARTLOAD(Covers inbound & outbound.....) \$75.00
 COV Cartload per cart inbound, outbound must be ordered\$85.00

SPOTTING FEE

Inbound Only SPOTTING FEE \$153.50
 ApolloCSL personal to escort equipment until completed.

Total ordered: \$ _____

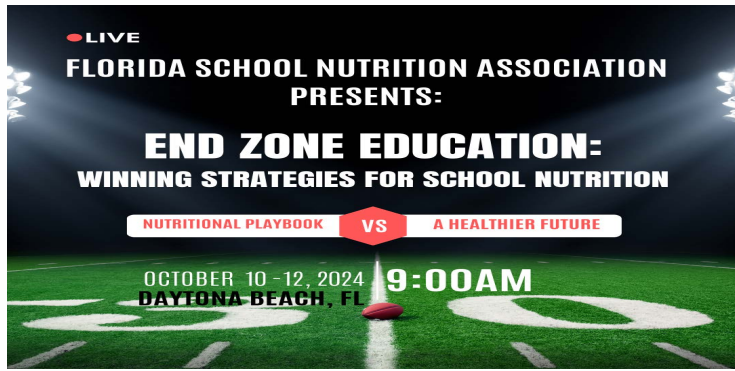
- All services must arrive within exhibitor move-in times.
- These services do not include storage of your empty containers. Standard material handling fees apply for empty container storage.
- Payment authorization is required with all orders. A credit card is required for all material handling orders.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME _____

BOOTH # _____

► EXHIBITOR SIGNATURE _____

PRINT NAME _____



AIRWAYSFREIGHT[®]

LAND • AIR • SEA

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**

For immediate assistance 24/7/365

Call: 800.643.3525

Shipping Code: 4844

www.airwaysfreight.com

AIRWAYSFREIGHT[®]

LAND • AIR • SEA

Serving the Trade Show Industry for 35+ years!

OFFICIAL AIR, SMALL PAGKAGE & INT'L FREIGHT CARRIER

DOMESTIC & INT'L TRANSPORATION VIA NEXT DAY, 2ND-DAY AIR, DEFERRED SERVICE & OCEAN

Complete form and see us in the Exhibitor Service area for assistance!

Show Name: _____ Booth number: _____

Company name: _____ Site contact: _____ Phone: _____

SHIP TO: (DESTINATION)

Company Name	
Street Address	
City, State, Zip	
Contact Name	Phone

Piece Count:

Give us your best guess!

Service Level:(Check One)

Next Day	2 nd Day	Economy

Signature

Date

Additional Insurance \$_____ (Insurance Amount)

(Cost for additional insurance is \$8.50 per thousand dollars value)

Circle One)

PLEASE PROVIDE CREDIT CARD INFORMATION BELOW!



*3% convenience fee applies

Name on Card _____

Exp Date: _____ Sec Code: _____

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Billing Address:

Cardholder Signature: _____ Fax/Email for Receipt: _____

Customer/Shipper consents to the search or inspection of their cargo pursuant to Transportation Security Administration regulations described in 49 CFR 1540.107, from this date forward.

Need Help? Call 800.643.3525 www.airwaysfreight.com

AFC# _____



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
 101 N Atlantic Ave
 Daytona Beach, FL 32118



Booth Furnishings Tables & Drape Order Form Advanced Order Price Deadline: Oct.3rd, 2024

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' -30" HIGH	\$215.00	\$265.00	
		6' X 2' -30" HIGH	\$235.00	\$305.00	
		8' X 2' -30" HIGH	\$255.00	\$325.00	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' -40" HIGH	\$235.00	\$305.50	
		6' X 2' - 40" HIGH	\$255.00	\$325.50	
		8' X 2' -40" HIGH	\$285.00	\$335.50	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$148.00	\$208.00	
		6' X 2' -30" HIGH	\$158.00	\$228.00	
		8' X 2' -30" HIGH	\$198.00	\$268.00	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' -40" HIGH	\$175.00	\$109.00	
		6' X 2' -40" HIGH	\$195.00	\$122.00	
		8' X 2' - 40" HIGH	\$235.00	\$144.00	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$176.00	\$212.00	
		30" ROUND - 40" HIGH	\$196.00	\$238.00	
TABLE RISERS		4'X 10"HIGH	\$66.50	\$88.00	
		6'X 10"HIGH	\$86.50	104.00	
TABLES-4th SIDE DRAPE		4', 6' & 8' TABLE	\$102.00	\$133.50	
		4', 6' & 8' COUNTER	\$98.00	\$154.50	
DRAPE (Includes installation)		8' HIGH PER LINEAR FT	\$20.50	\$35.50	
		3' HIGH PER LINEAR FT	\$18.50	\$31.50	

****IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED****

CIRCLE TABLE COLOR CHOICE: BLUE GREY WHITE RED BLACK **Show Color: Black**
CIRCLE DRAPE COLOR CHOICE: BLUE GREY WHITE RED BLACK

<p>ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 10 DAYS PRIOR TO MOVE-IN.</p> <ul style="list-style-type: none"> No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site. All materials are on a rental basis and remain the property of Apollo Convention Services The undersigned is responsible for all items ordered and for its condition at close of show. 	<p>Subtotal: _____</p> <p>x6.5% _____</p> <p>TOTAL _____</p>
--	---

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State _____ Zip Code _____
 Phone _____ Fax _____
 Email _____ Authorized Signature _____

If you have any questions, please contact Exhibitor Services at the number below
Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
 101 N Atlantiv Ave
 Daytona Beach, FL 32118



Booth Furnishings Chairs & Accessories Order Form *Advance Order Price Deadline: Oct-3rd, 2024*

	QTY	DESCRIPTION	Advance Price	Floor Price
Chairs		PADDED SIDE CHAIR	\$152.00	\$198.00
		PADDED ARM CHAIR	\$160.00	\$202.00
		UPHOLSTERED BAR STOOL	\$208.00	\$260.00
		STANDARD CHAIR	\$108.00	\$138.00
ACCESSORIES		TRIPOD EASEL	\$80.00	\$108.00
		CHROME SIGN HOLDER 22"x28"	\$161.00	\$193.00
		LITERATURE RACK	\$136.00	\$198.00
		4' X 8' DISPLAY BOARD	\$240.00	\$295.00
		6' SHOWCASE W/SHELVES	\$550.00	\$750.00
		WASTEBASKET	\$66.00	\$98.00
		RAFFLE DRUM	\$320.00	\$485.00
		8' ALUMINUM BACK POST W/BASE	\$165.00	\$192.00
		6'-10' ADJUSTABLE CROSS BAR	\$125.00	\$188.00

Subtotal:	_____
x6.5%	_____
TOTAL=	_____

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 10 DAYS PRIOR TO MOVE-IN.

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Apollo Convention Services.
- The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State _____ Zip Code _____

Phone _____ Fax _____

Email _____ Authorized Signature _____

If you have any questions, please contact Exhibitor Services at the number below
Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



FSNA Conference & Expo 2024
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 Daytona Beach, FL 32118



Advance Order Price Deadline: Oct 3rd, 2024

CARPET/PAD & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	\$285.00	\$374.50	
10 ft. X 20 ft.	\$550.00	\$705.00	
10 ft. X 30 ft.	\$1005.00	\$1,533.50	
10 ft. X 40 ft.	\$1,360.00	\$1,908.00	
Custom cut size & Plush Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	\$6.80	\$9.24	

Blue Black Green Grey Blue Jay Red Pepper

Note: **Blue Jay(blue/black speckled) **Pepper(black/white speckled)

Plush Carpet Selections

Plush --per sq ft	\$9.60	\$17.93	
<i>Carpet poly is included with order</i>	<i>n/c</i>	<i>n/c</i>	
<input type="checkbox"/> Navy <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Platinum <input type="checkbox"/> n/a <input type="checkbox"/> n/a <input type="checkbox"/> n/a <input type="checkbox"/> Charcoal			

Need custom color contact customer service. If a carpet color is not indicated, ApolloCSL will provide show colors.

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	\$3.50	\$6.50	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	\$2.60	\$4.08	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Chrome stanchions	\$87.00	\$105.00	
	Velvet stanchions ropes	\$95.00	\$155.00	
	35 qt plastic wastebasket	\$86.00	\$106.00	
	Rubbermaid Brut 32 gallons/grey	\$115.00	\$155.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **October 3, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.



RENTAL EXHIBITS

Advanced Order Discount Deadline: Oct. 1st, 2024

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1 Base



Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package B1 Base

- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

Package C1 Base



Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package D1 Base



Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Oversized header - block letters - black (logo extra)
 20" x 39" x 39" high built-in counters on backwall (x2)

RENTAL EXHIBITS

Advanced Order Discount Deadline: Oct. 1st, 2024

10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package E1 Base

- Straight headers (x2)



Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)





10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

Advanced Order Discount Deadline: Oct. 1st, 2024

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
PACKAGE A1 Basic - Base package with header		3,240.00	4,212.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		3,682.00	4,786.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		3,690.00	4,797.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		3,740.00	4,862.00	
PACKAGE C1 Basic - Base package with header		3,390.00	4,407.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		3,832.00	4,981.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		3,820.00	4,966.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,262.00	5,540.00	

10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
PACKAGE E1 Basic - Base package with headers		4,860.00	6,318.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,302.00	6,892.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		5,210.00	6,773.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		5,652.00	7,347.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		5,520.00	7,176.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		5,962.00	7,751.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		6,180.00	8,034.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		6,622.00	8,608.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION
 White

CARPET COLOR SELECTIONS
 Grey Red Teal Blue Black Burgundy Purple

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		77.00	100.00	
1 meter Shelves		72.00	93.00	
Spot Lights (For use with rental unit)		89.00	115.00	
Literature Pockets 8 1/2" x 11"		29.00	37.70	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$4.25 sq.ft.	5.53 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
6.5% SALES TAX	
TOTAL US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **October 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
 101 N Atlantic Ave
 Daytona Beach, FL 32118



GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to ApolloCSL specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminates)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical

Horizontal

LETTER COLOR SELECTIONS

Blue
 Red
 Green
 Teal
 Black
 Purple
 Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by Oct 11, 2023. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
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 Daytona Beach, FL 32118



EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

Advanced Order Discount Deadline: Oct. 3rd, 2024

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day		
_____	X _____	X \$1.64 =	_____
100 Square Feet Minimum Order	Total Number of Days		

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day		
_____	X _____	X \$2.83 =	_____
100 Square Feet Minimum Order	Total Number of Days		

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **October 1st, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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 Daytona Beach, FL 32118



Labor Order Form

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

RATES:

Straight Time: \$ 198.00 per man-hour. 8:00 am to 4:30 pm Monday through Friday.

Overtime: \$297.00 per man-hour before 8:00am and after 4:30pm and all hours on Saturday Sunday and observed holidays, where applicable.

CALCULATE LABOR

DATE	TIME	#OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	_____ AM/PM	_____ X	_____ X	\$ _____	\$ _____
DISMANTLE: _____	_____ AM/PM	_____ X	_____ X	\$ _____	\$ _____

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABORTIME. ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 25%

Labor Options (choose one)

- Exhibitor Supervised Labor Apollo Supervised Labor

(EXHIBITOR SUPERVISION)

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Apollo Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. 24 HOUR notice is required for cancellation of labor services.

Company Representative: _____ **Phone:** _____

(APOLLO SUPERVISION)

This plan allows for exhibitors to be set up prior to exhibitors' arrival. The charge for this service is 50% of the exhibitor's total labor bill, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present. Apollo must have detailed set-up instructions (blue prints, floor plans, etc) with labor order. Please see next page for outbound shipping instructions.

Set Up Information Required:

Booth display being shipped to: Warehouse Show-site Scheduled delivery date: _____

Shipment consists of: Crates Cartons Carpets/pads

Info carpets being shipped, is carpet ordered through Apollo? Yes No

Blueprints & Exhibit instructions: Attached Shipped with Display

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name: _____ Contact Person: _____ Booth # _____

Address: _____ City/State/Zip: _____ Signature _____

Phone() _____ Fax() _____ Email: _____

If you have questions, please contact Exhibitor Services at the number below.

Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:**

813-478-0462



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IN BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Apollo Convention Services & Logistics Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Apollo Convention Services & Logistics Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Apollo Convention Services & Logistics, Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

DESCRIPTION	STANDARD RATE	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$298.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$168.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$447.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$252.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
STRAIGHT TIME _____ Forklift _____ Hours	\$298.00 per Hour	\$_____ Total	
OVERTIME _____ Forklift _____ Hours	\$447.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
STRAIGHT TIME _____ Forklift _____ Hours	\$298.00 per Hour	\$_____ Total	
OVERTIME _____ Forklift _____ Hours	\$447.00 per Hour	\$_____ Total	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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 Ocean Center-Exhibit Hall
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 Daytona Beach, FL 32118



GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to ApolloCSL specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical
 Horizontal

LETTER COLOR SELECTIONS

Blue Red Green Teal Black Purple
 Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by Oct 1, 2024. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
 101 N Atlantic Ave
 Daytona Beach, FL 32118



PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Advanced Order Discount Deadline: Oct. 3rd, 2024

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	58.00	75.40	
	Boston fern	64.00	83.20	
	Hanging green plant	64.00	83.20	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	92.00	119.20	
	4' - 5' tall floor plant	109.00	141.70	
	6' tall floor plant	134.00	174.20	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	178.00	231.40	
	Large floral arrangement	240.00	312.00	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **October 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
 101 N Atlantic Ave
 Daytona Beach, FL 32118



Third Party Payment Policy

Apollo Convention Services will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Apollo.
2. This completed form is signed by both parties and returned to Apollo at least 14 days prior to move-in.
3. A completed Credit Card Authorization Form MUST accompany this form from each party.
4. Apollo's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:	
<input type="checkbox"/> All Apollo Services	<input type="checkbox"/> Freight Handling
<input type="checkbox"/> Furniture/Carpet	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Labor	<input type="checkbox"/> Other (specify)

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

Exhibiting Firm

Company Name _____	Booth# _____
Address _____	
City / State / Zip _____	
Phone: _____	
Authorized Signature _____	Printed Name _____

Display House 3rd Party

Display House 3 party _____	
Address _____	
City / State / Zip _____	
Phone _____	
Authorized Signature _____	Printed Name _____

If you have any questions, please contact Exhibitor Services at the number below
Email Form To: dreyes@apollocsl.com **Contact:** Danny Reyes- Owner **Phone:** 813-478-0462



FSNA Conference & Expo 2024
 Ocean Center-Exhibit Hall
 101 N Atlantic Ave
 Daytona Beach, FL 32118



PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER			
ADDRESS		street	city	state/province	zip/postal code	country	
PHONE	FAX		PO #	E-MAIL			
AUTHORIZED CONTACT SIGNATURE X			AUTHORIZED CONTACT - PLEASE PRINT			DATE	

All orders are regulated by ApolloCSL Payment Terms & Conditions as well as Material Handling Terms & Conditions.

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE			CCVC				
ACCOUNT NUMBER													<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country						
CARDHOLDER'S SIGNATURE X				CARDHOLDER'S NAME - PLEASE PRINT									

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with ApolloCSL.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Material Handling Order Form.....	\$	
COV Forklift/Cart Service Order Form.....	\$	
POV Cart Load Service Order Form.....	\$	
Booth Furnishings Tables & Drape Rental Order Form.....	\$	
Booth Furnishings Chairs & Accessories Rental Order Form.....	\$	
Carpet, Pad, & Complements Rental Order Form.....	\$	
Rental Exhibits Rental Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
Plants & Flowers Order Form.....	\$	
Labor Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Accessible Storage Order Form.....	\$	
Custom Graphics Order Form.....	\$	
FULL PAYMENT IN US FUNDS	\$	

To simplify payment, send one check payable to Apollo Convention Services & Logistics Inc. for the entire amount or note the amount to be charged to your credit card.

	\$	
Charge my credit card in the amount of	\$	
Check no. Dated in the amount of	\$	



POWER SOURCE

Trade Show Specialists

13750 WEST COLONIAL DRIVE SUITE 350-362
WINTER GARDEN FL, 34787
TEL: (407) 351-4158 FAX: (407) 704-2454
ORDERS@POWERSOURCESERVICES.COM



Booth #:

SHOW NAME:	F.S.N.A 2024 CONFERENCE
LOCATION:	DAYTONA BEACH OCEAN CENTER
DATE:	OCTOBER 11-12TH 2024
ADVANCED DEADLINE:	FRIDAY SEPTEMBER 27TH

ELECTRICAL OUTLETS APPROXIMATELY 120V A.C. 60 CYCLE

120 VOLTS	QUANTITY	ADVANCED RATE	REGULAR RATE	COST
500-1000 WATTS (10 AMPS)		\$ 85.00	\$ 112.00	
1001-1500 WATTS (15 AMPS)		\$ 100.00	\$ 125.00	
1501-2000 WATTS (20 AMPS)		\$ 125.00	\$ 150.00	

EXTENSION CORDS (ELECTRICITY NOT INCLUDED)

SINGLE OUTLET		\$ 15.00	\$ 20.00	
POWER STRIP		\$ 20.00	\$ 20.00	

208 VOLT SERVICES SINGLE PHASE

20 AMP		\$ 175.00	\$ 285.00	
30 AMP		\$ 225.00	\$ 325.00	
60 AMP		\$ 450.00	\$ 475.00	
100 AMP		\$ 550.00	\$ 575.00	

208 VOLT SERVICES THREE PHASE

20 AMPS		\$ 275.00	\$ 412.50	
30 AMPS		\$ 350.00	\$ 525.00	
60 AMPS		\$ 500.00	\$ 750.00	
100 AMP		\$ 675.00	\$ 775.00	

LIGHTING EQUIPMENT (INCLUDING CURRENT CONSUMED)

150 WATT FLOOD LIGHT		\$ 45.00	\$ 65.00	
STANDARD BOOTH UP -LIGHT		\$ 58.00	\$ 67.00	

LABOR

ST MON.-FRI. 8:00am - 4:30pm (Except Holidays)		\$ 60.00		
OT MON.-FRI. 4:30pm - 8:00am (Sat/Sun/Holidays)		\$ 80.00		

FULL PAYMENT DUE PRIOR TO SHOW OPENING

IF YOU WOULD LIKE AN ELECTRONIC INVOICE PLEASE LEAVE CREDIT CARD INFORMATION BLANK. INVOICE WILL BE SENT TO THE EMAIL ADDRESS LISTED.

SUBTOTAL:	\$	
6.5% SALES TAX:	\$	
TOTAL DUE:	\$	

PAYMENT METHOD: _____ MASTERCARD _____ VISA _____ AMEX _____ CHECK _____ ELECTRONIC INVOICE

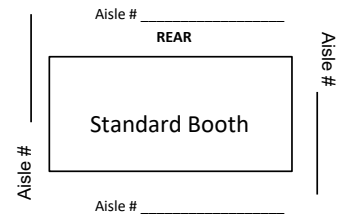
DEDICATED CIRCUIT OR 24 HOUR SERVICE REQUIRED? YES___ NO___
If YES, double the rate at left.
Any Other Locations Will Be Installed On A Time & Materials Basis. Please Provide A Floor Plan Indicating The Desired Location.

There Is A Minimum Of ONE Hour Labor For Island Booths & 208 Volt Services.

FOR WATER OR COMPRESSED AIR
PLEASE SEE ADDITIONAL FORM
CALL FOR QUOTE

SPECIAL INSTRUCTIONS
1 HEAT LAMP BULB = 250 WATTS (2.5 AMPS)
CROCK POT LARGE = 1500 WATTS (15 AMPS)
INDUCTION BURNER = 1500 WATTS (15 AMPS)
PIZZA OVEN = 2000 WATTS 20 AMPS
DEEP FRYER = 1800 WATTS (18 AMPS)
GRIDDLE 1500 WATTS (15 AMPS)
MICROWAVE OVEN 1500 WATTS 15 AMPS

Island Booth Floor Plans:
Please Show The Location Of Electrical Connections Outlets, and Lighting Equipment



CREDIT CARD #	EXP DATE:	CVV:
CARDHOLDERS NAME: (PRINT)		
AUTHORIZED SIGNATURE:		
CARDHOLDERS ZIP:		
FIRM NAME:	EMAIL:	
ADDRESS:	TELEPHONE:	
CITY/STATE/ZIP:	FAX:	
SIGNATURE:	PRINT NAME:	

ANY E-MAIL ADDRESS LISTED ON ORDER FORM WILL BE RECEIVING THE RECEIPT FOR POWER SERVICES.



EXHIBITOR INTERNET & TELEPHONE SERVICE ORDER

INTERNET SERVICES	PRICING PER CONNECTED DEVICE**			
	ADVANCED RATE*	ON-SITE RATE	QTY	SUBTOTAL
WIRELESS INTERENT CONNECTION	\$250.00	\$275.00		
WIRED (ETHERNET) CONNECTION <i>MUST BE ORDERED PRIOR TO SHOW MOVE-IN</i>	\$250.00	\$275.00		
6.5% SALES TAX				
INTERNET SUBTOTAL				
TELEPHONE SERVICES	PRICING PER LINE			
	ADVANCED RATE	ON-SITE RATE	QTY	SUBTOTAL
STANDARD "DIAL 9" ANALOG	\$125.00	\$150.00		
6.5% SALES TAX				
TELEPHONE SUBTOTAL				
ORDER TOTAL				

*All orders **MUST** be received at least 5 days prior to show opening for Advance Rate to apply.

Price is per device for entire show, and all devices **MUST have necessary connectors/adapters for Ethernet or wireless connections.

PLEASE TYPE OR PRINT

SHOW NAME:	SHOW DATES:
COMPANY NAME:	
BOOTH #	ONSITE CONTACT:

A receipt will be emailed when payment is processed. Payment processed through Payment Express/Grant Street.

1. In addition to the basic Telephone/Fax Line/Credit Card Line charges, Exhibitors will be charged for local calls at a rate of \$.50 per call and long distance calls at \$.20 per minute. All charges will be billed no later than 30 days from end of show. These phone lines do not work for internet access via modem.
2. All charges will be billed 30 days from end of show. Any equipment damaged or not returned will be charged at the cost of replacement.
3. All advance order services will receive first priority. Phone service will be activated and available in your booth at the time of your arrival to our Facility. Internet Access will be activated upon arrival of customer computer equipment.
4. Claims will not be considered unless filed by Exhibitor prior to close of show.
5. Credit will not be given for service that was provided and not used.
6. All Material/Equipment furnished by the Ocean Center for this service shall remain the property of the Ocean Center.
7. Customer's computers must be free of viruses, worms, trojans, spyware, ransomware, adware, malware, etc., and contain current, up to date anti-virus software. Due to the network environment created by use of customer's computers, the Ocean Center is not liable for any virus (worms, trojans, spyware, ransomware, adware, malware, etc.), infecting customer's computers as a result of the use of our internet services. Ocean Center is not responsible for operating system crashes, data loss or any other computer issues arising from connecting to our high speed internet system.

AUTHORIZED SIGNATURE: _____

DATE: _____

PAYMENT INFORMATION

NAME ON CARD:	
EMAIL ADDRESS FOR RECEIPT:	
CARD NUMBER:	
EXPIRATION DATE:	SECURITY CODE:

PLEASE FAX FORM TO 386-254-4521

If emailed, information on this form could become public due to Florida's broad public record laws.

DAYTONA BEACH OCEAN CENTER

Outside Food & Beverage Policy

The Daytona Beach Ocean Center has granted exclusive food service rights to their concessionaire, Oakview Group. All food and beverage served in the Daytona Beach Ocean Center must be provided through Oakview Group.

For exhibitors who wish to distribute a food or beverage product that is manufactured and distributed in the normal course of the exhibitor's business, may **request** to do so according to the following restrictions.

- Liquid samples may not exceed two (2) ounces tasting cup.
- Dry weight samples may not exceed two (2) ounces tasting cup
- Sample distribution must be limited to the exhibitor's booth area only
- It is unlawful to distribute alcoholic beverages of any kind
- ALCOHOL SAMPLES ARE NOT ALLOWED
- POPCORN IS NOT ALLOWED UNLESS PURCHASED THROUGH OAKVIEW GROUP
- Sampling is available for public exhibit shows only. It is not to be a substitute for a catered order.

For the vendor to sell food and/or beverage during the show they would have to become a sub-contractor with Oakview Group and must contact them directly.

Event Name: _____

Event Dates: _____

On Site Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Booth Number Assigned: _____

Description of Sample Items to be distributed: _____

Approved By: _____ Catering Sales Manager, Oakview Group

Oakview Group must receive all sample requests at least two weeks in advance of show move in days for authorization. If you have any questions or need any additional information, please contact Oakview Group sales staff at (386) 254-4552. Their professional sales staff will be happy to assist you. There is a large variety of food and beverage catering options available to your company during the convention/tradeshow. This form must be returned 2 weeks prior to the scheduled event via fax to (386) 254-4521.



OCEAN CENTER
 101 N. Atlantic Avenue
 Daytona Beach, Florida 32118
 (386) 254-4500
 (386) 254-4512 (FAX)

BOOTH NUMBER: _____

WATER SERVICE ORDER

Water Rates:

Gallons	Prepaid Rate	Floor Rate	Extended Cost
0-49	\$ 30.00	\$ 36.00	
50-99	\$ 55.00	\$ 66.00	
100-199	\$ 80.00	\$ 96.00	
200-499	\$ 105.00	\$ 126.00	
> 499*	\$ 8.00	\$ 9.60	

One time fill & Drain: for spas, pools, aquariums, etc. Priced on a per item basis. Stand by plumbing labor is available at the rates listed below.

* Priced per additional 100 gallons in addition to the rates for 200-499 gallons.

Sub-Total, Water only _____

6.5 % Florida Sales Tax _____

(Tax on Water ONLY.)

Sub-Total (Water & Sales Tax) _____

LABOR

Standard= Monday-Friday 8:00 a.m.- 4:30 p.m.
 (Except Holidays)

Hours	Rate
	36.00

Extended Cost

Premium= Monday-Friday 4:30 a.m.- 8:00 p.m.
 (Also, Saturdays, Sundays, Holidays)

	72.00
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--

LABOR Total _____

SPECIAL INSTRUCTIONS:

TOTAL DUE (Water, Sales Tax & Labor) \$ _____

All orders **MUST** be received **5 days** prior to show opening for Pre-Paid prices to apply. Arrangement for **payment MUST** accompany this order.

Show Name: _____ Show Dates: _____

Check

Firm Name: _____ Phone #: () _____

Master Card

Address: _____ Fax #: () _____

VISA Expiration Date: _____

City, State, ZIP _____ Contact Name: _____

Credit Card #: _____

E-Mail: _____

Cardholder Name(PRINT): _____

Tax Exempt Number: _____

Signature: _____

VERY IMPORTANT

Terms & Conditions

- 1.) Orders must be received a minimum of five (5) days prior to scheduled event opening for discount rates. Orders received less than five (5) days prior to scheduled event opening will be charged at the standard rates.
- 2.) Conditions for processing service order forms:
 - A. Payment for service in full must accompany service orders.
 - B. Incomplete information may delay processing.
 - C. Booth number (s) must be identified on the face of the form, along with show name.
- 3.) Rates listed include bringing the service to booth in the most convenient manner and **DO NOT INCLUDE** connecting equipment, or labor. Stand by plumbing labor is available at the published rates to assist in installations.
- 4.) Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show.
- 5.) Additional service charges and labor charges may be assessed for installations. Payment must be rendered **IN FULL** when billed during the event. Service may be interrupted, if payment is not received.
- 6.) All equipment used must comply with Federal, State and Local codes.
- 7.) A \$15.00 service charge will be assessed for all returned checks and credit cards.
- 8.) Material and equipment furnished by Ocean Center for this service order is furnished on a rental basis and remains the property of Ocean Center and shall be removed **ONLY** by Ocean Center Electricians.
- 9.) Ocean Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
- 10.) Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event.
- 11.) Credit will not be given for service installed and not used.
- 12.) 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 Ocean Center its attorney fees or applicable agency fees.
- 13.) A service charge of 1 1/2% per month on any unpaid balances will be made starting ten (10) days after the date of invoice.
- 14.) Exhibitor holds Ocean Center harmless for any and all losses of power beyond Ocean Center'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.