

2019 EXHIBITOR MANUAL



MIAMI INTERNATIONAL AUTO SHOW
MIAMI BEACH CONVENTION CENTER
NOVEMBER 1-10, 2019





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Dear Exhibitor:

On the heels of last year's successful return to the newly-renovated Miami Beach Convention Center, preparations for the 49th edition of the Miami International Auto Show opening Friday, November 1st and continuing through Sunday, November 10th are well underway.

The final touches have been made to the Convention Center and all of the 84 meeting rooms and major ballrooms including the 60,000 square foot grand ballroom and 20,000 square foot rooftop junior ballroom will be available to our exhibitors this year. Show attendees should also be able to utilize the rooftop public parking spaces.

Auto manufacturers are enthusiastic about this year's November dates and we expect a full schedule of press conferences and major announcements to highlight the Media Day activities on November 1st. The industry's newest and most talked about vehicles will take the stage before a captive audience of nearly 200 national and international journalists that are expected to attend. Once again, our friends at the Southern Automotive Media Association will host the Auto Show's annual Media Luncheon.

We are also quite proud of the Miami Auto Show's **Ride & Drive** program which will again provide numerous manufacturers with a host of opportunities to showcase their newest autos. Miami Beach's famed Ocean Drive provides the most picturesque back drop of any auto show. Among the popular exhibits expected to return this year are "*Memory Lane*," "*Havana Classics*" and "*Topless in Miami*," sponsored by the Southern Automotive Media Association.

Miami is without question culturally-unique and has earned the distinction as the "Gateway to the Americas" with Hispanics comprising well over 60 percent of the population. South Floridians love their cars and you can rest assured that they will anxiously be waiting for the doors to open on November 1st.

Once again, we thank you for participating in our 49th annual show. I look forward to working with you. If you have any questions, please feel free to call me at 305-981-1448.

Sincerely,

Clifford S. Ray
Auto Show Coordinator



DIRECTORY OF SUPPLIERS

AUTO SHOW LIAISON

Regal Show Services
Contact: Elliot Wachman
ewachman@regalshowservices.com
4051 SW 47th Ave., Ste 105, Davie, FL 33314
Telephone: 954-581-0581

AUTO SHOW PROGRAM BOOK

Contact: Marisa Osborn mosborn@sfada.net
625 NE 124th St., North Miami, FL 33161
Telephone: 305-981-1448 Fax: 305-947-5954

AUTO SHOW DECORATOR

Fork Lift / Rigging Service
Furniture
Installation / Dismantle Labor
Material Handling

Brede Exposition Services/
Contact: Customer Service info@bredeallied.com
2502 Lake Orange Drive, Orlando, FL 32837
Telephone: 407-851-0261 Fax: 407-859-3904

AUDIO VISUAL EQUIPMENT

Prestige AV & Creative Services
Contact: Greg Passmore gpassmore@prestigeav.com
1901 Convention Center Drive, Miami Beach, FL 33139
Telephone: (786) 276-2610

CATERING @ MBCC

Centerplate Catering - Sales Department
Contact: Maria.Linkous@centerplate.com
1901 Convention Center Drive, Miami Beach, FL 33139
Telephone: (305) 975-5672

ELECTRICAL SERVICE

Edlen Electrical Exhibition Services
<http://www.edlen.com>
Contact: miami@edlen.com
16110 Northwest 13 Avenue, Miami, FL 33169
Telephone: 305-623-5335 Direct: 305-219-2940

HOTEL INFORMATION

<http://www.miamiautoshow.com/Hotel-Travel>

MEDIA

Kiskinis Communications, Inc.
Contact: John Kiskinis jgk@kiskinis.com
13663 S.W. 102 Court
Miami, FL 33176
Telephone: 305-447-1224

SECURITY / GUARD SERVICE

To order security services please contact:
cray@sfada.net
Telephone: 305-981-1448

TELEPHONE SERVICE / WI-FI ACCESS

Smart City
Contact: Yandi Lodos YLodos@smartcity.com
1901 Convention Center Drive
Miami Beach, FL 33139
Telephone: 888-446-6911
Local Telephone: 305-673-5189
<https://orders.smartcitynetworks.com>

Please click the link below to access hotel information.

<http://www.miamiautoshow.com/hotels/>



REVISED 9.20.19

CREDENTIALS / EXHIBITORS / MEDIA



2019 CREDENTIALS APPLICATION PROCEDURE

Please register online for your Auto Show credentials.

Credential registration will open in August at which time you can register for your Auto Show credential by visiting:

<http://www.miamiautoshow.com/exhibitor-access/>

Please use these login details: **User Name: MIAS2019** **Password: Miami112019!**

Exhibitor Access Credentials

For questions related to auto show exhibitor credentials please contact the Auto Show office at 305.981.1448 or cray@sfada.net

Media Access Credentials

For questions related to media credentials, please contact our media relations office at 305.447.1224.



FLOOR PLANS

Please provide Floor Plans to Show management prior to September 1, 2019.

This year each exhibitor layout will under go a comprehensive review and approval process by the Fire Marshal. We will be working closely with you and your teams as we look forward to another successful show. We request that in addition to your plan view that elevation and isometric views be provided as well.

Please refer to the revised Height & Arrangement of Exhibits section within the Rules and Regulations pages (14 & 15).

Your plans may be submitted via e-mail to:
ewachman@regalshowservices.com

Should you have any questions or need additional information relating to your display or display area, feel free to contact us at any time.



SHOW SERVICES

DRAYAGE:

Refer to the Drayage Invoicing Policy within the Brede Exposition Services section of this manual. A representative will be contacting you to schedule target move-in and move-out times. All unused exhibit material left in empty crates must be stored in accessible storage in order to prevent damage. Under no circumstances will unused display material be permitted to be stored with empty crate storage.

Accessible storage will be available to you at this show. You must sign up for the service at the Brede Service desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space initially, and when properly labeled will be placed in accessible storage. Please refer to the Material Handling & Drayage forms, which are included in this show manual for additional detailed information.

VACUUMING/CLEANING:

Show management shall provide initial pre-show vacuuming of exhibitor carpeting beginning on Thursday October 31st, at 6:00pm. Daily vacuuming will take place prior to the opening of the show. Additional cleaning and vacuuming services are available. Please refer to the cleaning service order form, which is included in this manual. Please place empty boxes along the edge of the main aisles for removal no later than one hour prior to show opening.



COMPREHENSIVE GENERAL LIABILITY INSURANCE

Comprehensive General Liability Insurance – Sublessee shall provide and keep in force during the period of this Contract for Space, General Liability Insurance to include the scheduled move-in, Show and move-out days October 25 – November 13, 2019 in an amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and SFADA shall be listed as an additional insured. The General Liability Insurance Policy must provide for a 10-day notice of cancellation or material change. Sublessee shall deliver to SFADA a valid Certificate of Insurance pursuant to this paragraph not later than October 18, 2019 and such Certificate of Insurance and the coverage reflected therein must be acceptable to SFADA, within its sole discretion. All insurance carriers reflected on the Certificate of insurance must be rated A1 or better by A.M. Best. Sublessee shall not be allowed to set-up until a valid Certificate of Insurance is provided pursuant to this paragraph.



MOVE - IN

REVISED 9.20.19

Sunday October 27, 2019

All halls available beginning at 10am.
Unload lighting equipment.
Electrical installation begins at 8am.
Flooring installation begins at Noon.
Overhead lighting installation begins at Noon.

Monday October 28, 2019

Exhibitor freight unloading begins at 8am
Each Exhibitor will be contacted with targeted freight move-in times
Exhibitor installation begins.

Tuesday October 29, 2019

Exhibitor installation continues

Wednesday October 30, 2019

Exhibitor installation continues until complete
Production / floor cars enter hall at 2:30pm

Thursday October 31, 2019

Exhibitor area cleanup must be completed on this day
Exhibitor must remove all visqueen / poly by 6pm.
6pm - Vacuuming of exhibit spaces

Friday November 1, 2019

Media day begins (see press schedule)
Show opens to general public at 5pm

Marshalling Yard Instructions

[Marine Stadium Marina 3501 Rickenbacker Causeway Key Biscayne, FL 33149](#)

For Freight Arriving the Auto Show you must contact: Brede Anthony Thomas 407.948.0155 or email athomas@bredeallied.com

For Vehicles Arriving the Auto Show you must contact: Cosmetic Car Care Randy Malin 847-344-1420 or email rmalin@cosmeticcarcare.com Greg Hemmerick 410.714.1952 or email ghemmerick@cosmeticcarcare.com

Platform, turntable, and concept vehicles may enter exhibit hall as soon as displays are ready. Please notify "Dock Foreman" or Brede service desk for access.

CREDENTIAL PROCEDURE HAS CHANGED PLEASE GO ONLINE TO REGISTER.
[HTTP://WWW.MIAMIAUTOSHOWS.COM/CREDENTIALS](http://www.miamiautoshow.com/credentials)



SHOW HOURS

PRESS DAY

Friday	November 1	8:00 am	4:00 pm
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SHOW SCHEDULE

Friday	November 1	5:00 pm	11:00 pm
Saturday	November 2	10:00 am	11:00 pm
Sunday	November 3	10:00 am	11:00 pm
Monday	November 4	2:00 pm	11:00 pm
Tuesday	November 5	2:00 pm	11:00 pm
Wednesday	November 6	2:00 pm	11:00 pm
Thursday	November 7	2:00 pm	11:00 pm
Friday	November 8	2:00 pm	11:00 pm
Saturday	November 9	10:00 am	11:00 pm
Sunday	November 10	10:00 am	9:00 pm

During show days, all freight should be delivered to the Miami Beach Convention Center - North Dock. Display electricity will be turned on one hour prior to show opening times. If electricity is needed any other times, it will be invoiced directly to the exhibitor.

CREDENTIAL PROCEDURE HAS CHANGED PLEASE GO ONLINE TO REGISTER.
[HTTP://WWW.MIAMIAUTOSHOWS.COM/CREDENTIALS](http://www.miamiautoshows.com/credentials)



Marshalling Yard Instructions

Marine Stadium Marina 3501 Rickenbacker Causeway Key Biscayne, FL 33149

For Freight Leaving the Auto Show you must contact: Brede

Anthony Thomas 407.948.0155 or email athomas@bredeallied.com

For Vehicles Leaving the Auto Show you must contact: Cosmetic Car Care

Randy Malin 847-344-1420 or email rmalin@cosmeticcarcare.com

Greg Hemmerick 410.714.1952 or email ghemmerick@cosmeticcarcare.com

Sunday November 10, 2019

Vehicle removal begins promptly at 9 pm
All production vehicles must be removed from all halls
Exhibitor dismantle begins at 9 pm

Monday November 11, 2019

Exhibitor dismantle continues
Exhibitor freight load out begins.

Tuesday Nov 12, 2019

Exhibitor dismantle continues

Wednesday Nov 13, 2019

Exhibitor dismantle continues
All freight must be loaded out by 4:30 pm

**CREDENTIAL PROCEDURE HAS CHANGED PLEASE GO ONLINE TO REGISTER.
[HTTP://WWW.MIAMIAUTOSHOWS.COM/CREDENTIALS](http://www.miamiautoshow.com/credentials)**



SHOW OFFICE HOURS

Sunday	October 27, 2019	9:00 am	5:00 pm
Monday	October 28, 2019	9:00 am	5:00 pm
Tuesday	October 29, 2019	8:00 am	5:00 pm
Wednesday	October 30, 2019	8:00 am	5:00 pm
Thursday	October 31, 2019	8:00 am	5:00 pm
Friday	November 1, 2019	7:00 am	10:00 pm
Saturday	November 2, 2019	10:00 am	10:00 pm
Sunday	November 3, 2019	10:00 am	10:00 pm
Monday	November 4, 2019	11:00 am	10:00 pm
Tuesday	November 5, 2019	11:00 am	10:00 pm
Wednesday	November 6, 2019	11:00 am	10:00 pm
Thursday	November 7, 2019	11:00 am	10:00 pm
Friday	November 8, 2019	11:00 am	10:00 pm
Saturday	November 9, 2019	10:00 am	10:00 pm
Sunday	November 10, 2019	10:00 am	9:00 pm

THE SHOW OFFICE WILL BE LOCATED IN THE SOUTH LOBBY ON THE WEST SIDE OF THE MIAMI BEACH CONVENTION CENTER.



RULES & REGULATIONS

To insure easy passage of spectators through exhibits, and to provide an air of spaciousness in the exhibit halls, the following restrictions have been placed on the "Height and arrangement of exhibits." All floor plans will undergo a comprehensive Fire Marshal review and approval process.

1. A mandatory 3 feet rule will be enforced by the Fire Marshal. All display properties and vehicles must be set back a minimum of 3' from the exhibit border on all sides.
2. The maximum height of passenger car and truck exhibit is 25 feet, and exhibits that are in excess of 5 feet high must be placed at least 5' from the outer edges of each exhibitor's space.
3. Displays that are deemed an obstruction by show management must be placed 10 feet from the display area borders.
4. All exhibits must be capable of standing by themselves, and no supporting wires from the ceiling will be permitted.
5. Back wall displays that are in island locations must be finished on all sides.
6. All display partitions must be presented to show management for approval.

Exhibitors will not be permitted to dismantle their exhibits, nor do any packing prior to the official closing time of the show and then and only after all visitors have left the exhibit floor. It is further agreed that displays will remain intact and properly attended by representatives until the official closing time and that no exhibitor's merchandise, including displays and cars, shall be removed.

Management has pledged to visitors that all exhibits will remain intact and attended until the close of the show.

Any exceptions to these rules must be approved at the sole discretion of show management.

Exhibitors must comply with all the rules and regulations prescribed by the management of the building, of the sublessor: meet the requirements of state and municipal authorities, police and fire departments of the City of Miami Beach, and obtain at their own expense any necessary permits, licenses, or equipment, should any be required for particular individual displays.

[Continued on next page...](#)



RULES & REGULATIONS (CONTINUED)

For the convenience and protection of all exhibitors, the management further reserves the right to designate certain official suppliers in order to assure uniformity of decor for the exhibition, preserve time, insure security, and to avoid disputes in the setting up and dismantling of exhibits. A contract for exhibit space shall constitute acceptance there of.

Exhibitors will be permitted to stage live musical shows and narrators within their exhibit area, subject to sub-lessor's approval of the sound level. It is the exhibitor's responsibility to adhere to the policies set forth by ASCAP, BMI and / or any other licensing organizations that may have the rights to copyright music.

Turntable, platform and prototype vehicles will be permitted access into the exhibit hall as soon as your display area is ready to receive them. Vehicles must be driven directly to your exhibit area. No vehicles may be brought into the halls and left in the aisle ways.

**Floor vehicles will be permitted into the exhibit hall beginning at 2:30pm
Wednesday, October 30, 2019 see below**

Show management reserves the right to change this time without advance notice. Every contractor, sub-contractor, and supplier must forward certificates of insurance to show management. There are no exceptions to this rule. Exhibit space is for exhibition purposes only. All sales must be made on dealer's sales order at dealer's place of business. All matters not covered by these rules are subject to the sole discretion of the sub-lessor.

For Vehicles Arriving to the Auto Show you must contact:

Cosmetic Car Care

Randy Malin 847-344-1420 or email rmalin@cosmeticcarcare.com

**Greg Hemmerick 410.714.1952 or email
ghemmerick@cosmeticcarcare.com**



SECURITY

The Miami International Auto Show will be providing 24-hour security beginning Saturday October 26th, 2019 @ 12:01AM.

This 24-hour security service will continue through Tuesday, November 12th 2019 at midnight.

Since this service is for the overall safety and security of the show, we ask that you cooperate with all security

personnel working at the Miami International Auto Show, particularly those at the entrances and exits.

The South Florida Automobile Dealers Association will, by employment of watchmen, and other measures, exercise due diligence in protecting the property of exhibitors from theft, or damage by fire, etc., but cannot assume responsibility for loss to any exhibitor by reason of theft, transportation, perils, breakage, etc. Therefore, The South Florida Automobile Dealers Association, sponsors of the Miami International Auto Show cannot be held responsible for the disappearance or theft of items missing from exhibitor areas.

It is recommended that all display vehicles be locked each day at the close of the show.

All merchandise in your display area should be secured while unattended.

We ask that keys not be left in the Auto Show Office.

Additional security personnel may be obtained for the exclusive security of your exhibit area. Please refer to the security form provided within this manual.



**Miami International Auto Show
November 1st – 10th, 2019
Miami Beach Convention Center**

OFFICIAL SECURITY CONTRACTOR CONTACT: Global Security Solutions, LLC
 Lisa Beauchamp
 1-855-357-0413
 lisa@globalsecuritysolutionsllc.com

REQUEST SUBMITTED BY:

Company: _____ On-Site Contact Person: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Email Address: _____
 Booth Number: _____

Security services are requested for the following dates and times:

DATE	DAY OF WEEK	START AND END TIME	TOTAL HOURS

HOURLY RATES FOR SECURITY OFFICER:

Orders received by 10/1/19 will receive a rate of \$20 an hour
 Orders received after 10/1/19 will receive a rate of \$25 an hour
 Orders received after 10/28/19 will receive a rate of \$30 an hour

TERMS OF PAYMENT: The full amount shall be paid in advance when this request is submitted. Please email the form to lisa@globalsecuritysolutionsllc.com or fax to 1-855-357-0413. A six hour minimum is required. All cancellations must be received 24 hours prior to services being provided. Global Security Solutions, LLC is not responsible for theft or damage.

Total Hours _____ **X Hourly Rate \$20|\$25|\$30 (see above) =** _____ **Total Cost**

Card Type: (5% processing fee) AMERICAN EXPRESS **VISA** **MASTERCARD**

Credit Card Number: _____ Expiration Date: ____/____/____ Code: _____
 Billing Address: _____ City: _____ State: _____ Zip Code: _____
 Print Name of Cardholder _____

Client Signature: _____ **Date:** _____



MATERIAL HANDLING

Brede Exposition Services/Allied Convention Services Division has been designated as the exclusive material handling contractor.

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO

2502 Lake Orange Drive, Orlando, FL 32837

Telephone: # 407-851-0261

Fax: # 407-859-3904

Please forward copies of all bills of lading and receipts with weigh bill numbers to Brede Exposition Services/Allied Convention Services Division at the above address. This will assist Brede/Allied in tracing your shipments.

All trailer shipments arriving at the Miami Beach Convention Center must check in at the designated marshaling area. The location will be determined as we get closer to the show date.

Advance information as to your particular needs would be helpful in arranging unloading and reloading schedules. If your exhibit requires additional time during the set-up, please advise, Elliot at Regal Show Services,
ewachman@regalshowservices.com

Please remove all previous storage labels from crates prior to their arrival at the Miami Beach Convention Center.

Empty cases, crates, and cartons will be taken to storage and returned to your booth at the conclusion of the Auto Show. Every case, crate, carton, part, or exhibit must have a storage label listing your company's name and booth number. These labels are available at the Brede/Allied service desk and are vital. Arrangements must be made in advance with the Brede/Allied Service desk to retrieve any item placed into storage during show dates.

Please refer to the Material Handling forms, which are included in this show manual for additional detailed information.

MOVE IN & MOVE OUT SCHEDULES

PREPARATION OF VEHICLES:

Gasoline tanks should be filled to no more than 1/4 full or 4 gallons of fuel, whichever is less. Vehicles with more than 1/4 tank of fuel will not be permitted entry into exhibit hall. Vehicles will need to have a locking gas cap, or tape securing the existing cap to the vehicle in order to prevent tampering. Arrangements for car cleaning service should be made in advance of the Auto Show. It is the responsibility of each exhibitor to see that vehicles are kept clean.

BATTERIES:

Once positioning is final, the Fire Marshal requires that the positive lead to the battery be unbolted and taped over. Entrance of vehicles into exhibit hall: Platform, turntable, and concept vehicles may enter the exhibit hall as soon as displays are ready to receive them. These vehicles must be placed directly within the exhibitor's display area. Please notify "Dock Foreman" or Brede service desk for access.

ALL VEHICLES: see page 10 & 12

Floor vehicles may gain entry into the exhibit hall beginning, **Wednesday October 30, 2019 at 2:30pm**. Show management reserves the right to change this time without advance notice. In order to avoid damage, floor and production vehicles will not be permitted entry earlier, as forklifts and crates will still be on the exhibit floor.

All vehicles, as well as display properties and floral arrangements must be placed so as to adhere to the 3' rule. (3' in on all sides of display area).

VEHICLE STAGING AREA:

The location of the vehicle staging area has been determined and Cosmetic Car Care will be handling all Vehicle Move In and Move Out at the Show. Each manufacturer shall be responsible for securing their vehicles. A representative with Cosmetic Care Care will contact each exhibitor with additional details and with instructions for Vehicle drop off.

REMOVAL OF VEHICLES

FROM EXHIBIT HALL:

All vehicles must be immediately removed from the Miami Beach Convention Center on Sunday, November 10th, 2019 at 9pm. Under no circumstances may vehicles be parked in the dock areas at any time. Any vehicles found to be illegally parked will be towed at the owner's expense. A representative with Cosmetic Care Care will contact each exhibitor with additional details and with instructions for Vehicle pick up.

For Vehicles Arriving & Leaving the Auto Show you must contact:

Cosmetic Car Care Randy Malin 847-344-1420 or email

rmalin@cosmeticcarcare.com

Greg Hemmerick 410.714.1952 or email

ghemmerick@cosmeticcarcare.com



Dear Miami International Auto Show Exhibitor:

The Miami International Auto Show (MIAS) returns to November with added anticipation and enthusiasm. The 49th edition of the Miami show will open to a captive audience of auto enthusiasts on November 1st and runs through November 10th.

Generating news at our auto show remains a major priority and we are here to assist exhibitors in telling their stories. The MIAS will once again partner with manufacturer-valued media entities to provide better exposure for its exhibitors. *“Topless in Miami,”* presented with the support of the Southern Automotive Media Association (SAMA), is a popular show attraction. An exhibit special to only the MIAS, this crowd favorite provides yet another display opportunity for participating manufacturers, while also facilitating maximized coverage by SAMA, its partner presenter.

Other special exhibits expected to return this year will include *“Memory Lane,” “Havana Classics”* and *“Car Boutique.”*

The media activities kick-off with a Preview Reception presented by the Miami International Auto Show on Thursday, October 31st. A full schedule of press conferences hosted by leading auto manufacturers will begin early Friday morning and continue throughout the day. The Southern Automotive Media Association (SAMA) will present its annual Media Luncheon on Friday and other manufacturer-sponsored receptions are being planned as well.

We welcome any information that will help us to better promote the schedule of events including celebrity appearances, Ride & Drives and entertainment with the primary goal of attracting more visitors to the show.

I encourage you to contact me when scheduling your press event or introduction by calling (305) 447-1224 or emailing me at jgk@kiskinis.com. Please feel free to share any news on products or vehicles of note with us in order to maximize your coverage. Remember, we are here to assist with your media-related activities throughout the entire show.

Best regards,

John G. Kiskinis
President
Kiskinis Communications, Inc.

13663 S.W. 102 Court
Miami, Florida 33176
tel: 305 447-1224 > cell: 305 479-4800
www.kiskinis.com



49th annual Miami International Auto Show

Public Relations Information Form

Manufacturer

Public Relations/Show Contact

Autos Introduced

Autos Debut In Miami

Autos Exhibited

Feature Suggestions

Please return no later than Friday, September 27th to:

Kiskinis Communications, Inc.
ATTN: John Kiskinis
13663 S.W. 102 Court
Miami, FL 33176
(305) 447-1224 Phone
Jgk@kiskinis.com

13663 S.W. 102 Court
Miami, Florida 33176
tel: 305 447-1224 > cell: 305 479-4800
www.kiskinis.com

FIRE SAFETY RULES - REGULATIONS



MIAMI BEACH CONVENTION CENTER **FIRE AND SAFETY REQUIREMENTS**

In the interests of life safety and fire prevention/protection in the Miami Beach Convention Center, the following minimum standards shall apply to all events, private or public:

EXITS: The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft. (15 m). No display or exhibit shall be so installed or operated as to interfere in any way with access to any required exit or with visibility of any required exit or any required exit sign.

All required exits, including but not limited to, entrance/exit and lobby areas of each hall, the center exit pod and all corridors/aisles shall be unlocked and free from obstruction during show hours.

FIREFIGHTING EQUIPMENT: All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit/booth space, shall be visible and accessible at all times.

COMBUSTIBLES: Compressed flammable gases, flammable or combustible liquids, open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within exhibit halls. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction provided adequate precautions are taken to prevent the accidental ignition of any materials. Application for permit(s) shall be made to the Miami Beach Fire Department through the Event Manager, and a copy of the approved permit must be maintained on the premises throughout the event.

STORAGE: Combustible material within exhibit booths shall be limited to a one (1) day supply. Storage of combustible material behind booths is prohibited. Permission to store some materials within the exhibit hall is subject to the approval of the Miami Beach Fire Department.

VEHICLES: Vehicles on display within an exposition facility shall comply with the following:

- (a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-quarter full or contain more than 4 gallons (15.14 liters) of fuel, whichever is less.

FIRE SAFETY RULES - REGULATIONS



FIRE AND SAFETY REQUIREMENTS

PAGE 2

- (b) At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.
- (c) Fueling or defueling of vehicles shall be prohibited.
- (d) Vehicles shall not be moved during show hours

FLAME RETARDANT TREATMENT: Draperies, curtains and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by passing both the small-scale and large-scale tests of NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films. Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo and wood chips shall be flame-retardant treated to the satisfaction of the authority having jurisdiction. Materials which cannot be treated for flame retardency shall not be used.

EXHIBIT STRUCTURES: Exhibit booths shall be constructed of noncombustible or limited-combustible materials. Exhibits with enclosed areas greater than 300 square feet (300 sq. ft./27.87 sq. m) may require additional fire protection as determined by the authority having jurisdiction (additional fire protection may include portable fire extinguishers, heat/smoke detectors, an automatic extinguishing system, or additional Exhibit Hall Fire Watch personnel). Exhibits with ceilings are prohibited, unless approved by the Authority Having Jurisdiction.

Exhibits with multiple levels over twelve feet (12'/3.66m) in height shall be engineered appropriately and constructed from drawings bearing the stamp of a reviewing structural engineer. Upper level floor systems shall support a live load of one hundred pounds per square foot (100 lbs/sq.ft./488.21 kg/sq. m) and shall have guardrails a minimum of forty-two inches (42"/1.07m) in height with intermediate rails through which a four inch (4"/10.16cm) sphere cannot pass. Stairs for upper levels shall support a live load of seventy-five pounds per square foot (75 lbs/sq.ft./366.18 kg/sq. m) and shall have a minimum width of thirty six inches (36"/91.44cm) when serving an occupant load of less than fifty (50) occupants and forty-four inches (44"/1.12m) when serving an occupant load of fifty (50) or more occupants. Stair risers should be not less than four inches (4"/10.16cm) nor greater than seven inches (7"/17.78cm) in height and treads shall have a minimum run of eleven inches (11"/27.94cm), excluding nosing. Spiral stairs are not recommended for areas to be occupied by the general public, visitors or clientele, unless specifically approved by the Miami Beach Fire Department. Handrails shall be provided on at least one side of every stairway. Upper level(s) shall have at least two (2) exits for every three hundred square feet (300 sq.ft./27.87 sq. m) of occupied space, and these shall be as remote from each other as possible.

All booth construction shall meet local, state and federally mandated codes.



FIRE PERMIT APPLICATION



MIAMI BEACH FIRE DEPARTMENT PERMIT APPLICATION

COMBUSTIBLES: Compressed flammable gases, flammable or combustible liquids, open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within exhibit halls. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction provided adequate precautions are taken to prevent the accidental ignition of any materials. Application for permit(s) shall be made to the Miami Beach Fire Department through the Event Manager for the following:

- ◆ Display and operate any open flame, flammable liquid device, candles, lanterns, torches, pyrotechnic displays, etc.
- ◆ Display or operate an electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
- ◆ Use of flammable liquids, compressed gases or dangerous chemicals.

PLEASE COMPLETE THIS PORTION AND RETURN AT LEAST 15 DAYS PRIOR TO THE EVENT TO: MBCC, 1901 Convention Center Drive, Miami Beach, FL 33139 Attention: Fire Marshal

Show/Event/Name _____

Exhibitor/Company/Name _____

Exhibitor/Address _____

City/State/Country/ZipCode _____

Phone _____ Fax _____ Cell _____

Contact/Person _____

Application is requested to display (describe device to be displayed)

A COPY OF THE APPROVED PERMIT MUST BE MAINTAINED ON THE PREMISES THROUGHOUT THE EVENT.

This portion completed by the Miami Beach Fire Department:

Comments _____

Approved by _____ Date _____

Miami Beach Fire Marshall



MIAMI BEACH CONVENTION CENTER

1901 Convention Center Drive, Miami Beach, Florida 33139

305.673.7311



There are two routes from the Miami International Airport to the Miami Beach Convention Center.

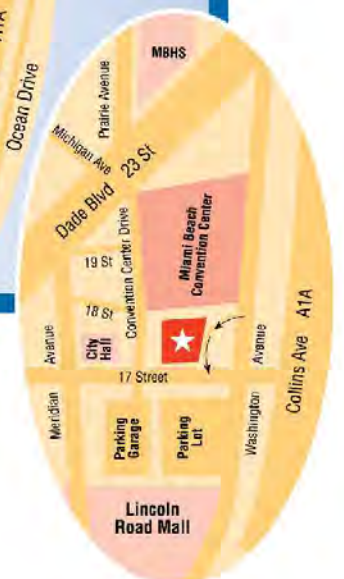
Take 836 East toward "Beaches" and follow Directions from South.
Directions from South: I-95 Northbound, exit 395 East (MacArthur Causeway) to Alton Road North, right on 17th Street, left on Convention Center Drive.

Take 112 East toward "Beaches" and follow Directions from North.
Directions from North: I-95 Southbound, exit 195 East (Julia Tuttle Causeway) to Alton Road South, left on 17th Street, left on Convention Center Drive.



Las Instrucciones para ir al Centro de Convenciones situado en Miami Beach desde el Aeropuerto Internacional de Miami son las siguientes:

1. Viniendo del Sur de Miami-Dade tome la I-95 Norte hasta la 395 Este, que se convierte en el MacArthur Causeway. Continúe hasta Alton Road North. Siga por Alton Road (Norte) hasta la calle 17 y haga una derecha, baje 5 cuadras hasta Convention Center Drive y haga una izquierda.
2. Viniendo del Norte de Miami y del Condado de Broward tome la I-95 Sur hasta la I-95 Este, que se convierte en Julia Tuttle Causeway. Continúe por el Julia Tuttle Causeway hasta Alton Road South. Siga por Alton Road (Sur) hasta la calle 17 y haga una izquierda, baje 5 cuadras hasta Convention Center Drive y haga una derecha.





DRESSING & STORAGE ROOMS

A limited number of dressing rooms and storage rooms will be available for your use at the Miami International Auto Show. These rooms may be in close proximity to your exhibit area and will be assigned on a first - come, first - served basis. These rooms have locking doors however building management, as well as, show management, have access to these rooms.

REQUEST FOR DRESSING/STORAGE ROOM

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

_____ Dressing rooms @ \$800 each

_____ Storage rooms @ \$800 each

Payment enclosed: _____

Kindly return form to: cray@sfada.net
Miami International Auto Show/Cliff Ray
625 NE 124th Street, North Miami, FL 33161
Phone: 305-981-1448



GUEST PASSES

Members belonging to the South Florida Automobile Dealers Association will be receiving their allotment of guest passes. Should you desire any additional guest passes, we are making them available at a discount for advance orders received prior to October 28, 2019 and \$10.00 if sold at the Auto Show Office. Tickets will be sold in multiples of 50 passes per package. Kindly fill in the form below, include your payment, and return to Cliff Ray.

REQUEST FOR GUEST PASSES

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

_____ 50 Passes @ \$10.00 each for \$500

Payment enclosed: _____

Kindly return form to: cray@sfada.net
Miami International Auto Show/Cliff Ray
625 NE 124th Street, North Miami, FL 33161
Phone: 305-981-1448

2019 MIAMI INTERNATIONAL AUTO SHOW
MIAMI BEACH CONVENTION CENTER
MIAMI BEACH, FL
NOVEMBER 1 - 10, 2019



- Payment Terms
- Furniture
- Column Drape
- Graphics
- Union Regulations
- Labor
- Forklift
- Accessible Storage
- Non Official
- Shipping Information
- Material Handling
- Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
 2502 Lake Orange Drive Fax: 407-859-3904
 Orlando FL 32837

Show Management

Elliot Wachman Phone: 954-581-0581
 Regal Show Services Fax: 954-581-0334
 4051 SW 47th Ave, #105 Email: ewachman@regalshowservices.com
 Davie, FL 33314

Drayage Invoice Policy

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

RATES INCLUDE ANY APPLICABLE OVERTIME CHARGES.

Description	Rate per cwt	Minimum
		200 lb minimum charge
Direct to Show site: Crated/Skidded	\$ 59.00	\$ 118.00
Direct to Show site: Special Handling	\$ 76.75	\$ 153.50
Advance to Warehouse: Crated/Skidded	\$ 76.75	\$ 153.50
Advance to Warehouse: Special Handling	\$ 88.50	\$ 177.00
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.		\$57.75 each

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Wednesday	September 25, 2019
Brede/Allied Advanced Order Deadline:	Friday	October 11, 2019
Advance Freight Deadline: (without surcharge)	Friday	October 11, 2019
Show Opens:	Friday	November 1, 2019 8:00 AM
Show Closes:	Sunday	November 10, 2019 9:00 PM
Dismantle:	Sunday	November 10, 2019 9:00 PM

SHIPPING INFORMATION

ADVANCED WAREHOUSE

(Exhibiting Company & Booth #)
 MIAS 2019
 Brede/Allied
 @YRC/PGL
 11431 NW 107th Street, Unit 24
 Medley, FL 33178

SHOW SITE

(Exhibiting Company & Booth #)
 MIAS 2019
 Brede/Allied
 @ Miami Beach Convention Center
 1901 Convention Center Drive
 Miami Beach, FL 33139

MARSHALING YARD

Miami Marine Stadium
 3501 Rickenbacker Causeway
 Key Biscayne, FL 33149



Find more on Bredeallied.com



Payment Authorization

TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- **To receive discount pricing, order forms and full payment must be received by the deadline date on each form.** Purchase Orders are not considered advance payment. Payment may be made by company check credit card authorization or wire transfer**. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER NOVEMBER 11, 2019.*
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: **We require 100% pre-payment of advance orders.** Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to: (check one) ___ MasterCard ___ Visa ___ American Express ___ Discover

Account Number _____ Expiration Date _____ CVS# _____

Card Holder Name: _____ Signature: _____

Card Holder Billing Address: _____ City/State/Zip: _____

Card Holder Phone: _____ Fax: _____

Card Holder Email: _____



CHECK PAYMENT OPTION : Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check # _____ Date _____ Amount \$ _____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

<i>Furniture (Brede/Allied Only)</i>	\$	_____
<i>Column Drape</i>	\$	_____
<i>Graphics</i>	\$	_____
<i>Labor (estimate)</i>	\$	_____
<i>Material Handling (estimate)</i>	\$	_____
<i>Other Brede/Allied Services</i>	\$	_____
Total Due	\$	_____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

mias

Find more on Bredeallied.com



Furniture and Accessories

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 129.50	\$ 168.50	\$ _____
___	6' x 2' draped	\$ 151.50	\$ 197.00	\$ _____
___	8' x 2' draped	\$ 179.25	\$ 233.25	\$ _____
___	4th side drape	\$ 30.75	\$ 40.00	\$ _____
___	4' x 2' undraped	\$ 48.00	\$ 62.50	\$ _____
___	6' x 2' undraped	\$ 60.75	\$ 79.00	\$ _____
___	8' x 2' undraped	\$ 73.75	\$ 96.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 169.75	\$ 220.75	\$ _____
___	6' x 2' draped	\$ 191.75	\$ 249.50	\$ _____
___	8' x 2' draped	\$ 219.50	\$ 285.50	\$ _____
___	4th side drape	\$ 30.75	\$ 40.00	\$ _____
___	4' x 2' undraped	\$ 88.25	\$ 114.75	\$ _____
___	6' x 2' undraped	\$ 101.25	\$ 131.75	\$ _____
___	8' x 2' undraped	\$ 114.00	\$ 148.25	\$ _____
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 53.25	\$ 69.25	\$ _____
___	6' one step riser	\$ 73.75	\$ 96.00	\$ _____
___	8' one step riser	\$ 96.50	\$ 125.50	\$ _____
___	4' two step riser	\$ 69.75	\$ 90.75	\$ _____
___	6' two step riser	\$ 108.25	\$ 140.75	\$ _____
___	8' two step riser	\$ 140.75	\$ 183.00	\$ _____

Select Table Drape Color

___ Black	___ Blue	___ Burgundy	___ Gold	___ Green
___ Green	___ Gray	___ Red	___ Teal	___ White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Arm Chair	\$ 79.75	\$ 103.75	\$ _____
___	Upholstered Side Chair	\$ 72.50	\$ 94.25	\$ _____
___	Counter Stool with Back	\$ 92.25	\$ 120.00	\$ _____
___	Coffee Table 20"x36"x17"	\$ 76.00	\$ 99.00	\$ _____
___	30"x30" Pedestal Table	\$ 146.00	\$ 190.00	\$ _____
___	30"x42" Pedestal Table	\$ 198.00	\$ 257.50	\$ _____
___	Wastebasket	\$ 22.75	\$ 29.75	\$ _____
___	Easel	\$ 44.50	\$ 58.00	\$ _____
___	Clothing Rack	\$ 62.25	\$ 81.00	\$ _____
___	Literature Rack	\$ 140.25	\$ 182.50	\$ _____
___	Chrome Stanchions	\$ 71.00	\$ 92.50	\$ _____
___	8' Velour Rope	\$ 72.25	\$ 94.00	\$ _____
___	Tensa Stanchions	\$ 80.75	\$ 105.00	\$ _____
___	Crossbars	\$ 15.00	\$ 19.50	\$ _____
___	Hardware/Bases	\$ 15.00	\$ 19.50	\$ _____
___	Hardware/Poles 8' high	\$ 15.00	\$ 19.50	\$ _____
___	Posterboard 8'x4' (horizontal only)	\$ 166.25	\$ 216.25	\$ _____

Special Draping

___	3' h Drapery per lin. ft.	\$ 13.50	\$ 17.75	\$ _____
___	8' h Drapery per lin. ft.	\$ 16.00	\$ 21.00	\$ _____

Select Special Drape Color

___ Black	___ Blue	___ Burgundy	___ Gold	___ Green
___ Gray	___ Peach	___ Red	___ Teal	___ White

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Est. Total	\$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

mias

Column Drape



- Column drape is charged at the rate of **\$20.00 per linear foot, plus labor.**
- **LABOR RATES: Straight Time: \$87.75 per hr. Overtime: \$175.50 per hr.** Straight time rates apply 8:00am – 4:30pm, Monday – Friday. All other hours, weekdays, Saturday, Sunday & Holidays will be charged at overtime rates. Half hour increments will be charged following the first one (1) hour.
- Minimum labor charge of 3 men/1 hour per man, per column.
- To obtain the **Advance Price**, this form and a completed Payment Authorization must be received no later than **October 11, 2019**. Orders received without payment authorization, after August 18th, and orders placed at show site will be charged an additional 30%.
- All column drape colors are provided on a first-come, first-serve basis and have limited availability.

Columns	# Columns	Height/Color
_____		11' White
_____		11' Off White
_____		11' Blue
_____		12' Black
_____		12' White
_____		16' Black
_____		16' Blue
_____		16' Gray
_____		16' White

Important Notes

- Orders cancelled after move-in begins will be charged 100% of the original price.
- All charges must be paid prior to close of show.

Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal \$ _____

Column Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Graphics



Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

Standard Signs	Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
		8 1/2"x11" Easel Back	\$ 16.75	\$ 25.25			22"x28"	\$ 109.25	\$ 164.00	
		14"x22"	\$ 74.50	\$ 111.75			28"x44"	\$ 162.75	\$ 244.75	
		Horizontal Vertical Sign Copy								

Custom Size Graphics (10 sq ft minimum order)	Length (feet)	Width	Square	Advance	Standard	Subtotal	
	_____ x _____	= _____	x \$ 21.00 per sq ft	\$ 31.50 per sq ft			
	Banner	Foamcore	Ultraboard	Plexi	Showcard	Sintra	Other

Art Specifications

ARTWORK AND OTHER FILES

- **We use Adobe Creative Cloud. Please do not send Corel Draw files.**
- **Acceptable graphic file formats:** Illustrator (*.ai or *.eps), InDesign (*.indd), PDF, and Photoshop (*.psd, *.tif, *.jpg)
 - o **Note:** The acceptable print resolution for PSD, TIF or JPG is no less than 150ppi and no greater than 300ppi.
- **Acceptable color mode:** CMYK (files sent in RGB will be converted to CMYK, and colors may shift slightly as a result)
- Provide all fonts used in your artwork or **convert all text to outlines.**
- **InDesign files** must be packaged with linked files and fonts used in the document.
- **Acceptable font types:** TrueType (.tt) and OpenType (.ot).
 - o **Mac users:** we cannot install *.dfont or PostScript, please do not send unless you have TrueType or OpenType.
- **If you require color matching, please provide Pantone Solid Color values or send a hardcopy of the item to match to.**
- Please provide any relevant Word, Excel, or PowerPoint documents that you need to have made into signs.



Find more on Bredeallied.com

HOW TO SEND FILES

CD-R/RW DVD-R/RW Flash Drive Email (10mb or under only)
 Upload to ftp: transfer.bredeallied.com Send a download link to your files

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com.
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal	\$	_____
7% Sales Tax	\$	_____
Est. Total	\$	_____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

mias

S. Florida Labor Guidelines



To assist you in planning for your participation in this show, 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 jurisdiction the various unions have, we ask you to read the following:

SIGN, DISPLAY AND ALLIED CRAFTS UNION

Members of this union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise [items produced by you for sales, scheduled for display in your booth, or literature describing same]. Any installation of exhibits or displays which requires the use of hand tools, shall be installed by employees covered by this Agreement. This local also claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

FREIGHT HANDLING JURISDICTION

Brede/Allied has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede/Allied will not be responsible, however, for any material they do not handle.

GRATUITIES

Brede/Allied requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede/Allied supervisor. Employees of Brede/Allied are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede/Allied employees.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to Brede/Allied management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a management representative of Brede/Allied.





Labor

Labor Rates

Labor Hours		Per Laborer, Per Hour				
STRAIGHT TIME	8am-4:30pm, Monday-Friday	\$	87.75			
OVERTIME	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays	\$	175.50			
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation					=	\$
Dismantle					=	\$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$87.75 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.

Installation

Shipped to ___ Warehouse ___ Show site **Special Equipment Required:** _____
 Scheduled Delivery Date ___/___/___ _____
 Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
 Carpet (if not shipped): ___ from Brede/Allied ___ None
 Blueprints/Instructions: ___ Attached ___ with Display (Crate # ___)
 Electrical Under Carpet? ___ Yes ___ No

Dismantle

Ship to: _____
 Attn: _____
 Address: _____
 City, ST, Zip: _____
 Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
 Other Carrier: _____

OR

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Show Site contact: _____
 Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form Total

Subtotal \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

mias





Forklift

This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

This order must be confirmed with a signed work order from Brede/Allied Service Desk.

Labor Hours - One Hour Minimum

Straight Time	8am-4:30pm, Monday-Friday		
Overtime	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays		
LIFT W/DRIVER (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)		Straight Time/Per Hour	Overtime/Per Hour
_____ Forklift - 5,000 lb. Capacity	\$	168.75	\$ 256.50
_____ Forklift - 10,000 lb. Capacity	\$	291.75	\$ 379.50
RIGGING-LIFT W/DRIVER & 2 RIGGERS			
_____ Scissor Lift	\$	418.25	\$ 681.50
BOOMLIFT W/DRIVER & 2 RIGGERS			
_____ Boomlift	\$	442.75	\$ 706.00
Additional Crew Labor			
_____ Supervisor	\$	114.25	\$ 228.50
_____ Rigger	\$	87.75	\$ 175.50

Calculate Costs

	Dates Required	Time	# of Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal
Install						X	=
Dismantle						X	=

Order Details

- Please indicate work to be performed:** Uncrating Un-skidding Re-skidding of Machinery
 Installation/Dismantling of Header Other _____
- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
 - All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.
- 4 hour minimum may apply on dedicated labor calls.

Form Total | Subtotal \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

mias





Accessible Storage

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

Rates

SET UP:	One time set up charge:	\$139.00
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$139.00
	26-50	\$208.00
	51-100	\$277.00
	101-150	\$346.00
	151-200	\$417.50
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	\$87.75
Overtime:	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays	\$175.50



Find more on Bredeallied.com

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.



Request For Set-Up By Non-Official Exhibitor Appointed Contractor

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **September 25, 2019**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Miami Beach Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Regal Show Services, South Florida Auto Dealers Association, Miami International Auto Show and the Miami Beach Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by September 25, 2019, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.



Find more on Bredeallied.com

EVENT	Miami International Auto Show 2019	
COMPANY NAME	_____	BOOTH # _____
NON-OFFICIAL CONTRACTOR	_____	
CONTRACTOR ADDRESS	_____	
EMAIL	_____	
PHONE#	_____	FAX# _____
ESTIMATED ARRIVAL AT SHOW	_____	# OF WORKERS _____
AUTHORIZED BY	_____	TITLE _____



Procedures and Regulations For Non-Official Exhibitor Appointed Contractors

If an exhibitor plans to use a contractor other than Brede/Allied to unpack, erect, assemble, dismantle, or pack displays and/or equipment, or wishes to appoint a contractor to perform other services (except those for which no exception is allowed), the following regulations and procedures apply:

- **The exhibiting firm must send notification of their selected contractor to Brede/Allied by September 25, 2019 (notification from the exhibitor's contractor is not acceptable).**
- **Prior to September 25, 2019, furnish Brede/Allied with the name of all contractors, including address, phone number and primary contact person, the name(s) of the contractor's on site supervisor(s), and any additional employees who will be working in the Convention Center/Hotel, plus the nature of the services being performed.**
- **The non-official exhibitor appointed contractor (any contractor who will be performing services for the exhibitor in the Convention Center/Hotel) must provide Brede/Allied with a proper Certificate of Insurance by September 25, 2019. No exceptions after the deadline date. Also, the contractor must provide South Florida Auto Dealers Association with a list of other clients the contractors will serve.**
- **All non-official exhibitor appointed contractors must abide by the Union Jurisdiction in force and observe the facility's regulations and Miami International Auto Show's 2019 Rules and Regulations.**
- All non-official exhibitor appointed contractors will be permitted to maintain their check in desk and service desk only within the **confines of their clients' display space**, and **shall not** maintain a desk in the aisles of the Miami International Auto Show 2019, exposition floor. Brede/Allied *may* provide an area for ladder and job box storage.
- **Brede/Allied has been deemed the official cleaning contractor. Outside contractors or exhibitors will not be permitted to provide cleaning service to their contracted booth space.**



Shipping Information



Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<p><u>Advance Warehouse:</u> Must arrive no later than, Friday, October 11, 2019 to obtain advance pricing.</p>	<p>MIAS 2019 Company Name & Booth # Brede/Allied @YRC/PGL 11431 NW 107th Street, Unit 24 Medley, FL 33178</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, your targeted move-in time.</p>	<p>MIAS 2019 Company Name & Booth # Brede/Allied @ Miami Beach Convention Center 1901 Convention Center Drive Miami Beach, FL 33139</p>
<p><u>Marshaling Yard Address:</u></p>	<p>Miami Marine Stadium 3501 Rickenbacker Causeway Key Biscayne, FL 33149</p>

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier.

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.



Find more on Bredeallied.com

Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN OCTOBER 11, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

MIAS 2019

BREDE/ALLIED

@YRC/PGL

11431 NW 107TH STREET, UNIT 24

MEDLEY, FL 33178

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN OCTOBER 11, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

MIAS 2019

BREDE/ALLIED

@YRC/PGL

11431 NW 107TH STREET, UNIT 24

MEDLEY, FL 33178

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
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2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO YOUR TAREGETED MOVE-IN DATE

COMPANY NAME: _____ Booth # _____

MIAS 2019
BREDE/ALLIED
@ MIAMI BEACH CONVENTION CENTER
1901 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO YOUR TAREGETED MOVE-IN DATE

COMPANY NAME: _____ Booth # _____

MIAS 2019
BREDE/ALLIED
@ MIAMI BEACH CONVENTION CENTER
1901 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139

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2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the show site.



Material Handling

Material Handling Rate Schedule

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

RATES INCLUDE ANY APPLICABLE OVERTIME CHARGES.

Description	Rate per cwt	Minimum
	200 lb minimum charge	
Direct to Show site: Crated/Skidded	\$ 59.00	\$ 118.00
Direct to Show site: Special Handling	\$ 76.75	\$ 153.50
Advance to Warehouse: Crated/Skidded	\$ 76.75	\$ 153.50
Advance to Warehouse: Special Handling	\$ 88.50	\$ 177.00
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	\$57.75 each	

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.



Additional Services (order at show site)		
Shrink Wrap	\$ 78.75 per skid	
Metal Banding	\$ 78.75 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
					TOTAL	

Show site Contact _____ Show site Phone _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Material Handling Definition, Policies & Guidelines

- * Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- * **Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.**
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.
- * Remove all outdated shipping labels prior to shipment.
- * Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- * Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- * All outbound shipments must be tendered with a Brede/Allied bill of lading.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$85.00 per crate, case, box, or carton will be assessed.
- * The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.
- * Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.



Find more on Bredeallied.com

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier ___Air ___Motor Freight ___Van Lines

EVENT OR SHOW MIAMI INTERNATIONAL AUTO SHOW HALL OR HOTEL MIAMI BEACH CONVENTION CENTER
 COMPANY NAME _____ BOOTH # _____
 TELEPHONE _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____

Request for Preprinted Bill of Lading & Shipping Labels



Your order must received by October 26, 2019. After this date this service will not be available.

Ship to:

Consigned to (Ship to)

Attention

Street Address

City, State, Zip

Method

Air (select)

Next Day

2nd Day

Deferred

Motor Freight

Van Lines

POV

Carrier

Freight charges guaranteed by:

Company/Exhibitor Name

Attention

Billing Address

City, State, Zip

Telephone No.

Email Address

Number of Shipping Labels: _____

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Limits of Liability



YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms and Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms and Conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes 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. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability 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, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.



Helpful Hints



Shipping to the Show

- * When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- * Clearly mark your company name, booth number and Miami International Auto Show 2019 on your labels.
- * Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- * Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

- * Pick up "Empty Labels" at the Exhibitor Service Desk.
- * Place a label on each container with your company name & booth number on each label.
- * Labeled containers will be picked up periodically and stored during the show.
- * Once containers are placed in empty storage there will be no access to those containers.
- * At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.



Shipping Out Procedures at the Close of the Show

- * Pick up your Bill of Lading at the Exhibitor Service Desk.
- * You must complete a Bill of Lading for each individual shipment.
- * All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
- * Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
- * When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

* \$50 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
SUBTOTAL	
SALES TAX due unless 3rd party providing FL DR-13 or charitable org. providing FL DR-14 must accompany order	7% SALES TAX
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

E M

Advance Payment Deadline Date: 10/5/19

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s). Supervision labor applies.

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation. Supervision labor applies.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island 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. Supervision labor applies.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order. Supervision labor applies.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	116.00	174.00	_____
1000 WATTS (10 AMPS)	_____	_____	158.00	237.00	_____
1500 WATTS (15 AMPS)	_____	_____	208.00	315.00	_____
2000 WATTS (20 AMPS)	_____	_____	249.00	374.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	384.00	579.00	_____
30 AMPS	_____	_____	535.00	804.00	_____
60 AMPS	_____	_____	823.00	1235.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	553.00	830.00	_____
30 AMPS	_____	_____	652.00	978.00	_____
60 AMPS	_____	_____	1084.00	1626.00	_____
100 AMPS	_____	_____	1703.00	2555.00	_____
200 AMPS	_____	_____	3290.00	4935.00	_____
400 AMPS	_____	_____	6094.00	9141.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = _____

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____	_____	880.00	1320.00	_____
30 AMPS	_____	_____	1048.00	1572.00	_____
60 AMPS	_____	_____	1558.00	2338.00	_____
100 AMPS	_____	_____	2238.00	3358.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
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PRINT NAME: _____

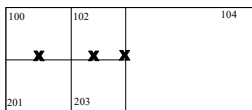
EMAIL: _____ PHONE: _____

TERMS & CONDITIONS

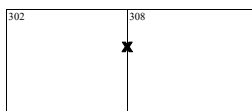
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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. 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 or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. 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.
5. 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.
6. 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. Supervision labor applies.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. 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 (1/2) 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. Supervision labor applies.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. 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.
22. 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.
23. 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.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

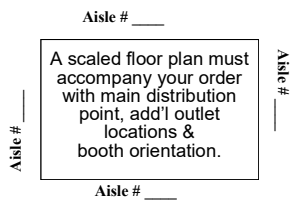
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



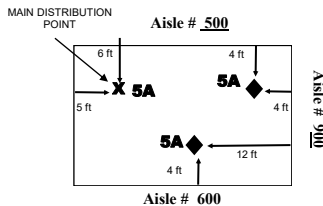
(IN-LINE BTHS) (PENINSULA)



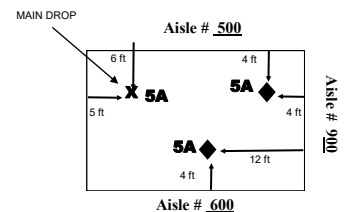
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES

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Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. Complete all of the fields below including the "Labor Estimate" Section.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point (panel location). If you are placing a panel at a column, you are responsible to provide coverings around columns used.** Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time. Supervision labor will apply.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$99.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$198.00	_____
		ESTIMATED TOTAL		
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM				

AUTHORIZATION	
PRINT NAME:	DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

General Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

Installation, Removal & Wiring of Overhead Signs (Complete Hanging Sign & Overhead Sign Placement Form)



LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time. Supervision labor will apply.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____ ST	\$99.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	_____ OT	\$198.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	
---	------------------------	--

AUTHORIZATION

PRINT NAME: _____ DATE: _____



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

OVERHEAD LIGHTING (Does not include labor or lift time to install or remove)



- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available
- **Limited quantities**

Call for a quote for labor & lift cost

1000 W OVERHEAD LIGHT (Par Can)

QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
_____	\$282.00	\$423.00	_____

Please indicate the desired beam spread and quantities below.

Narrow _____

Medium _____

OVERHEAD LIGHTING (Does not include labor or lift time to install or remove)



- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available
- **Limited quantities**

Call for a quote for labor & lift cost

750 W OVERHEAD LIGHT (Source 4 Par)

QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
_____	\$292.00	\$438.00	_____

Please indicate the desired beam spread and quantities below.

Narrow _____

Medium _____



FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

E M

Advance Payment Deadline Date: 10/5/19

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

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.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. PSI

	ADVANCE	REGULAR	TOTAL
_____ Air Outlet (call for a quote for 24-hour Air)	260.00	390.00	_____
_____ Additional Connections within 20' of Outlet	134.00	201.00	_____

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate 14.00	= _____
Total CFM _____ x REGULAR Rate 21.00	= _____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

_____ Water Outlet	260.00	390.00	_____
_____ Additional Connections within 20' of Outlet	134.00	201.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

_____ Drain Outlet	167.00	251.00	_____
_____ Additional Connections within 20' of Outlet	134.00	201.00	_____
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 50 Gallons	99.00	149.00	_____
_____ 51 – 200 Gallons	123.00	186.00	_____
_____ 201 – 500 Gallons	148.00	223.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	25.00	38.00	_____

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order. Lift charges might apply.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
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PRINT NAME:

EMAIL:

PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119003MI

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$72.00	
OT	\$144.00	

ESTIMATED TOTAL	
------------------------	--

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. 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.
4. 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.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. 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.
7. 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.
8. 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.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. 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.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. 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.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. 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 please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

METHOD OF PAYMENT A/V LABOR

Advance Payment Deadline Date: 10/5/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119005MI

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBUS6S Acct: 4122636046

*** \$50 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:											
CHECK #:											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL:											
THIRD PARTY PAYMENT? YES or NO											

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. ESTIMATED LABOR	
2. ESTIMATED LIFT	
SUBTOTAL	
Sales tax is due on outlets and material unless exemption is provided 7% SALES TAX	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

A/V LABOR FORM

Advance Payment Deadline Date: 10/5/19



EVENT SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119005MI

STAGEHAND, RIGGER A/V JURISDICTION

The work described below falls within the jurisdiction of the IATSE union and cannot be performed by any other union, I&D house, exhibitor or 3rd party A/V provider.

STAGEHAND LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|---|
| 1. Assembly & Installation of truss for lighting or A/V | 5. Installation of projectors and screens |
| 2. Assembly & Installation of video walls | 6. Installation of all audio or video equipment |
| 3. Installation of plasma screens | 7. Operation of audio or video equipment |
| 4. Installation of speakers and sound systems | |

STAGEHAND LABOR ESTIMATE

MAN HRS		RATE	TOTAL
_____	ST	\$99.00	_____
_____	OT	\$198.00	_____
_____			_____

LIFT RENTAL ESTIMATE

HOURS OR # OF DAYS	RATE	TOTAL
_____ HRS	\$250.00 per hour	_____
_____ DAYS	\$750.00 per day	_____
_____		_____

SHOW SITE SUPERVISOR

Contact Name:	Company:
Cell Number:	Email address:

A/V LABOR FORM

Advance Payment Deadline Date: 10/5/19



COMPANY:		BTH #	
EVENT:	Miami International Auto Show		
FACILITY:	Miami Beach Convention Center		
DATES:	November 1-10, 2019	EVENT #	119005MI

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 4 hour labor charge per stagehand will apply. A minimum labor charge of 4 hours will apply per man. There will be an additional charge for supervision of all labor.

LABOR RATES

Straight Time 99.00 per hour

Monday-Friday 8:00am - 4:30pm, Excluding Holidays

Over Time 198.00 per hour

Monday-Friday 4:30pm - 8:00 am; Saturday, Sunday & Holidays* *if applicable, IBEW holiday

LIFT RATES

Lift 250.00 hourly, 750.00 daily

Lift charges apply for all overhead work such as light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example:

Day	Monday	Date	1/5	# Men	4	Time Frame	8a-4:30p	#Lifts & Size	2-60ft lifts	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	6	Time Frame	12n-4:30p	#Lifts & Size	2-60ft lift 1-45ft lift	Work required	Focus lights

Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time Frame	_____	#Lifts & Size	_____	Work required	_____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.



D. E. McNabb Co.

2019 MIAMI INTERNATIONAL AUTO SHOW
MIAMI, FLORIDA

CUSTOM RENTAL CARPET ORDER FORM
Order Deadline: October 7, 2019

The Donald E. McNabb Company is proud to have been selected as the official carpet contractor for the **2019 Miami International Auto Show**. We are very excited about this year's show and will be happy to provide exhibitors with any and all floor covering requirements.

To request quotes or place orders, please contact:

Main Office	248.437.8146	sales@demcnabb.com
Gentry Smith	248.789.6733 cell	gsmith@demcnabb.com
Aaron Peterson	248.915.8095 cell	apeterson@demcnabb.com
Nathan Root	248.249.3233 cell	nroot@demcnabb.com

Thick Nylon Plush	
Rich Red	Soft Flannel
Regal Burgundy	Bluegrass
Flint Gray	Charcoal
Midnight Blue	Onyx
Splendor Green	Teal
Snow	

Textured Cut Pile	
Midnight Blue	Phoenix
Winterberry	Pigeon
Iron	Camel

Rental Rates include carpet and straight time labor to install and remove.

Exhibitor _____	Display House _____
Name _____	Email Address _____
Address _____	
City/State/Zip _____	
Phone _____	Fax _____
Booth Size / Hall _____	

SPECIAL RATES FOR AUTO SHOW EXHIBITORS



COSMETIC CAR CARE
DETAILS MATTER.

LET US MAKE YOUR VEHICLES SHINE!!

VISIT US AT: www.cosmeticcarcare.com

A SHOW PREP AND DETAILING - \$95. PER VEHICLE PRIOR TO THE SHOW

Includes:

- | | |
|--|--|
| 1. Wash and Dry Exterior | 7. Clean All Glass Inside and Out |
| 2. Clean Tires, Wheels and Wheel Wells | 8. Remove Unwanted Labels |
| 3. Quick Glaze Paint and Chrome Surfaces | 9. Remove Glaze Wax |
| 4. Clean and Dress Engine Components | 10. Inspect Paint and Machine Polish as Needed |
| 5. Clean Hood, Door, and Trunk jams | 11. Provide Final Wipe Down Inspection |
| 6. Dust/Spot Clean Interior Surfaces as Needed | 12. Install Monronies as Needed |

B PORTERING MAINTENANCE - \$25 . PER VEHICLE EACH SHOW DAY

FOLLOW UP DAILY MAINTENANCE OF VEHICLES: (Requires Detailing Package "A")

Includes:

- | | |
|---|---------------------------------------|
| 1. Restore Vehicle Detailing Prior To The Show Opening Each Day | 4. Wipe Down Wheel Stands |
| 2. Provide Continuous Vehicle Wipe Down Service During Show Hours | 5. Dust Display as Needed |
| 3. Provide Trash Service As Needed | 6. Supervisor Check Hourly |
| | 7. 24-Hour Emergency Stand by Support |

C DEALER PACKAGE - \$30. PER VEHICLE EACH SHOW DAY

Includes:

- | | |
|---|---|
| 1. Provide Final Wipe Down on Move-in Day | 5. Provide Continuous Vehicle Wipe Down Service During Show Hours |
| 2. Clean all Glass | 6. Supervisor Check Hourly |
| 3. Clean Wheels and Dress Tires | 7. 24-Hour Emergency Standby Support |
| 4. Restore Vehicle Detailing Prior To The Show Opening Each Day | |

OTHER SERVICES – NOT A PROBLEM CALL FOR AN ESTIMATE

Includes:

- | | |
|---|---|
| 1. Supervise Loading/Unloading | 11. Black Out Unfinished Areas |
| 2. Adjust Fuel Levels To Meet Regulations | 12. Vandal Proof Vehicle (Remove knobs, Etc.) |
| 3. Drive Vehicles into Position | 13. Install Display Lighting |
| 4. Restock / Reorder Literature | 14. Remove or Lower Tops |
| 5. Remove Exterior Plastic | 15. Seal Gas Filler Caps |
| 6. Disconnect Batteries | 16. Install License Plates and Frames |
| 7. Install Accessories | 17. Apply Labels and Signs |
| 8. Provide Key and Inventory Control | 18. Paint less Dent Repair |
| 9. Provide Security Supervision | 19. Paint Touch Up |
| 10. Straighten Wheel Emblems | 20. Dealership Prep Service |

PLEASE PRINT

Print Your Name: _____ Title: _____
Exhibitor: _____ Space #: _____ # of Vehicles: _____
Billing Company: _____ Phone: () _____
Billing Address: _____ Authorized Signature: _____
City/State/Zip: _____

Service Selected



A AB C

COSMETIC CAR CARE

12 MAUCHLY, BUILDING F * IRVINE, CALIFORNIA 92618 * (800) 241-0531
Please email the completed form to smarcus@cosmeticcarcare.com

CLEANING SERVICE



ALL CONVENTION CLEANERS, INC.

2335 Mountain Top Rd.
Winston, GA 30187
(770) 949-3441
FAX (770) 949-3358
accinc@bellsouth.net

ORDER DEADLINE DATE

October 23, 2019

Any orders received after the deadline date will have a 10% increase.

**Miami
International
Autoshow 2019**
November 1-10, 2019
**Miami Beach
Convention Center**

BOOTH VACUUMING

- Our basic price includes vacuuming (Minimum of 100 sq. ft.) and emptying of wastebaskets in your exhibit area
- Choose the basic cleaning service you prefer

VACUUM BOOTH DAILY (INCLUDED IN PACKAGES)

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **N/C** = \$ _____
Total Sq. Ft. Price per Sq. Ft. Total Cost

ADDITIONAL BOOTH VACUUMING OTHER THAN PACKAGES

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.20** = \$ _____
Total Sq. Ft. Price per Sq. Ft. Total Cost

SHAMPOOING

- Shampooing to be performed before initial opening of show.

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.40** = \$ _____
Total Sq. Ft. Price per Sq. Ft. Total Cost

TILE MOPPING

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.40** = \$ _____ x _____ = \$ _____
Total Sq. Ft. Daily Price Per Sq. Ft. Daily Rate Number of Show Days Total Cost

EXHIBIT CLEANING

- Special booth cleaning other than during show hours, @ \$25.00 per hour. (1 hour minimum, per day)
Please Provide Instructions. (Auto Detailing Excluded)

_____ x **\$25.00** = \$ _____
No. of Hrs. Per Hr. Total Cost

PORTER SERVICE (Does not include Carpet Vacuuming)

- *NOTE: Rates are determined by the total square footage of your booth regardless of area to be cleaned. Prices are based on single level booths. If vacuuming or porter service is required on the upper level of the booth, the square footage must be added.

PORTER SERVICE RATES

Booth Size	One Day	Duration of Show
0-500 sq. ft.	\$50.00	\$150.00
501-1500 sq. ft.	\$60.00	\$180.00
1501-2500 sq. ft.	\$70.00	\$210.00
2501-3500 sq. ft.	\$80.00	\$240.00
3501 and larger	Determine by adding 3500 sq. ft. plus the difference between 3500 sq. ft. and the total size of the booth.	

- Periodic Porter Service (empty wastebaskets and check floor area at two hour intervals during show hours)

FULL TIME PORTER

- * A full time Porter can be ordered for your booth at the service desk. The price will be \$22.50 per hour per person. If you have already determined the hours you will need a full time porter, please fill out the special cleaning section below.

SPECIAL CLEANING REQUESTS

- * Please indicate on the lines below any special cleaning requests or instructions that you may have. We would be happy to call and provide pricing.

QUICK TIPS FOR EASY EXHIBITING

- * To eliminate any misunderstanding regarding your invoice please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night the service was to have been performed.
- * General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental.

TOTAL COST ENTER AMOUNT

_____ Total Cost For All Services

COMPANY NAME _____ BOOTH # _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ SIGNATURE _____
(Please Print)

PHONE # () _____ EXT. _____ EMAIL _____

Make checks payable to All Convention Cleaners.

We also accept **VISA AMERICAN EXPRESS MASTERCARD**



Please mark the appropriate box of the card being used.

Credit Card Account No. _____

Cardholder's Name _____ Expiration Date _____



Hotspot Options



STANDARD (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	\$2,339	\$2,807	\$3,368
15	\$4,133	\$4,960	\$5,952
30	\$6,762	\$8,114	\$9,737

Premium Hotspots available for High Bandwidth Users- Please call 888-446-6911

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page

Design can be found at:

<https://orders.smartcitynetworks.com/SplashPageDesign.aspx>

All Hotspot products required a completed Network Security Declaration and Floor Plan when submitting your order.

SSID (name of network): _____

Password (must be 8 characters): _____



Internet Service Contract

Miami Beach Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
<p>Dedicated Wired Internet - Routers Allowed Connection speeds of 3Mbps and up Required for: • Web Casting • HD Streaming • Routers (wired or wireless) Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet - No Wired or Wireless Routers Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP Recommended for: • Email • Social Media • Surfing the web Includes 1 Private IP Addresses</p>

Additional services available — please contact us at (888) 446-6911 or visit our website

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	\$11,772	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	\$17,556	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	\$23,256	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.					
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)					
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				SUBTOTAL	
				ESTIMATED 10% Tax/FEEES	
				GRAND TOTAL	
Effective January 1, 2019 – December 31, 2019			Customer No: 2019 – 047 -		



Telephone Contract Miami Beach Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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**Additional services available — please contact us at (888) 446-6911 or visit our website
ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx**

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Voice Services: PBX Service – Domestic LD Included	QTY	Incentive	Base	On-Site	Total
a. Single Line - <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
2. Special Quote – Attachment A or Statement of Work (if applicable)					
3. Distance Fee of \$100 for each Telephone line outside the convention venue x (number of lines)					
				SUBTOTAL	
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% Tax/FEES	
				GRAND TOTAL	
Effective January 1, 2019 – December 31, 2019			Customer No: 2019 – 047 -		



Exhibitor Order Form

Email: mbcc@prestigeav.com

Fax: (786) 276-2673

Services Provided by:



November 1-10, 2019

Video Equipment	10 day notice	Standard Rate	Qty	Show Total
32" 1080p HD LEC LCD Monitor	\$250	\$350		
42" 1080p HD LEC LCD Monitor	\$450	\$550		
55" 1080p HD LEC LCD Monitor	\$600	\$700		
65" 1080p HD LEC LCD Monitor	\$750	\$850		
80" 1080p HD LEC LCD Monitor	\$1250	\$1400		
Adjustable Monitor Pole Stand	\$150	\$200		
Skirted Cart <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$80	\$100		
Computer Equipment				
19-20" LCD Flat panel Multi-sync monitor	\$125	\$150		
24" LCD Flat panel Multi-sync monitor	\$175	\$200		
27" LCD Flat panel Multi-sync monitor	\$225	\$275		
USB/SD Card HDMI Media Player	\$50	\$75		
Core i5 Lenovo Notebook, 4gb ram, 500gb HD, DVD, CDRW-ROM, Ethernet	\$250	\$275		
Laser Printer	\$150	\$175		
Meeting Room Equipment				
Flipchart	\$90	\$100		
Portable Powered Speaker	\$80	\$100		
4 Channel Audio Mixer	\$60	\$80		
Speaker Stand	\$20	\$30		
Wireless Microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld	\$250	\$300		
XGA LCD Projector	\$550	\$650		
Screens <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8' <input type="checkbox"/> 80' Insta-Theatre Exhibit Screen	\$110	\$125		
AV Cart Skirted w/ Power <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$80	\$100		
Order Instructions:				
<ul style="list-style-type: none"> • Cancellations less than 48 hour notice will be charged 50% of show total • *Tax will be charged on all orders without Tax exempt form • Must be present when equipment is delivered. • This is a small sampling of equipment. Please call with additional needs. • **A 20% Service Charge will apply to all orders. \$95 minimum. 				
				Subtotal
				**Basic Delivery/Setup/Pickup) S/C
				*Tax
				(Additional Labor per Union Quote) Labor
				TOTAL

Required Customer & Delivery Information

<p>Complete payment must accompany order.</p> <p>Please check one:</p> <p><input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard</p> <p><input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>Name on credit card _____</p> <p>Credit card number _____</p> <p>Exp. Date _____</p> <p>Authorized Signature _____</p> <p>Date _____</p>	<p>Company Name _____</p> <p>Onsite Contact Name _____</p> <p>Address _____</p> <p>City _____ St. _____ Zip _____</p> <p>Phone _____ Fax _____</p> <p>Booth No. _____ Room No. _____</p> <p>Onsite Contact Cell _____</p> <p>Onsite Contact Email _____</p> <p>Delivery Date _____ Time _____</p> <p>Pickup Date _____ Time _____</p> <p>Delivery Signature _____</p>
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**** MBCC is a union hall I.A.T.S.E. 500 is the only authorized union to install A/V equipment. ****

Prestige AV & Creative Services
 MBCC Office, 1901 Convention Center Drive, Miami Beach, Florida 33139
 Office (786) 276-2610 • Fax (786) 276-2673 • Corporate (800) 294-3179



MIAMI BEACH

CONVENTION CENTER



MIAMI BEACH CONVENTION CENTER EXHIBITOR MENU



Making It Better To Be There Since 1929.®



Welcome to Miami Beach, a world-renowned destination for sophistication and style – where the natural beauty of ocean and shore is matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Miami Beach Convention Center. Our style is collaborative, and our Miami Beach team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable. We are committed to delivering the finest food, amenities, and service to both impress your guests and complement your company's goals and reputation.

Here's to your successful event in Miami Beach,

The Centerplate Team

1901 Convention Center Drive, Miami Beach, FL 33139

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Thank you for choosing the Miami Beach Convention Center for your event!
Let us take care of the details so you may attend to your visitors and clients.
Please email us at CenterplateMBCC@Centerplate.com with your goals and we will help you achieve them.

