

A top-down photograph of a dining table. Several hands are visible, holding various drinks: a white wine, a green cocktail with a citrus garnish, and an orange juice with a straw. Plates of food, including a salad and a dish with purple flowers, are also visible on the table.

F&B @ Sea

VENDOR SERVICE MANUAL

Mana Wynwood Convention Center
April 15-16
2026



15-16 April 2026
Mana Wynwood
Convention Center
Miami, FL, USA

Show Management Information

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[Booth Approval & Variance Request](#)

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[Security Tips](#)

[Stand Activities Form](#)

[Sustainability, D&I and Charity Partners Information](#)

Fryer Rules.



Deep Fryers are NOT allowed under any circumstances. Fire Marshall will shut down any stand that has a deep fryer- no exceptions.

Air Fryers ARE allowed. Please arrange with Edlen Electric should you need power.

[Click here to register to use the shared oil fryer.](#)

Due: March 16, 2026



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OF CONTENTS ←

Online Marketplace

Expo Convention Contractors (Expo CCI) has been chosen as the Official Service Contractor for **F&B@Sea**. We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo Convention Contractors has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to order via the PDF Exhibitor Manual by completing and sending form/s to info@expocci.com.

Below are instructions to access our online marketplace for online ordering:

- Once you have successfully registered for a booth with show management, Expo CCI will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront <https://expocci.boomerecommerce.com>
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you.
If you were an exhibitor last year or have logged into our storefront before, your password will be the same as your last login. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses. As well as any important contacts you may need in preparation for this event.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online. Shipping labels, subcontractor forms and additional information can be found within the menus displayed across the top of the page.
- Freight shipments will incur a material handling charge. Please see the Shipping Information section of the online marketplace for posted rates. By having a credit card on file prior to move-in, Expo CCI can deliver your shipment to your booth space in a timely manner.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be accessed to your invoice.
- **Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is Friday, April 3, 2026.**
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at 305-751-1234 or by email at info@expocci.com

Discount deadline:
March 27, 2026

NEED
**A CUSTOM
BOOTH?**

click here

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TO AND FROM
A TRADESHOW?**



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NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE
PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)



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check the completed pages

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Expo Quick Facts/ Show Information

Deadline date to receive discounted rates: March 27, 2026

SCHEDULE

Exhibitor Move-in:

Tuesday, April 14, 2026 8:00am - 5:00pm
 Wednesday, April 15, 2026 8:00am - 10:00am

All stalls must be show-ready by 9:30 am. We suggest cleaning services to maintain the appearance of your space throughout the show.

Exhibitor hours:

Wednesday, April 15, 2026 10:30am - 5:30pm
 Thursday, April 16, 2026 10:30am - 5:30pm

Exhibitor Move-out:

Thursday, April 16, 2026 5:30pm - 10:00pm

Absolutely no tear down is permitted prior to the close of the show.

Reroute freight: Thursday, April 16, 2026 11:00pm



Move out

You Must pack all your products before leaving your stall at the close of show. All freight must be labeled and a Bill of Lading filled out and returned to the Expo Service Desk before leaving your stall.

Any exhibitors without a credit card on file freight will be held until paid in full.

EXHIBITOR TEARDOWN POLICY

To maintain the integrity of the event experience for all attendees and exhibitors, no booth tear down or packing is permitted before the official close of the show at 5:30 PM.

EARLY BREAKDOWN PENALTIES

Exhibitors who begin dismantling their booth prior to the official closing time will be subject to a \$500 fine and may lose future exhibiting privileges. This policy will be strictly enforced.

Important information for carriers:

Driver must check in for move-out by 8:00pm on April 16, 2026. Exhibitors need to be clear by 11:00pm.

F&B @Sea and Expo do not assist with international freight forwarding and custom clearance. Here is a suggestion of who you can use should you need: Audrey Lugassy - email: audrey.lugassy@clasquin.com, phone: +1 (786) 890-8200

Exhibitor Access will be at 8:00am Daily with Credentials

Each stall includes: string lights, (1) one wood counter and (1) wastebasket.

Note: Corner booths and end cap booths do not include side rails

Empties

Empties return will begin on Thursday, April 16, 2026 at 6:00pm. This will take between 2 to 6 hours. Please plan your hotel and travel arrangements accordingly.



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Expo Quick Facts/Show Information

ADVANCE WAREHOUSE SHIPMENT

Materials should be shipped to arrive at our warehouse beginning **Thursday, March 12, 2026** but **NO LATER THAN, Friday, April 3, 2026**. Freight received before or after these dates will incur a 25% early/late handling fee.

F&B@SEA
Your Company Name and Booth #
Expo Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, FL 33169

***** Please refer to pages 30-32 for essential labels and crucial information concerning the ADVANCE and STORAGE of Food Shipments.**

See our [Material Handling](#) forms for more details. [Shipping Labels](#) Provided.

IMPORTANT FREIGHT NOTICE

EXPO CCI does not provide Freight Forwarding services or assistance with Customs Clearance. Exhibitors are fully responsible for arranging their own freight forwarding, international shipping, and customs documentation.

POV'S INFORMATION

POV's (Personally Owned Vehicles) are defined as: Cars, pick-up trucks, vans and other trucks primarily designed for passenger use, **not cargo or freight**. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload, will be directed to the Marshalling Yard and will be charged as material handling by weight.

STALL CLEANING & BULK TRASH REMOVAL

All rental carpet is delivered clean to your booth space. Vacuuming is not included in your booth package; if you would like to order booth cleaning, you must place an order.

Bulk Trash Removal: Exhibitors are responsible for move-out of all freight. Those with third-party labor providers are responsible for ensuring that all crates and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal fee.

INTERNATIONAL FREIGHT FORWARDER & CUSTOM BROKER

F&B @Sea and Expo do not assist with international freight forwarding and custom clearance. Here is a suggestion of who you can use should you need:

Clasquin USA Inc. (Fairs & Events)

Contact: Ms. Audrey Lugassy

Email: audrey.lugassy@clasquin.com | usaevents@clasquin.com

Tel: +1 (786) 890-8200

ASSISTANCE

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305-751-1234 or email info@expocci.com.

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Graphic Upgrade

Discount Deadline date: March 5, 2026

Advance Deadline:
March 5, 2026
Standard Deadline:
March 27, 2026
Show-Site Pricing:
March 28, 2026

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Graphic size

A
39 1/16" W x 56 3/16 " H

click here to download template

Display your brand identity with high quality graphics

ADVANCE PRICE	\$ 556.50
STANDARD PRICE	\$ 736.50

*Send the files ready to print in one of these formats: EPS, PDF, TIFF, JPEG (300 dpi).
 *Send Graphic Files to designanddisplay@expocci.com.
 *You may send large files via <https://expocci.wetransfer.com/> (Make sure to specify the Show and Exhibitor name).
 *Deadline to receive graphic files is **March 5, 2026** (After deadline a 30% late fee charge will be applied).

Company Name: _____ Stall #: _____
 Contact Name: _____ Phone: _____
 Authorized Signature: _____ Email: _____

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.
 Please return via fax along with payment policy form 305-751-1298 or email to info@expocci.com

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STALL UPGRADES PACKAGES

Advance Deadline:
March 5, 2026
Standard Deadline:
March 27, 2026
Show-Site Pricing:
March 28, 2026

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Phone: 305-751-1234
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Stall Furniture Upgrade 1	107"x10'	\$ 201.50	222" x 10'	\$ 403.00
---------------------------	----------	-----------	------------	-----------

Included items:

- String lights
- (1) Flag with company name
- For 107"X10' booth Package**
- (1) 30" Round Table
- (3) White Side Chairs
- For 222"X10' booth Package**
- (2) 30" Round Table
- (6) White Side Chairs



Stall Structural Upgrade 2	107"x10'	\$ 678.50	222" x 10'	\$ 1,357.00
----------------------------	----------	-----------	------------	-------------

Included items:

- Ceiling with 3 spotlights
- Grey Side Walls
- Company name in front of stall
- (1) Flag with company name



Stall Structural and Furniture Upgrade 3	107"x10'	\$ 880.00	222" x 10'	\$ 1,780.00
--	----------	-----------	------------	-------------

Included items:

- Ceiling with 3 spotlights
- Grey Side Walls
- Company name in front of stall
- (1) Flag with company name
- For 107"X10' booth Package**
- (1) 30" Round Table
- (3) White Side Chairs
- For 222"X10' booth Package**
- (2) 30" Round Table
- (6) White Side Chairs



Want to upgrade your stall? we have some options. Choose yours!
For raw or custom booths please contact Design & Display to designanddisplay@expocci.com.

Company Name:

Stall #:

Contact Name:

Phone:

Authorized Signature:

Email:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

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STALL GRAPHICS UPGRADES

Advance Deadline:
March 5, 2026
Standard Deadline:
March 27, 2026
Show-Site Pricing:
March 28, 2026

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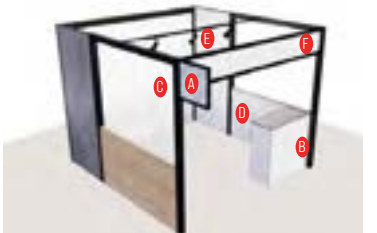
Phone: 305-751-1234
| Fax: 305-751-1298



Package 1 107" x 10'

	CHOOSE PANNELS TO BE PRINTED	PRICE	SIZE
A		\$ 64.00	16 1/2"W x 12 3/4"H
B		\$ 148.50	39 1/8"W x 38 1/4"H
C		\$ 1,834.00	107"W x 91"H


[CLICK HERE](#)
to download templates



Package 2 107" x 10'

	CHOOSE PANNELS TO BE PRINTED	PRICE	SIZE
A		\$ 64.00	16 1/2"W x 12 3/4"H
B		\$ 148.50	39 1/8"W x 38 1/4"H
C		\$ 1,834.00	107"W x 91"H
D		\$ 530.00	73 1/4"W x 38 15/16" H
E		\$ 700.00	39" W x 95" H
F		\$ 276.00	104 5/8" W x 13" H


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Package 3 222" x 10'

	CHOOSE PANNELS TO BE PRINTED	PRICE	SIZE
A		\$ 64.00	16 1/2"W x 12 3/4"H
B		\$ 148.50	39 1/8"W x 38 1/4"H
C		\$ 3,827.00	222" W x 91" H

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Package 4 222" x 10'

	CHOOSE PANNELS TO BE PRINTED	PRICE	SIZE
A		\$ 64.00	16 1/2"W x 12 3/4"H
B		\$ 148.50	39 1/8" W x 38 1/4" H
C		\$ 3,827.00	222" W X 91" H
D		\$ 530.00	73 1/4"W x 38 15/16" H
E		\$ 700.00	39" W x 95" H
F		\$ 276.00	112 5/8" W x 13" H

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Want to add graphics to your stall?

For raw or custom booths please contact Design & Display to designanddisplay@expocci.com.

SELECT GRAPHIC UPGRADE

- 10' x 10' Package 1
- 10' x 10' Package 2
- 10' x 20' Package 3
- 10' x 20' Package 4

Deadline to receive Graphic files is March 5, 2026

Send files Graphic files to print in one of these formats: EPS, PDF, TIFF, JPEG (300 dpi /High Quality) to designanddisplay@expocci.com

You may send large files via wetransfer at this link

<https://expocci.wetransfer.com>

Make sure to specify the **show name and company name**.

All orders must be paid in full prior to show. All unpaid items will not be delivered

Company name:

Stall #:

Contact name:

Print Name:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)



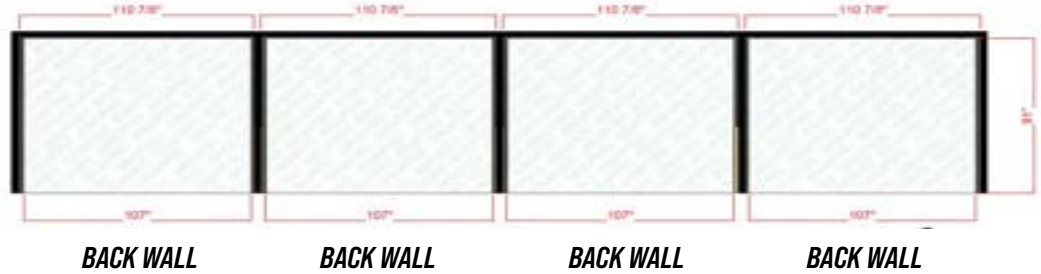
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BOOTH SPECIFICATIONS

10' x 10' Measurements

Back Wall Height: 91"

Back Wall Width: 107"



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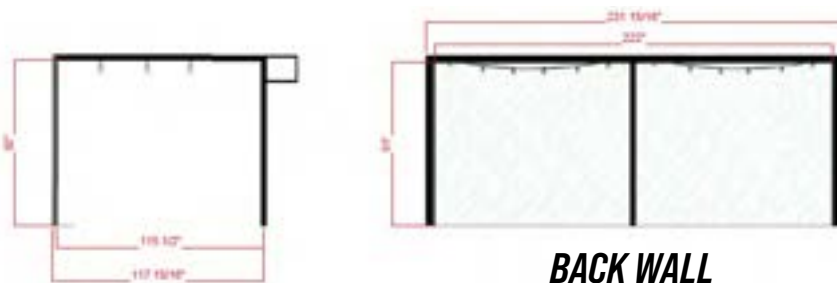
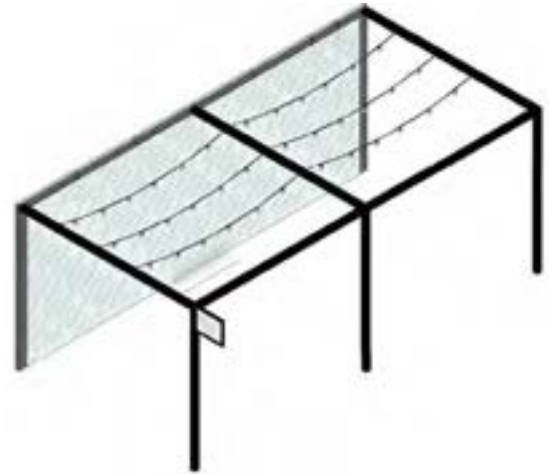
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10' x 20' Measurements

Back Wall Height: 91"

Back Wall Width: 222"





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Discount deadline:
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Payment Policy

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO CCI.

ADVANCE AND/OR FLOOR ORDERS All Orders require **ADVANCE PAYMENT** for initial estimate of charges for services AND a **VALID CREDIT CARD** with proper authorization be provided to Expo CCI. You may prepay with a check written by your company but a credit card is required by Expo CCI to ensure any unexpected charges, such as additional freight, clean-up costs, etc., are paid at the time the Show closes.

THIRD PARTY ORDERS If you choose to contract work to a Display or Exhibit house/company and/or require services from Expo CCI, the Payment Policy presented above shall apply. Expo CCI must be notified, in writing and a non-official contractor form with COI must be submitted from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit the Third Party Payment form prior to placing order.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR Expo CCI's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to Expo CCI. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor provides an additional form of payment prior to the charge being processed. Expo CCI is not responsible for any damage or loss of your freight, **please secure round trip insurance from your company insurance carrier.**

ALL CHARGES All charges/costs requested by Exhibitor **MUST** be PAID IN FULL before services are rendered and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank and there will be a minimum charge of \$39 for each NSF check written to Expo CCI.

Expo CCI charges a 3.5% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.

ADJUSTMENTS/REFUNDS Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. Expo CCI will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by Expo CCI. **Refunds: A refund fee may apply depending on the original form of payment. Credit card payments will incur a 6% processing fee. Wire payments will incur a wire transfer fee of \$30 for domestic banks, and \$50 international banks. Refunds can take up to 30 days after a show closes to process.**

SALES TAX Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Expo CCI with its tax exempt certificate prior to orders being processed. If not provided and Exhibitors requests tax to be removed a 6% processing fee will apply before refund.

CANCELLATION POLICY On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, Expo CCI will be entitled to a fee equal to the percentage of work completed by Expo CCI. This percentage will be determined solely by Expo CCI. In the event the deposit received exceeds the percentage of work completed, Expo CCI will refund the excess deposit. Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

COLLECTION POLICY In the event this contract is turned over to an attorney for collection or dispute Expo CCI will be entitled to reasonable attorney fees.

Return via fax 305-751-1298 or email info@expocci.com We accept American Express, Visa, MasterCard and Discover for your convenience. No checks will be accepted at show site.

Exhibitor:	Contact name:	Stall #:
Address:		
City:	State:	Zip:
Phone:		Country:
Credit Card No. used for Payment:		Expires:
Security Code:	(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:		
City:	State:	ZIP CODE:
Credit Card Holder (Print Name as it appears on card):		
Card Holder Signature:		

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the Exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)



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Terms and Conditions

PAYMENT POLICY:

Labor orders: Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Expo CCI, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Ultimately, the Exhibitor is responsible for payment if the third party's payment is declined.

Invoices: Prior to close of Show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The Exhibitor understands that there will be a 10% monthly (120% per year) finance charge on past due accounts and agrees to pay all costs incurred by Expo CCI while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be emailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$30 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Expo CCI. The customer shall be held financially responsible for any damage to Expo CCI equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: On-site exchanges and cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

Refunds: A refund fee may apply depending on the original form of payment. Credit card payments will incur a 6% processing fee. Wire payments will incur a wire transfer fee of \$30 for domestic banks, and \$50 international banks. *Refunds can take up to 30 days after a show closes to process.*

Expo CCI charges a 3.5% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.

DEFINITIONS AND EXPO RESPONSIBILITIES:

The name "Expo CCI" shall be construed within the meaning of this contract as Expo Convention Contractors Inc., and its employees, officers, agents and assigns including any subcontractors Expo CCI may appoint. The term "Exhibitor" refers to any party who contracts for services with Expo CCI. Expo CCI shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Expo CCI assumes no responsibility for any person, parties or other contracting firms not under Expo CCI's direct supervision and control. Expo CCI shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war or any other causes beyond Expo CCI's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, we do not allow POV's to unload at the docks. POV's may ground load only.

INDEMNIFICATION:

The Exhibitor agrees to indemnify, forever hold harmless and defend Expo CCI and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through Expo CCI or the negligent supervision of such labor by any of the Exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Expo CCI equipment; or (3) Exhibitor's violation of Federal, State or local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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Terms and Conditions

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES:

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Expo CCI prior to the conclusion of the show when alleged loss or damage occurred prior to that time and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which Exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Expo CCI more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Expo CCI and the Exhibitor relative to any loss or damage claim, the Exhibitor shall not be entitled to, and shall not withhold payment for Expo CCI services as an offset against the amount of the alleged loss or damage. Any claim against Expo CCI shall be considered a separate transaction and shall be resolved on its own merit.

EXPO CCI'S LIMITS OF LIABILITY:

If found liable for any loss or damage, Expo CCI's sole and maximum liability for loss or damage to Exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Expo CCI specifically acknowledges receipt in writing. Expo CCI shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor or his representative. During such time, the materials will be left unattended. Expo CCI is not, and cannot be, responsible for loss, damage, theft, or disappearances of Exhibitor's materials after same have been delivered to the Exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of Exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Expo CCI shall not be responsible for loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the Exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Expo CCI assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier or agent for transportation after the show. Expo CCI loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Expo CCI assumes no liability for any materials after the carrier assumes custody of materials. If Exhibitor's designated carrier fails to show by the move-out deadline after a show, Expo CCI shall have the authority to route Exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at Exhibitor's expense. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Expo CCI Service Desk.

PACKAGING, CRATES AND EMPTY CONTAINERS:

Expo CCI shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Expo CCI shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Expo CCI shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the Exhibitor or his representative. All previous labels should be removed. Expo CCI assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "Empty".

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Discount deadline:
March 27, 2026

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Third Party Payment

THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A THIRD PARTY TO SET UP YOUR BOOTH.

THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to Expo CCI prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and Expo CCI was not provided with the completed Third Party Payment form prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:

All Expo Services	Booth Labor and/or Banner Hanging	Booth Cleaning
Material Handling/Drayage	Shipping w/ eLogistics	Furniture/Carpet
Other (Specify)		

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo CCI prior to the close of the show. [Signature required below.]

Authorized Exhibiting Company Signature _____

We accept American Express, Visa, MasterCard and Discover Card for your convenience. A non-official contractor form and COI must accompany the Third Party Payment form.

EXHIBITING COMPANY

Exhibiting Company: _____ Stall #: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Email: _____ Contact/s: _____

Credit Card No. used for Payment: _____ Expires: _____

Security Code: _____ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: _____

City: _____ State: _____ ZIP CODE: _____

Credit Card Holder (Print Name): _____ Card Holder Signature: _____

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.**

THIRD PARTY

Third Party Company: _____ Stall #: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Email: _____ Contact/s: _____

Credit Card No. used for Payment: _____ Expires: _____

Security Code: _____ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: _____

City: _____ State: _____ ZIP CODE: _____

Credit Card Holder (Print Name): _____ Card Holder Signature: _____

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the Exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. A non-official contractor form and COI must accompany the third Party Payment form.**

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Counters

Want to upgrade your counter? Choose yours!

Advance Price Ends:
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April 11, 2026



WHITE COUNTER *Front graphic size* 39 1/8" W x 38 1/2" H
Side graphics size 16 1/16" W x 38 1/2" H

39 1/8" W x 38 1/2" H x 17 3/16" D			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 337.50	\$ 438.50	\$ 658.00



COUNTER A *Front graphic size* 39 1/8" W x 38 1/2" H

40 5/8" L X 17 1/16" W X 39 1/4" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 432.50	\$ 562.50	\$ 844.00



COUNTER B *Front graphic size* 39 1/8" W x 38 1/2" H

42 1/8" L X 19 1/16" W X 39 1/4" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 470.00	\$ 610.50	\$ 916.00



LIGHTBOX COUNTER *Front graphic size* 39 1/8" W x 38 1/2" H

41 1/8" L X 19 3/16" W X 39 1/8" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 507.00	\$ 659.00	\$ 988.50

*Prices for Side Graphics on cabinets are additional.	Qty	Advance Price	Standard Price	Show-site Price
		\$ 148.50	\$ 193.00	
		<i>Side graphics size</i> 16 1/16" W x 38 1/2" H		

Company Name:

Stall #:

Authorized signature:

Print Name:

Amount
7% TAX
Amount Due

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form. Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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March 27, 2026
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April 11, 2026

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	Qty	Advance Price	Standard Price	Show-site Price	Total Price
2' x 4' - 30" H		\$ 178.00	\$ 231.00	\$ 346.50	
2' x 6' - 30" H		\$ 213.00	\$ 277.00	\$ 416.00	
2' x 8' - 30" H		\$ 277.50	\$ 360.50	\$ 541.00	
2' x 4' - 42" H		\$ 226.50	\$ 394.50	\$ 442.00	
2' x 6' - 42" H		\$ 272.00	\$ 353.50	\$ 530.00	
2' x 8' - 42" H		\$ 324.00	\$ 421.50	\$ 632.50	
4th sided skirt 30"		\$ 38.00	\$ 49.00	\$ 74.00	
4th sided skirt 42"		\$ 38.00	\$ 49.00	\$ 74.00	

Amount If no drape color is selected, the show color will be provided.

PLEASE CHECK COLOR CHOICE

- White
- Grey
- Black
- Red
- Blue
- Teal
- Gold
- Peach
- Burgundy



	Qty	Advance Price	Standard Price	Show-site Price	Total Price
2' x 4' - 30" H		\$ 64.00	\$ 82.50	\$ 124.00	
2' x 6' - 30" H		\$ 77.00	\$ 100.00	\$ 149.50	
2' x 8' - 30" H		\$ 102.00	\$ 132.50	\$ 199.00	
2' x 4' - 42" H		\$ 110.50	\$ 143.50	\$ 215.00	
2' x 6' - 42" H		\$ 126.00	\$ 163.50	\$ 245.00	
2' x 8' - 42" H		\$ 149.00	\$ 192.00	\$ 290.50	

Amount

Company Name:

Stall #:

Authorized signature:

Print Name:

Amount	<input type="text"/>
7% TAX	<input type="text"/>
Amount Due	<input type="text"/>

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

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30" Round Table

30" W x 30" L x 30" H or 42" H

	Qty	Advance Price	Standard Price	Show-site Price
30" High		\$ 195.00	\$ 254.00	\$ 380.50
42" High		\$ 224.50	\$ 291.00	\$ 436.50

Amount

Glass Table

33 1/2" W x 53 1/8" L x 29 1/8" H

Qty	Advance Price	Standard Price	Show-site Price
	\$ 319.50	\$ 415.00	\$ 622.00

Amount

Chrome Square Table

29 1/2" W x 29 1/2" L x 30" H

Qty	Advance Price	Standard Price	Show-site Price
	\$ 195.50	\$ 254.00	\$ 381.00

Amount

Charging Table

23" W x 58 7/8" L x 41 1/2" H

Qty	Advance Price	Standard Price	Show-site Price
	\$ 954.00	\$ 1,239.50	\$ 1,859.00

Amount

Company Name:	<input style="width: 95%;" type="text"/>
Stall #:	Print Name:
Authorized signature:	<input style="width: 95%;" type="text"/>
	Amount Due <input style="width: 95%;" type="text"/>

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Show dates:
April 15-16, 2026



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Chairs and Stools

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Standard Deadline:
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Black Side Chair

17 1/2" W x 20 1/2" L x 30 1/8" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 90.00	\$ 116.50	\$ 175.00


Amount



White Side Chair

18 15/16" W x 18 1/8" L x 27 7/8" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 136.50	\$ 178.00	\$ 266.00


Amount



Clear Chair

14 13/16" W x 20 1/4" L x 35 7/32" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 186.00	\$ 242.00	\$ 362.50

Amount



Light Gray Wood Stool

16 3/4" W x 17 5/8" L x 39 3/16" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 251.00	\$ 325.50	\$ 488.50

Amount

Company Name:

Stall #:

Authorized signature:

Print Name:

Amount	<input style="width: 150px;" type="text"/>
7% TAX	<input style="width: 150px;" type="text"/>
Amount Due	<input style="width: 150px;" type="text"/>

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form. Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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Chairs and Stools

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White Folding Chair

17 5/16" W x 19 1/16" L x 30 3/32" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 90.00	\$ 116.50	\$ 175.00

Amount




White Stool with Back

15 1/64" L x 16 3/8" W x 36 3/4" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 176.00	\$ 228.00	\$ 342.00

*adjustable to 30"H or 42" H


Amount



Light Gray Lounge Chair

21" W x 23" L x 32" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 306.00	\$ 398.00	\$ 597.00

Amount



Black Stool with Back

17 9/16" W x 21 5/8" L x 45 1/8" H			
Qty	Advance Price Ends:	Standard Price Ends:	Show-site Price Start:
	\$ 162.00	\$ 211.00	\$ 316.50

Amount

Company Name:	<input style="width: 95%;" type="text"/>
Stall #:	Print Name:
Authorized signature:	<input style="width: 95%;" type="text"/>

Amount	<input style="width: 95%;" type="text"/>
7% TAX	<input style="width: 95%;" type="text"/>
Amount Due	<input style="width: 95%;" type="text"/>

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Flooring

Product Pavilion includes faux wood flooring; please do not order additional flooring.

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Booth Dimensions (ft.)	(Ft.) WIDTH X LENGTH = Sq. Ft.
What is your booth size?	X =

Advance Deadline:
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April 11, 2026

Wood Vinyl

SELECT WOOD VINYL

EXPO WOOD VINYL					
Qty	Item	Advance Price	Standard Price	Show-site Price	Total Price
	10'x 10'	\$ 549.00	\$ 713.50	\$ 1,070.00	
	10'x 20'	\$ 1,098.00	\$ 1,427.50	\$ 2,141.00	
	10'x 30'	\$ 1,647.50	\$ 2,141.00	\$ 3,211.50	
	10'x 40'	\$ 2,196.00	\$ 2,854.50	\$ 4,281.50	

Medium Oak Wood

Silver Wood



Carpets

SELECT CARPET COLOR



EXPO CLASSIC CARPET					
Qty	Item	Advance Price	Standard Price	Show-site Price	Total Price
	10' x 10'	\$ 281.50	\$ 366.00	\$ 549.00	
	10' x 20'	\$ 563.00	\$ 731.50	\$ 1,097.50	
	10' x 30'	\$ 844.00	\$ 1,097.50	\$ 1,645.50	
	10' x 40'	\$ 1,097.00	\$ 1,426.00	\$ 2,138.50	

EXPO CUSTOM CUT FLOORING				
BOOTH SIZE: LENGTH X WIDTH = Sq. Ft. X =	Advance Price	Standard Price	Show-site Price	Total Price
Do you want Expo Classic Carpet?	\$ 4.80	\$ 6.30	\$ 9.30	
Do you want Expo Plush Carpet?	\$ 6.30	\$ 8.20	\$ 12.30	
Do you want Expo Vinyl?	\$ 9.30	\$ 12.00	\$ 18.10	

Padding and Visqueen

Sq. Ft.	Item	Advance Price	Standard Price	Show-site Price	Total Price
	1/2" Padding	\$ 1.70	\$ 2.20	\$ 3.30	
	1" Padding	\$ 3.40	\$ 4.50	\$ 6.60	
	Visqueen	\$ 0.60	\$ 0.80	\$ 1.20	

Company Name:

Stall #:

Print Name:

Authorized signature:

Amount
7% TAX
Amount Due

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Accessories

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Standard 2020				
	Qty	Advance Price	Standard Price	Show-site Price
LIGHT GREY		\$ 781.50	\$ 1,016.00	\$ 1,523.00
BLACK		\$ 781.50	\$ 1,016.00	\$ 1,523.00
Size		20" W x 20" L x 79" H		
Amount		<input type="text"/>		



Mini Refrigerator			
20" W x 20" L x 34" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 376.50	\$ 489.50	\$ 734.00
<i>*Electricity not included</i>			
Amount		<input type="text"/>	



Wastebasket			
10" W x 14" L x 15" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 42.00	\$ 54.50	\$ 81.50
Amount		<input type="text"/>	



Garbage Can			
10" W x 14" L x 15" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 170.50	\$ 222.00	\$ 333.00
Amount		<input type="text"/>	

Company Name:	<input type="text"/>	Amount	<input type="text"/>
Stall #:	Print Name:	7% TAX	<input type="text"/>
Authorized signature:		Amount Due	<input type="text"/>

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White Shelving Unit

13 3/4" W x 46 1/2" L x 76" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 710.00	\$ 922.50	\$ 1,384.00

*Space in between shelves 14 1/4".

Amount

TV Rentals

	Qty	Advance Price	Standard Price	Show-site Price
43" TV		\$ 613.50	\$ 897.00	\$ 1,195.50
55" TV		\$ 751.50	\$ 977.00	\$ 1,465.00

*Please contact us for other sizes.
*Electricity not included.
*Can be installed on hard walls. An Additional Support and Installation Fee of \$300 applies.

Amount

Rolling TV Stand

18 7/16" W x 26 7/16" L x 66 7/32" H			
Qty	Advance Price	Standard Price	Show-site Price
	\$ 208.00	\$ 270.00	\$ 404.00

*TV not included.
*Holds up to 70 lbs (31.82 kg)
*Height-adjustable 58.7" - 70.31"

Amount

Company Name:		<input style="width: 95%;" type="text"/>
Stall #:	Print Name:	<input style="width: 95%;" type="text"/>
Authorized signature:		<input style="width: 95%;" type="text"/>

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.
Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.



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CUSTOM TRADESHOW **DISPLAYS**

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CONTACT US

✉ **EMAIL**
designanddisplay@expocci.com

☎ **PHONE #**
305-751-1234

MORE ABOUT US
AND OUR WORK



[/expocci.com/custom-exhibits/](http://expocci.com/custom-exhibits/)

- Custom-tailored services and solutions
- Extreme attention to detail
 - Extensive knowledge of local venues
 - Excellent relationships with venues and Labor Unions
 - We service trade shows of all sizes, nationwide
 - Competitive pricing

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convention
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SHIPPING SERVICES

FOR ALL YOUR TRADESHOW NEEDS



OUR PREFERRED CARRIER

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ARE YOU SHIPPING TO or FROM A TRADE SHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE

CONTACT INFO

USA SHIPPING ONLY

COMPANY NAME		
CONTACT NAME	1	2
PHONE NUMBER	1	2
E-MAIL	1	2
SHOW NAME		
PICK-UP ADDRESS		
BUSINESS HOURS		

Our service is a 7-10 business day ground shipping service only, MONDAY - FRIDAY

INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock? YES NO

Residential Area? YES NO

Does the driver need to go in the Building? YES NO

Does the driver need to go in elevator? YES NO

PICK-UP LOCATION Office Dock Other

High Cost Delivery Areas: NYC - Special Rates May Apply CA - Surcharge Applies

PICK-UP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

TYPE OF SHIPMENT Pallet / Skid Fiber Case Carton Crate Other

Dimensions Aprox. Weight

DESTINATION ADDRESS

SHOW NAME BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redeliver/pick-up.

SHIPPING TO,
AND FROM YOUR TRADE SHOW
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Material Handling Authorization

(This Form Must Be Signed and Returned with the Shipping Instructions)

Please complete the following information:

We plan to ship to: Advance Warehouse
 We plan to ship on (date):
 Our material should arrive on (date):
 Carrier name: Pro#: _____
 Origin shipment (City, state):
 Please provide a contact name and number for any questions EXPO CCI may have in regards to this shipment.
 Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight

# of pieces	Description	Weight
	Crates	
	Cartons	
	Fiber Cases	
	Carpet/Padding	
	Skids/Pallets	
	Miscellaneous	

Total weight: _____

100 pound minimum charge per shipment

Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.35 per pound	Small Package Fee - Advance Warehouse
Advance Shipping Address: Expo Convention Contractors, Inc. 15959 NW 15th Avenue Miami, FL 33169		Company Name: Booth #: Show Name: Must Arrive by Advance Deadline Date or 25% late fee will be added.
Deadline Date is: April 3, 2026 Shipments received after this date will incur an additional 25% late handling fee.		
Advance Shipment Rates Include: Unloading crated material. Storing at EXPO CCI's warehouse for up to 30 days. Unloading materials and delivery to your booth Removing of empty shipping containers from your booth, storing during show, returning at close of show. Reloading materials onto outbound transportation.		Expo Convention Contractors, Inc. 15959 NW 15th Avenue Miami, FL 33169 Small Package Fee - \$145.00 Shipment must be received same day/time (per shipment 1 - 50 pounds)
Additional Surcharges based on inbound weight: Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.		

EXPO CCI Warehouse Hours are:
Monday through Friday; 8:30am to 3:30pm.
Holidays excluded.

International Freight Forwarder & Customs Broker

For exhibitors needing customs clearance services, we recommend Clasquin USA Inc. (Fairs & Events)
 Contact: Ms. Audrey Lugassy
 Email: audrey.lugassy@clasquin.com | usaevents@clasquin.com
 Tel: +1 (786) 890-8200

For credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.
 EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO CCI's Exhibitor Service department.

Please complete the following and return to EXPO CCI along with the Shipping Instructions form:

Company Name: _____ Stall # _____
 Contact Name: _____ Email: _____
 Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions, signed and returned to EXPO CCI. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)

Discount deadline:
April 3, 2026

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Refrigerated Storage Access

SOLUTIONS FOR PERISHABLE SUPPLIES.

Refrigerated trailers will be available for access starting **Tuesday, April 14, 2026 at 8:00am**. If you require access multiple times, please request assistance at the service desk.

***For any exhibitor who has shipped items to the advance warehouse, the cost is already included in your total. For items arriving onsite, the rate will be \$1.30 per pound.**

Discount deadline:
April 3, 2026



TYPY OF STORAGE	Refrigerated Storage	Frozen Storage
Storage:	# of skids	
Piece Count:	exact number of boxes (needed for storage inventory)	
Company name:		Stall #:
Address:		
Telephone No:	Country:	Fax:
City:	State:	Zip code:
Print Name:	Authorized signature:	

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form. Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)

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Shipping Instructions

[This Form Must Be Signed and Returned with the Material Handling Authorization. All Information found on this page will be used to generate an outbound BOL]

ALL SHIPMENTS MUST ARRIVE PRE-PAID

USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS



MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE. **WITHIN THE US**

Email elogistics@expocci.com for a preliminary shipping quote, all of the following is needed:
-Company Name, Contact Name/Phone Number, Show Name/Booth #, Pick-up Address Destination Address, City, State, Zip.
-Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, dimensions, business hours.
-Is there a Loading Dock, does driver have to go in building and/or elevator or residential area.
We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 7-10 business day shipping only.

Please Note: Exhibitors are welcome to utilize their own carriers for their shipment. Additionally, a material handling fee will still apply for all received freight.

SHIPPING INSTRUCTIONS PRIOR TO SHOW (Payment Must be on file when received for Material Handling Charges)

1. Expo CCI MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file, this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility.
4. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
5. Expo CCI, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is assessed for any shipment not handled by Expo CCI, when Expo CCI is required to handle storage of empty containers.
6. Remove all expired shipping labels before shipping to avoid confusion.
7. All shipment must arrive prepaid. Collect shipments are not accepted and will be refused upon delivery.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION (You MUST fill out a BOL at show site or request a pre-printed BOL)

1. All information provided on this form will be used to generate an outbound BOL. If this form is not completed and returned, You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics or will be returned to our warehouse and held for disposal at an additional charge. Expo CCI is not responsible for condition, count or content left behind on the show floor without proper handling paperwork completed. (BOL)
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

INSURANCE

Expo CCI is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo CCI from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated

Exhibiting Company Name:		Booth #:	
Attention:	Consigned to:	Phone:	
Destination Address:			
City:	State:	Zip Code:	Country:
Authorized by (please print):		Signature:	

In the event your carrier fails to arrive, please select an option for rerouting freight

Return to Warehouse at Exhibitors Expense

Reroute with eLogistics

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
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Material Handling Information

Special Handling

Surcharge: 25%

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Late Shipments

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to pages 4-5) for advance warehouse or arriving on show site after show opening.

Uncrated Shipments

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show and is based on the weight of the shipment handled.

Off Target Deliveries

Surcharge: See below

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time. **Surcharge: 25%**
Shipments arriving at the warehouse during Expo show move-in days and/or Exhibitor Move-in Days will be charged a Delivery Fee. This fee will be based on the shipment received and the Delivery Location. The minimum charge will be \$250.00. Please see the Expo Quick Facts for Delivery Days, Times and Location. **Based on weight of materials and location. Any shipments arriving to the advanced warehouse or direct to show site prior to receiving dates listed on Expo Quick Facts will incur an Off Target Fee. Surcharge: 25%**

Padded Van Deliveries

Surcharge: \$9.00/CWT

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

Marshaling Yard

Surcharge: Maximum \$22.50

Where EXPO CCI, as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO CCI may charge a fee per shipment processed through the marshaling yard.

Reweigh of Shipments

Surcharge: \$28.00 per forklift load

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Envelope Deliveries

Surcharge: See Material Handling Authorization Form for Small Package Fee

During show hours at the show facility, a charge will apply for receiving and delivering envelope packages to your booth.

Accessible Storage

Surcharge: See below for Per Skid Rate. See Labor Form for applicable Labor Rate

Accessible storage will be accessible during the show, but not necessarily by Exhibitors. Accessible Storage will be charged per piece at \$135. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

Return to Warehouse

Surcharge: \$15.00 per CWT, Minimum \$ 50.00

Crated materials only, uncrated materials will not be accepted at warehouse. Return to warehouse will be charged after Material Handling.

Vehicle Spotting Fee

Surcharge: Rate as Shown on Vehicle Spotting Fee Form

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO CCI determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO CCI personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

Booth Disposal Fee

Surcharge: \$10.00 per Sq. Ft or a minimum labor charge of \$1,000.00

All exhibitors and EAC (exhibitor appointed contractor) are responsible for removing all crates, cartons, and materials from the event site upon show conclusion. Failure to do so can result in a disposal fee of \$10.00 per Sq. Ft or a minimum labor charge of \$1,000.00, whichever is greater.* This fee is design to cover the costs associated with the removal and disposal of any items left behind, ensuring a smooth transition for our event space.

If you have any questions about material handling, please contact EXPO CCI's Customer Service department.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE
PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)

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Material Handling Q & A

Questions and Answers

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of “freight”?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a “certified weight ticket”?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location or pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show.

Material handling begins at the time your shipment arrives to the docks (please refer to “What is material handling?” for the full definition.)

Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

Important Facts About Advance Shipments

All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual).

EXPO CCI will begin accepting your shipments 30 days prior to first show open day (dates may vary depending on show schedule, please see show information details for receiving dates).

The warehouse will receive shipments Monday-Friday, 8:30am-3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the “Show Information” page included with this manual for deadline date.)

Crates, cartons, skids, fibercases and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

Material Handling Charges

What determines how much I am charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. For example: 185 lbs. = 185 lbs X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Information forms included in the manual for all applicable fees.

What is considered a small package?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This will typically refer to any small packages weighing under 50 lbs. Please refer to the Material Handling Authorization for the weight range of a small package

How do I calculate my small package shipment?

Charges for specialized carrier shipments are based on per carton, per delivery. Example: I’m shipping 3 packages via FedEx, how much will I be charged?
3 x small package fee = \$ amount charged.

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore, you will be charged per each delivery.

Weights from multiple shipments delivered on the same day from the same carrier will be combined. In these cases, standard material handling rates may apply, based on total weight.

Crated - Uncrated - Special Handling

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight o containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Important Facts About Direct Shipments

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to “Direct to Show” shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. **All shipments must be prepaid, no collect on delivery shipments will be accepted.**

Liability Insurance

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

Outbound Shipments

You must complete an EXPO CCI Bill of Lading (BOL) for all outbound shipments. A BOL will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the BOL with all required information, and return to customer service.

If you have questions on how to complete your Bill of Lading (BOL), please ask a EXPO CCI customer service representative located at the customer service desk. If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO CCI will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).

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Stall Materials Advance Shipping Labels

***This is only for stall materials or nonperishable food (dry product.)**
(Expo Convention Contractor it's not responsible of any product arrive without the correct label).

<p>TO: EXPO Convention Contractors 15959 NW 15th Avenue Miami, FL 33169</p> <p>FOR: F&B@SEA</p> <p>Receiving Hours: M - F 8:30 am - 3:30 pm</p>		\$1.35 per pound
	First day freight can arrive w/o a surcharge	
	March 12, 2026	
	Last day freight can arrive w/o a surcharge	
April 3, 2026		
<h3>Stall Materials/ADVANCE WAREHOUSE</h3>		
Company Name: Contact name: Contact phone: Stall #:		

<p>TO: EXPO Convention Contractors 15959 NW 15th Avenue Miami, FL 33169</p> <p>FOR: F&B@SEA</p> <p>Receiving Hours: M - F 8:30 am - 3:30 pm</p>		\$1.35 per pound
	First day freight can arrive w/o a surcharge	
	March 12, 2026	
	Last day freight can arrive w/o a surcharge	
April 3, 2026		
<h3>Stall Materials/ADVANCE WAREHOUSE</h3>		
Company Name: Contact name: Contact phone: Stall #:		

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Freezer/Advance Shipping Labels

(Expo Convention Contractor it's not responsible of any product arrive without the correct label).

<p>0°F (-18°C) or less</p> <p>expo convention contractors</p> <p>TO: EXPO Convention Contractors 15959 NW 15th Avenue Miami, FL 33169</p> <p>FOR: F&B@SEA</p> <p>Receiving Hours: M - F 8:30 am - 3:30 pm</p>	<p>F&B@Sea</p>	<p>\$1.35 per pound</p>	
			<p>First day freight can arrive w/o a surcharge</p>
			<p>March 27, 2026</p>
			<p>Last day freight can arrive w/o a surcharge</p>
<p>April 3, 2026</p>			
<p>FREEZER/ADVANCE WAREHOUSE</p>			
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p>Stall #:</p>			
<p>e</p>			

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<p>0°F (-18°C) or less</p> <p>expo convention contractors</p> <p>TO: EXPO Convention Contractors 15959 NW 15th Avenue Miami, FL 33169</p> <p>FOR: F&B@SEA</p> <p>Receiving Hours: M - F 8:30 am - 3:30 pm</p>	<p>F&B@Sea</p>	<p>\$1.35 per pound</p>	
			<p>First day freight can arrive w/o a surcharge</p>
			<p>March 27, 2026</p>
			<p>Last day freight can arrive w/o a surcharge</p>
<p>April 3, 2026</p>			
<p>FREEZER/ADVANCE WAREHOUSE</p>			
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p>Stall #:</p>			
<p>e</p>			



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Cooler/Advance Shipping Labels

(Expo Convention Contractor it's not responsible of any product arrive without the correct label).

<p>40°F (4°C) or less</p> <p>expo convention contractors</p> <p>TO: EXPO Convention Contractors 15959 NW 15th Avenue Miami, FL 33169</p> <p>FOR: F&B@SEA</p> <p>Receiving Hours: M - F 8:30 am - 3:30 pm</p>	<p>F&B@Sea</p>	<p>\$1.35 per pound</p>	
			<p>First day freight can arrive w/o a surcharge</p>
			<p>March 27, 2026</p>
			<p>Last day freight can arrive w/o a surcharge</p>
<p>April 3, 2026</p>			
<p>COOLER/ADVANCE WAREHOUSE</p>			
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p>Stall #:</p>			
<p>e</p>			

<p>40°F (4°C) or less</p> <p>expo convention contractors</p> <p>TO: EXPO Convention Contractors 15959 NW 15th Avenue Miami, FL 33169</p> <p>FOR: F&B@SEA</p> <p>Receiving Hours: M - F 8:30 am - 3:30 pm</p>	<p>F&B@Sea</p>	<p>\$1.35 per pound</p>	
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<p>COOLER/ADVANCE WAREHOUSE</p>			
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p>Stall #:</p>			
<p>e</p>			

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Self-Unload/POV Service Information & Rates

POV Service is available for exhibitors using **Personally Owned Vehicle (POV/POVs)** that meets specific criteria. This service facilitates a smooth move-in and move-out process by allowing minimal unloading and direct delivery of goods to booths.

Eligible POVs include cars, pickup trucks, vans, and other passenger-use vehicles designed for transporting people and products only. This service **does not include** booth build items, cargo, or freight. **Exhibit materials or large items that require mechanical assistance for unloading** will be directed to the **Marshalling Yard** and will be charged as **Material Handling**. These items **do not** qualify for the **POV service**.

QUALIFIED VEHICLES AS POV (with products Only, NO building items)



Exhibitors with a valid vendor staff pass are permitted to self-unload at the designated POV area.

Allowed Items AS POV

Small Boxes - Luggage & Suitcases - Packaged Product - Small Hand Carts or Cooler



Size Limit: 26" L x 18" W x 36" H or 16" L x 15" W x 52" H. Anything bigger is not allowed and will be returned

Hand Carry Guidelines

Each hand-carried item must not exceed **50 lbs** must be easily manageable, and must not obstruct aisles. Exhibitors must **follow all safety protocols**. Certain load-in activities require **onsite supervision** to ensure compliance with safety standards.

FLAT RATE \$127.50 per one way trip.

Assistance: A worker with a flat cart will assist in unloading and delivering goods to your booth. Skidded or palletized items do not qualify for this service.

Weight Limit: Maximum load is **400 lbs** per trip.

This service applies for **10 x 10 or 10 x 20 Prefab Stalls Only** along with:

- **Sampler Village**
- **Stalls**
- **Product Pavilion**

Vehicles that DO NOT QUALIFY: (Showcases and Booth Build Items are Material Handling)

Rental trucks or vehicles that need mechanical assistance for unloading are not eligible for this service. Such vehicles will be directed to the Marshalling Yard and will incur material handling charges based on weight.



Prohibited Items

Exhibitors with extensive unloading needs can utilize material handling services. Arrangements can be made in advance via the Material Handling Form or on-site at the EXPO CCI Service Desk. Empty storage service is only available to exhibitors who use the full material handling service. Exhibitors not using material handling services will be charged a per-carton rate for empty storage.



POV Service will be available **from the loading dock**.

Exhibitors must instruct their personnel to **identify themselves as requiring POV service** to security personnel, who will direct them to the designated area. **Expo CCI is not responsible for any damages.**

Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against **damage, loss, and other hazards**. Coverage should begin when the product and exhibit materials leave your facility and continue until they return after the show.

Exhibitor: _____ Stall # _____
Date and Time: _____ # of Trips: _____
Print Name: _____ Authorized signature: _____

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form. Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
April 3, 2026

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POV DROP-OFF AREA



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SEAMLESS STORAGE

solution for your

TRADESHOW NEEDS

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**AVAILABLE
NOW**

STORE WITH EASE, EXHIBIT WITH CONFIDENCE

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Accessible Storage during Show Hours

SOLUTIONS FOR SUPPLIES.

Discover the convenience of accessible storage solutions tailored to your needs. We provide a secure and easily accessible space for your belongings.

*Limited space available.

The rates will vary based on specific event requirements. On average, the cost will be **\$371.00 PER PALLET.**

Discount deadline:
March 27, 2026

PLEASE CONTACT US FOR A PERSONALIZED QUOTE



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Exhibitor:

Date and Time:

Print Name:

Stall #

of Trips:

Authorized signature:

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VIP Early Crate Return Service

STREAMLINE YOUR EVENT CLEAN-UP

We provide an efficient solution for event organizers.

Crate return is scheduled after the first two hours, designated for rolling out the carpet, ensuring minimal disruptions to your event timeline.

LIMITED SPOTS ARE AVAILABLE. As demand for this service is high, reservations are on a first-come, first-served basis. We encourage you to book early to guarantee your desired time.

The rates will vary based on specific event requirements. On average, the cost will be **\$530.00 PER PALLET.**

Discount deadline:
March 27, 2026

PLEASE CONTACT US FOR A PERSONALIZED QUOTE



Exhibitor:

Stall #

Date and Time:

of Trips:

Print Name:

Authorized signature:

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Ice Bag

Discount deadline:
March 27, 2026



16 pounds each
Order before March 27, 2026

Bag Price
\$ 29.50

Day	Time 1	# of bags	Time 2	# of bags	Time 3	# of bags
1						
2						

Total Bags:

If we arrive to deliver the bags of ice and the exhibitor is not available to receive them, please return to the Expo Service Desk to reschedule.

Note: Ice is sold separately and does not include a cooler.



Styrofoam cooler
Order before March 27, 2026

Cooler Price
\$ 35.00

28 Quart Foam Cooler - 24 Can Capacity - White

Total Coolers:

Company Name:		Amount	
Stall #:	Print Name:	7% TAX	
Authorized signature:		Amount Due	

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Labor

LABOR INFORMATION			Discount Price	Standard Price	Show site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$ 170.00	\$ 221.00	\$ 331.50
Over Time	Monday - Friday	4:30pm - 8:00am	\$ 255.00	\$ 331.50	\$ 497.50
	Saturday - Sunday	All Day			
Double Time	Holidays	All Day	\$ 344.50	\$ 448.00	\$ 672.00

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to info@expocci.com or via fax 305-751-1298

Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO CCI to supervise your installation and/or dismantling.

Set Up Information for Installation

Please check all that apply and provide information where requested:

Booth Size:	X	
Forklift required:	YES	NO
Carpet is?	OWNED	RENTED FROM EXPO
Carpet padding?	YES	NO
Drawings	FAXED TO EXPO CCI	SHIPPED W/EXHIBIT CRATES

Inbound Freight Information

For all inbound freight, please complete the [Material Handling Authorization Form](#).

You can return the completed form via email at info@expocci.com or via fax 305-751-1298.

Outbound Freight Information

Please complete the Bill of Lading (BOL) form on our website: <https://expocci.boomerecommerce.com>
Additionally, please refer to the included [Shipping Instructions Form](#) for detailed guidelines.

If for any reason your shipment is not picked up by your carrier, please choose one of the following options. (Initial beside preferred option).

- Force Freight through EXPO CCI's preferred carrier:
- Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

Company Name:

Stall #:

Print Name:

Authorized signature:

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Advance Deadline:
March 27, 2026
Standard Deadline:
April 10, 2026
Show-Site Pricing:
April 11, 2026

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Floral and Plants Rentals

Advance Price Ends:
March 27, 2026

Standard Price Ends:
April 10, 2026

Show-site Price Starts:
April 11, 2026

Advance Deadline:
March 27, 2026
Standard Deadline:
April 10, 2026
Show-Site Pricing:
April 11, 2026

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Green Plants in Baskets



Qty	Size	Advance Price	Standard Price	Show-site Price
	5' to 6'	\$ 137.00 each	\$ 178.50 each	\$ 268.00 each
	3' to 4'	\$ 102.00 each	\$ 133.00 each	\$ 199.50 each

Amount


Seasonal Blooming Plant



Qty	Advance Price	Standard Price	Show-site Price
	\$ 82.00 each	\$ 107.00 each	\$ 160.50 each

Amount


Boston Fern Plant



Qty	Advance Price	Standard Price	Show-site Price
	\$ 100.00 each	\$ 130.00 each	\$ 195.00 each

Amount

Flower Arrangements



Qty	Size	Advance Price	Standard Price	Show-site Price
	Small	\$ 102.00 each	\$ 133.00 each	\$ 199.50 each
	Medium	\$ 137.00 each	\$ 178.50 each	\$ 268.00 each
	Large	\$ 174.00 each	\$ 226.50 each	\$ 340.00 each

Amount

*For purchase only

An Additional 30% charge will be applied to orders received after the discount deadline date.
Flower arrangements are for purchase only, all other rentals need to be returned at the end of the show or a purchase price of double the rental fee will apply.

Amount
7% TAX
Amount Due

Company Name:

Email:

Stall #:

Print Name:

Telephone:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.



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Booth Disposal/Bulk Trash

All Exhibitors and EAC (exhibitor appointed contractor) are responsible for removing all crates, cartons, and materials from the event site upon show conclusion. Failure to do so will result in a disposal fee of **\$11.00 per Sq. Ft** or a minimum labor charge of **\$1,000.00**, whichever is greater.*

*All rates are based on Gross Booth/Display Area i.e. a 20' x 20' booth equals 400 square feet. The fee calculation would be 400 x \$11.00 = \$4,400.00 + Applicable tax. This fee is design to cover the costs associated with the removal and disposal of any items left behind, ensuring a smooth transition for our event space.

Discount deadline:
March 27, 2026

Booth Dimensions (ft.)	(Ft.) WIDTH X LENGTH = Sq. Ft.
What is your booth size?	X =

IMPLEMENTING A DISPOSAL FEE PROMOTES CLEANLINESS, EFFICIENCY, AND FAIRNESS BY COVERING REMOVAL COSTS, MAINTAINING A CLEAN EVENT SPACE, ENCOURAGING PROMPT ITEM REMOVAL, AND ENSURING EQUITABLE CHARGES.



ANY QUESTIONS OR REQUIRED INFORMATION ABOUT OUR DISPOSAL FEE POLICY, PLEASE FEEL FREE TO CONTACT US:

Company Name: _____ Stall #: _____
 Print Name: _____ Authorized signature: _____

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

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Non-Official Contractor (EAC)

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from Expo Convention Contractors, Inc., please read the following restrictions, requirements and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming **Expo Convention Contractors, Inc., Informa Markets, Mana Wynwood Convention Center, City of Miami Beach and Spectra** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are:

(a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

Note:

Complete this form only if your company is using a Service Contractor other than Expo Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local Union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local Union labor either through their own contract or direct hire through Expo Convention Contractors.

Discount deadline:
March 27, 2026

PLEASE COMPLETE

(Exhibiting Company Name)

Will indemnify and hold harmless Expo Convention Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs, or expenses, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of Expo Convention Contractors, Inc. or by any other party.

(EAC Company Name)

Exhibiting Company Name: Booth #:

Address:

City: State: Country: Zip:

Telephone: Fax:

Authorized On-Site Representative: Cell Phone:

(Please Print)

EAC Company Name:

Address:

Contact Name: Email Address:

Telephone: On-Site Cell Phone:

Authorized On-Site Supervisor:

Note:

This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by **March 27, 2026**

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

Labor Source EXPO Labor Local Union Direct Contract

Other:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	SAMPLE	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000,000.00
							PERSONAL & ADV INJURY \$ 1,000,000.00
							GENERAL AGGREGATE \$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> OCCUR						AGGREGATE \$ 1,000,000.00
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additionally Insured: Expo Convention Contractors, Inc., Informa Markets, Mana Wynwood Convention Center, City of Miami Beach and Spectra

Exhibiting Company Name and Booth #.

CERTIFICATE HOLDER**CANCELLATION**

Expo Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Sustainability Awareness

LET'S MAKE OUR IMPACT EVEN GREATER.

Our work generates numerous social and economic impacts as we foster connections, drive innovation, facilitate learning, and introduce new opportunities to our world. It is now our responsibility to **promote a sustainable industry** through collective action.

Sustainable Dining

- Choose local and sustainable catering options.
- Minimize food waste through careful planning.
- Encourage plant-based menu choices for eco-friendliness.

Smart Design

- Use eco-friendly, reusable materials for exhibits.
- Consider modular and adaptable designs to reduce waste.
- Print signage and graphics on recycled or sustainable materials.

Closing the Loop

- Set up clearly marked recycling and composting bins.
- Minimize single-use plastics and encourage reusable items.
- Properly dispose of waste and work towards zero waste goals.

LET'S REDUCE OUR CARBON FOOTPRINT

Energy Efficiency

- Opt for renewable energy sources and LED lighting.
- Implement energy-efficient technologies and practices.
- Turn off equipment when not in use to conserve power.

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Area Work Rules

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that Union Labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all mechanized material handling equipment and all unloading and reloading from the loading docks. An Exhibitor may move materials from the designated ground unloading area. Exhibitor is not allowed to use mechanized equipment to move their own freight. (i.e. no forklifts, pallet jacks or etc.) When Exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO CCI is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

EXHIBIT INSTALLATION AND DISMANTLING

We have a contract with the Local Union which claims jurisdiction over the installation and dismantle of trade shows and exhibits. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local Union Labor. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the Service Desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

We request that Exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when Union employees have fifteen minute paid breaks. Any attempts to solicit gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any Exhibitor. It is recommended that any questions arising with regard to Union jurisdiction or practices be directed to an EXPO CCI management representative.

FB Sea 2026

April 09-12, 2026



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Exhibitor Cleaning Order Form

Event Name: F&B; by the Sea

Event Dates: _____

Venue: _____

Exhibitor Information

Company Name: _____

Contact Person: _____

Booth Number: _____

Phone: _____

Email: _____

Cleaning Services Available

Service	Details	Rate
Daily Booth Cleaning (Small Booth)	Vacuum/mop, trash removal, wipe down counters/tables	\$50 per booth per day
Daily Booth Cleaning (Large Booth)	Vacuum/mop, trash removal, wipe down counters/tables	\$75 per booth per day
Post-Event Cleaning (Final Day)	Full booth cleaning after event closing, trash removal	\$100 flat fee

Service Schedule

Date(s): _____

Time(s): _____

Payment Information

All payments must be made through QuickBooks. An invoice will be sent upon submission of this order form.

Authorization

I hereby authorize the cleaning service provider to perform the selected services and agree to pay all charges through QuickBooks.

Signature: _____

Date: _____



Show Freight International, LLC is assisting Exhibitors with shipping and customs clearance for the upcoming **F&B@Sea 2026**. Please complete the attached form and send it to ops@showfreightintl.com at your earliest convenience.

Deadline Dates:

Ocean Freight Must Arrive Port of Entry MIA by Monday, March 23rd, 2026.

Air Freight must Arrive Port of Entry MIA by Monday, April 6th, 2026.

Consign Shipments to:

Show Freight International, LLC

2810 No. Church Street

#275432

Wilmington, DE 19802

Phone: (+1) 619-704-7217

Email Inbound Alerts to: ops@showfreightintl.com



Please return this completed form by March 1st, 2026.

Exhibiting Company Name:	
Address 1 Address 2 City, State/Province Postal Code, Country	
Contact Name:	
Phone:	
WhatsApp:	
Email:	
Booth/Stand Number:	

Please complete the Following Sections:

I have a US Entity: YES _____ NO _____ I need a shipping quote: YES _____ NO _____

Estimated Number of Pieces: _____ Estimated Weight: _____

Estimated Value of Goods: USD _____ I need return shipping: YES _____ NO _____

Please email the completed for to: ops@showfreightintl.com



Showcode: FNBS0426

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See page 3 for full product descriptions

To Submit your Order or for Assistance, Contact: xpressleadpro@maritz.com

Lead Retrieval Solutions	Pricing Through 3/4/26	Pricing After 3/4/26	Unit Count	Total
XPress Leads App ONE activation on YOUR device*	\$ 430	\$ 535	<input type="text"/>	<input type="text"/>
XPress Leads App Package THREE activations on YOUR devices* + custom sales qualifiers	\$ 610	\$ 685	<input type="text"/>	<input type="text"/>
XPress Leads Handheld Rental ONE activation pre-loaded on OUR handheld rental device	\$ 565	\$ 685	<input type="text"/>	<input type="text"/>
XPress Leads Handheld Rental Package ONE activation pre-loaded on OUR handheld rental device + custom sales qualifiers	\$ 610	\$ 735	<input type="text"/>	<input type="text"/>
Event API YOUR developers integrate OUR API with YOUR lead system	\$ 985	\$ 1,285	<input type="text"/>	<input type="text"/>
Add-On Enhancements			Unit Count	Total
Additional XPress Leads App Additional activation(s) on YOUR device*	\$ 170	\$ 205	<input type="text"/>	<input type="text"/>
Bluetooth Printer Pairs with ONE device only	\$ 160	\$ 195	<input type="text"/>	<input type="text"/>
Custom Sales Qualifiers/Custom Surveys Create custom targeted questions and responses for robust prospect profiles	\$ 165	\$ 195	<input type="text"/>	<input type="text"/>
Delivery Service Booth delivery, app training and pick-up service	\$ 205	\$ 245	<input type="text"/>	<input type="text"/>
Content Sharing Solutions			Unit Count	Total
Digital Backpack Turn YOUR content into QR codes to display in booth — when attendees scan to collect content, you collect their lead info	\$ 240	\$ 285	<input type="text"/>	<input type="text"/>
Literature Fulfillment Send YOUR brochures and product links directly to YOUR scanned leads within the XPress Leads app	\$ 205	\$ 245	<input type="text"/>	<input type="text"/>
Optional Loss/Damage Waiver**			Insure Your Rentals?	Total
NO, I do not want to purchase the Loss/Damage Waiver - initial on red line ----> _____			<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Loss/Damage Waiver	Replacement Cost
XPress Leads Rental Device	\$1,000
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* System Requirements: Android 13 or higher and iOS 16.6 or higher

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Processing Fee***	+	\$25.00
Total	=	<input type="text"/>

without Sales Tax****