goben
Convention Services

EXHIBITOR SERVICE MANUAL

NATIONAL ASSOCIATION OF EMS EDUCATORS

AUGUST 3-8, 2021

OMNI ORLANDO RESORT AT CHAMPIONSGATE

1700 35th St, Unit 102 • Orlando, Florida 32839
T. 407.872.2223 • F. 407.872.8644 • Email: orders@gobencs.com

CONTENTS

Show Cover Page 1
Manual Contents 2
Online Ordering Information 3
Exhibitor Compass - Information 4
Service Contractor Information & Contacts 5
General Information 6
Payment Terms & Conditions 7
Billing Authorization 8
Third Party Billing Form 9
EAC (Exhibitor Appointed Contractor) 10
Furniture & Accessories 11
Skirt, Drape and Carpet 12-13
Carpet & Padding 14
Credenza/Computer Kiosks 15
LED Table/LED Credenza LED 16
Table Top & Pop up Displays 17
Custom Rental Units 18
Framed Walls 19
Octawall 20
LED Octalumina Wall 21
Cleaning Services 22
Signs & Graphics 23
Floral & Foliage ..... 24 & 25
Audio Visual 26
Labor & Forklift 27
Material Handling Information ..... 28 & 29
Shipping Versus Material Handling 30
Material Handling Service & Rates 31
Exhibitor Shipping Information 32
Advance Warehouse Shipping Label 33
Show Site Delivery Shipping Label 34
Move Out Information 35
TForce Freight 36-37
Electrical/Internet Order Form 39

Official Exhibitor Services Supplier for the NAEMSE

You can log in if you prefer to order online!

How do I log in?

Once the show is available online, you will receive an automated email that includes your personalized show code. All information within the email will allow you to retrieve show documents, order online, and submit changes to your order.

If you did not receive a show code and wish to order online, please contact us at (407) 872-2223 or email orders@gobencs.com

Please be aware that you will need to create a new account when you place your first order.

Don't worry - it's quick and easy and will help us serve you better.

Please note Goben CS Fees/Charges:
Goben Convention Services assesses fees for changes and cancellation of your show order.
Please review the following.

• After orders are submitted online, you will have up to 24 hours to add/remove items from your order without penalty. After the order processes, a 5% administrative fee is charged for all changes/refunds.

• Due to preparations and equipment readiness, orders that are cancelled 1 week before the move - in date are assessed a 50% cancellation fee.

• For orders cancelled on day of move- in or after delivery to booth, cancellation fee is 100%.

Questions?

Contact Customer Service at (407) 872-2223 or email orders@gobencs.com

Exhibit Move In

Day	Date	Time
Thursday	August 5, 2021	8am - 4:30pm
Friday	August 6, 2021	7:30am - 12 noon

Exhibitor Hours

Day	Date	Time
Friday	August 6, 2021	12:30pm - 5pm
Saturday	August 7, 2021	8:00am - 1:30pm
Sunday	August 8, 2021	8:00am - 1:30pm

Exhibit Move Out

Day	Date	Time
Sunday	August 8, 2021	1:30pm - 5:30pm

Dismantle | Carrier Check-In

To ensure that all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have your carriers check in by:

Day	Date	Time
Sunday	August 8, 2021	4pm

Re-Route Time

If your carrier has not checked in your shipment will be re-routed with the show carrier at:

Day	Date	Time
Sunday	August 8, 2021	4:01pm

Dismantle | Move Out Deadline

All exhibitor materials must be removed from the exhibit facility by:

Day	Date	Time
Sunday	August 8, 2021	5:30pm

See Carrier Check-in time above to ensure that you plan according to the dismantle/move out deadline.

Important Information

Schedules listed above are subject to change by show management. Should any shipments/materials be left at the exhibit venue after the Dismantle & Move Out Deadline, Goben Convention Services reserves the right to re-route all shipments/materials via the preferred carrier of Goben Convention Services. Any and all shipping and handling charges by the preferred carrier of Goben Convention Services will be billed and paid by the exhibitor. **Goben Convention Services is not responsible for shipping charges of freight/materials left after the Move Out Deadline.**

Booth Information

Standard Booth Pipe & Drape
10' x 10'

Back wall	Red/Black/White/Black/Red
Side walls	Red

Included Booth Package Equipment	Quantity
Booth Identification Sign	1

Important Dates

	Mark your Calendar
Shipments can start arriving at Advance Warehouse	Monday, July 5, 2021
Discount deadline orders received with confirmed payment.	Wednesday, July 21, 2021
Last Day for Shipment to arrive at warehouse w/o surcharge	Tuesday, July 27, 2021
Last day for shipments to arrive at warehouse	Tuesday, August 3, 2021
Shipments can start arriving at Show Site	*Wednesday, August 5, 2021* *STRICTLY ENFORCED*
Move Out	August 8, 2021
Driver check in for move out	August 8, 2021 by 4pm
Re-Route Shipment or Time	August 8, 2021 at 4:01pm

Omni Orlando Resort at ChampionsGate
c/o Goben Convention Services
1500 Masters Blvd
ChampionsGate, FL 33896

SERVICE CONTRACTOR INFORMATION & CONTACTS

Quick contacts

Registration – Booth Assignment

Stephen Perdziola | NAEMSE
T. 412-343-4775
Email: stephen.perdziola@naemse.org

Shipping – Storage – Furniture - Plants Signs – Labor – Carpet – Cleaning

Lolly Oldson | Goben Convention Services
T. 407-872-2223 | F. 407-872-8644
Email: lolly@gobencs.com

Custom Furniture

Lolly Oldson | Goben Convention Services
T. 407-872-2223 | F. 407-872-8644
Email: lolly@gobencs.com

Audio VIsual

Myra Murray | Goben Convention Services
T. 407-872-2223 | F. 407-872-8644
Email: myra@gobencs.com

Electrical

Encore Global
T. 407-413-6259
Email: encore-omnichampionsgate@encoreglobal.com

Internet

Encore Global
T. 407-413-6259
Email: encore-omnichampionsgate@encoreglobal.com

TForce Freight

Preferred Show Carrier
Customer Service Trade Show Dept.
T. 800-988-9889

Shipping Information

Advance Warehouse Address
Shipping Address & Preferred Label Format

Exhibiting Company Name
Exhibiting Booth #
NAEMSE
Goben Convention Services
450 Maguire Road, Suite B
Ocoee, FL 34761

Warehouse materials are accepted at the warehouse
Monday – Friday | 8:30am – 4:00pm
Goben Convention Services will start accepting crates, boxes and skidded materials beginning:
Monday, July 5, 2021
Starting at 8:30am

Show site address
Shipping Address & Preferred Label Format

Exhibiting Company Name
Exhibiting Booth #
NAEMSE
Omni Orlando Resort at ChampionsGate
c/o Goben Convention Services
1500 Masters Blvd
ChampionsGate, FL 33896

Shipments arriving before this date and time may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor.
Goben Convention Services will start accepting crates, boxes and skidded materials beginning:

Wednesday, August 5, 2021
Starting at 10am
STRICTLY ENFORCED!

PLEASE DO NOT SEND SHIPMENTS TO THE HOTEL PRIOR TO AUGUST 5TH. IF YOUR SHIPMENT ARRIVES BEFORE THIS DATE THERE IS A CHANCE IT MAY BE REFUSED. THE HOTEL DOES NOT HAVE THE STORAGE OR MANPOWER TO HANDLE TRADE SHOW SHIPMENTS. IF THE HOTEL DOES ACCEPT YOUR SHIPMENTS THEN YOU WILL BE CHARGED A HANDLING FEE BY THE HOTEL AND THEN BY GOBEN CS.

PLEASE SEE "MATERIAL HANDLING" ON NEXT PAGE.

Material Handling

Goben Convention Services has been contracted to handle this event which includes all drayage whether it is received at the warehouse or the show site. As the **"EXCLUSIVE"** material handling contractor we will handle ALL freight shipments in and out of the ballroom.

Warehouse receiving hours are 8:30am – 4:00pm, Monday – Friday. You may start sending shipments to the advance warehouse 30 days prior to the start of show at no additional charge.

Drayage is defined as the delivery of materials from the advanced warehouse, loading dock or hotel storage room to your booth space and from the booth space to the loading dock at the close of the show.

Please note if you send materials to the show venue before the published date listed in this exhibitor manual your shipment will either be **REFUSED** or you will be charged handling & storage fees from the hotel. The shipment will then be turned over to Goben CS for delivery to the exhibit hall and you will ALSO be charged material handling fees, **even if you are a guest of the hotel.**

Please note: Mislabeled packages have the potential of being refused at show site. Please remember to include **NAEMSE** c/o Goben CS on all packages AND remove all old labels from packaging.

Preferred Freight Carrier

Listed below is the information for the official freight carrier of Goben Convention Services.

UPS Freight℠

CONVENIENT 24 HOUR TRACKING

800.988.9889
www.UPSFreight.com
UPS FORM LOCATED AT THE BACK OF THIS MANUAL. MENTION SHOW NAME

International Shipments

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Equipment Use

Goben Convention Services does not lend out any equipment to exhibitors. If you require help for the setup of your booth, you must fill out the provided labor forms included in this service kit. Please note that request for labor services on show-site is not guaranteed. If you require assistance bringing items to your booth, please note that you are subject to material handling fees and labor charges at the current prevailing cost.

Labor

Labor is for installation & dismantling of displays, Please refer to the Labor forms included in this manual to order services. TIP: Order early and in advance to guarantee labor services. Exhibitors may setup and dismantle their own displays provided they use their own company employees to do so.

Exhibitor Appointed Contractors

If you are utilizing an outside contractor, Goben Convention Services must be informed two weeks prior to setup. A valid "certificate of insurance" must be submitted to Goben Convention Services by the date illustrated on the Exhibitor Appointed Contractor Notification form included in the exhibitor service kit. Notifications received after the date may not receive approval. Failure to provide Goben Convention Services a certificate of insurance will result in labor hire from the Goben Convention Services staff. The non-official contractor will be able to provide supervision only. Exhibitor Appointed Contractors who subcontract for services other than general contracting are also considered non-official contractors and must follow set procedures; this includes florists, audio visual and computer rental firms.

Security

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Goben Convention Services is not responsible for any unattended items left in the tradeshow facility or assigned booths.

Safety

Standing on chairs, tables or any rental furnishings is prohibited. Goben Convention Services is not responsible for injuries or falls caused by improper use of furnishings. Should a folding chair not accommodate you, please advise us and we will substitute that chair with a current in-stock side chair upon availability.

If assistance is required in the installation/dismantle of your booth, please order labor using the enclosed labor form and the necessary ladders, and tools that need to be provided.

Acceptance of General Information

By signing off on any services/order provided by Goben Convention services automatically indicates that you, the client/exhibitor, are in acceptance and agreement of our general information section. Any questions about the general information section for Goben Convention Services, please contact us at 407-872-2223 or at orders@gobencs.com

PAYMENT TERMS & CONDITIONS

Payments

Goben CS requires that you provide a credit Card Authorization with your initial order. For your convenience we will use this authorization to charge your account for services, which may not have been covered by your initial order. Purchase Orders are not considered payment.
All orders received without the method of payment form will be charged standard rates.
For the convenience of all, we ask that all disputes be questioned prior to show close via calling the office or visiting the on-site service desk for billing questions and concerns. If an exhibitor fails to pay their invoice prior to close of show, the charges will automatically be applied to the credit card on file.

Method of Payment

We accept Master card, Visa, American Express & checks (US Bank)

Fees

A $30.00 charge will apply for charges associated with the following:
• Insufficient Funds
• Charge back fees on credit cards
This fee will be added to your final invoice.

Wire Transfers

If you are using wire-transfers for payment, please add an additional amount of $55.00 to the wired amount. This $55.00 is a processing fee for the wire transfer assessed by Goben Convention Services. Please contact 407.872.2223 for wire transfer information.

International Exhibitors

We require 100% payment of advance and standard orders. Any orders or services placed with Goben Convention Services on show site, those services must be paid in full. Payment must be made via check in United States fund drawn from a United States Bank.

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Cancellations

Orders cancelled after the discount deadline date will be charged 50% cancellation charge.
Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.
A one-hour "per person" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

Miscellaneous

Rental Items not ordered but found in the booth space will be invoiced at "standard" rates.

Tax Exemption Status

If you claim tax exempt status, you must provide us with a copy of your tax Exempt Certificate issued by a federal government or state in which the event is taking place, simultaneously with the placement of your initial order, otherwise tax will appear on your invoice.
No credits for sales taxes will be issued after billing is complete.

Tax Rate

All rental items are subject to applicable taxes.
Tax rate **for ChampionsGate, FL is 7%**

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Goben Convention Services reserves the right to institute a collection action against the exhibitor if the third party does not pay.

Credits

It is the responsibility of the exhibitor/client to check the accuracy of your invoices and report any concerns of your ordered services prior to show close. All concerns reported prior to show close will be considered for credits to your account with Goben Convention Services.

Rentals

All materials and equipment are on a rental basis for the duration of the show and remain the property of Goben Convention Services. All rentals include delivery, installation and removal from your booth.

Unpaid Balances

Should there be any unpaid balance after the close of show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18% and future orders will be on a pre-payment basis. If the finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and excess finance charge received by Goben Convention Services shall be either applied to reduce the principal unpaid balance or refunded to the payer. Payment terms and conditions shall be governed and construed in accordance with the laws of the state of Florida.

Acceptance of Payment Terms & Conditions

By signing off on any services/order provided by Goben Convention services automatically indicates that you, the client/exhibitor, are in acceptance and agreement of our Payment Terms and Conditions.
Any questions about the Payment Terms and Conditions for Goben Convention Services, please contact us at 407.872.2223 or at orders@gobencs.com.

BILLING AUTHORIZATION

Exhibiting Company Information

Exhibiting Company Name			
Booth#			
Exhibiting Company Address			
City/State/Zip			
Phone		Fax	
E-mail			

Payment Options *Select One*

	Credit Card
	Company Check
	Cash
	Wire Transfers (call for details)

Goben Convention Services gladly accepts Cash, Company Check, Credit Card and Wire Transfers.

Billing Address *(If different from above)*

Address	
City/State/Zip	
Phone	
Fax	
E-mail	

Exhibitor Credit Card Authorization

For your convenience, we will use this credit card billing authorization to charge your credit card account for your advance, standard and on-site orders, along with any additional amounts incurred as a result of show site orders placed by your exhibit booth representative.

	VISA
	MASTERCARD
	AMERICAN EXPRESS

Card Holder Name	
Credit Card Number	
Expiration Date	
Validation Code *(3 or 4 Digit Code on the front or back of the Credit Card)*	
Printed Name	
Signature	
Date	

Goben Convention Services is committed to keeping your provided financial information safe and secure.

By signing, you acknowledge you have read, understand and agree to all the terms in the payment terms and conditions and have advised our organization of any questions on purchases of services and materials. You also acknowledge and have read, understand and agree to the general information sections of the exhibitor manual. The payment terms & conditions and general information are included in this exhibitor manual.

THIRD PARTY BILLING FORM

Exhibiting Company Information

Exhibiting Company Name			
Booth#			
Exhibiting Company Address			
City/State/Zip			
Phone		Fax	
E-mail			

Third Party Company Information

Exhibiting Company Name			
Booth#			
Exhibiting Company Address			
City/State/Zip			
Phone		Fax	
E-mail			

Third Party - Credit Card Authorization

Any and all Goben Convention Services Orders must be submitted with either the Exhibitor Billing Authorization or Third Party Billing Authorization form. Any orders submitted without the respective billing authorizations will not be processed.

It is understood and agreed that the exhibiting company listed on this form is ultimately responsible for payment of charges and agree by signing and submitting this form and ordering materials/ services from Goben Convention Services, to be bound by all terms and conditions as described in the payment terms and conditions section of the manual. Should the named third party not discharge payment of the Goben Convention Services invoice prior to the last day of show, charges will automatically revert to the exhibiting company with any late fees and interest. All invoices are due and payable upon receipt by either party.

	VISA
	MASTERCARD
	AMERICAN EXPRESS

Charges listed include delivery to your booth and removal at the close of show. If you are looking for furnishings that are not listed please give Goben Convention Services a call for pricing and availability.

All ordered furnishings and accessories are rentals, not considered sales as they must be returned at the end of show.

Card Holder Name	
Credit Card Number	
Expiration Date	
Validation Code *(3 or 4 Digit Code on the back or bottom of the Credit Card)*	
Printed Name	
Signature	
Date	

Goben Convention Services is committed to keeping your provided financial information safe and secure.

By signing, you acknowledge you have read, understand and agree to all the term in the payment terms and conditions and have advised our organization of any questions on purchases of services and materials. You also acknowledge and have read, understand and agree to the general information sections of the exhibitor manual. The payment terms & conditions and general information are included in this exhibitor manual.

EAC - EXHIBITOR APPOINTED CONTRACTOR

In the event you are planning to utilize a firm other than GOBEN CONVENTION SERVICES, the Exhibitor must complete and acknowledge the requirements and procedures to have an Exhibitor Appointed Contractor/EAC on-site.

This notification must be turned in with Certificate of insurance by the date of: Wednesday, July 21, 2021

Exhibiting Company Information *Please print clearly*

Exhibiting Company Name	
Booth#	
Contact Telephone	
Exhibitor Contact Name	
Exhibiting Firm's Officers Signature	

Exhibitor Appointed Contractor / Eac "Non-Official Contractor" *Please print clearly*

Contractor Company Name	
Contact Telephone	
Contact E-mail	

With this form a CERTIFICATE OF INSURANCE must be submitted showing General Liability and Workman's Compensation valid in the state where the show is being held, naming GOBEN CONVENTION SERVICES, as an additional insured and certificate holder. The CERTIFICATE OF INSURANCE MUST be submitted together with this notification. We will not accept a CERTIFICATE OF INSURANCE on-site on the show floor. This is due by the date listed above, on the top of this page.

The exposition floor, aisles, loading docks, services and storage areas will be under the control of Goben Convention Services. The Exhibitor Appointed Contractor (EAC) / Non-Official Contractor must coordinate all of its activities with Goben Convention Services.

The Exhibitor Appointed Contractor (EAC) / Non-Official Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the Exhibitor Appointed Contractor (EAC) / Non-Official Contractor to remove from the floor all tape installed, any bulk trash from the booth floor and from the exhibit hall (such as skids or crates) will be invoiced accordingly by Goben Convention Services.

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be hired through Goben Convention Services.

This form along with your Certificate of Insurance can be submitted via these options:

FAX
407.872.8644

MAIL
Goben Convention Services
1700 35th St, Unit 102
Orlando, Florida 32839

E-MAIL
orders@gobencs.com

Seating

Qty	Description	Pre-Order	Standard	Total
	Side Chair	$40.00	$50.00	
	Padded Folding Chair	$40.00	$50.00	
	Upholstered Arm Chair	$50.00	$62.00	
	Upholstered Counter Stool	$70.00	$87.50	
	Secretary chairs	$75.00	$90.00	
	Herman Millar Aeron Posture Fit	$300.00	$375.00	

Accessories

Qty	Description	Pre-Order	Standard	Total
	Chrome Stanchion	$28.00	$35.00	
	Velvet Rope (gray/red)	$15.00	$19.00	
	Wastebasket	$12.00	$15.00	
	Sign Holder 22"x28"	$42.00	$53.00	
	Chrome Tripod Easel	$28.00	$35.00	
	Literature Rack	$100.00	$120.00	
	Bag Rack	$37.00	$46.00	
	Fish Bowl	$15.00	$19.00	
	Raffle Drum	$85.00	$106.00	
	Refrigerator 34"	$125.00	$156.00	
	Filing Cabinet (lockable) 28"	$70.00	$87.00	
	Glass Display Case	Call for Pricing		
	Podium	Call for Pricing		
	Grid Wall 2'x8' sections	$80.00	$100.00	
	Poster Board 4'x8'	$115.00	$144.00	

Qty	Description	Pre-Order	Standard	Total
	White Vinyl Table Cover	$12.00	$15.00	
	8' Masking Drape	$10.00/lf	$12.00/lf	
	3' Masking Drape	$7.00/lf	$9.00/lf	
	8' Upright	$9.00	$11.00	
	3' Upright	$9.00	$11.00	
	Cross Beam	$9.00	$11.00	

Drapes

When ordering specialty drapes please select color below

	Black		Royal Blue		Burgundy		Gold
	Gray		Red		Teal		Ivory
	Purple		Peach		Mauve		

Charges listed include delivery to your booth and removal at the close of show. If you are looking for furnishings that are not listed please contact Goben CS for request. All ordered furnishings and accessories are rentals, not sales as they must be returned at the end of show.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Tables

24" Draped Table
w/white plastic top and draped on 3 side

Qty	Description	Pre-Order	Standard	Total
	4' long 30"high	$96.00	$120.00	
	4' long 42" high	$114.00	$143.00	
	6' long 30" high	$114.00	$143.00	
	6' long 42" high	$132.00	$165.00	
	8' long 30" high	$132.00	$165.00	
	8' long 42" high	$150.00	$188.00	
	To have the 4th side draped	$27.00	$34.00	

When ordering, please select skirt color below

	Black		Burgundy		White		Red		Gray
	Gold		Royal Blue		Teal		Peach		Mauve

24" Undraped Table
w/white plastic top

Qty	Description	Pre-Order	Standard	Total
	4' long 30"high	$54.00	$68.00	
	4' long 42" high	$72.00	$90.00	
	6' long 30" high	$72.00	$90.00	
	6' long 42" high	$90.00	$112.00	
	8' long 30" high	$90.00	$112.00	
	8' long 42" high	$108.00	$136.00	

Round Cocktail Tables

Tables are laminated and covering are not necessary.
Spandex coverings are available if desired see below for colors.

Qty	Description	Pre-Order	Standard	Total
	24" Diameter 30" High	**$85.00**	**$106.00**	
	24" Diameter 42" High	**$90.00**	**$113.00**	
	30" Diameter 30" High	**$100.00**	**$125.00**	
	30" Diameter 42" High	**$105.00**	**$131.00**	
	36" Diameter 30" High	**$115.00**	**$144.00**	
	36" Diameter 42" High	**$120.00**	**$150.00**	

Spandex Cocktail Cover

Qty	Description	Pre-Order	Standard	Total
	Spandex Cocktail Cover	**$59.00**	**$74.00**	

When ordering, please select color below

	Black		White		Silver		Navy		Red		Almond

Custom Bar Stools & Cocktail Table

Qty	Description	Pre-Order	Standard	Total
	Bar stool (Black)	$145.00	$181.00	
	Bar stool (White)	$145.00	$181.00	
	Cocktail table (Black)	$155.00	$193.00	
	Cocktail table (White)	$155.00	$193.00	

• Martini Bar available upon request.

Exhibiting Company:

Booth Number:

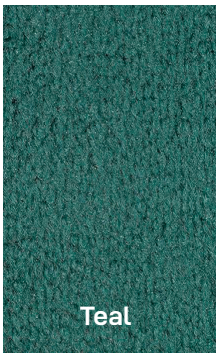
Sub Total

Sales Tax (7%)

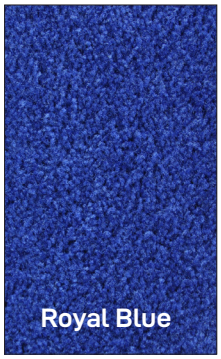
Total

CARPET COLORS

Standard Carpet Colors



Plush Carpet Colors



Note: Carpet in your booth not only provides comfort for the long hours on your feet but helps your booth stand out from surrounding booths.

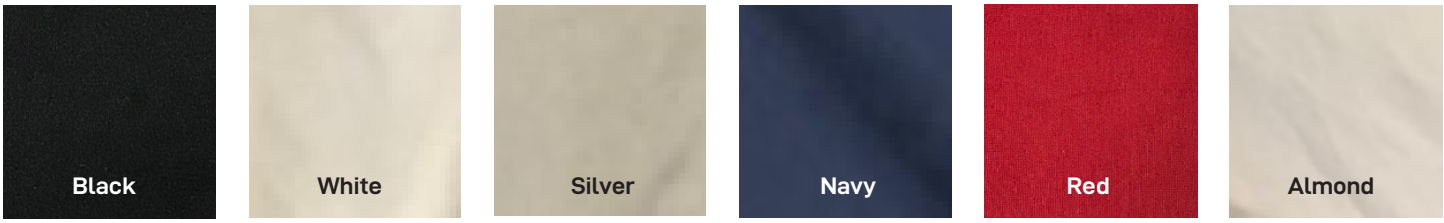
goben
Convention Services

SKIRT & DRAPE COLORS

Skirt Colors

Drape Colors

Spandex Cocktail Colors



In- line Booth Carpet

Check One	Size	Pre-Order	Standard	Total
	10' x 10'	$160.00	$199.00	
	10' x 20'	$320.00	$398.00	
	10' x 30'	$480.00	$597.00	

	Black		Burgundy		Gray
	Red		Royal Blue		Teal

Booth carpet includes tape on the front, towards the aisle.
If your booth space is larger than 10'x30' please select the Island Booth - Special Cut Carpet option below.

Carpet Padding & Visqueen

Padding	Booth Size				Pre-Order	Standard	Total
½" Thick	X	f.t. =	Sq ft.	X	$1.00	$1.25	
1" Thick	X	f.t. =	Sq ft.	X	$2.00	$2.50	

Visqueen					Pre-Order	Standard	Total
Booth Size	X	f.t. =	Sq ft.	X	$1.00	$1.25	

Rates are calculated at Per Square Foot

Tape		Rate	Total
Lineal Ft.	X	$1.65	$

Most facilities require taping of the front edge of carpet for safety purposes.

Island Booth - Special Cut Carpet *For all booths larger than 8'x30'*

					Pre-Order	Standard	Total
Booth Size	X	f.t. =	Sq ft.	X	$3.00	$3.75	

Rates are calculated at Per Square Foot ~ Minimum of 100 square feet

Plush Carpet

					Pre-Order	Standard	Total
Booth Size	X	f.t. =	Sq ft.	X	$3.75	$4.65	

Rates are calculated at Per Square Foot ~ Minimum of 200 square feet

No Refunds will be issued on Special Cut or Deluxe orders as these items will be cut and or ordered specifically for you.

When ordering please select a color below

	Biege		Black		Burgundy		Charcoal		Red		Emerald
	Grape		Grey		Navy		Royal Blue		Tutti Fruitti		White

Exhibiting Company:

Booth Number:

Sub Total	
Sales Tax (7%)	
Total	

CREDENZA COMPUTER KIOSK

All pricing for graphics is based on Goben CS receiving print ready artwork files.

1M Credenza

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	1M Credenza		$298.00	$372.00	
	Additional Options				
	Front graphic	38 x 34 3/8	$94.00	$117.00	
	Side graphic (left)	18 3/8 x 34 3/8	$54.00	$68.00	
	Side graphic (right)	18 3/8 x 34 3/8	$54.00	$68.00	
	Lockable doors	13 1/2 x 33	$25.00	$31.00	

2M Credenza

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	2M Credenza		$398.00	$497.00	
	Additional Options				
	Front graphic	76 5/8 x 34 3/8	$178.00	$223.00	
	Side graphic (left)	18 3/8 x 34 3/8	$54.00	$68.00	
	Side graphic (right)	18 3/8 x 34 3/8	$54.00	$68.00	
	Lockable doors		$25.00	$31.00	

Computer Kiosk

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	Computer Kiosk		$385.00	$497.00	
	Additional Options				
	Front graphic	34 x 33 5/8	$94.00	$117.00	
	Side graphic (left)	18 3/8 x 38 7/8	$54.00	$68.00	
	Side graphic (right)	18 3/8 x 38 7/8	$54.00	$68.00	
	Lockable doors		$25.00	$31.00	

Exhibiting Company:

Booth Number:

Sub Total	
Sales Tax (7%)	
Total	

LED TABLE
LED CREDENZA

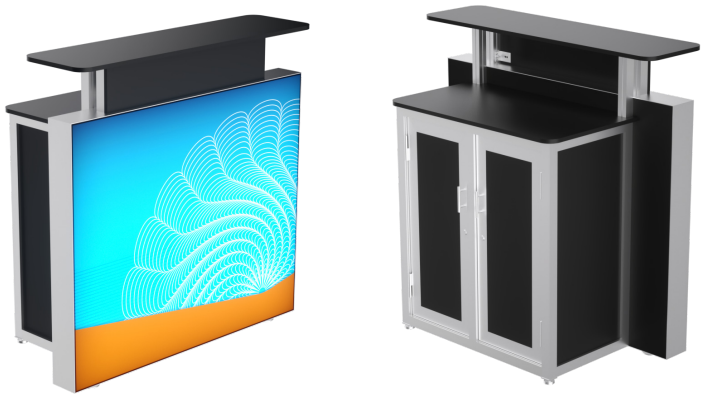
All pricing for graphics is based on Goben CS receiving print ready artwork files.

LED Bar Table

Qty	Description	Pre-Order	Standard	Total
	Octalumina Bar Table with 4 x Fabric Graphics	$578.00	$722.00	

Graphic size 19.61" (W) x 39.29" (H)
Stools must be ordered separately

LED Lighted Credenza



Qty	Description	Pre-Order	Standard	Total
	Credenza & Front Fabric Graphic	$695.00	$867.00	

Graphic size 47 1/8 (w)x 39 1/8 (h)

Notes

All pricing for graphics is based on Goben CS receiving print ready artwork files.
Graphics should be kept at least 1" inside the actual dimensions.
Allow 1" bleed around the perimeter.
Electrical not included and must be ordered seperatley.

Exhibiting Company:	
Booth Number:	

Sub Total	
Sales Tax (7%)	
Total	

All pricing for graphics is based on Goben CS receiving print ready artwork files.

Table Top Display

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	Table Top Display	64 1/2 x 63 1/2	$260.00	$325.00	
	Additional Options				
	Styrene Graphics D/S Velcro	59 x 60	$380.00	$475.00	

Pop Up Display

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	8' Pop Up	8' Wide	$560.00	$700.00	
	Additional Options				
	Styrene Graphics D/S Velcro	87 x 87	$696.00	$870.00	

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	10' Pop Up	10' Wide	$600.00	$750.00	
	Additional Options				
	Styrene Graphics D/S Velcro	118.8 x 90	$990.00	$1,237.00	

10' Pop Up with Fabric Pillowcase Wrap Graphic

Qty	Description	Dimensions ("Wx"H)	Pre-Order	Standard	Total
	Pop Up & Graphics	124 x 91	$1,660.00	$2,075.00	

Exhibiting Company:

Booth Number:

Sub Total

Sales Tax (7%)

Total

NAEMSE

Pre-Order Price Deadline Date:
Wednesday, July 21, 2021

CUSTOM RENTAL UNITS

Each Rental Unit comes with a Header & In-line Booth Carpet included in the rental unit price.
Graphics are optional and are an additional cost which are listed. Wall mounted TV's are available upon request.
All pricing for graphics is based on Goben CS receiving print ready artwork files.
Electrical not included must be ordered separately.

10' Rental Unit

Qty	Description	Dimensions (WxH)	Pre-Order	Standard	Total
	10' Rental unit	10' Wide	$1,600.00	$2,000.00	
	Header	77 1/2" x 10"			
	Carpet color				
	Graphic Options				
	Graphics single sided	38" x 93 3/16"	$220.00	$275.00	
	Graphics double sided		$330.00	$412.00	
	Graphic Horizontal single sided	65 3/4" x 34 3/4"	$150.00	$187.00	
	Graphic Horizontal double sided		$225.00	$281.00	

20' Rental Unit A - Foamboard Cut

Qty	Description	Dimensions (WxH)	Pre-Order	Standard	Total
	20' Rental unit	20' Wide	$3,500.00	$4,375.00	
	Header	108" x 10"			
	Carpet color				
	Graphic Options				
	Foambard cut outs	30" x 46"	$165.00	$206.00	
	Foambard cut center board	70" x 46"	$349.00	$436.00	

20' Rental Unit B - Full Print

Qty	Description	Dimensions (WxH)	Pre-Order	Standard	Total
	20' Rental unit		$3,500.00	$4,375.00	
	Header	108" x 10"			
	Carpet color				
	Graphic Options				
	Graphic single sided	38" x 93 3/16"	$220.00	$275.00	
	Graphic double sided	38" x 93 3/16"	$330.00	$412.00	

20' Rental Unit C

Note: TV not included.
Please refer to the Audio Visual form.

Qty	Description	Dimensions (WxH)	Pre-Order	Standard	Total
	20' Rental unit	20'	$3,500.00	$4,375.00	
	Header	108" x 10"			
	Carpet color				
	Graphic Options				
	Graphics	38" x 93 3/16"	$220.00	$275.00	
	Center Graphics	76 7/8 " x 56"	$336.00	$420.00	

Exhibiting Company:

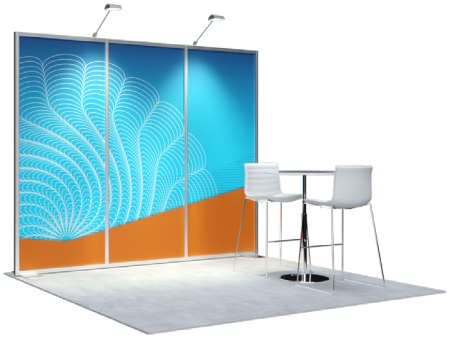
Booth Number:

Sub Total	
Sales Tax (7%)	
Total	

FRAMED WALLS

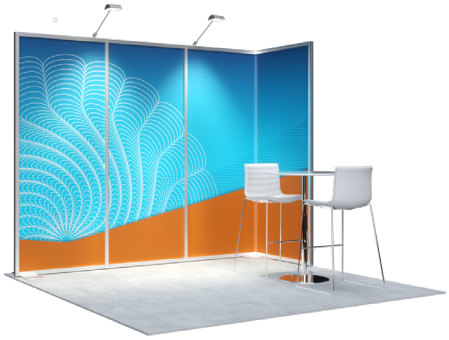
Each Framed Wall comes with In-line Booth Carpet included in the rental price.
Graphics are optional and are an additional cost which are listed. Wall mounted TV's are available upon request.
Electrical not included must be ordered separately.
All pricing for graphics is based on Goben CS receiving print ready artwork files.

10' Framed Wall



20' Framed Wall

10' Framed Wall + 1 side



10' Framed Wall + 2 side

10' + 20' Framed Wall

Qty	Description	Dimensions (WxH)	Pre-Order	Standard	Total
	10' Frame (plain white walls)	10' x 8'	$1,000.00	$1,250.00	
	20' Frame (plain white walls)	20' x 8'	$2,000.00	$2,500.00	
	Carpet Color				
	Additional Vertical Side		$250.00	$312.00	
	Printed Graphic	38 x 93 3/16"	$220.00	$275.00	
	Double Sided Graphic	38 x 93 3/16"	$330.00	$412.00	

Exhibiting Company:

Booth Number:

Sub Total

Sales Tax (7%)

Total

OCTAWALL

Our OCTAWall is a high quality frame for a solid graphic. You have the option of fabric or PVC with no metal bars seperating your graphic.

Single or double-sided
You decide. By mounting graphics on bothe sides, you double your advertising space.

Side by side
Example Picture 10' & 20' together.

(custom heights available upon request).

Carpet
In-Line Booth Carpet is included in the rental price.

Electrical
Not included must be ordered separately.

All pricing for graphics is based on Goben CS receiving print ready artwork files.

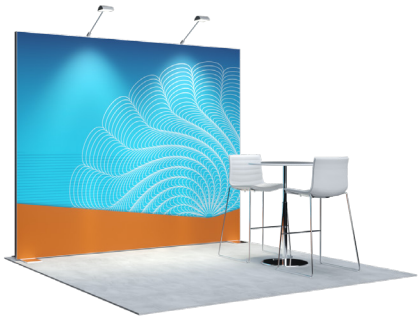
10' OCTAWall

Option A - Fabric Graphic

Qty	Description	Dimensions	Pre-Order	Standard	Total
	Single Sided Graphics	118" x 96"	$2,020.00	$2,525.00	
	Double sided Graphics	118" x 96"	$3,000.00	$3,750.00	
	Carpet Color				

Option B - ¼" PVC Hard Wall

Qty	Description	Dimensions	Pre-Order	Standard	Total
	Single Sided Graphics	118" x 96"	$2,400.00	$3,000.00	
	Double sided Graphics	118" x 96"	$3,400.00	$4,250.00	
	Carpet Color				



20ft OCTAWall

Option A - Fabric Graphic

Qty	Description	Dimensions	Pre-Order	Standard	Total
	Single Sided Graphics	236" x 96"	$4,040.000	$5,500.00	
	Double sided Graphics	236" x 96"	$6,000.00	$7,500.00	
	Carpet Color				

Option B - ¼" PVC Hard Wall

Qty	Description	Dimensions	Pre-Order	Standard	Total
	Single Sided Graphics	236" x 96"	$4,800.00	$6,000.00	
	Double sided Graphics	236" x 96"'	$6,800.00	$8,500.00	
	Carpet Color				

Exhibiting Company:

Booth Number:

Sub Total	
Sales Tax (7%)	
Total	

LED OCTALUMINA WALL

Our Octalumina Walls are high quality metal frames with built in fitted LED light boxes. The fabric graphics are flexible with silicon edge technology that fit into the fabric groove, which ensures a brilliant, radiant light shines through the fabric.

High Visibility
Light boxes are natural eye-catchers. Use this effect to highlight your advertisement and be seen by your customers.

Single or double-sided
You decide. By mounting backlit fabrics on both sides, you double your advertisement space in no time.

Side by side
Example Picture 10' & 20' together.

Carpet
In-Line Booth Carpet is included in the rental price (excludes 3ft LED Octalumina Wall if purchased individually).

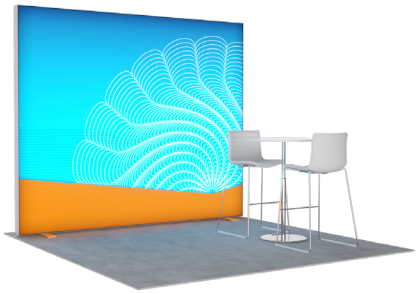
All pricing for graphics is based on Goben CS receiving print ready artwork files.

3ft LED Octalumina Wall wtih Fabric Graphics

Qty	Description	Dimensions	Pre-Order	Standard	Total
	3ft Wall with Fabric Single Sided	39' x 96'	$1,398.00	$1,747.00	
	Double sided Graphics	39' x96'	$1,690.00	$2,112.00	

❑ Hoizontal ❑ Vertical

10ft LED Octalumina Wall wtih Fabric Graphics



Qty	Description	Dimensions	Pre-Order	Standard	Total
	10ft Wall with Fabric Single Sided Graphics	117' x 96'	$3,150.00	$3,937.00	
	Double sided Graphics	117' x 96'	$3,974.00	$4,967.00	
	Carpet Color				

20ft LED Octalumina Wall wtih Fabric Graphics

Qty	Description	Dimensions	Pre-Order	Standard	Total
	20ft Wall with Fabric Single Sided Graphics	236' x 96'	$6,162.00	$7,702.00	
	Double sided Graphics	236' x 96'	$7,808.00	$9,760.00	
	Carpet Color				

Exhibiting Company:

Booth Number:

Sub Total

Sales Tax (7%)

Total

Please note vacuuming and emptying wastebaskets is not part of your booth space rental. If you require these services they must be ordered.

Empty Wastebasket Only

Wastebasket will be emptied at the end of the day

					Rate	X # of Days	Total
Booth size	X	Ft. =	Sq ft.	X	$0.25		

One Time Booth Cleaning

Cleaning done prior to show opens

					Rate	X # of Days	Total
Booth size	X	Ft. =	Sq ft.	X	$0.32		

Daily Booth Cleaning

Cleaning done prior to show open and each morning before show start

					Rate	X # of Days	Total
Booth size	X	Ft. =	Sq ft.	X	$0.29		

Porter Service

Per 10' booth space
Price includes emptying wastebasket and policing exhibit area at two hour intervals during show up to a maximum of 8 hours straight time

# of 10' sections		Rate	X # of Days	Total
	X	$80.00		

Popcorn Machine

If you plan to bring in a popcorn machine you must notify us in advance and acquire the necessary approval from show management and the venue.
You will be charged a daily cleaning fee due to the labor involved to keep the show floor clear of popcorn.

# of Popcorn Machines		Rate	X # of Days	Total
	X	call for rate		

All rental carpets are delivered clean to your booth, however during exhibitor setup should the carpet become soiled, we suggest that you order the basic cleaning services prior to show opening at its current prevailing rate. All rates are based on gross square footage of your booth with a 100 square foot minimum per day. When ordering daily cleaning, you must order for every show day.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibiting Company:	
Booth Number:	

Sub Total	
Sales Tax (7%)	
Total	

Prices noted are for output only of your fully prepared digital artwork. Layout or file manipulation will be billed at @65 per hour.

Standard Sizes

Qty	Dimensions (WxH)		Pre-order	Standard	Total
	11" x 17"	Foam Board	$40.00	$50.00	
	22" x 28"	Foam Board	$64.00	$80.00	
	24" x 36"	Ultra Mount	$94.00	$117.00	
	28" x 44"	Ultra Mount	$132.00	$165.00	
		Other			

Directional Boards - Single Sided

Qty	Dimensions (WxH)		Pre-order	Standard	Total
	24" x 60"	1/2 Foamboard Unframed with feet	$170.00	$212.00	
	36" x 84"	1/2 Foamboard Unframed with feet	$345.00	$431.00	
	38" x 87 5/8"	PVC - Including Metal Frame	$344.00	$430.00	
	38" x 93"	PVC - Including Metal Frame	$367.00	$459.00	

Accessories

Qty		Pre-order	Standard	Total
	Cardboard Easel Back	$10.00	$12.50	
	Velcro (Males Female)	$2.00	$2.50	
	Laminate - Any Size additional 50%			

13oz Vinyl Hanging Banner (with grommets)

Qty	Dimensions (WxH)		Pre-order	Standard	Total
	24" x 96"		$192.00	$240.00	
	48" x 96"		$384.00	$480.00	
		Other	$12.00/sqft	$15.00/sqft	

Cancellation Policy: Signs cancelled after production will be charged 100%.

Graphic file compatability info

- CMYK JPEGs - 150ppi at full size (300ppi scaled to 50% for example)
- Print ready PDF (PDF/X-1a:2001) or (High Quality Print) setting. Any bitmap images down sampled 150ppi at full size.
- Adobe Illustrator, Photoshop or InDesign up to CS5. All bitmap links, 150ppi at full size.

We can also accept some of the more common graphic format files such as .tif, jpg, .pcx, gif, etc. However, these files are large bitmap images that are resolution-reliant. A low resolution doc may be fine for a web page or business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with "stair stepped" edges. When sending bitmap files for large graphics the higher the resolution the better.

If you would like Goben to design/layout your graphics design fees are charged @ $75 per hour.

If in doubt, or have any questions,
please contact us at **orders@gobencs.com**

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibiting Company:	
Booth Number:	

Sub Total	
Sales Tax (7%)	
Total	

NAEMSE

Pre-Order Price Deadline Date:
Wednesday, July 21, 2021

FLORAL & FOLIAGE

Goben CS reserves the right to make substitutions if a particular item is not available at the time of show. Goben CS will select at no risk.
All flowering plants are based upon availability.
If you are looking for arrangements that are not listed, please give Goben Convention Services a call for pricing and availability.

Option 1

A - Boston Fern

B - Pothos

C - Ivy

D - Orchid

Qty	Option	Pre-Order	Standard	Total
	A (small)	45.00	56.00	
	A (large)	79.00	98.75	
	B	40.00	50.00	
	C	40.00	50.00	
	D	50.00	62.00	

Option 2 - (Seasonal)

A - Kalanchoes

B - Blooming mum

C - Azalea

D - Bromeliad

Qty	Option	Pre-Order	Standard	Total
	A	40.00	50.00	
	B	40.00	50.00	
	C	40.00	50.00	
	D	45.00	56.00	

Option 3 - 2'

A - Ficus Bush

B - Arboricola

C - Spathiphyllum

D - Croton

Qty	Option	Size	Pre-Order	Standard	Total
	A	2'	47.00	59.00	
	B	2'	47.00	59.00	
	C	2"	47.00	59.00	
	D	2'	47.00	59.00	

Charges listed include delivery to your booth and removal at the close of show. No credit or refunds will be issued on floral orders cancelled within 5 days of delivery. All ordered are rentals, not considered sales as they must be returned at the end of show.
Note: Damaged or stolen plants are Exhibitors Responsibility, to be paid for at retail value.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibiting Company:

Booth Number:

Sub Total	
Sales Tax (7%)	
Total	

Goben CS reserves the right to make substitutions if a particular item is not available at the time of show. Goben CS will select at no risk.
All flowering plants are based upon availability.
If you are looking for arrangements that are not listed, please give Goben Convention Services a call for pricing and availability.

Option 4 - 3' - 4' & 5'

A - Ficus Standard

B - Cat Palm

C - Bird of Paradise

D - Marginata

Qty	Option	Size	Pre-Order	Standard	Total
	A	3' - 4'	63.00	79.00	
	B	3' - 4'	63.00	79.00	
	C	3' - 4'	63.00	79.00	
	D	3' - 4'	63.00	79.00	
	A	5'	79.00	99.00	
	B	5'	79.00	99.00	
	C	5'	79.00	99.00	
	D	5'	79.00	99.00	

Option 5 - 6', 7' & taller *Special order*

A - Palm

B - Majesty Palm

C - Adonidia Double

D - Ficus Standard

Qty	Option	Size	Pre-Order	Standard	Total
	A	6'	135.00	169.00	
	B	6'	135.00	135.00	
	C	6'	135.00	135.00	
	D	6'	135.00	169.00	
	A,B,C,D	7'	(Call)		

Silk Arrangements

Qty	Option	Pre-Order	Standard	Total
	Ivy	25.00	32.00	
	Floral Arrangement	65.00	82.00	
	4' Green Plant	48.00	60.00	
	6' Green Plant	74.00	93.00	
	9' Green Plant	135.00	169.00	

Floral Arrangements

Qty	Description	Pre-Order	Standard	Total
	12" Arrangement	93.00	116.00	
	24" Arrangement	116.00	145.00	
	12" Tropical Arrangement	132.00	165.00	
	24" Tropical Arrangement	171.00	213.00	
	Custom Arrangement	(call)		

Color Preference (if available)

Charges listed include delivery to your booth and removal at the close of show. No credit or refunds will be issued on floral orders cancelled within 5 days of delivery. All ordered are rentals, not considered sales as they must be returned at the end of show. Note: Damaged or stolen plants are Exhibitors Responsibility, to be paid for at retail value.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibiting Company:

Booth Number:

Sub Total

Sales Tax (7%)

Total

Please note pricing for Audio Visual equipment is charged on a daily rate, however max charge will be 3 days

TV

Qty	Size	# of Days	Pre-Order	Standard	Total
	19"		$70.00	$88.00	
	24"		$125.00	$156.00	
	32"		$200.00	$250.00	
	40"		$250.00	$313.00	
	43"		$300.00	$375.00	
	50"		$400.00	$500.00	
	55"		$450.00	$563.00	
	60"		$500.00	$625.00	
	75"		$600.00	$750.00	

TV Stands (required for TV's 32" and above)

Qty	Description	# of Days	Pre-Order	Standard	Total
	Floor Stand *		$75.00	$94.00	
	Floor Stand Shelf		$10.00	$13.00	
	Table Stand		$25.00	$31.00	
	Wall Mount		$25.00	$31.00	

Please note that TV stands are only available for rent with a TV Rental

Cable Connections

Qty	Description	Pre-Order	Standard	Total
	HMDI	$10.00	$13.00	
		Other Please Call		
	Power Strip	$10.00	$13.00	
	Extention Lead	$10.00	$12.50	

Computer

Software License is mandatory with all computer rentals

Qty	Description	# of Days	Pre-Order	Standard	Total
	Laptop		$125.00	$156.00	
	Mac 27 Core i7		$350.00	$437.00	
	Software Licence		$30.00	$30.00	$30.00
	Keyboard & Mouse (Wireless)		$25.00	$32.00	
	Keyboard & Mouse (Wired)		$20.00	$25.00	

Projectors and Screens

Qty	Description	# of Days	Pre-Order	Standard	Total
	Please Call				

Why Rent a TV?

Shipping TV's to a show can be expensive, and risky.
Why take the risk of transportation delays, damage or even lost items.

When you rent a TV with Goben Convention Services you simply turn up to your booth with your connecting device, plug and play.

Rental Procedures

Exhibitors are required to provide the necessary cables to hook up devices to TV/Monitors.
If you request Goben CS to provide the necessary cables then you must specify the cables required.
Standard cables are available for rent at a cost of $10 each for the duration of the show.
Specialty cables are also available. Goben CS must be contacted in order to confirm availability.
Software Licence is require if renting a Laptop or Mac 27 Core i7

Rental Procedures:

All equipment will be delivered, installed and tested.
A service fee (delivery & pick up) equal to 20% of the equipment subtotal will be charged on all rentals. (minimum $50)
Cancellation fees of 25% will apply to orders cancelled within 5 days of delivery.
All ordered furnishings and accessories are rentals, not considered sales, they must be returned at the end of show.
Customer is responsible for contacting the electrical contractor for power requirements.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Equipment Total	
Sales Tax (7%)	
Service Fee 20% (Equipment Total Only)	
Total	

Exhibiting Company:

Booth Number:

Labor Rates

Straight Time	$75.00 p/p/p/h
Overtime	$112.50 p/p/p/h
Double-Time	$150.00 p/p/p/h

The current listed hourly rates are listed at a per person, per hour as indicated by p/p/p/h. Work will be done on a straight time basis if possible. However, overtime charges will be involved on all show floor orders.

Labor Rates For Onsite Orders

Labor orders received on-site will incur a 30% surcharge.

Overtime Hours

Overtime hours are before 8:00am or after 4:30pm Monday – Friday and all day Saturday.

Double-TIme Hours

Double-time hours are Monday- Saturday 12:00 midnight - 6:00am and all day Sunday and Holidays.

Non-Use Of Ordered Labor Services

If an exhibitor fails to pick up labor time as ordered, a 1 (one) hour per worker no show charge will be applied to the clients invoice.

Labor Plan A - *Supervised by Goben Convention Services*

Supervision by Goben Convention Services
Exhibits will be setup prior to exhibitor's arrival under the direction of Goben Convention Services Personnel.

The supervision charge for this service is 30% of the total labor bill, with a minimum charge of $40.00.

Labor Plan B - *Supervised by Exhibiting Personnel*

Supervision by Exhibiting Personnel
Supervisor must check in a Service Desk to pick up laborers.

Upon completion of work, supervisor must return to the service desk to release laborers.

Start time only guaranteed where labor is requested at the start of the working day, unless the official setup time is later in the day.

Workers are assigned orders and completion time of their assignments is uncertain. Therefore starting time cannot be guaranteed although every effort will be made to provide labor at requested times

Tasks to be Performed

Please provide a description of tasks to be performed, any tools required and set-up/dismantle instructions for displays:
(please attach additional pages if necessary)

	Date	Time	# of Laborers	Hours per Laborer	Hourly Rate	Supervision (Plan A add 30% or $40 min. charge)	Total Cost
Install						Plan: A ❑ B ❑	
Dismantle						Plan: A ❑ B ❑	
						Total	

Name of On-Site Supervisor	
Supervisor's Cell Phone Number	

Forklift Order – 5000Lbs

Forklift Labor Rates

Straight Time	$188.00 per hour
Overtime	$235.00 per hour
Double-Time	$376.00 per hour

A forklift operator and crew will be assigned at the following rates per hour. If additional personnel are required to assist, you will be billed at the hourly labor rates. Forklift crews do not need to be ordered if this is part of the material handling process. Orders received after the discount date will incur a 20% surcharge. Order received on-site will incur a 30% surcharge.

	Date	Time	Additional Laborers	Hours Per Laborer	Hourly Rate	Total Cost
Install						
Dismantle						

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibiting Company:	
Booth Number:	

Display Labor Total:	
Forklift Total:	
Total	

EXCLUSIVE Material Handling Contractor

Goben Convention Services are under contract with Show Management. We will handle ALL freight/exhibit material in and out of the ballroom.
For your convenience labels are provided in this exhibitor manual. You must return in advance of the show the Method of payment form, along with the completed Material handling service & rates form.

Advance Freight Shipments (Ship as early as possible)

You get 30 days storage included with Material Handling fees! Warehouse receiving hours are 8:30am – 4:00 pm, Monday – Friday. Shipments can begin arriving July 5th and should arrive no later than August 3rd. Shipments that arrive at the advance warehouse after July 27th. will be charged a late fee of 25% of the material handling fee.
Please ship to the advance warehouse and you will only be charged one-time. It is much less expensive to ship to the advance warehouse and be charged a one-time material handling fee than to send to the hotel and be charged twice for the same service.

Direct to Show Site Shipments

Do not ship freight to the show-site prior to the move in day! Freight shipped to the venue before the move in day will either be REFUSED or you will be charged a handling & storage fees from the hotel. The freight will then be turned over to Goben CS for delivery to the exhibit hall and you will ALSO be charged material handling fees, even if you are a guest of the hotel.
Please note: Mislabeled packages have the potential of being refused at show site. Please remember to include SHOW NAME c/o Goben CS on all packages AND remove all old labels from packaging.

Overtime +25% (inbound and/or outbound)

A overtime surcharge, per cwt, for each occurrence will apply if:
• Shipments are received on overtime (Monday-Friday, before 8:00am and after 4:30pm and ALL DAY Saturday, Sunday and Holidays).
• A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling beyond Goben CS control.
• A surcharge will apply if your advanced shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to a scheduling beyond the control of Goben CS.
ALL APPLICABLE OVERTIME SURCHARGES HAVE ALREADY BEEN CALCULATED AND ARE INCLUDED IN THE PUBLISHED MATERIAL HANDLING RATES.

Special Handling +30% (inbound and/or outbound)

A special handling surcharge, per cwt, for each occurrence will apply if:
• Uncrated shipments that must be taken off pallets and hand carried in loose will be charged an additional 30%.
• Van Lines, loose, uncrated or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be charged an additional 30%.
• Items that are too large to fit through ballroom doors and must be uncrated in hallway or loading dock
• Goben CS will not be held responsible for the dimensions of the hotel dock doors, freight elevator or the ballroom doors.

Outbound Instructions at close of show

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (If other than UPS Freight). Schedule your carrier to pick up your freight, directly from the exhibit hall, no later than the reroute time. (Reroute time is 4pm)
*If an exhibitor is shipping out via UPS or Fed Ex and they fail to pick up or the facility does not allow us to turn the items over for their daily pick up, then your items will be taken back to Goben's warehouse to ship out if room allows on our truck. Fees will be apply and will be added to the final invoice. (Also applies to common carriers)
At the close of the show, each exhibitor must fill out a Bill of Lading and hand in to the on-site service desk. Outbound shipping forms will be available at the service desk. Should the exhibitor fail to provide outbound shipping paperwork and it is not turned into the service desk, a labor charge will be added to the exhibitor's final invoice.
Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Goben Convention Services reserves the right to re-route shipment using UPS Freight or return material to our warehouse at the exhibitor's expense. For more information, please see the Move Out information sheet enclosed in this manual.

Material Handling - Does NOT Include

• Labor and/or equipment for uncrating, un-skidding, assembling, dismantling, re-crating and re-skidding. These services may be ordered by filling out the labor forms included in this manual.
• Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier (UPS Freight).
• As an exhibitor it is your responsibility for providing your carrier with the proper delivery and pick up information.

Material Handling - Does Include

• Receiving and unloading your shipment at our warehouse (30 days free storage prior to show date).
• Reloading on the Goben Convention Services trailer.
• Delivery of shipment to the exhibit hall
• Placement of shipment in your booth space
• Removal of empty containers
• Return of empty containers at close of show (All containers must be empty when stored, Goben Convention Services assumes no liability for material or equipment left inside a container marked as empty).
• Removal of all packed and labeled materials from the exhibit booth.
• Reloading on to an outbound carrier for return shipment (based on shipping information provided on your show Bill of Lading).

Charges for the above services will be based on the inbound weight only (each shipment is evaluated separately), whether the above services are used completely or in part. Refer to the material handling services and rates for detailed pricing information.

Weight taken from inbound bill of ladings is rounded up to the next hundred pounds. Goben Convention Services will assign a weight to shipments arriving without a bill of lading of certified weight tickets. Shipments received without weight tickets will be charged an additional 30%.

Research + 30%

If exhibitor name, show name etc is not visible on the shipping label, a research rate will apply in addition to your material handling rate.

Money Saving Tips

Consolidate shipments when total weight is less than 200lbs.

3 Separate Shipments	1 Consolidated Shipment
65lbs charged @ 200lbs $266.00	3 pieces (1 shipment)
89lbs charged @ 200lbs $266.00	196lbs @ 200lbs = $266.00
42lbs charged @ 200lbs $266.00	**Total Savings: $532.00**
Total 196lbs Total cost $798.00	

Additional charges may be applicable to the CWT rates

Recommended Inbound & Outbound Freight Carrier

UPS Freight is the preferred show carrier. If you use UPS Freight you do not need to worry about scheduling freight carriers, waiting charges or forced freight shipments.

UPS Freight℠

CONVENIENT 24 HOUR TRACKING

800.988.9889
www.UPSFreight.com
UPS FORM LOCATED AT THE BACK OF THIS MANUAL. MENTION SHOW NAME

Misc Material Handling Information

• Goben Convention Services will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip.
• Remember that all shipments must be prepaid, do not ship "collect". All shipments sent "collect" will be refused.
You may confirm receipt of your shipment by calling GobenCS 407.872.2223
• Exhibitors can hand carry their own materials into the exhibit hall, provided they use their personal vehicle and company employees to do so. Freight being delivered to the loading dock in vehicle other than personal must be unloaded and delivered by Goben Convention Services.
Due to insurance purposes.....No material handling equipment such as dollies or pallet jacks shall be used by anyone other than Goben CS.
• Shrink wrap and banding will incur a one ½ hour labor charge.

Accessible Storage

Storage of equipment that requires access will be quoted on-site.

Empty Container Storage

Storage of empty containers is included with your material handling service. Empty containers must be labeled with an "empty" sticker.
Before the show opens, all trash will be removed from the aisles, Goben CS is NOT responsible for containers nor packaging materials that are not properly labeled with "empty" stickers. Stickers are available at the service desk.
If you brought your own materials in and wish to have Goben CS store your empty containers, there will be a charge of $25 per item or $0.25c per lb whichever is greater

Disposable Crate Charge

Leftover empty crates that need to be disposed of will incur a labor fee. Labor fee will be quoted on-site.

If you wish to have your freight returned to Goben Convention Services Warehouse, prior arrangements must be made with our office staff. Please note that Goben Convention Services.

Return to Goben Convention Services Warehouse

If you wish to have your freight returned to Goben Convention Services' warehouse prior arrangements must be made with our office staff. Warehouse address may NOT be the same as the advanced shipping address.

Short Term / Long Term Storage Options

Storage facilities are available for short and long term, please call for a quote if there is interest for this service.

Insurance

It is understood that Goben Convention Services is not an insurer that insurance, if any, should be obtained by the exhibitor. Exhibitors are recommended to carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies.

Limitation of Liability & Responsibility

Goben Convention Services shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

Goben Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

Goben Convention Services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills Of Lading covering outgoing shipment, which are furnished by Goben Convention Services to exhibitors will be checked at time of actual pick up from the booth and corrections are made where discrepancies occur.

Goben Convention Services shall not be responsible for loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages made where discrepancies occur.

Goben Convention Services Liability shall be limited to the physical loss of or damage to specific article which is lost or damaged, and in any event Goben Convention Services maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

Claims for loss or damage must be submitted to Goben Convention Services prior to the close of show. No suit or action shall be brought against Goben Convention Services more than one year after the accrual of the cause of action.

The consignment or delivery of a shipment to Goben Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Empty container labels will be available at the Goben Convention Services Desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or obliterated. Goben Convention Services assumes no responsibility for:
• Error to above procedures
• Removal of Containers with old empty labels and without Goben Convention Services Labels.
• Improper Information on Empty Labels
• Materials stored in container with empty labels.

SHIPPING VERSUS MATERIAL HANDLING

What is Shipping?

Goben Convention Services are not a freight carrier. Please arrange this service directly with the carrier of your choice.

Shipping involves the carrier of your choice (including UPS Freight, preferred show carrier), picking up your shipment of trade show material from your office or other location(s). The carrier transports your items to either the advance warehouse or show site destination. Outbound shipping involves the same steps above but in reverse. Shipping costs are separate from Material Handling cost. Please budget accordingly.

What is Material Handling?

Material Handling Service involves receiving your shipments(s) from your carrier and performing the necessary steps below. All material handling fees are based on the weight of your shipment(s) and will be billed by Goben CS in 100lb increments , rounded up to the next 100 CWT with a 200lb min charge.

Money Saving Tips

Consolidate your shipments (place on a skid and shrink wrap if possible) to ensure they arrive together as one shipment.

Shipments that arrive at separate times and dates will incur a minimum charge for each.

This applies to both advance warehouse and show site shipments.

It is in your best interest to consolidate as much as possible.

Material Handling Service Includes:

- Receiving and unloading your shipment from your carrier when it arrives at one of our docks.
- Storing your items in our warehouse up to 30 days
- Transporting your items to the show
- Placing your shipment in your booth space
- Removal of your empty containers to store during the show
- Return of the empty containers back to your booth at the close of the show
- Removal of your shipment from your booth back to the loading dock
- Reloading your shipment onto your carrier of choice (including UPS Freight, preferred show carrier).

Advance Warehouse Address

JM Freight Logistics c/o TForce Freight
Goben Convention Services
450 Maguire Road, Suite B
Ocoee, FL 34761

Must be received by
Tuesday, August 3, 2021

Important Material Handling Dates

	Mark your Calendar
Shipments can start arriving at Advance Warehouse	Monday, July 5, 2021
Last Day for Shipment to arrive at warehouse w/o surcharge	Tuesday, July 27, 2021
Last day for shipments to arrive at warehouse	Tuesday, August 3, 2021
Shipments can start arriving at Show Site	Wednesday, August 5, 2021

Freight Rates

Rates below include receipt of your shipment, delivery to your booth, removal, storage, return empty crates and at the end of the show movement of your shipment from the booth to the loading dock and reloading onto the designated truck. Charges for this service will be based on the inbound rate and rounded up to the nearest one hundred weight.
A 200lbs minimum per shipment applies. (_____ pounds ÷ 100 = _____ Total CWT)
Overtime: In addition to your plan below please fill out plan C if your shipment is moved in and/or out of show site on overtime.
(Monday-Friday, before 8:00am and/or after 4:30pm, ALL DAY Saturday, Sunday and Holidays).

Plan	Description		Received At	Rate Per Cwt
A	Package Shipments Received	**July 5th – August 3rd**	Warehouse	$133.00
A+B	Late Shipment Surcharge	**After July 27th**	Warehouse	Additional 25%
C	Overtime in and/or out		WH / SS	Included
E	Special Handling (see material handling information)		WH / SS	Additional 30%
F	Package Shipments	**Scheduled on AUGUST 5TH**	Show Site	$133.00
G	Small Package Shipment	**Total Shipment of 25lbs**	Show Site	$50.00
H	Returned to Warehouse	**Prior Arrangements must be made**		Call for pricing
I	Shrink Wrap + one ½ hour Labor Charge		Per Skid	$25.00 plus labor
J	Banding + one ½ hour Labor Charge		Per Linear Foot	$1.25 plus labor
K	Shipments delivered before scheduled dates		WH / SS	Additional 25%
L	Misc.			

Shipment Payment Computation

Please Include Applicable Surcharges I.e. Late, Special Handling.

	Select Plans (A-J)	# Of Pieces	Weight Min 200Lbs	Rate/Cwt	Total
Shipment 1					
Shipment 2					
Shipment 3					
Shipment 4					
Shipment 5					

Please take note of ORDER DEADLINE FOR MATERIAL HANDLING/ SHIPMENTS LISTED ON THIS FORM.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibiting Company:

Booth Number:

Services Subotal

Misc.

Total

EXHIBITOR SHIPPING INFORMATION

The following information is requested so that we may plan in advance and arrange for the proper equipment needed to offer the best possible service to you. We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SHIPMENTS WILL BE SENT TO: ❑ ADVANCE WAREHOUSE ❑ SHOW SITE

Incoming shipment

Shipped from (city)			
Carrier		Tracking/Pro #	
Shipping date		Expected arrival date	
No. of Pieces		Estimated weight	
Dimensions of largest piece	Height:	Width:	Length:
Misc Requirements			

Additional incoming shipment (Different location)

Shipped from (city)			
Carrier		Tracking/Pro #	
Shipping date		Expected arrival date	
No. of Pieces		Estimated weight	
Dimensions of largest piece	Height:	Width:	Length:
Misc Requirements			

Outgoing shipments

The below information is for back up should the on-site exhibitor fail to complete and turn in a bill of lading to Goben CS Personal.

Instructions for outgoing shipments

Ship To (Company)			❑ Prepaid ❑ Collect
Attention			
Address			
City/State/Zip			
Description			
No. of pieces		Total Weight	
Outbound Carrier		Pro #:	

Exhibiting Company:

Booth Number:

goben Convention Services

TO: JM Freight Logistics c/o TForce Freight
Goben Convention Services
450 Maguire Road, Suite B
Ocoee, FL 34761

NAEMSE

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED BY:
Tuesday, August 3, 2021

ADVANCE WAREHOUSE

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

goben Convention Services

TO: JM Freight Logistics c/o TForce Freight
Goben Convention Services
450 Maguire Road, Suite B
Ocoee, FL 34761

NAEMSE

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED BY:
Tuesday, August 3, 2021

ADVANCE WAREHOUSE

goben Convention Services

TO: Omni Orlando Resort at ChampionsGate
c/o Goben Convention Services
1500 Masters Blvd
ChampionsGate, FL 33896

NAEMSE

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED ON:
Wednesday, August 5, 2021

SHOW SITE DELIVERY

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

goben Convention Services

TO: Omni Orlando Resort at ChampionsGate
c/o Goben Convention Services
1500 Masters Blvd
ChampionsGate, FL 33896

NAEMSE

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED ON:
Wednesday, August 5, 2021

SHOW SITE DELIVERY

MOVE OUT INFORMATION

On behalf of Goben Convention Services we would like to thank you for letting us assist you during the show. We hope the following information will help assist and expedite your move-out.

Exhibitor move-out start time and clean/clear time

Day	Time
August 8, 2021	1:30pm - 5:30pm

All exhibitors must be off the floor by

5:30pm

No exceptions

Beginning the move out time, exhibitors may begin to dismantle their booths. All empty containers will automatically be returned to booths. Please keep all aisles clear to enable Goben Convention Services to complete this process in an expeditious manner. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your works by checking in with the Goben Convention Services; Service Desk.

Driver check-in & bills of lading deadlines

Driver Check In Date	Driver Check In Time
August 8, 2021	4pm

Re-Route Date	Re-Route Time
August 8, 2021	4:01pm

Bills of lading due to goben convention services desk by

5:30pm

UPS Freight℠

UPS Freight is the designated show carrier and a representative will be located at the Goben CS Service Desk.

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (If other than UPS Freight). Schedule your carrier to pick up your freight, directly from the exhibit hall. Your freight carrier MUST be checked in at the Goben Convention Services freight dock no later than the driver check in time and bills of lading deadlines listed on this sheet and in the exhibitor manual to guarantee pick-up. In the event that your designated carrier fails to check in, pick up, refuses acceptance or freight disposition is not provided, Goben Convention Services reserves the right to force/re-route such shipments. Exhibitors will be charged accordingly for this service. No liability will be assumed by show management, Goben Convention Services or any subcontractors as a result of such re-routing or handling.

A bill of lading must accompany ALL outbound shipments. Exhibit personnel MUST prepare the outbound bill of lading & make sure each piece of freight is labeled with the destination address prior to departing the show. This form may be obtained at the Goben Convention Services Service Desk. All bills of lading must be turned into the services desk when all your shipments are packed, labeled and ready to ship. Failure to complete and turn in a bill of lading will result in a half hour labor charge.

Goben CS will not be responsible for literature/product not properly packed and labeled by exhibit personnel.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

goben
Convention Services

Trade show shipping made easier for you.

UPS Freight® Trade Show Services Team

UPS Freight has established special inbound and outbound rates to and from trade show sites on these services:

- LTL (less-than-truckload) freight shipping
- Truckload shipping
- Expedited shipping
- Specialized carriers (flatbeds, pad-wrapped, air freight, air-ride)

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on time, your business could miss out on a golden opportunity to gain exposure within the industry.

At UPS Freight®, we understand your trade show needs, and we're here to make your trade show shipping experience easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.

Contact us

Ready to take the next step? Contact us today by phone at **800.988.9889** or via email at **upsfreighttradeshow@ups.com** to get started!

goben
Convention Services

UPS Freight® Trade Show Services

Outbound Shipping

UPS Freight, the official trade show carrier, is providing the following outbound shipping service. If you have any questions or need assistance, please call our Trade Show Services Team at 1 (800) 988-9889 today!

Don't wait! Complete this form and bring it back to the UPS Freight representative at the service desk **the day before** the show closes!

Instructions

1. Prior to the end of the show, pick up a Bill of Lading form, shipping labels and Small Shipment Description form from the exhibitor service desk. Shipments going to multiple destinations require a seperate Bill of Lading for each shipment.

2. While at the trade show, see the UPS Freight representative to make arrangements to use the Fast Track shipping process available by using the Official Show Carrier.

3. At the close of the show, apply shipping labels to each piece and leave all freight pieces in your booth area.

4. Complete the Bill of Lading, particularly the "Address" portion and all shaded fields. Note UPS Freight as your carrier and indicate the delivery date needed.

5. After completing the Bill of Lading, return it to the exhibitor service desk before departing from show site.

Outbound Shipping Service Form

The following services are available. Please check the appropriate box.

☐ Truck/Ground Service: 2-5 day service

☐ Air Freight/Expedited Service: Guaranteed service for time-critical shipments.

Order infromation

Booth #: _____ Company Name: _____ Card Type (circle one): AmEx Visa MasterCard

*For your convenience, we will use this authorization to charge your credit card account for shipping and any additional charges that may occur in handling your shipment as required by your Trade Show Representative. I certify that I have read and agree with the above statement. Inital here: _____

Cardholder Name: _____ Cardholder Phone: _____

Credit Card Number: _____ Expiration Date: _____ CVV: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

* By signing above, you agree to the terms and conditions as described on this payment form.

For UPS Freight use only:

PRO# for this shipment: _____ Date of PRO: ___/___/___

Name of Show: _____ Authorized Signature: _____

Charge Amount: _____ Date of Transaction: ___/___/___

goben
Convention Services

ATTENTION

DO NOT return the forms following this page to Goben Convention Services.

Should you desire any of these services, please return the form to the appropriate vendor(s).

Thank you.

1700 35th St, Unit 102 • Orlando, Florida 32839
T. 407.872.2223 • F. 407.872.8644 • Email: orders@gobencs.com

goben Convention Services

ELECTRICAL/INTERNET ORDER FORM

encore™ EVENTS THAT TRANSFORM

EXHIBITOR SERVICES

Omni Orlando Resort at ChampionsGate
EMAIL: encore-omnichampionsgate@encoreglobal.com

NAME OF CONFERENCE	START DATE	END DATE	# OF EVENT DAYS

COMPANY NAME	ON-SITE CONTACT NAME & NUMBER	ROOM/ BOOTH NAME/NUMBER

BILLING ADDRESS	CITY & STATE	ZIP CODE

DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME

ORDERED BY	EMAIL	PHONE

Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
Labor charges, sales tax, loss damage waiver, and service charges may apply.

INTERNET	QUANTITY	SHOW RATE
SUPERIOR WIFI CONNECTION		$26
HARD LINE CONNECTION		$170

POWER	QUANTITY	SHOW RATE
120V SINGLE PHASE – 20 AMP		$140
120V THREE PHASE – 60 AMP		$470

If You Are Experiencing Technical Difficulties On Site
Please Contact Encore at: 407-413-6259

OMNI HOTELS & RESORTS
championsgate | orlando

©2021 Encore Global LP or its subsidiaries. Proprietary and Confidential Information