

# 2010 UCAOA Spring Conference

Walt Disney World Dolphin Resort

Lake Buena Vista, Florida

May 24 - 27, 2010

PME Expo Services is proud to be your Exposition Management team for the 2010 UCAOA Spring Conference. The following are important dates and information to keep at hand:

#### Official General Contractor

PME Expo Services

4630 S. Kirkman Road, Suite 128, Orlando, Florida 32811

Phone: (407) 654-0749 Fax: (407) 656-7234

#### Show Information:

Back-wall Drapes: Blue/White/White/Blue

Side-wall Drapes: Blue

Room Carpet Color: Northern Hemisphere Ballroom is Carpeted (multi-color)

Booth Size: 8' deep by 10' wide

Booth Includes: Pipe & drape, (1) 6' Blue skirted table, (2) chairs, (1) waste-basket, and (1) ID sign provided

Please note that your booth space has no electrical service. Please order this and additional services from the order forms in this manual. Order by the deadline date and take advantage of the discount prices.

#### • Important Dates:

Monday	April 26, 2010	Shipments may begin arriving at warehouse
Monday	May 3, 2010	Discount deadline for orders received with payment
Friday	May 21, 2010	Last day for advance shipments to arrive at the warehouse without surcharges

Do Not Ship to Show Site, Walt Disney World Dolphin Resort's Receiving Department doesn't have space to receive & hold Freight.

#### • Show Schedule:

Monday	May 24, 2010	Early Exhibitor Move-In (must register with PME)	8:00am - 5:00pm
Tuesday	May 25, 2010	Exhibitor Move-In Exhibit Hall Open Welcome Reception in Exhibit Hall	7:00am - 12:00pm 3:00pm - 5:30pm 5:30pm - 6:30pm
Wednesday	May 26, 2010	Breakfast in Exhibit Hall Break - Exhibit Hall Open Exhibit Hall Open Exhibit Hall Open	7:00am - 8:00am 9:00am - 9:30am 12:30pm - 1:45pm 4:00pm - 5:00pm
Thursday	May 27, 2010	Breakfast in Exhibit Hall Break - Exhibit Hall Open Exhibit Hall Open Exhibitor Teardown	7:00am - 8:00am 9:00am - 9:30am 12:30pm - 1:45pm 2:00pm - 7:30pm

Please inform your drivers to be checked in at the PME Service Desk by 7:00pm on Thursday. Freight not picked up by 7:30pm will be redirected. All Exhibit Materials must be off the show floor by 7:30pm. Please see the enclosed information sheet for PME Freight Services. UPS Freight will be on location if you prefer to ship with our show carrier.

#### During the show:

- PME Expo Services maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

#### SHIPPING ADDRESSES:

#### Advance to Warehouse:

PME Expo Services  
c/o GO TO Transportation  
UCAOA Spring Conference  
Company Name, Booth #  
750 Central Florida Parkway  
Orlando, Florida 32824

#### Direct to Show site

Walt Disney World Dolphin  
Urgent Care Assoc of America  
Hold For: John Gillen  
1500 Epcot Resort Blvd  
Lake Buena Vista, Florida 32830  
CSM: Courtney Barclay

\*The Walt Disney Dolphin Resort has asked not to have exhibit freight sent directly to show site. The Receiving Department doesn't have the space to receive and store freight for tradeshow. The Walt Disney Dolphin Resort has asked that all exhibitor's freight be shipped to the advanced warehouse to insure delivery to each exhibitor's booth.

#### After the show:

Feel free to contact PME Expo Services throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

**We look forward to  
serving you in the future!**

**PME** Expo Services

4630 S. Kirkman Road  
Suite 128  
Orlando, Florida 32811

E-mail: john@my-pme.com.  
Phone: (407) 654-0749  
Fax (407) 656-7234

**DEADLINE DATE**  
**May 3, 2010**

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## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization			
(All Information Must Be Provided)			
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Corporate <input type="checkbox"/> Personal			
<u>Account Number</u>			<u>EXPIRATION DATE</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Card Holders Name</u> (Please Print)			
<u>Billing Address</u>			
<u>City</u>		<u>State</u>	<u>Zip</u>
<u>Phone Number</u>		<u>Fax Number</u>	
<u>Email Address</u>			
<u>Card Holders Signature</u>			
<u>Company Name</u>			<u>Booth #</u>

Calculation of Orders	Total
Electrical Service	\$
Shipping & Handling	\$
Installation & Dismantle Labor	\$
Furnishing Accessories	\$
Standard/Custom Carpet	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
Hardware/AV Rental	\$
Other	\$

To simplify payment, send a check payable to PME Expo Services for your entire order or note the amount to be charged to your credit card.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$

Check #

Please list all authorized persons for credit card use at showsite below.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Payment Policy

#### Payment for Services

PME Expo Services requires payment in full at the time services are ordered. PME Expo Services 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 include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

#### Method of Payment

PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

#### Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

#### Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.

#### Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

*If you have any questions regarding our payment policy, please call exhibitor services at 407-654-0749 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME Expo Services. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.*

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## THIRD PARTY PAYMENT AND STATEMENT OF TERMS

PME Expo Services will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to PME Expo Services. Also, the charge card information must be completed and submitted to PME Expo Services as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires PME Expo Services to fax an invoice from the Convention Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

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

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:	BOOTH#:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
DISPLAY HOUSE NAME/THIRD PARTY PAYER:	
COMPLETE ADDRESS:	
CITY, STATE:	ZIP CODE:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
PHONE NUMBER:	FAX NUMBER:

ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS
ACCOUNT NUMBER:	EXPIRATION DATE:	
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		
COMPANY ADDRESS:		
CITY, STATE:	ZIP CODE:	
PHONE NUMBER:	FAX NUMBER:	

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**PME** Expo Services

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Phone: (407) 654-0749  
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**DEADLINE DATE**  
**May 3, 2010**

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## ELECTRICAL/INTERNET SERVICE ORDER FORM

Qty	Electrical Outlets - 120 Volts	Discount Price	Standard Price	Total
	5 Amps / 0-500 Watts	\$86.50	\$129.50	\$
	10 Amps / 501-1000 Watts	\$145.00	\$218.50	\$
	20 Amps / 1501-2000 Watts (Labor Required - *See Below)	\$198.00	\$297.50	\$
Qty	Labor	Straight Time	Overtime	Total
	*Minimum 1 Hour Labor Required - 120 Volt 20 Amps	\$80.00	\$155.00	\$
	**1 Hours Install Required for Island Booths	\$80.00	\$155.00	\$
	**1 Hour Dismantle Required for Island Booths	\$80.00	\$155.00	\$

Qty	Miscellaneous	Discount Price	Standard Price	Total
	Extension Cords	\$35.00	N/A	\$
	Surge Protectors/Power Strip	\$35.00	N/A	\$

Qty	Internet Connections	Standard Price	# of Days	Total
	Wired Internet Connection for the Exhibit Hall ( per day, per computer)	\$100.00	X 3 days	\$
	Dedicated Wired Internet Connection for the Exhibit Hall	Call of Price	X 3 days	\$

EXHIBITING FIRM:	BOOTH #	Subtotal	\$
<i>Cancellation Policy: Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in date.</i>		Tax @ 6.5%	\$
		Total	\$

**Please note that your booth has no electrical service.**

**All Island booths AND outlets of 20 AMPS with a voltage of 208 Volts and over require a minimum 1 hours labor in and 1 hour labor out, please see applicable rates, ST. vs. OT.**

**Island Booths**

A floor plan showing location of electrical connections must accompany orders, or you may use the box provided.

EXHIBITING FIRM:	BOOTH#:
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## SHIPPING INSTRUCTIONS

### ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the show move-in date. Such shipments must arrive on or before May 21, 2010 between 8:00am & 4:30pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-654-0749.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
  
- **NOTE:** Shipments that arrive at the warehouse after show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.

- Label each package or crate as follows:

#### TO ARRIVE ON OR BEFORE

May 21, 2010

TO: PME Expo Services  
c/o GO TO Transportation  
UCAOA Spring Conference  
Company Name, Booth #  
750 Central Florida Parkway  
Orlando, Florida 32824  
FOR: 2010 UCAOA

### SHIPMENTS TO SHOW SITE

- All shipments arriving prior to May 24, 2010 could be REFUSED by Walt Disney World Dolphin and returned to the local trucking terminal.
- **NOTE:** Shipments will only be received at the show site *on the move-in day - SEE PAGE ONE OF THE SERVICE MANUAL.*
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.
  
- **NOTE:** Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility, and incur additional charges for handling by the Walt Disney World Dolphin. Exhibitor will be responsible for all related charges incurred from the Walt Disney World Dolphin at show site and by PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

- Label each package or crate as follows:

#### TO ARRIVE ON

May 24, 2010

TO: Walt Disney World Dolphin  
Urgent Care Assoc of America  
Hold For: John Gillen  
1500 Epcot Resort Blvd  
Lake Buena Vista, Florida 32830  
CSM: Courtney Barclay

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by PME Expo Services for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

**IMPORTANT:** Refer to the MATERIAL HANDLING RATES in the Exhibitor Service Manual for rate information.

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Lake Buena Vista, Florida  
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FOR ADVANCE SHIPMENTS  
TO ARRIVE BY May 21, 2010

## RUSH EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

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

PME Expo Services  
c/o GO TO Transportation  
750 Central Florida Parkway  
Orlando, Florida 32824

2010 UCAOA Spring Conference

Carrier: \_\_\_\_\_ #Of Pieces: \_\_\_\_\_

FOR ADVANCE SHIPMENTS  
TO ARRIVE BY May 21, 2010

## RUSH EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

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

PME Expo Services  
c/o GO TO Transportation  
750 Central Florida Parkway  
Orlando, Florida 32824

2010 UCAOA Spring Conference

Carrier: \_\_\_\_\_ #Of Pieces: \_\_\_\_\_

FOR ADVANCE SHIPMENTS  
TO ARRIVE BY May 21, 2010

## RUSH EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

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

PME Expo Services  
c/o GO TO Transportation  
750 Central Florida Parkway  
Orlando, Florida 32824

2010 UCAOA Spring Conference

Carrier: \_\_\_\_\_ #Of Pieces: \_\_\_\_\_

FOR ADVANCE SHIPMENTS  
TO ARRIVE BY May 21, 2010

## RUSH EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

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

PME Expo Services  
c/o GO TO Transportation  
750 Central Florida Parkway  
Orlando, Florida 32824

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Carrier: \_\_\_\_\_ #Of Pieces: \_\_\_\_\_

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## MATERIAL HANDLING RECAP

We will ship _____ pieces @ _____ lbs. @ \$70.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge @ \$25.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped @ \$65.00 per 100 lbs. (200 lb. minimum)	\$

### OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:30PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at show site. If you have any questions about material handling, please call 407-654-0749.	<b>Material Handling Subtotal</b>	\$
	<b>Overtime Subtotal</b>	\$
	<b>Material Handling Total</b>	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES." \*When recording weight, round up to the next one hundred (100) pounds. \*Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

## FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 407-656-7234.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

### INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One: PREPAID	COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM:

BOOTH#:

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## MATERIAL HANDLING RATES

- \$70.00 per hundred weight (or fraction thereof).
- Minimum of \$140.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- Rates are calculated on a round trip basis.
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:30pm, and all day Saturday, Sunday and on Holidays.

### SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. PME Expo Services will assume no liability for these shipments. \$25.00 per shipment will be charged for packages 25 pounds and under.

### LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

### SPECIAL HANDLING

Add 50% to the quoted convention facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the convention facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

### INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, PME Expo Services shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if PME Expo Services finds it necessary to provide this weigh scale service. No adjustments will be made after the show closes. Copies of the Bills of Lading, including pro number, should be mailed to PME Expo Services as soon as shipments are made. This will assist in tracing, if necessary.

### EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Desk. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. PME Expo Services assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

### SPECIAL RATES AND SERVICES

- Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.

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## MATERIAL HANDLING RATES

-CONTINUED-

### AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to PME Expo Services for the incurred services described herewith.

### OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Desk. Previous shipping labels should be removed. PME Expo Services accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. PME Expo Services will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with PME Expo Services, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. PME Expo Services reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by PME Expo Services as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

### SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, should shipments need to be brought back for any reason, there will be an additional charge of \$100.00 per shipment for straight time and \$150.00 per shipment for overtime, with a 200 lb. minimum.

### LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by PME Expo Services and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. PME Expo Services and its subcontractors are not insurers. The amounts paid to PME Expo Services are based on the value of the material handling services and are unrelated to the value of the property being handled.

PME Expo Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. PME Expo Services and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. PME Expo Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to PME Expo Services by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of PME Expo Services.* PME Expo Services and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to PME Expo Services within thirty (30) days of the close of the show shall be considered waived.

No suit or action shall be brought against PME Expo Services or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the show site, PME Expo Services shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to PME Expo Services or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in the above section.

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## INSTALLATION AND DISMANTLING LABOR ORDER

*Straight Time: \$72.00 per personnel hour*

*Overtime: \$96.00 per personnel hour*

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.

A minimum charge is one hour per labor personnel, with a ten percent service charge on show site orders.

PLAN A: Installation and dismantling of display under the supervision of I&D PME Expo Services .	PLAN B: Installation and dismantling of display under the supervision of Exhibitor.
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<p>Please note the following:</p> <ul style="list-style-type: none"> <li>In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.</li> <li>Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.</li> <li>Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.</li> </ul>	<p>Please note the following:</p> <ul style="list-style-type: none"> <li>Labor personnel must be picked up at PME Expo Services Desk when under exhibitor supervision.</li> <li>A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.</li> <li>Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour charge per requested personnel.</li> </ul>
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Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times.

<b>FORKLIFT ORDER</b>	Straight Time: \$72.00 per personnel hour	Overtime: \$96.00 per personnel hour	Forklift: \$50.00 per hour
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A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

### INSTALL & DISMANTLE RECAP

Please check the appropriate box:		PME Expo Services Super- vision	Exhibitor Supervision	Forklift Crew
Install	Date: _____ Time: _____	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date: _____ Time: _____	Total Laborers:	Hours per Laborer:	\$
PME Expo Services Supervision Install 35%:	PME Expo Services Supervision Dismantle 35%:	Forklift Fee: \$50.00		\$
<b>ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:</b>				\$

#### LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

- PME Expo Services & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- PME Expo Services and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by PME Expo Services, or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by PME Expo Services or its subcontractor.
- PME Expo Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage which are not submitted to PME Expo Services, within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against PME Expo Services or its subcontractor more than one year after the accrual of the cause of action.
- PME Expo Services, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
- PME Expo Services will not be responsible for improperly packed or concealed damages to exhibits.
- The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

<b>EXHIBITING FIRM:</b>	<b>BOOTH#:</b>
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# 2010 UCAOA Spring Conference

Walt Disney World Dolphin Resort

Lake Buena Vista, Florida

May 24 - 27, 2010

## NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

PME Expo Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

*A NON-OFFICIAL CONTRACTOR IS:* Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the PME Expo Services Desk. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the PME Expo Services Desk by a representative who has verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

## INTENT TO USE NON-OFFICIAL CONTRACTORS

### A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent on or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at PME Expo Services, no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide PME Expo Services with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide PME Expo Services with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from PME Expo Services. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the PME Expo Services Exhibitor Service Center.

**IMPORTANT:** It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to PME Expo Services no later than May 3, 2010.

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names PME Expo Services, as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to PME Expo Services by May 3, 2010, Non-Official Contractor will be required to order labor from PME Expo Services.

## INTENT TO USE NON-OFFICIAL CONTRACTORS NOTIFICATION DEADLINE: *May 3, 2010*

EXHIBITING FIRM:

BOOTH #:

AUTHORIZED NAME AND TITLE:

AUTHORIZED SIGNATURE:

FULL NAME OF NON-OFFICIAL CONTRACTOR:

COMPLETE ADDRESS:

CITY:

STATE:

ZIP CODE:

AUTHORIZED NAME AND TITLE:

AUTHORIZED SIGNATURE:

PHONE NUMBER:

FAX NUMBER:

NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):

DIRECT PHONE NUMBER:

TYPE OF SERVICE TO BE PERFORMED:

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**PME** Expo Services

4630 S. Kirkman Road  
Suite 128  
Orlando, Florida 32811

E-mail: john@my-pme.com.  
Phone: (407) 654-0749  
Fax (407) 656-7234

**DEADLINE DATE**  
**May 3, 2010**

# 2010 UCAOA Spring Conference

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## STANDARD FURNISHINGS & ACCESSORIES

### CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Literature Stand	\$110.00	\$137.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Café Table 30" round x 42" high	\$175.00	\$225.00	\$
	Bar Stool Black with back support	\$150.00	\$175.00	\$
	Bag Rack	\$60.00	\$80.00	\$

### SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Check Color:  Red  Blue  Black  Teal  Grey  White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

### DRAPED DISPLAY TABLES—30" High x 24" Wide

Check Color:  Red  Blue  Black  Teal  Grey  White  Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$89.75	\$115.50	\$
	6' Draped	\$99.25	\$138.50	\$
	8' Draped	\$107.25	\$154.50	\$
	4th Side Draped	\$22.00	\$33.00	\$

### DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Check Color:  Red  Blue  Black  Teal  Grey  White  Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$95.75	\$129.25	\$
	6' Draped	\$108.75	\$147.00	\$
	8' Draped	\$120.50	\$162.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

### TABLE RISERS AND DRAPING

Check Color:  Red  Blue  Black  Teal  Grey  White  Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT  
THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 6.5% \$

EXHIBITING FIRM: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Total \$

# 2010 UCAOA Spring Conference

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May 24 - 27, 2010

## STANDARD CARPET ORDER

### CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color:  Black  Blue  Grey  Burgundy  Red

Quantity	Description	Discount Price	Standard Price	Total
	8' x 10'	\$125.00	\$163.50	\$
	8' x 20'	\$250.00	\$326.75	\$
	8' x 30'	\$375.00	\$490.00	\$
	8' x 40'	\$490.00	\$653.50	\$
	Carpet Padding per 8' x 10' space	\$75.00 x _____	\$95.00 x _____	\$

## DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

- |                                   |                                      |                                     |                                     |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gunmetal | <input type="checkbox"/> Misty Grey  | <input type="checkbox"/> Bay Water  | <input type="checkbox"/> Cherry Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Silver Mist | <input type="checkbox"/> Baby Blue  | <input type="checkbox"/> Ebony      |
| <input type="checkbox"/> Navy     | <input type="checkbox"/> Sky Blue    | <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Light Teal |

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

### RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$3.25/Sq. Ft. \$ \_\_\_\_\_

### PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.

Freight handling charges at the close of the show will be additional.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$4.25/Sq. Ft. \$ \_\_\_\_\_

### CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$0.75/Sq. Ft. \$ \_\_\_\_\_

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 6.5% \$

**Total \$**

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## RENTAL EXHIBITS ORDER FORM

**ALL PME EXPO SERVICES RENTAL EXHIBIT PACKAGES INCLUDE:** One 6' skirted table and two chairs, one waste-basket, Installation and Dismantle Labor, Standard Booth Carpeting, 1 5 amp/120 volt Electrical Connection, three 75-watt header copy (*in black*), and daily booth vacuuming.

PME EXPO SERVICES BASIC RENTAL

**10-foot Exhibit** (Please indicate instructions for header below)

Choose 1:  Standard Panels - \$1,500.00

\*Indicate Color:  Black  Silver  Blue

Indicate Carpet Color:  Blue  Red  Grey

Indicate Drape Color:  Blue  Red  Grey  Black  White

Shelves Qty \_\_\_\_\_ Cost \$65.00 each Subtotal \$ \_\_\_\_\_



PME EXPO SERVICES RENTAL EXHIBIT HEADER TO READ:

### Table Top Display

6' Wide X 4' Tall - Folding Panels

Indicate Color:  Black  Grey  
 \$300.00 *Advance*      \$375.00 *Standard*



EXHIBITING FIRM:  
BOOTH#

Subtotal	\$
Tax @ 6.5%	\$
<b>Total</b>	<b>\$</b>

We can create anything from a single booth to a large multi-dimensional selling environment. Call 407-654-0749 for additional booth designs.

All rental orders received after the deadline date will be charged an additional 50%.

# 2010 UCAOA Spring Conference

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## FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$66.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$39.50	\$
	Large Fern	\$39.50	\$
	2' Green Plant	\$49.50	\$
	3' Green Plant	\$55.00	\$
	4' Green Plant	\$66.00	\$
	5' Green Plant	\$77.00	\$
	6' Green Plant	\$88.00	\$



Plants may vary from pictures in color and size.

<b>Subtotal</b>	\$
<b>Tax @ 6.5%</b>	\$
<b>Total</b>	\$

## BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

### CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	\$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

### PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$80.00 per day Indicate dates required: _____	\$
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**Booth Cleaning Total** \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.  
We suggest that you order cleaning service at least once prior to the show opening.

Please include any specific instructions:

EXHIBITING FIRM:

BOOTH#

# 2010 UCAOA Spring Conference

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## HARDWARE RENTAL ORDER FORM

Qty	Video Equipment	Discount Price	Standard Price	Total
	1/2" VHS With Auto Repeat	\$125	\$160	\$
	DVD Player (Standard)	\$190	\$240	\$
	20" TV / VCR Combo Unit	\$315	\$395	\$
	20" Video Monitor / Receiver	\$195	\$245	\$
	25" Video Monitor / Receiver	\$245	\$310	\$
	54" Roll cart Stand with Drape	\$75	\$95	\$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	\$185	\$260	\$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	\$225	\$300	\$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	\$250	\$325	\$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	\$1,100	\$1,300	\$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	\$1,300	\$1,600	\$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	\$1,600	\$2,000	\$
	Plasma Floor Stand (Cobra or Dual Post)	\$275	\$390	\$

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	\$740	\$975	\$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	\$1,275	\$1,745	\$
	Overhead Projector (4000 Lumens)	\$115	\$145	\$
	6' Tripod Screen	\$75	\$95	\$
	8' Tripod Screen	\$95	\$120	\$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	\$190	\$240	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.		<b>Subtotal</b>	
		<b>Tax @ 6.5%</b>	\$
		<b>Total</b>	\$

EXHIBITING FIRM: \_\_\_\_\_ BOOTH#: \_\_\_\_\_