



CREDIT CARD CHARGE AUTHORIZATION

In addition to advance payment, we require all exhibitors to provide a credit card authorization for additional labor or services to be rendered. Please complete the information requested below and return this form with you orders**

Mail To: Tampa Convention Center
Attn: Service Desk
333 S. Franklin Street
Tampa, Florida 33602

For Additional Information Call:
813-274-8511
813-274-7859 fax

Booth Number: _____

Event Name: _____ Show Dates From: _____ To: _____

Exhibitor Name: _____ Telephone #: _____

Address: _____ Suite #: _____

City: _____ State: _____ Zip Code: _____

Print Name: _____ Signature: _____

CREDIT CARD INFORMATION

Payment options are: _____ MasterCard _____ Visa _____ American Express

Account Number:

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

Expiration Date:

--	--	--	--

Cardholder's Signature: _____

Please Print Clearly the Following Information:

Cardholder's Name: _____

Cardholder's Billing Address: _____

Driver's Identification (State/Number): _____

**For your convenience, we will use this authorization to charge your credit account for any additional amount incurred as a result of show-site orders placed by your representative. These charges will include labor and material handling.



333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-7761
1-800-426-5630

FAX
813-274-7859

Exclusive Service Provided by Tampa Convention Center
Email: TCC.Exhibitservices@TampaConventionCenter.com

TAMPA CONVENTION CENTER CLEANING SERVICE ORDER

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) _____ Booth #: _____ Standard ___ Island ___
 Company/Organization: _____ Contact Person: _____
 Address: _____ City _____ State ___ Zip: _____
 Phone: _____ Fax: _____ E-mail: _____

NOTE: The Tampa Convention Center is the exclusive booth-cleaning contractor. No other cleaning service will be allowed on the exhibit floor. INDEPENDENT CONTRACTORS ARE NOT ALLOWED TO CLEAN BOOTHS. ALL RATES BASED ON GROSS BOOTH AREA (space purchased)

VACUUMING BOOTH CARPET:

One Time OnlyIncentive \$.25 sq.ft. first day of show Standard \$.30 sq.ft
 Daily (all show days).....Incentive \$.25 sq.ft. all show days Standard \$.30 sq.ft

Booth Size (Gross Sq. Ft.) _____ X Rate _____ x No. Days _____ = \$ _____

SHAMPOOING BOOTH CARPET:

One Time or Daily..... Incentive \$.35 sq. ft. Standard \$.40

Booth Size (Gross Sq. Ft.) _____ X Rate _____ x No. Days _____ = \$ _____

PORTER SERVICE:

(1) Periodic policing of exhibit area includes emptying wastebaskets during all show hours. Service performed every 2 hours.

Incentive \$35 per day Standard \$45 per day x _____ Days = \$ _____

(2) Special booth cleaning, other than during show hours at \$20 per hour (1 hour minimum) please provide instructions below.

Incentive \$20 per hour Standard \$30 per day x _____ Est. Hours = \$ _____

Instructions and Date(s) for special booth cleaning:

SUB-TOTAL	\$
SALES TAX (7%)	
TOTAL	\$

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
	Page of

To receive incentive rates, payment and floor plans must be received 21 days prior to the first day of show.

Cleaning Service Instructions

Complete the Order Form and retain a copy for your records.

Mail or fax a copy of the Order Form and FULL PAYMENT to:

CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Exhibit Services Department

333 S. Franklin Street

Tampa, FL 33602

Fax: 813-274-7859

POLICIES

1. RATE POLICY - Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive the incentive rate. Standard rates will apply after deadline. Rates include equipment rental. Rates are for the entire show.
2. Tax exempt certificates must accompany tax free orders.
3. CANCELLATION POLICY - Cancellation of services **MUST** be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 administrative fee. No refunds will be given for services installed and not used. The Center will not refund overpayment, except sales tax, in amounts less than \$15.00; unless specifically requested in writing. There will be a \$25 service charge on all returned checks.
4. PAYMENT POLICY - 100% payment (in U.S. currency **ONLY**) must accompany each order. Company, certified, or cashiers check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted include Visa, MasterCard and American Express. Services not received by exhibitor must be reported to the Service Desk **PRIOR** to the opening of the show to receive a refund. Payment for additional on-site materials and labor is due when service is rendered. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/Tampa Convention center in connection therewith. The City/Tampa Convention Center will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.



TAMPA CONVENTION CENTER ADVERTISING NETWORK ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-7761
1-800-426-5630

FAX
813-274-7859

Exclusive Service Provided by Tampa
Convention Center
Email: TCC.ExhibitServices
@TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name		Booth #	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: To:
Address			Authorized Person
Address	City State Zip	E-mail	
Phone	() -	Fax	() -

Commercials are purchased on a per-spot, first come, first serve basis. Prime Time clients have the ability to choose days and times commercials are to air. The Tampa Convention Center guarantees day and hour of commercial broadcast for Prime Time Clients only and guarantees total number of commercial spots to air during length of event for all other clients ordering Run of Schedule.

Prime Time: 8:00am-5pm

Non-Prime Time: Run of Schedule (ROS)

BILLBOARD COMMERCIAL :10 second Still FORMAT ACCEPTED: JPEG/BMP

Prime Time	minimum order	Non-Prime Time	minimum order	Total Spots Ordered	Sub Total
\$25.00/spot	10=\$250.00	\$15.00/spot	10=\$150.00		

TELEVISION COMMERCIAL :30 second Video FORMAT ACCEPTED: AVI/MPEG

Prime Time	minimum order	Non-Prime Time	minimum order	Total Spots Ordered	Sub Total
\$85.00/spot	10= \$850.00	\$65.00/spot	10=\$650.00		

PRODUCTION CHARGES	Length of Spot	Digitization Charge	Sub Total
Billboard Commercial	:10 seconds	\$125.00	
Television Commercial	:30 seconds	\$175.00	

	SUB-TOTAL	
	SALES TAX (7%)	
	TOTAL	

	S	M	T	W	T	F	S			S	M	T	W	T	F	S
DATE:									DATE:							
8:00AM									1:00PM							
9:00AM									2:00PM							
10:00AM									3:00PM							
11:00AM									4:00PM							
12:00PM									5:00PM							

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Postmarked Date	

***To receive advance rates, orders must be postmarked 21 days prior to the first day of show.**

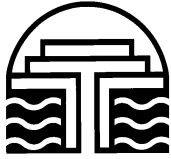
Advertising Network Instructions
Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:
CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Exhibit Services Department

333 S. Franklin Street
Tampa, FL 33602
Fax: 813-274-7859

POLICIES

1. RATE POLICY - Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive the incentive rate. Standard rates will apply after deadline. Rates include equipment rental. Rates are for the entire show.
2. Tax exempt certificates must accompany tax free orders.
3. CANCELLATION POLICY - Cancellation of services MUST be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 administrative fee. No refunds will be given for services installed and not used. The Center will not refund overpayment, except sales tax, in amounts less than \$15.00; unless specifically requested in writing. There will be a \$25 service charge on all returned checks.
4. PAYMENT POLICY - 100% payment (in U.S. currency ONLY) must accompany each order. Company, certified, or cashiers check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted include Visa, MasterCard and American Express. Services not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the show to receive a refund. Payment for additional on-site materials and labor is due when service is rendered. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/Tampa Convention center in connection therewith. The City/Tampa Convention Center will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.



TAMPA CONVENTION CENTER

EXHIBITOR AUDIOVISUAL ORDER FORM

MAIL TO: TAMPA CONVENTION CENTER
 ATTN: Five-Star Audio Visual, Inc.
 333 S. FRANKLIN STREET
 TAMPA, FL 33602

Service Provided By:
 Five-Star Audio Visual, Inc.

PHONE (813) 274-7840

FAX (813) 274-7839

TCCA@Five-StarAv.com

SEE NEXT PAGE FOR RATE, PAYMENT POLICIES AND REGULATIONS

PLEASE PRINT OR TYPE:

NAME OF EVENT: _____	BOOTH #: _____
EXHIBITOR NAME: _____	SHOW DATES: _____ to _____
ADDRESS: _____	PHONE #: _____
CITY: _____	FAX #: _____
AUTHORIZED PERSON: _____	ST: _____ ZIP: _____
EMAIL: _____	TITLE: _____

Digital Signage:	Per Day Price	QUANTITY	TOTAL DAYS
19" Flat Screen LCD	140.00		
26" Flat Screen LCD	200.00		
42" Plasma on <input type="checkbox"/> Floor Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Wall Mount	275.00		
50" Plasma on <input type="checkbox"/> Floor Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Wall Mount	350.00		
46" LCD 2x2 Ultra Thin Bezel Video Wall (Limited Availability) <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount	Call for pricing		

Video Accessories:			
DVD Player	90.00		
LCD Projector	450.00		
Screen Package (Screen, Stand, Power Cable, VGA ext.)	150.00		
Laptop Computer	225.00		

Audio Accessories:			
Amplified Speaker 12"	125.00		
Wired Microphone w/ Stand	35.00		
Wireless Lapel Microphone	130.00		
Audio Mixer for input	50.00		
Polycom Phone	100.00		

Lighting Accessories:			
Booth Lighting (One Time Fee) 1000 watt fixture	300.00		

Rental Notes:

Delivery:		
Date:		
Time:		
Pick-Up:		
Date:		
Time:		

Please fax to 813-274-7839 or email to EVazquez@Five-StarAV.com.
 Once order is received, you will receive a confirmation from Five Star AV via email.

PLEASE MAKE COMPANY CHECKS PAYABLE TO: Five-Star AudioVisual, Inc.
 A full inventory of audiovisual equipment is available. For any additional needs, please call Five-Star AudioVisual.

Instructions:

1. Complete the Order Form and retain a copy for your records.
2. Mail or fax a copy of the Order Form and FULL PAYMENT to:

TAMPA CONVENTION CENTER
ATTN: Five-Star Audio Visual, Inc.
333 S. Franklin Street
Tampa, FL 33602

Rate Policy:

1. A full payment MUST be postmarked a Minimum of 14 CALENDAR DAYS PRIOR to the first day of show.
2. All rental rates are on a per day basis.

Cancellation Policy:

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. Five-Star Audio Visual, Inc. will not refund overpayments, except sales tax, in amount less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy:

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to Five-Star Audio Visual Inc. No personal checks, please. Credit Cards accepted: Visa, MasterCard, AMEX and Discover.
2. Computer equipment not received by exhibitor must be reported to the Service Desk PRIOR to the close of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. Neither the City/TCC nor Five-Star Audio Visual, Inc. is responsible for loss or damage of equipment delivered to the customer. We recommend that you stay with the equipment in your booth, as you are liable for loss or damage. Insurance coverage is strongly recommended.
5. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC and Five-Star Audio Visual, Inc. in connection therewith. The City/TCC and Five-Star Audio Visual, Inc. will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.



Tampa Convention Center

Exhibit Booth Layout

Event Name: _____ Co. Name: _____ Booth# _____

All electric orders for **Island Booths, 3 Phase electric and orders not terminated at the back of the booth** **MUST** be accompanied by a scaled drawing indicating placement of all services ordered.

KEY: **I** = Internet, **E** = Electric, **P** = Plumbing, **A**= Air, **OD** = Overhead drop, **T** = Telephone

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Back of Booth (Indicate Adjacent Booth or Aisle) _____

Adjacent Booth or Aisle Number _____

Adjacent Booth or Aisle Number _____

Front of Booth (Indicate Adjacent Booth or Aisle) _____

Comments: _____



333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-7761
1-800-426-5630

FAX
813-274-7859

Exclusive Service Provided by Tampa Convention Center
Email: TCC.Exhibitservices@TampaConventionCenter.com

TAMPA CONVENTION CENTER ELECTRIC SERVICE ORDER

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) _____ Booth #: _____ Standard ___ Island ___

Company/Organization: _____ Contact Person: _____

Address: _____ City _____ State ___ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

	INCENTIVE RATE	STANDARD RATE	24-hour service (double rate)	QUANTITY	AMOUNT
120 Volts					
0-500 Watts (5 Amps)	\$ 75.00	\$112.50			
501-1000 Watts (10 Amps)	\$ 95.00	\$142.50			
1001-2000 Watts (20 Amps)	\$115.00	\$172.50			
208 Volts Single Phase (Requires 1 hr. labor)					
20 Amps	\$195.00	\$292.50			
30 Amps	\$245.00	\$367.50			
60 Amps	\$325.00	\$487.50			
100 Amps	\$455.00	\$682.50			
208 Volts Three Phase (Requires 1 hr. labor)					
20 Amps	\$305.00	\$457.50			
30 Amps	\$325.00	\$487.50			
60 Amps	\$455.00	\$682.50			
100 Amps	\$565.00	\$847.50			
Labor Required (1 Hour Minimum)					
Straight time = 7am-11pm 7days a week	\$ 45.00	\$ 67.50			
Overtime = 11pm-7am 7days a week	\$ 90.00	\$135.00			
Lighting Equipment - see Computer and Audiovisual Form.					
Additional Equipment & Services					
3-Wire Ground 25 ft extension cord	\$ 25.00	\$ 37.50			
Power Strip	\$ 25.00	\$ 37.50			
Q-taps	\$ 10.00	\$ 15.00			
Ceiling Drops (per drop)	\$150.00	\$225.00			
			SUB-TOTAL		
			SALES TAX (7%)		
			TOTAL		

A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment for all Island booths, single/three phase electric orders, and orders not located at the back of the booth. Orders will not be processed unless accompanied by required floor plans with full payment.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
	Page _____ of _____

To receive incentive rates, payment and floor plans must be received 21 days prior to the first day of show.

Electric Service Instructions

Complete the Order Form and retain a copy for your records.

Mail or fax a copy of the Order Form and FULL PAYMENT to:

CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Exhibit Services Department

333 S. Franklin Street

Tampa, FL 33602

Fax: 813-274-7859

POLICIES

1. **RATE POLICY** - Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive the incentive rate. Standard rates will apply after deadline. Rates include equipment rental. Rates are for the entire show.
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3. **CANCELLATION POLICY** - Cancellation of services **MUST** be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 administrative fee. No refunds will be given for services installed and not used. The Center will not refund overpayment, except sales tax, in amounts less than \$15.00; unless specifically requested in writing. There will be a \$25 service charge on all returned checks.
4. **PAYMENT POLICY** - 100% payment (in U.S. currency ONLY) must accompany each order. Company, certified, or cashiers check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted include Visa, MasterCard and American Express. Services not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the show to receive a refund. Payment for additional on-site materials and labor is due when service is rendered. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/Tampa Convention center in connection therewith. The City/Tampa Convention Center will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. **MATERIAL & LABOR**: Outlets will be located at the rear of the booth. Labor and material required to place outlets in a location other than the back of the booth will be charged a minimum of one hour at the hourly rate. Minimum of 1hr charged for installation for booths with extensive power needs. To determine power requirements, check the UL listing on the back of all equipment. All island booths and all 208V require a minimum of 1-hour labor and a scaled floor plan.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

1. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after show closes.
2. All motors over 3 horsepower **MUST** have magnetic starters and disconnecting switch furnished by exhibitor.
3. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. Surge Protectors are recommended for computers and other sensitive equipment.
4. All electrical connections to the building electrical system or extension thereto shall be made by the electrical contractor and/or building electricians.
5. Extensions to the building electrical system shall be made by three-wire flexible cord, Type SO or equal, in lengths so arranged that there will be no more than one coil, 2 feet in diameter, of excess cord. No single lighting circuit shall exceed 2,000 watts at 120 volts. Exhibits requiring larger lighting connection must be wired with its own fuse or circuit breaker panel, capable of receiving 120-208 volt three wire feed.
6. No cord shall be run across any space where subject to traffic, unless the cord is encased in a protective cover, specifically approved for the purpose. It is the exhibitor responsibility to tape down cords or incur labor charges to ensure public safety.
7. The TCC is authorized to cut floor coverings to permit installation of service, unless otherwise directed.
8. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
9. All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
10. No electrical equipment shall be attached to or supported from booth dividers.
11. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal, in lengths not to exceed six feet, equipped with approved attachment plugs may utilized. Special built displays must have electrical wiring accessible for inspection and trouble shooting at all times. They must be accessible from side or rear and not solidly built in.
12. All splices and terminations shall be made in an approved metal enclosure.
13. There shall be no exposed live metal parts.
14. All flexible cords shall be three wires, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
15. All Exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
16. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 F, shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
17. Lighting fixtures or other appliances equipped with other than Type SO cord its equal will be accepted, provided the complete assembly, including the cord, is listed and labeled by a National Recognized Standard Testing Laboratory.
18. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
19. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving the same.
20. Motors over ¾ horsepower must have a switch with overload protection or fuse protection.
21. Before show breaks on the final day, stop your machinery in dismantling position, as power cannot be turned on again. In addition, this will help to avert any possible personal injury.
22. The City/TCC will not be responsible for voltage fluctuations or power failure.



TAMPA CONVENTION CENTER FOOD & BEVERAGE SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-7779
1-800-426-5630

FAX
813-274-7854

Exclusive Service Provided by ARAMARK

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) _____	Booth #: _____	Standard _____	Island _____
Company/Organization: _____		On-Site Contact Person Cell: _____	
Address: _____		City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____	E-mail: _____	

		STANDARD RATE		QUANTITY	AMOUNT
Bakeries, Sweets & Assorted Snacks					
Assorted Pastries, Muffins and Bagels w/condiments	1 Dozen	\$39.00			
Assorted Whole Fresh Fruit	1 Dozen	\$36.00			
Display of Sliced Fruit (serves 25)	1 Each	\$250.00			
Display of Vegetable Cruites (serves 25)	1 Each	\$200.00			
Display of Cheese Tray w/crackers (serves 25)	1 Each	\$300.00			
Assorted Cookies, Blondies or Brownies	1 Dozen	\$39.00			
Assorted Candy Bars	1 Dozen	\$39.00			
Beverages					
Coffee (3 gallon minimum)	1 Gallon	\$58.00			
TAZO Assorted Hot Tea (3 gallon minimum)	1 Gallon	\$48.00			
Refrigerated Water Cooler Tower (incl. two 5 gal jugs)	1 Each	\$100.00			
Bottled Water	1 Each	\$3.50			
Assorted Sodas	1 Each	\$3.50			
Beer					
Domestic Beer* (by the case)	1 Case	\$108.00			
Imported Beer* (by the case)	10 Case	\$120.00			
Domestic Beer Keg* (est. 160/12oz servings)+	1 Each	\$450.00			
Imported Beer Keg* (est. 160/12 oz servings)+	1 Each	\$500.00			
			Daily Delivery Fee	\$25.00	\$25.00
			10% Show Fee (If Applicable)		
			SUB-TOTAL		
			Surcharge (24%)		
			Sales Tax (7%)		
			TOTAL		

+Kegs are a special order and can only be ordered with four business days notice. *A bartender is required to dispense all alcoholic beverages at the rate of \$150.00 for the first two hours and \$50.00 per hour after. Attendants are available by request to assist serving in your booth at the rate of \$125.00 for the first two hours and \$35.00 per hour after.

FORM OF PAYMENT PAYABLE TO ARAMARK- TCC				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number: _____			Exp. Date _____	
Name (Please Print) _____				
Cardholder Signature _____				
<i>I also authorize charging any additional balances to my credit card.</i>				

TCC USE ONLY	
Date Received	_____
Amount Paid	_____
Balance Due	_____
Date Processed	_____
Processed By	_____
Page	of

Food & Beverage Booth Service Instructions

**Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:**

ARAMARK – Tampa Convention Center
Catering Sales
333 South Franklin Street
Tampa, FL 33602

This Exhibitor Order Form should be filled out with order as soon as possible. Any order submitted less than five (5) business days will be subject to a 10% show fee. All menu items are subject to applicable Florida sales tax and 24% service charge. Full payment is required in advance and can be made by company check payable to ARAMARK, or by Visa, MasterCard or American Express credit cards.



TAMPA CONVENTION CENTER INTERNET SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-7761
1-800-426-5630

FAX
813-274-7859

Exclusive Service Provided by Tampa Convention Center
Email: TCC.Exhibitservices@TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) _____ Booth #: _____ Standard ___ Island ___

Company/Organization: _____ Contact Person: _____

Address: _____ City _____ State ___ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

INTERNET INFORMATION

- Notes:**
- TCC provides an INTERNET connection with one 15-foot long Cat5 cable. Computers must have an Ethernet Card installed. All equipment is rental equipment only and must be signed out at the TCC Service Desk during move-in. A \$250.00 charge will be assessed for Internet access device not returned to the Service Desk within one hour of show closing.
 - A scaled floor plan must accompany all island booth(s) orders showing internet line termination. Labor and material required to relocate outlets will be charged a minimum of one hour at the hourly rate.
 - All standard connections are assigned via DHCP; if you require a **STATIC IP ADDRESS**, please submit your request 14 days before event date. TCC cannot guarantee multiple IP Addresses not ordered in advance.

INTERNET	Speed	Incentive Rate (One connection)	Standard Rate (One connection)	Quantity	Amount
Internet Drop	2.0M / 2.0M	\$ 750.00	\$1,125.00		
Additional Connections		\$ 100.00	\$ 150.00		
8 Port Hub*		\$ 75.00	\$ 112.50		
15 Foot Cat5 Cable each *		\$ 25.00	\$ 37.50		
Cat5 Under Carpet (scaled floor plan required) *		\$ 75.00	\$ 112.50		
Technical Support (one hour minimum) *		\$ 100.00	\$ 150.00		

Additional hours or portion of an hour will be Charged at \$100/hr

* Items that are taxable (Internet Drop is <u>non-taxable</u>)	SUB-TOTAL	
	SALES TAX (7%)	
	TOTAL	

Special Instructions: _____

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number: _____			Exp. Date _____	
Name (Please Print) _____				
Cardholder Signature _____				
I also authorize charging any unpaid balances to my credit card.				

TCC USE ONLY	
Date Received	_____
Amount Paid	_____
Balance Due	_____
Date Processed	_____
Processed By	_____
Page	of

To receive incentive rate, payment must be received **21** days prior to first show day.
TCC (10/09)

Internet Service Order Instructions

Complete the Order Form and retain a copy for your records.

Mail or fax a copy of the Order Form and FULL PAYMENT to:

CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Exhibit Services Department

333 S. Franklin Street

Tampa, FL 33602

Fax: 813-274-7859

POLICIES

1. RATE POLICY - Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive the incentive rate. Standard rates will apply after deadline. Rates include equipment rental. Rates are for the entire show.
2. Tax exempt certificates must accompany tax free orders.
3. CANCELLATION POLICY - Cancellation of services MUST be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 administrative fee. No refunds will be given for services installed and not used. The Center will not refund overpayment, except sales tax, in amounts less than \$15.00; unless specifically requested in writing. There will be a \$25 service charge on all returned checks.
4. PAYMENT POLICY - 100% payment (in U.S. currency ONLY) must accompany each order. Company, certified, or cashiers check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted include Visa, MasterCard and American Express. Services not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the show to receive a refund. Payment for additional on-site materials and labor is due when service is rendered. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/Tampa Convention center in connection therewith. The City/Tampa Convention Center will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

General Information

1. Customer should report to Service Desk at least four hours prior to show opening to schedule internet installation.
2. Failure to schedule installation may result in loss of INTERNET privileges, with no refund.
3. At the close of the event, all INTERNET lines will be de-activated and equipment must be available for IT to pick up .
4. The Tampa Convention Center is not responsible for exhibitor equipment incompatibility with services ordered.
5. A rate quoted for all connections cover bringing the service to the booth in the most convenient manner and does not include equipment or special wiring.
6. A \$250.00 charge per internet connection will be assessed for equipment damaged or not available for pickup within one hour of show closing.



TAMPA CONVENTION CENTER PLUMBING SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-7761
1-800-426-5630

FAX
813-274-7859

Exclusive Service Provided by Tampa Convention Center
Email: TCC.Exhibitservices@TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) _____ Booth #: _____ Standard ___ Island ___

Company/Organization: _____ Contact Person: _____

Address: _____ City _____ State ___ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

One-time water fill and drain for spas, pools, aquariums, pumps, reservoirs, etc. Prices are on a per items basis.	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
0-49 gallons	30.00	45.00		
50-99 gallons	55.00	82.50		
100-199 gallons	80.00	120.00		
200-499 gallons	105.00	157.50		
Each Additional 100 gallons	29.00	33.00		
Water line only 1/2"-2"	175.00	262.50		
Drain line only 1/2"-2"	150.00	225.00		

Additional connections are charged on a time and material basis.

Air outlets will be installed at rear of booth, terminating 1/2" female pipe thread with shut-off valve. Connections more than 20 ft. requires additional air lines.	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
Air Outlet to Booth (with valve)	195.00	343.50		
Each CFM	5.00	7.50		

Specify: 1. Connection size required: _____ 2. Total Connections: _____
3. PSI required: _____ 4. Continuous: _____ or Intermittent: _____

Labor	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
Straight time = 7am-11pm 7days a week	45.00	67.50		
Overtime = 11pm-7am 7days a week	90.00	135.00		

SUB-TOTAL	
SALES TAX (7%)	
TOTAL	

Note: Island Booths: A scaled floor plan **must** accompany orders showing locations of service.
Orders will not be processed unless accompanied by required floor plans.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Page	of

To receive incentive rates, payment must be received **21** days prior to first show day.

Plumbing Service Instructions

**Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:**

CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Exhibit Services Department

333 S. Franklin Street

Tampa, FL 33602

Fax: 813-274-7859

POLICIES

1. **RATE POLICY** - Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive the incentive rate. Standard rates will apply after deadline. Rates include equipment rental. Rates are for the entire show.
2. Tax exempt certificates must accompany tax free orders.
3. **CANCELLATION POLICY** - Cancellation of services **MUST** be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 administrative fee. No refunds will be given for services installed and not used. The Center will not refund overpayment, except sales tax, in amounts less than \$15.00; unless specifically requested in writing. There will be a \$25 service charge on all returned checks.
4. **PAYMENT POLICY** - 100% payment (in U.S. currency ONLY) must accompany each order. Company, certified, or cashiers check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted include Visa, MasterCard and American Express. Services not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the show to receive a refund. Payment for additional on-site materials and labor is due when service is rendered. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/Tampa Convention center in connection therewith. The City/Tampa Convention Center will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

General Information

1. At the close of the event, all water and air lines will be shut off.
2. Services are rendered during show hours only. 24-hour plumbing service can be provided if ordered a minimum of 7 days in advance at two times the rate of service ordered.
3. It is necessary that orders be received **AT LEAST 14 DAYS PRIOR** to opening of show to assure installation in time for opening. Not all booths are located next to a water, drain or air line, please contact Show Management for a booth assignment next to one of these locations.
4. TCC technicians will **NOT** be responsible for moisture or water in airline. Exhibitor should supply own filter or other equipment to handle moisture or water. TCC technicians should have **14 DAYS NOTICE**, if we are to supply special regulators or filters on a rental basis only. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
5. All plumbing and air service will be located at the rear of the booth. Labor and material required to relocate service will be charged a minimum of one hour at the hourly rate. Additional connections are charged on a time and material basis. Air outlets will be terminated in ½" female pipe thread with shut-off valve. Connections more than 20 ft. require additional air lines.



TAMPA CONVENTION CENTER SECURITY GUARD SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

Service Provided by Andy Frain Services
Tampa Convention Center
Phone: 813-274-7791 or 1-800-426-5630
Fax: 813-274-7324

Event Dates: _____ To _____

Event Name		Booth #	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: _____ To: _____
Address			Contact Person
	City	State	Zip
			E-mail
Phone	() -		() -

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS
To receive incentive rates, full payment must be received 21 days prior to the first show day.

NEW
 ADD ON
 CHANGE ORDER
 CANCEL

Incentive Rate: \$16.60 Standard Rate \$24.90

Orders received less than 21 days prior to the first day of coverage are subject to personnel availability.

Date Needed	Quantity	Start Time	Stop Time	Total Hours	Rate	Amount

Instructions: _____

	SUB-TOTAL	
	SALES TAX (7%)	
	TOTAL	\$

FORM OF PAYMENT PAYABLE TO ANDY FRAIN SERVICES, INC.				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed by	
	Page of

Security Guard Services Instructions

1. SECURITY SERVICE

- a. Client and Andy Frain Services, Inc. hereby mutually agree that Andy Frain Services, Inc. shall furnish security officer service in the amount and at the rates and at the location described in the Schedule of Security Service on the reverse side hereof. Such service will be provided in accordance with mutually approved, written-security officer orders and shall be subject to all of the terms and conditions hereof.

2. PERSONNEL

- a. All security officers furnished by ANDY FRAIN SERVICES, INC. shall be employees of ANDY FRAIN SERVICES, INC., which is acting as an independent contractor. ANDY FRAIN SERVICES, INC. will pay all wages and appropriate expenses of the security officers, as well as all employer's Federal, State and Social Security taxes, Federal and State Employment taxes and any other required personnel taxes.
- b. ANDY FRAIN SERVICES, INC. will provide its security officers with uniforms, badges and all necessary equipment, as mutually agreed upon between client and ANDY FRAIN SERVICES, INC.. Security officers will not carry weapons of any type unless agreed to in writing prior to the inception of any armed service.
- c. Client agrees that it will not employ as security officers or in any related capacity, directly or indirectly, any person who has been employed by ANDY FRAIN SERVICES, INC. and assigned to client's facility for a period of one hundred eighty (180) days following the last date on which ANDY FRAIN SERVICES, INC. employed such person. In the event of breach by the client of this provision, client agrees to reimburse ANDY FRAIN SERVICES, INC. the sum of one thousand dollars (\$1,000.00) per person for ANDY FRAIN SERVICES, INC.'s recruitment, screening and training costs. Client shall have the right to reject for any reason any security officer assigned by ANDY FRAIN SERVICES, INC. to client's facility and ANDY FRAIN SERVICES, INC. shall provide satisfactory replacement as soon thereafter as possible.

3. SCOPE OF SERVICE

- a. The Schedule of Security Service on the reverse side hereof reflects the initial agreed weekly hours of service. Client may increase said number of hours of service on any shift without affecting this basic agreement.
- b. The conduct and scope of responsibility of all security officers assigned to client's facility, shall be governed by policy, rules and post instructions mutually agreed to by both parties and made a part of this service agreement. This data may be revised and supplemented at any time upon written mutual agreement of both parties.
- c. It is understood that ANDY FRAIN SERVICES, INC. will be responsible for the hiring, uniforms, training and supervision of all security officers provided client unless otherwise agreed to by client and ANDY FRAIN SERVICES, INC..
- d. Should client unilaterally alter post instructions or directions given to the security officer or assume any supervision of the security officer, client shall be solely liable for any and all consequences arising therefrom.

4. BILLING, TERMS AND GUARANTEES

- a. ANDY FRAIN SERVICES, INC. will deliver weekly invoices to client at the address specified on the reverse. A detailed statement of the number of hours worked by each security officer will also be supplied or made available at client's request. Client agrees to pay such invoices net cash upon presentation without offset of any kind or nature whatsoever. In the event collection action is necessary, client agrees to pay ANDY FRAIN SERVICES, INC.'s costs and attorney's fees in addition to one and one half percent (1 1/2%) per month interest charge or such maximum amount as permitted by law from invoice date to date of payment.
- b. The original rates per service and/or for equipment furnished as reflected on the reverse may be amended in writing by mutual agreement of both parties without otherwise affecting the understanding contained in the Schedule of Security Service. It is understood by both parties that this agreement may be reopened upon the request of either par, one time each consecutive twelve (12) month period during with the service continues, for the purpose of negotiating revised rates.
- c. Unless agreed to at the effective date of service on the reverse, it is understood that a strike condition or emergency situation may arise, requiring a special rate. ANDY FRAIN SERVICES, INC. may reopen this agreement for negotiating such a special rate under such circumstances, because of new hazards, overtime and/or emergency conditions.

5. INSURANCE AND INDEMNIFICATION

- a. ANDY FRAIN SERVICES, INC. agrees to maintain and provide Worker's Compensation Coverage for its security officers. In addition, ANDY FRAIN SERVICES, INC. maintains for its own protection comprehensive General Liability and Automobile Liability insurance, which includes professional liability, false arrest, unlawful detention, wrongful entry and slander.
- b. It is understood and agreed between the parties that ANDY FRAIN SERVICES, INC. is not an insurer and that the rates being paid for service is for a security officer service designed to deter certain risks of loss which rates are not related to the value of the personal or real property protected. All amounts being charged by ANDY FRAIN SERVICES, INC. are insufficient to guarantee that no loss will occur, and ANDY FRAIN SERVICES, INC. makes no guarantee, implied or otherwise, that no loss will occur or that the service supplied will avert or prevent occurrences or losses, which the service is designed to help detect or avert. Client shall indemnify and hold ANDY FRAIN SERVICES, INC. harmless from any loss, claims, demand, liability case of action or judgement including but not limited to injury or death to persons or damage or loss to property whether or not well grounded and whether any negligence, telephone misuse, misconduct or breach of duty by ANDY FRAIN SERVICES, INC.'s agents, servants, employees or personnel is alleged to have contributed thereto. In whole or in part. In addition, at its own expense, client shall defend any such claim, demand, liability, and cause of action or judgement, which is assessed against ANDY FRAIN SERVICES, INC.. Client shall also reimburse ANDY FRAIN SERVICES, INC. for all legal expenses ANDY FRAIN SERVICES, INC. incurs in defending itself against any such claims which client fails to defend together with any legal expenses ANDY FRAIN SERVICES, INC. incurs in enforcing any of the terms, conditions, covenants or promises of this agreement.
- c. Client shall assume all risk of loss or physical damage to its plant, facilities, equipment or any other property occurring as a result of fire or other casualty. Client waives any right of recovery and its insurer rights or subrogation against ANDY FRAIN SERVICES, INC. for any loss or damage resulting from any such risks.
- d. It is expressly understood and agreed that under no circumstances will ANDY FRAIN SERVICES, INC. be responsible for the theft or other loss of client's property not directly attributable to security officer thefts. In the event of allegation of security officer thefts, client waives all right of recovery unless ANDY FRAIN SERVICES, INC. is notified of such allegations within forty-eight (48) hours; client fully cooperates with ANDY FRAIN SERVICES, INC. in the investigation of the facts; client processes formal charges; and a conviction is obtained, in no event shall ANDY FRAIN SERVICES, INC.'s liability for a security officer thefts exceed the compensation paid by client to ANDY FRAIN SERVICES, INC. for service rendered during the week such theft occurred or five hundred dollars (\$500.00) whichever is less.
- e. The services provided under this agreement are solely for the benefit of the client and neither this agreement nor any services rendered hereunder shall give rise to, or shall be deemed to or construed so as to confer any rights on any other party as third party beneficiary or otherwise and the Client agrees to indemnify ANDY FRAIN SERVICES, INC. against any claims by such third parties.

6. TERMINATION AND RIGHTS

- a. It is agreed that either party may terminate this agreement and service at any time without cause and without penalty upon thirty (30) days prior written notice to the other party. This contract may be terminated for good cause at any time upon notice from either party. An unsatisfactory payment pattern by the client shall constitute good cause and service at ANDY FRAIN SERVICES, INC.'s option may be terminated immediately without penalty.
- b. This agreement is entered into solely for the mutual benefit of the signatory parties, and no benefits, rights, duties or obligations are intended or created by this agreement as to any third parties. Client and ANDY FRAIN SERVICES, INC. agree that if any of the terms and provisions of this agreement shall be invalid or inoperative, all the remaining terms and provisions shall remain in full force and effect.
- c. The entire agreement of the parties is expressed herein and no understandings, agreements, purchase orders, work orders or other documents shall modify the terms and conditions of this agreement. ANDY FRAIN SERVICES, INC. expressly limits acceptance to the terms and conditions herein which acceptance may be evidenced by either a representative of client executing the Schedule of Service Agreement or by client accepting the services performed by ANDY FRAIN SERVICES, INC..
- d. No modifications to the terms and conditions of this Schedule of Service Agreement shall be binding on ANDY FRAIN SERVICES, INC. unless approved in writing by a Corporate Officer.



TAMPA CONVENTION CENTER TELEPHONE SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
(813) 274-7761
1-800-426-5630

FAX
(813) 274-7859

Exclusive Service Provided By
Tampa Convention Center
EMail: TCC.ExhibitServices@TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS.

Event Name		Booth #:	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: To:
Address			Authorized Person
Address	City State Zip	E-mail	
Phone	() -	Fax	() -

Basic Service: Includes a touch-tone, single-line instrument, connector cord, local, and credit card calls, Phone instrument must be checked out from the TCC Service Desk during move-in hours. A \$50 fee will be assessed for all instruments not returned to the TCC Service Desk at the close of show.

	Incentive Rate	Standard Rate	QUANTITY	AMOUNT
Basic Service Line	\$229.00	\$343.50		
Enhanced Services				
Call Forward	\$5.25	\$7.50		
Call waiting	\$5.25	\$7.50		
Voice Mail	\$25.00	\$30.00		
ISDN Line (21 day advance notice required)	\$425.00	\$755.00		
ISDN Usage				

Additional Charges and Services: For each long distance service line, a \$30.00 connection fee will be charged. Also, a one-time \$100.00 deposit is required for all long distance (including 800 and toll call service), if paying by check. Unused portions of any deposit will be refunded approximately 45 days after the close of show.

	PRICE	QUANTITY	AMOUNT
Long Distance Service Connection Fee	\$30.00		
Line Relocation	\$33.00		
Sub-Total			
*Communication Service Tax (14.99%)			
Long Distance Deposit (required if paying by check)			
Long Distance Call Charges (all taxes included)			
TOTAL			

Material and Labor: Phone lines will be located at the rear of the booth. A scaled floor plan must accompany all island booth orders showing location(s) of phone line termination. Orders will not be processed unless accompanied by required floor plans.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date:	
Name (Please Print)				
Cardholder Signature				
I also authorize charging any unpaid balances to my credit card.				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Postmarked Date	

*Communication Service Tax Include: State Portion: 9.17% - Local Portion: 5.82%

To receive Incentive rates, orders must be postmarked 21 days prior to the first day of show.

Telephone Service Instructions

Complete the Order Form and retain a copy for your records.

Mail or fax a copy of the Order Form and FULL PAYMENT to:

CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Exhibit Services Department

333 S. Franklin Street

Tampa, FL 33602

Fax: 813-274-7859

POLICIES

1. RATE POLICY - Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive the incentive rate. Standard rates will apply after deadline. Rates include equipment rental. Rates are for the entire show.
2. Tax exempt certificates must accompany tax free orders.
3. CANCELLATION POLICY - Cancellation of services **MUST** be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 administrative fee. No refunds will be given for services installed and not used. The Center will not refund overpayment, except sales tax, in amounts less than \$15.00; unless specifically requested in writing. There will be a \$25 service charge on all returned checks.
4. PAYMENT POLICY - 100% payment (in U.S. currency **ONLY**) must accompany each order. Company, certified, or cashiers check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted include Visa, MasterCard and American Express. Services not received by exhibitor must be reported to the Service Desk **PRIOR** to the opening of the show to receive a refund. Payment for additional on-site materials and labor is due when service is rendered. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/Tampa Convention center in connection therewith. The City/Tampa Convention Center will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

General Information

1. Customer should pick-up telephone instrument(s) and dialing instructions at the Service Desk.
2. At the close of the event, all phone lines will be de-activated, and all telephone instruments **MUST** be returned to TCC Service Desk to avoid additional billing.
3. The Tampa Convention Center is not responsible for equipment incompatibility with services ordered.