



2011 Tampa Boat Show
 September 9-11, 2011
 Tampa Convention Center

Welcome to the **2011 Tampa Boat Show**. We are pleased to once again be appointed as your Official General Contractor. Our goal is to make sure your show participation is a success.

Suncoast Convention Services, Inc. requires payment in full for additional services at the time you place your order, along with the COMPLETED payment policy form. **To take advantage of our substantial price discounts** just return your order with your payment prior to the discount price deadline and use the lower price.

Please contact us with any questions. If you have a special request, please call and we will do our best to provide you with all your event needs. Thank you for the opportunity to serve you.

Official General Contractor

Suncoast Convention Services
 4800 N. US HWY 301
 Tampa, FL 33610

Phone 813-628-8301
 Fax 813-626-6510

Email: info@suncoastcs.com

Show Information

Each 10' x 10' Exhibit Space will include

Back Wall Drape 8' High Pipe and Drape (Color BLUE and WHITE)
 Side Rail Drape 3' High Pipe and Drape (Color BLUE and WHITE)

One 1 7' x 44" ID Sign

Production Timeline

Discount Deadline	Friday, September 2, 2011	
Exhibitor Set-up	TARGET MOVE IN	Sent by NMMA
Show Hours	September 9, 2011	10 am – 8 pm
	September 10, 2011	10 am – 8 pm
	September 11, 2011	10 am – 6 pm
Dismantle	September 11, 2011	6-10 pm
	September 12, 2011	8 am – 6 pm



PAYMENT POLICY

Payment in full rental charges, including 7% tax, must accompany your advance orders to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders placed at the show will be charged at the **STANDARD RATES**. All payments must reference show name, exhibitor name and booth number. \$25.00 fee on all checks returned. Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. **NOTE: ALL PAYMENTS MUST BE MADE IN U.S FUNDS DRAWN ON U.S BANKS**

PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED
BY: **SUNCOAST CONVENTION SERVICES, Inc.**

CASH (Show site orders only...do not mail)	CREDIT CARD (Complete Authorization Below)
COMPANY CHECK (Must accompany order)	PURCHASE ORDER #

If you wish to authorize **Suncoast Convention Services, Inc.** to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by your representative, please complete the information requested below.

CHARGE TO CREDIT CARD

<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>	MASTERCARD	<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>	VISA	<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>	AMEX	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Expiration Date <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> </div>																				
ACCOUNT NUMBER	<table border="1" style="width: 100%; border-collapse: collapse; height: 25px;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																									

ALL EXHIBITORS MUST PRINT COMPLETE INFORMATION BELOW, INDICATING ACCEPTANCE AND COMPLIANCE, AND RETURN IT TO SUNCOAST CONVENTION SERVICES INC.

Name of Event <i>2011 Tampa Boat Show</i>		Booth #
Exhibitor		Phone #
Address	City & State	Zip
Authorized By	Signature	
Date Signed	Email Address	



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SHOW SPECIAL ORDER

1	10' X 10' Standard Booth Carpet (Please Circle Color: RED, BLUE, or BLACK)	
1	6' x 24' Skirted Table 30" High (Show Colors)	
2	Folding Chairs	
1	Wastebasket	
	RETAIL VALUE	\$192.00 (Plus Tax)
	<i>YOUR PRICE</i>	<i>\$144.00 (Plus Tax)</i>
	Total Special Order Price	\$154.08 (Includes Tax)

- No substitutions allowed. SHOW SPECIAL ORDER PRICING WILL NOT BE AVAILABLE ON SHOW SITE!
-
- For Bulk Space Booths please call for special pricing.

Please complete this form and return with payment by **September 2, 2011**.
After deadline date, normal furniture prices as stated on Furniture Order Form will apply.

Company Name		Booth #
Address		Phone #
City	State	Zip
Email Address		
Authorized By		



FURNITURE ORDER FORM
2011 Tampa Boat Show

QTY		Discount Price	Standard Price	QTY		Discount Price	Standard Price
CARPETING Carpet Color: (Please Circle) RED, BLUE, BLACK <i>Price includes laying and taping the front edge.</i>				SEATING			
	10' x 10'	100.00	125.00				
	10' x 20'	150.00	175.00		Modular Arm Chairs	35.00	45.00
	10' x 30'	200.00	250.00		Modular Side Chairs	32.00	42.00
	10' x 40'	275.00	350.00		Bar Stool with Back Deluxe	40.00	50.00
					Folding Chair	5.00	10.00
	Custom carpeting per sq. ft. cutting laying	8.00	11.00	ACCESSORIES			
DRAPED DISPLAY TABLES 30" HEIGHT Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER					Wastebasket	7.00	10.00
	4'	65.00	75.00		Easel	20.00	30.00
	6'	75.00	85.00		8' Masking	3.00	4.00
	8'	85.00	95.00		Table Skirting	20.00	25.00
DRAPED DISPLAY TABLES 42" HEIGHT Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER					Bag Rack	35.00	40.00
	4'	75.00	85.00	HARDWARE			
	6'	85.00	95.00		8' Uprights	8.00	10.00
	8'	95.00	105.00		Bases	8.00	10.00
UNDRAPED DISPLAY TABLES 30" HEIGHT					Cross Bars	8.00	10.00
UNDRAPED DISPLAY TABLES 42" HEIGHT				Custom Furnishings Available Upon Request			
	4'	45.00	55.00	SUB-TOTAL			
	6'	55.00	65.00	7% SALES TAX			
	8'	65.00	75.00	TOTAL BALANCE			
ROUND TABLES WITH LINENS (PRE SHOW ONLY) Linen Colors: (Please Circle) WHITE, BLACK, RED				CANCELLATION POLICY – Items cancelled after move-in begins will be charged at 50% of the original price.			
	30" Round/ 30" Height with 90" Linens		85.00	Company Name:			
	30" Round/ 40" Height with 108" Linens		95.00	Address:			
PAYMENT POLICY <i>Payment for all items ordered in advance must accompany the return of this order.</i> <i>All orders received at Service Desk will be charged at Standard Prices.</i>				City _____ State _____ Zip _____			
				Authorized By: (Please print)			
				Signature:			
				Email Address:			
Charges for rental items listed above include delivery to your display area, installation only where specified, and removal at close of exhibit. Charges due and payable upon presentation of invoice at show. A finance charge of 1.5% per month (18% annum) will be added to all charges not paid within 10 days of invoice date.							
I agree, in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise that I will pay a reasonable attorney's fee for such collection.							
EXHIBITORS WILL BE CHARGED PUBLISHED RATES FOR ALL DAMAGED AND LOST EQUIPMENT.							



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BULK SPACE CARPET ORDER FORM

THIS ORDER FORM IS FOR EXHIBITORS WITH BULK SPACE OF 500 SQUARE FEET OR MORE.

CARPET IS AVAILABLE BY ADVANCE ORDER ONLY.

ORDERS MUST BE RECEIVED NO LATER THAN September 2, 2011

Size of Booth ___ ft. X ___ ft. = ___ Sq. Ft. ÷ 9 = ___ Sq. Yd.

Rental Price Per Square Yards \$4.50
7% Sales Tax
Total Due

Table with 7 columns: Color Choices, Blue, checkbox, Red, checkbox, Black, checkbox

*Color availability is on a first come first serve basis. *

CANCELLATION POLICY

ITEMS CANCELED WILL BE CHARGED AT 50% OF THE ORIGINAL PRICE AFTER MOVE IN BEGINS.

ITEMS CANCELED WILL BE CHARGED 100% OF THE ORIGINAL PRICE AFTER INSTALLATION.

Company Name: Booth #:



Signs and Graphics Order Form

Printed Banners

Color or Black and White printed banners are a powerful communication tool that can be printed easily, quickly and affordably. Our digitally printed banners can be printed on fully hemmed and grommetted, heavy duty vinyl banner fabric.

<i>Printed Banners</i>	Quantity	Price	Total
3' x 6'		\$125.00	
3' x 8'		\$150.00	
3' x 12'		\$200.00	
3' x 20'		\$275.00	

Foam Core Signs

Rigid Foam-core signs are most commonly used for trade shows or special events where inexpensive, disposable and easily replaceable signs are required.



<i>Foam Core</i>	Quantity	Price	Total
22" x 28" Black and White		\$45.00	
22" x 28" Color		\$55.00	

Printed Sintra Signs

Sintra is a smooth PVC type material most commonly used for indoor signs. It looks great for charts, graphs, etc. used in presentations, or wall signs used in businesses.

<i>Printed Sintra Signs</i>	Quantity	Price	Total
22" x 28" Black and White		\$65.00	
22" x 28" Color		\$75.00	

Easels and Sign Holders

<i>Easels and Sign Holders</i>	Quantity	Price	Total	Sample
Easel		\$25.00		
Chrome Sign Stanchion		\$35.00		

Event Name 2011 Tampa Boat Show			Subtotal
Company Name		Phone	Tax
Email		Fax	Total
Billing Address			
City	State	Zip	
Signature		Date	

**Prices indicated above are based on the following. 1. Receipt of this order at least 7 days prior to show opening. 2. Exhibitor must supply all the artwork. 3. Includes delivery to booth. 4. Exclusive of installation and hanging.



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SIGN HANGING ORDER FORM

Please complete and return this order form by **Deadline Date**.

RULES FOR HANGING SIGNS

- Design all hanging signs to Show Management Rules and Regulations as well as Facility Limitations.
- Make sure all signs, with the exceptions of cloth banners, have rigging points.
- Have both the Exhibitor and/or Display House sign a statement guaranteeing that the stress points are properly engineered for sign hanging. SCS may refuse to hang a sign if, in our opinion, it appears to be unsafe.
- If the sign requires electricity, please make sure it is in working order and in accordance with the National Electric Code.
- **Please make sure to place an order for additional electrical and labor needs.**
- Include assembly and hanging instructions with the sign and order form.

RATES

- A crew consists of an operator and two (2) additional laborers. The minimum charge for labor and equipment is one (1) hour per laborer.
- Work exceeding the one-hour minimum will be charged in half (1/2) hour increments.
- All rates are subject to change if necessitated by labor and material costs.

Sign Hanging Crew (Labor Only, Per Hour)	\$117.00 Standard Time \$243.00 Overtime Time
Boom Lift (Per Hour)	\$200.00

SHIPPING INSTRUCTIONS

- **All hanging signs must be received in ADVANCE at the Suncoast warehouse by September 2, 2011.**
- Please ship all hanging signs in a separate container with a sign label attached.
- Mark Bills of Lading **“HANGING SIGN”**
- Collect shipments will NOT be accepted. See Material Handling Form for address information.



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SIGN HANGING ORDER FORM

SAMPLE ORDER FORM

Labor ST (3 men)	Labor OT (3 men)	Hours	Boom Lift	Total
\$117.00	n/a	3	\$200.00	\$551.00
n/a	\$243.00	2	\$200.00	\$686.00

Labor Not Subject To Tax

SIGN HANGING ORDER FORM

Labor ST (3 men)	Labor OT (3 men)	Hours	Boom Lift	Total

Assembly and Hanging Instructions:

Company Name <i>202011 Tampa Boat Show</i>			Booth #
Address			Phone #
City	State	Zip	
Email Address			
Authorized By			



GUIDELINES FOR SHIPMENTS

Advance Freight Warehouse Shipments

All warehouse shipments must be received by **Friday, September 2, 2011** or up to 30 days in advance.

Please call 813.628.8301 to arrange delivery dates and times.

Ship To:	
	Show Name
	Company Name and Booth #
	C/O Suncoast Convention Services
	1219 N. US HWY 301
	Tampa, FL 33619

Show Site Shipments

Be prepared to have your carrier wait in line for unloading. Instruct the truck driver to check-in at the Suncoast Convention Services Service Desk to complete paperwork and establish unloading order.

Direct to show site shipments are to be delivered on September 7th or 8th, 2011.

ALL SHIPMENTS DELIVERED TO SHOW SITE BEFORE THIS DATE WILL BE REFUSED.

Ship To:	
	2011 Tampa Boat Show
	Company Name and Booth #
	C/O Suncoast Convention Services
	333 South Franklin Street
	Tampa, FL 33602



MATERIAL HANDLING ORDER FORM

2011 Tampa Boat Show

Company Name:	Booth Number:
Contact Name:	Phone Number:

MATERIAL HANDLING SERVICES

- Crated** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.
- Uncrated** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

***Please make sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.*

DESCRIPTION	PRICE PER 100 LBS.	MINIMUM
Warehouse Shipment (100 lbs. minimum)		
Crated, Skidded or Shrink wrapped	\$44.00	\$44.00
Uncrated or Special Handling	\$54.00	\$54.00
Show Site Shipment (200 lbs. minimum)		
Crated, Skidded or Shrink wrapped	\$42.00	\$84.00
Uncrated or Special Handling	\$52.00	\$104.00

#	Description	Weight	÷ 100	Unit Price	Estimated Total
S	SAMPLE	1200	12	\$44.00	\$528.00
1					
2					
3					
				Sub Total	
				Tax	N/A
				Total	

Payment Must Accompany Order Form



OUTBOUND SHIPPING FORM

2011 Tampa Boat Show

Company Name:

Booth Number:

Contact Name:

Phone Number:

Every Outbound shipment will require this material handling form to be completed.

OUTBOUND SHIPPING INFORMATION

FROM:	Shipper/Exhibitor Name		
	Billing Address		
	City	State	Zip
TO:	Company Name		
	Delivery Address		
	City	State	Zip
	Phone Number	Contact Name	
	Special Instructions		

METHOD OF SHIPMENT

Note	<p>Yellow Freight is the show's designated ground and air outbound carriers. If using other carriers, it is the responsibility of the exhibitor to call their carrier and arrange for pick-up within the allotted move-out time. Suncoast will load out shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Suncoast Convention Services is not responsible for freight charges. Outbound UPS/FEDEX not accepted.</p> <p>OUTBOUND CARRIER MUST CHECK IN BY 6 PM ON Sunday, September 11, 2011.</p>
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Please check desired method of shipment below.

<input type="checkbox"/>	YELLOW FREIGHT (PREFERRED CARRIER)
<input type="checkbox"/>	OTHER COMMON CARRIER



Suncoast Convention Services		
RUSH		
Deadline Date		
Friday, September 2, 2011 or 30 days prior		
TO:		
Exhibitor Name		
C/O Suncoast Convention Services, Inc. 1219 North US HWY 301 Tampa, FL 33619		
ADVANCE FREIGHT WAREHOUSE		
Event: 2011 Tampa Boat Show		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.
Please call 813.628.8301 to arrange delivery dates and times.



Suncoast Convention Services		
RUSH		
Delivery Date		
Wednesday, September 7, 2011 or Thursday, September 8, 2011		
TO:		
Exhibitor Name		
C/O	Suncoast Convention Services, Inc.	
	Tampa Convention Center	
	333 South Franklin Street	
	Tampa, FL 33602	
SHOWSITE FREIGHT		
Event: 2011 Tampa Boat Show		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.