

FOOD AUTOMATION AND MANUFACTURING



SYMPOSIUM AND EXPO

THE  
PREMIER  
EVENT  
FOR  
FOOD  
MANUFACTURING

**GULF COAST EXPO**

8432 SUNSTATE STREET  
TAMPA, FL 33634  
813-915-8066-ph  
813-319-0619-fax

[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

**THIS SERVICE KIT CONTAINS THE FORMS NECESSARY FOR ORDERING  
ITEMS DESIGNED FOR DECORATING/FURNISHING YOUR EXHIBIT SPACE.  
PLEASE FORWARD THIS KIT TO THE PERSON RESPONSIBLE FOR  
ARRANGING THE DETAILS OF YOUR PARTICIPATION IN THE SHOW.**

Dear FA&M 2024 Exhibitor:

We are pleased to announce that **GULF COAST EXPO** has been chosen as the "Official Service Contractor" for **Food Automation and Manufacturing Symposium & Expo**, to be held **April 7-8, 2024** at the **Hyatt Regency Coconut Point Resort and Spa** located in **Bonita Springs, Florida**. **GULF COAST EXPO** is ready to assist you with all your exhibit area special needs. We have developed a service kit so you may order in advance at discounted rates. Please look through the service kit and familiarize yourself with the information. It is our goal at **GULF COAST EXPO** to ensure that your experience with the event is a huge success. We look forward to being part of it.

Please follow the link to order following services: [CLICK HERE](#)

- \*Electrical Service
- \*Internet Service
- \*Audio Visual Service

**EXHIBITOR MOVE-IN:  
SUNDAY, APRIL 7<sup>TH</sup> FROM 3:00PM – 6:00PM**

**EACH 8' X 10' EXHIBIT SPACE INCLUDES:**

- 10' of 8' Back Drape in Show Colors
- 8' of 3' Side Drape in Show Colors
- 1 – 6' Skirted Table
- 2 – Chairs, 1 – Wastebasket
- 7" x 44" Exhibitor ID Sign with Company Name and Booth Number

**Show Colors: BLACK**

**EXHIBIT AREA IS CARPETED**

**Your exhibit materials are the most important part of a successful event. GULF COAST EXPO is the official Drayage Contractor for this event and will handle all freight in and out of this show. DISPLAY SHIPMENTS TO THE HYATT REGENCY COCONUT POINT RESORT AND SPA ARE NOT PERMITTED.**

Using our **MATERIAL HANDLING** service, your shipment can be received at our **ADVANCE WAREHOUSE** location up to 30 days prior to the event. Make sure to give yourself plenty of time to track any lost shipments. Shipments are delivered to your exhibit space, empty cartons are stored during the event and returned back to you after the close of the show. Bill of lading and shipping labels are provided in this kit to assist getting your shipment(s) to the advance warehouse. When all information is provided to us this special material handling service provides a priceless guarantee of a successful event. Your materials will be ready for you in your exhibit space **PRIOR** to Exhibitor move-in.

For your convenience, **GULF COAST EXPO** will maintain a service desk to handle any last-minute requirements with a staff that is extremely well-versed in the needs of Exhibitors. We will be located in the exhibit area during Exhibitor move-in.

If you have any questions, please do not hesitate to contact Customer Service at 813-915-8066 or via e-mail at [CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

Thank you and we will see you at the show,

*Christopher Binion*

Christopher Binion  
GULF COAST EXPO

Experts in Convention & Trade Show Services

**SERVICE CONTRACTOR CONTACT:**

Gulf Coast Expo  
 Christopher Binion  
 8432 Sunstate Street  
 Tampa, FL 33634  
 813-915-8066 – phone  
 813-319-0619-fax  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

**ABF Freight System**

Official freight carrier of GULF COAST EXPO at the **FA&M 2024**

The most convenient way to ship your materials.

Call 1-800-654-7019 to get your competitive quote to and from this event. See insert for more information.

**Advance Freight Trapping Warehouse**  
 FA&M 2024  
 GULF COAST EXPO  
 8432 SUNSTATE STREET  
 TAMPA, FL 33634  
 Receiving: March 4<sup>th</sup> – April 3<sup>rd</sup>, 2024 only

**FILL OUT THE MATERIAL HANDLING FORM COMPLETELY AS SOON AS YOUR SHIPMENT LEAVES YOUR FACILITY AND EMAIL IT TO GULF COAST EXPO PLEASE USE SHIPPING LABELS PROVIDED IN THIS KIT**

**DISCOUNT PRICE DEADLINE DATE:**

In order to receive advance order discount rates listed on the price sheets, we must receive your order and payment

By **March 28<sup>th</sup>, 2024**

**This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.**

**BOOTH EQUIPMENT:**

► Each exhibit space will be set with 8’ high back drape, 3’ high side dividers  
 1 – 6’ Skirted Table, 2 – Chairs, 1 – Wastebasket and 1 - 7” x 44” Standard Booth ID Sign with Company Name and Booth Number. **THE EXHIBIT AREA IS CARPETED**

**SHOW SCHEDULE:**

**EXHIBITOR MOVE-IN:**

Sunday April 7<sup>th</sup> 3:00pm – 6:00pm

**EXHIBIT HOURS:**

Sunday April 7<sup>th</sup> 7:00pm – 8:00pm  
 Monday April 8<sup>th</sup> 12:30pm – 5:00pm

**EXHIBITOR MOVE-OUT:**

Monday April 8<sup>th</sup> 5:00pm – 9:00pm

**FREIGHT PICK UP SCHEDULE:**

Monday April 8<sup>th</sup> 5:00pm – 9:00pm  
 Carrier check in: 5:00pm NO EARLIER

Freight Force Time:

Monday April 8<sup>th</sup> 9:00pm - Driver check-in deadline 9:00pm

Pick Up Address

**HYATT REGENCY COCONUT POINT RESORT AND SPA**  
 5001 COCONUT RD  
 BONITA SPRINGS, FL 34103

All freight left on the show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$27.50 administrative fee.

**All Exhibitors must pick up their outbound bills of lading at the close of the event.**

All carriers must check in no later than 9:00pm on Monday, April 8<sup>th</sup> with a valid bill of lading or alert including company name, booth number and final destination before shipment will be released.

# GULF COAST EXPO

8432 Sunstate Street  
Tampa, FL 33634  
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## **PAYMENT POLICY**

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

**TO RECEIVE DISCOUNTED PRICES:**  
REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
BY: MARCH 28, 2024

### ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furniture and carpet rentals, material handling, labor and other services provided.

1. Advance payment by company check:  
Checks must be in U.S. funds drawn on an U.S. bank and made out to GULF COAST EXPO.  
Attach check to order forms.  
**If paying by company check a credit card must be on file for the convenience of your show representative for any additional charges incurred at show site.**
2. Advance payment by credit card:  
We accept VISA, MASTERCARD and AMERICAN EXPRESS. You must complete the payment authorization form and submit all information requested under the credit card portion of form including the 3-digit security code for Visa and Mastercard and the 4 digit security code for AMEX that is listed on the back of the card.  
NOTE: We guarantee security of credit card transactions with address verification security. The address listed must be the address the credit card statement is mailed to. No PO Boxes please.  
If any incorrect information is provided, an additional 5% of total invoice will apply to cover credit card processing fees.
3. All final invoices will be emailed within 30 days after the event to the credit card holder. Please provide the email address on the Payment Authorization Form.

### SHOW SITE ORDERS

Orders received after the advanced pricing discount deadline or made at the GULF COAST EXPO Service Desk during the show will be billed at the STANDARD RATE listed on the order forms. Payment must be presented at the time of order before order can be filled. Service will not be provided until payment is received. No substitutions are allowed once the furnishings have been delivered to your exhibit space. Furnishings provided in your booth space that are included with your participation fees can not be traded out for other sizes or types of furnishings.

To make the show more cost effective for you, take advantage of the DISCOUNTED PRICES by ordering as many of your requirements prior to the advanced pricing deadline as possible. Items marked ► on the order forms may not be available on show site.

### PAYMENT TERMS/CREDIT REFUNDS

To enable us to process your order effectively, GULF COAST EXPO must receive your order forms and payment prior to the opening of the show. Freight will not be delivered to the exhibit space until fees are collected. All payment/order discrepancies must be resolved prior to show closure. If a credit is acknowledged a credit receipt will be given at show site. If a credit receipt is not received, a credit has not been authorized. NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE EVENT.

### ADDITIONAL FEES TO EASILY AVOID

Make sure funds are available to cover expenses:

\$25.00 fee on all returned checks and declined credit cards for each occurrence.

Declined credit cards will be charged every 7 business days until the card is authorized and funds are available by your provider.

Make sure to provide complete and accurate credit card information on the Payment Authorization Form:

If any part of your credit card information is not provided or is incorrect a 5% credit card processing fee may be assessed.

Fill out your outbound Bill of Lading form after the event:

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

**CANCELLATIONS WITH REFUNDS ARE ONLY ACCEPTED 5 BUSINESS DAYS PRIOR TO SHOW OPENING.**

*TO ELIMINATE MISUNDERSTANDINGS  
PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES  
YOUR COOPERATION IS APPRECIATED*



# GULF COAST EXPO

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## BOOTH FURNISHINGS/ FLOOR COVERING ORDER FORM

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

TO RECEIVE DISCOUNTED PRICES  
REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
BY: MARCH 28, 2024  
\*STATE SALES TAX APPLICABLE

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY	SKIRT COLORS	UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY	
4' long x 2' wide x 30" tall	\$82.50	\$96.80	_____	<input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK	4' long x 2' wide	\$63.80	\$75.90	_____	
6' long x 2' wide x 30" tall	\$93.50	\$107.80	_____		6' long x 2' wide	\$75.90	\$86.90	_____	
8' long x 2' wide x 30" tall	\$104.50	\$118.80	_____		8' long x 2' wide	\$86.90	\$97.90	_____	
Make Skirted Table 40" Tall	\$27.50	\$35.20	_____		Make Table 40" Tall	\$19.80	\$25.30	_____	
Special Show Skirt Color (Please Specify Color)	\$14.30	\$19.80	_____		<b>TABLE RISERS</b>				
Make Show Table 40" Tall	\$27.50	\$35.20	_____		4' long x 12" x 12"	\$30.80	\$36.30	_____	
To Make Table Skirted on All Four Sides:				6' long x 12" x 12"	\$41.80	\$47.30	_____		
Additional 30" Skirt	\$22.00	\$25.30	_____	<b>30" ROUND COCKTAIL TABLES</b>					
Additional 40" Skirt	\$27.50	\$35.20	_____	30" Tall w/ Table Cover	\$55.00	\$66.00	_____		
TO INSURE AVAILABILITY, SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE. PLEASE CHECK SKIRT COLOR. IF NO COLOR IS CHOSEN, TABLE WILL BE SKIRTED IN SHOW COLOR(S)					40" Tall w/ Table Cover	\$60.50	\$71.50	_____	
BOOTH CARPET	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLORS CIRCLE ONE	MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY	
<b>CARPET</b>					<b>INSURE AVAILABILITY BY ORDERING IN ADVANCE</b>				
10' x 10' or 8' x 10'	\$97.90	\$119.90	_____	BLUE	Tripod Easel	\$19.80	\$23.10	_____	
10' x 20' or 8' x 20'	\$195.80	\$239.80	_____	BLACK	Waste Basket	\$12.10	\$16.50	_____	
10' x 30' or 8' x 30'	\$293.70	\$359.00	_____	RED	Display Board 4'x8'	\$97.90	\$125.40	_____	
<b>CARPET PADDING</b>					Horizontal <input type="checkbox"/> Vert. <input type="checkbox"/>	Chrome Bag Rack	\$52.80	\$63.80	_____
10' x 10' or 8' x 10'	\$82.50	\$99.00	_____	LT.GRAY	Literature Rack	\$58.30	\$70.40	_____	
10' x 20' or 8' x 20'	\$165.00	\$198.00	_____	CHARCOAL	Glass Fish Bowl	\$14.30	\$17.60	_____	
Carpet Taping	\$4.40	\$4.68	_____	GRAY	<b>ADDITIONAL DRAPE</b>				
Per Running Foot			_____		8' Tall Draper per ft.	\$9.90	\$11.55	_____	
<b>CHAIRS</b>					3' Tall Draper per ft.	\$7.15	\$8.25	_____	
<b>INSURE AVAILABILITY BY ORDERING IN ADVANCE</b>									
Folding Chair	\$17.60	\$23.10	_____						
Padded Side Chair	\$41.80	\$52.80	_____						
High Stool	\$58.30	\$69.30	_____						

**SUB TOTAL** \$ \_\_\_\_\_  
**ADD SALES TAX 6.5%** \$ \_\_\_\_\_  
**TOTAL THIS PAGE** \$ \_\_\_\_\_

**ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE  
 ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS**

Above prices include delivery of merchandise to designate spaced prior to show opening and removal at close of exhibit. All materials shall remain the property of GULF COAST EXPO. Prices quoted cover rental only. Payment of rental charges, including applicable sales tax, must accompany your advance order to qualify for DISCOUNT RATES. GULF COAST EXPO accepts company check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the STANDARD RATE. All orders received at the show must be paid in full before items are delivered to exhibit area. Cancellations with refunds are only accepted 5 days prior to show date.

NAME OF EVENT FA&M 2024 BOOTH \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

# GULF COAST EXPO

8432 Sunstate Street  
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813-915-8066-phone  
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# MATERIAL HANDLING AUTHORIZATION

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

REMIT COMPLETED FORM AND PAYMENT BY EMAIL  
AFTER YOUR SHIPMENT LEAVES YOUR FACILITY TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)

Your exhibit materials are the most important part of a successful event. Shipping direct to show site is not recommended unless the specific delivery requirements can be fulfilled. Please read and follow the instructions below carefully. Give yourself plenty of transit time. **This form should be submitted when your shipment leaves your facility. Discount deadline dates do not apply to shipping.**

1. Fill out this form completely and mail or fax along with your advance payment to the order processing address noted above as soon as possible. SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

## INBOUND SHIPPING INFORMATION PRIOR TO EVENT - MUST BE COMPLETED

### ADVANCE WAREHOUSE

(Please use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER

**FA&M 2024**  
GULF COAST EXPO  
8432 SUNSTATE STREET  
TAMPA, FL 33634

**SHIPMENTS ACCEPTED BETWEEN:**  
**MONDAY, MARCH 4<sup>TH</sup> – WEDNESDAY, APRIL 3<sup>RD</sup>, 2024**

### SHOW SITE SHIPMENTS NOT PERMITTED



**ALL SHIPMENTS MUST  
GO TO THIS ADDRESS**

If you need special assistance, please contact us.

Shipments delivered to: ( ) WAREHOUSE

Shipper Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_  
After hours/weekend emergency contact and cell phone number: (\_\_\_\_\_) \_\_\_\_\_  
Carrier \_\_\_\_\_ **Pro # or Tracking #** \_\_\_\_\_  
Date Shipped \_\_\_\_\_ Est. Arrival Date \_\_\_\_\_ Total # of Shipments \_\_\_\_\_ Total # of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

### TRACKING NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED

GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. TRACKING INFORMATION MUST BE PROVIDED ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO HOTEL WILL BE PICKED UP BY GULF COAST EXPO. NO EXCEPTIONS.

TOTAL WEIGHT \_\_\_\_\_ X.82 LTL CARRIERS (advance warehouse) = \$ \_\_\_\_\_ \$82.00 minimum  
TOTAL WEIGHT \_\_\_\_\_ X.87 UPS/FEDEX/DHL (advance warehouse) = \$ \_\_\_\_\_ \$87.00 minimum

## OUTBOUND SHIPPING INSTRUCTIONS – MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE OF FREIGHT FOR OUTBOUND SHIPPING AND COMPLETE A GULF COAST EXPO BILL OF LADING.

Ship to \_\_\_\_\_ Attention \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

### DESCRIPTION OF OUTBOUND MATERIALS

#CRATES \_\_\_\_\_ #DISPLAY CASES \_\_\_\_\_ #SKIDS \_\_\_\_\_ #OTHER \_\_\_\_\_ TOTAL # OF PIECES \_\_\_\_\_ WEIGHT \_\_\_\_\_

### OUTBOUND FREIGHT NEEDS

\_\_\_\_\_ BANDING @ \$27.50 PER PALLET \$ \_\_\_\_\_  
\_\_\_\_\_ SHRINKWRAP @ \$22.00 PER PALLET \$ \_\_\_\_\_

GULF COAST EXPO HAS THE AUTHORITY TO SECURE SHIPMENTS FOR OUTBOUND SHIPPING USING THE ABOVE MATERIALS. RATES WILL APPLY TO THE CUSTOMER'S ACCOUNT.

### SELECT OUTBOUND CARRIER

**YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM**

**ABF FREIGHT SYSTEM IS THE DESIGNATED SHOW CARRIER CALL 800-654-7019 FOR A QUOTE**

▶ If you are using a carrier other than ABF FREIGHT SYSTEM, it is the responsibility of the Exhibitor to contact carrier and arrange for pick up within the allotted move out time listed below. **GULF COAST EXPO** will load your shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Shipments left on show floor without an outbound bill of lading will be charged a \$27.50 processing fee and will be shipped via ABF FREIGHT SYSTEM. **All carriers picking up freight after the event must present a bill of lading or valid alert with company name, booth number and final destination. NO EXCEPTIONS. GULF COAST EXPO** is not responsible for freight charges.

**Outbound UPS & FEDEX by GULF COAST EXPO Only. Pre-paid labels MUST be provided. Rate -\$30.00 per shipment.**



### OUTBOUND CARRIER MUST BE PROVIDED HERE

\_\_\_\_\_ Designated Show Carrier: ABF FREIGHT SYSTEM Other Carrier Name: \_\_\_\_\_

SHOW SITE FREIGHT PICK-UP SCHEDULE:  
PICK-UP LOCATION:

MONDAY, APRIL 8<sup>TH</sup> FROM 5:00PM– 9:00PM (DRIVER CHECK IN BY 9:00PM)  
HYATT REGENCY COCONUT POINT RESORT AND SPA  
5001 COCONUT RD, BONITA SPRINGS, FL 34103

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:  
**FORCE TIME: MONDAY, APRIL 8<sup>TH</sup> @ 9:00 PM OR WILL BE SHIPPED VIA ABF FREIGHT SYSTEM**

# STANDARD DRAYAGE/MATERIAL HANDLING RATES

## READ ALL INFORMATION

Rates apply on each shipment received, based on estimated weight provided to GULF COAST EXPO.  
No allowance will be made during the event.

**per CWT = per 100 lbs.**  
**100 lb. MINIMUM ON ALL SHIPMENTS**

### ADVANCE WAREHOUSE RATES

Shipments received and stored up to 30 days in advance,  
delivered to booth, removal and return of empty crates,  
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED  
UPS, FEDEX and DHL shipments

\$82.00 per CWT  
100 lb. minimum  
example: 150 lbs. x .87 = \$130.50  
\$87.00 per CWT

**\$250.00 trip charge will be accessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.**

### SHOW SITE

**NOT AVAILABLE**

### SPECIAL SHIPMENT PRICING

\* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

### LOOSE/UNCRATED MATERIAL HANDLING

Applies to loosen, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground. If definition applies, add an additional 25% surcharge to the above warehouse or show site pricing.

### ENVELOPES AND SMALL PACKAGES – SHOW SITE RECEIVING ONLY

Shipments under 20 lbs. \$35.00

### PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding are available while supplies last. Mobile equipment must be ordered in advance.

### SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. A tracking number must be provided for each piece or shipment of freight coming in to the advance warehouse. GULF COAST EXPO will not be responsible in any way for lost or misrouted freight. Freight may not be delivered to booth until a Payment Authorization form is on file. All shipments sent to the facility will be picked up from the hotel and delivered to the booth. All material handling fees will apply. No exceptions.

It is the Exhibitor's sole responsibility to label each piece of outbound freight and submit to GULF COAST EXPO a completed bill of lading for each outbound shipment. If a GULF COAST EXPO bill of lading is not completed and brought to the GULF COAST EXPO service desk a \$25.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period and without forwarding instructions. These shipments will be forwarded to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

We hereby indemnify, hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our negligence or willful misconduct, and the negligence or willful misconduct of our employees, agents, and/or representatives, at the show to which this authorization relates.

MATERIAL HANDLING ACKNOWLEDGEMENT. BY SHIPPING IN FREIGHT TO THE SHOW THE FOLLOWING STATEMENT IS RECEIVED AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

**ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS.**

NAME OF EVENT	<b>FA&amp;M 2024</b>	BOOTH #	_____
COMPANY NAME	_____	PHONE ( _____ )	_____
E-MAIL ADDRESS	_____	FAX ( _____ )	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____

# ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

**MAKE COPIES FOR ADDITIONAL LABELS**

## ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

SHIPMENTS ACCEPTED BETWEEN: MONDAY, MARCH 4<sup>TH</sup> – WEDNESDAY, APRIL 3<sup>RD</sup>, 2024

---

INCLUDE YOUR COMPANY NAME HERE

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

**FA&M 2024**

GULF COAST EXPO  
8432 SUNSTATE STREET  
TAMPA, FL 33634

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**PLEASE NUMBER EACH PIECE**

## ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

SHIPMENTS ACCEPTED BETWEEN: MONDAY, MARCH 4<sup>TH</sup> – WEDNESDAY, APRIL 3<sup>RD</sup>, 2024

---

INCLUDE YOUR COMPANY NAME HERE

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

**FA&M 2024**

GULF COAST EXPO  
8432 SUNSTATE STREET  
TAMPA, FL 33634

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**PLEASE NUMBER EACH PIECE**



# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

## 800.654.7019

### Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information?  Yes  No

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

**If you are completing electronically**, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



**800-654-7019**

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903

# GULF COAST EXPO

8432 Sunstate Street  
Tampa, FL 33634  
813-915-8066-phone  
813-319-0619-fax

## INSTALLATION/DISMANTLE LABOR ORDER FORM

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
\*SEE SPECIAL INSTRUCTIONS BELOW

## CONCENTRATE ON YOUR SALES NOT ON YOUR SET UP

Let our experts install and/or dismantle your exhibit display at reasonable rates. Whether you are on site to supervise or if your time would be better spent elsewhere, GULF COAST EXPO is ready to assist you. See information below on how to order this service.

### HOURLY RATES

**SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM**

**LABOR STRAIGHT TIME RATE** (One hour minimum per person) \$60.00 per man/per hour  
8:00am to 5:00pm Monday through Friday – Exhibitor Supervision

**LABOR OVERTIME RATE** (One hour minimum per person) \$90.00 per man/per hour  
5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision

**LABOR DOUBLE TIME RATE** (One hour minimum per person) \$120.00 per man/per hour  
All hours on Sundays and Legal Holidays – Exhibitor Supervision

### **GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$30.00 MINIMUM)**

We can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise.

**If you would like GULF COAST EXPO to set up your display without your supervision, the display materials must be shipped to the advance warehouse address located on the Material Handling Authorization Form.**

#### NOTE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR

Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered or does not pick up labor at all NO CREDITS WILL BE ISSUED. On site labor orders will be filled based on availability.

### ORDER LABOR

#### ▶ INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____		\$ _____

Supervisor \_\_\_\_\_ GULF COAST EXPO Supervision  YES  NO \$ \_\_\_\_\_

(ADD 25% OF TOTAL AMOUNT - \$30.00 MINIMUM)

#### ▶ DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____		\$ _____

Supervisor \_\_\_\_\_ GULF COAST EXPO Supervision  YES  NO \$ \_\_\_\_\_

(ADD 25% OF TOTAL AMOUNT - \$30.00 MINIMUM)

**SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM**

NAME OF EVENT **FA&M 2024** BOOTH \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

# GULF COAST EXPO

8432 Sunstate Street  
Tampa, FL 33634  
813-915-8066-phone  
813-319-0619-fax

## BOOTH CLEANING

### ORDER FORM

QUESTIONS? CONTACT US AT:  
[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

TO RECEIVE DISCOUNTED PRICES  
REMIT ORDER AND PAYMENT BY E-MAIL TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)  
BY: MARCH 28, 2024

Gulf Coast Expo is the exclusive provider for all cleaning services for the  
**FA&M 2024**

#### CARPET CLEANING

	<u>DISCOUNT</u> <u>RATE</u>	<u>STANDARD</u> <u>RATE</u>
_____ Vacuuming ONCE before initial opening of exhibits	\$33.00 per space	\$38.50 \$ _____ per space
_____ Vacuuming DAILY before opening of exhibits	\$33.00 per space <b>PER DAY</b>	\$38.50 \$ _____ per space. <b>PER DAY</b>

example: 1- Booth Space = \$30.00 per space  
2- Booth Spaces= \$60.00 per space  
(Using advance order pricing)

#### EXHIBIT CLEANING & SANITATION

_____ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits	\$55.00 per space	\$66.00 \$ _____ per space
_____ Cleaning and dusting of display background and furnishings DAILY before opening of exhibits	\$55.00 per space <b>PER DAY</b>	\$66.00 \$ _____ per space <b>PER DAY</b>

<b>SUB TOTAL</b>	\$ _____
<b>ADD SALES TAX 6.5%</b>	\$ _____
<b>TOTAL THIS PAGE</b>	\$ _____

**ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS**

TO AVOID ANY MISUNDERSTANDINGS REGARDING THESE SERVICES, PLEASE BRING ANY DISCREPANCIES TO OUR ATTENTION AT THE EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT **FA&M 2024** BOOTH \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



**encore**<sup>SM</sup>

EVENTS THAT TRANSFORM



**HYATT**  
**REGENCY**<sup>®</sup>

COCONUT POINT  
RESORT & SPA

## Exhibitor Kit

## Easy Ordering

As the exclusive Technology Provider of **Hyatt Regency Coconut Point Resort & Spa**, Encore is committed to making your experience as easy and stress-free as possible.



**Self-service option available through our online store – EventNow**

### Step 1

Visit [EventNow](#) and select your show

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

\* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

# EventNow<sup>SM</sup>

**offers a range of solutions for any exhibitor:**

As the exclusive Technology Provider of **Hyatt Regency Coconut Point Resort & Spa**, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

**Tim Harris**  
Senior Sales Manager  
[Timothy.Harris@encoreglobal.com](mailto:Timothy.Harris@encoreglobal.com)  
O +1 239-390-4376

# What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!

