

Extreme Family Expo & Events

FLORIDA BUILDINGS ENGINEERING & FACILITY MAINTENANCE

Exhibit Date

April 3, 2019

Florida State Fairgrounds

Tampa, Florida

Extreme Family Expo & Events is proud to be your general contractor for the 2019 Florida Building Engineering & Facility Maintenance Show. As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for material handling, decoration, and labor. Below are just some of the services we offer to make your exhibit experience exceptional:

Install & Dismantle Labor

Material Handling

Custom Booths

Standard & Premium Furnishings

Top Quality Graphics

Personal Service

To make the exhibiting process as simple as possible, we've included a FAQ page in this kit as well as a Quick Facts page.

We are also available to all exhibitors for quick, convenient personal service. If you'd like to contact our Exhibitor Services Department for information on any of our products or services, please do so at any time using the contact information below:

Extreme Family Expo & Events

Phone: 407-227-6732

Email: orders@extremefamilyexpo.com

QUICK FACTS

DEADLINES:

DISCOUNT PRICING:	March 20, 2019
ADVANCE FREIGHT:	March 1, 2019 - March 29, 2019; Receiving Hours: 8:00am - 3:30pm
EAC/INSURANCE:	March 1, 2019
ADVANCE SHIPPING:	March 29, 2019; Receiving Hours: 8:00am - 3:30pm
DIRECT SHIPPING:	April 2, 2019 ONLY

SCHEDULE:

EXHIBITOR MOVE-IN:	Tuesday, April 2, 2019 12:00 noon - 6:00pm; Wednesday, April 3, 2019 7:00am - 8:00am. ***Please Note: All Exhibits Must Be "Show Ready" by 8:00am***
EXHIBITOR PARKING:	IMPORTANT! For Exhibitor Move-In & Parking at the Florida State Fairgrounds use the <u>Orient Road Entrance</u> . Orient Road can be accessed from East Martin Luther King Jr. Boulevard (Rt.574) or from US Highway 92 East (East Hillsborough Avenue.)
SHOW DATES:	Wednesday, April 3, 2019 9:00am - 2:00pm
EXHIBITOR MOVE-OUT:	Wednesday, April 3, 2019 2:00 pm - 6:00pm Empty crates will be delivered starting at 2:01 pm on Wednesday, April 3, 2019.
CARRIER CHECK-IN:	Wednesday, April 3, 2019 5:00pm. Please note that UPS, FedEx and DHL do NOT pick up from the show floor. All Exhibitor materials must be removed from the facility by 6:00pm Wednesday. Any freight left on the show floor after that time will be rerouted via ABF at the Exhibitor's expense.
INCLUDED FURNISHINGS:	Each 10' x 10' inline booth space will be setup with: Black/Red/Grey/Red/Black 8' high backwall drape. Black 3' high Siderail drape. 1 - 6' Black draped table. 2 - side chairs. 1 - waste basket. 1 - 7" x 44" ID sign.
EXHIBIT HALL FLOORING:	The hall floor is concrete. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.
PAYMENT POLICY:	Payment is required with all orders. To pay by credit card, scan and email a credit card authorization form with your completed order to: orders@extremefamilyexpo.com . Orders paid by check must be payable to Extreme Family Expo & Events and include a signed Payment Policy form to be processed.

SHIPPING

ADVANCED SHIPPING ADDRESS: Company Name and Booth Number

Florida Buildings Engineering & Facility Maintenance Show

c/o Extreme Family Expo & Events

11226 Satellite Boulevard

Orlando, FL 32837

ADVANCED SHIPMENTS ACCEPTED: March 1, 2019 to March 29, 2019.

ADVANCE SHIPPING DEADLINE: 3:30 PM on Friday March 29, 2019.

DIRECT SHIPPING ADDRESS: Company Name and Booth Number

Florida Buildings Engineering & Facility Maintenance Show

c/o Extreme Family Expo & Events

Florida State Fairgrounds

4800 US Highway 301 North

Tampa, FL 33610

DIRECT SHIPPING ACCEPTED: Tuesday April 2, 2019 **ONLY**

Extreme Family Expo & Events and Show Management will **NOT** be responsible for any early direct shipments that may be refused by the facility or incur additional fees.