
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.

CREDIT CARD AUTHORIZATION

Discount Prices: To qualify for discount prices, orders must be received with full payment on or before the discount deadline. Full payment, including any applicable tax is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S funds and all checks must be drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Extreme Family Expo & Events. All equipment rentals are based on show rates.

All accounts must be paid in full prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided. If paying by credit card, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labor charges. Any charge back fee resulting from invalid charge disputes will incur a \$50.00 fee per occurrence. In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the Exhibitor shall then be liable for payment.

A finance charge of 1.50% per month (18% per annum) will be added to any outstanding invoices.

Bill of Lading: All freight left on the show floor without a bill of lading on file with Extreme Family Expo & Events will be shipped via ABF Freight collect and will be charged material handling and/or storage fees at the regular rate by Extreme Family Expo & Events.

Adjustments and Cancellations: Please refer to the individual form for cancellation fees.

This form must be filled out and returned to EXTREME FAMILY EXPO & EVENTS for your order to be processed.

By signing this form I state that I have read and agree with Extreme Family Expo & Events' Payment Policy.

PRINT CLEARLY OR TYPE:

American Express Master Card VISA Expiration Date: _____ V CODE: _____

(Credit Card Number)

Cardholder's Name: _____ Signature: _____

Billing Address: _____

Company Name: _____ Booth # _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

THIRD PARTY BILLING FORM

In order to authorize Extreme Family Expo & Events to charge a third party for payments of services rendered to exhibitors, both the exhibiting company and the third party ,must complete this form and return it by the discount deadline.

It is understood and agreed that the exhibiting company is ultimately responsible for payment of charges. If the named third party does not pay the invoice before the last day of the show (by the discount deadline if wanting discount prices) then the charges will revert to the exhibitor. Both the exhibitor and the third party agree to be bound by Extreme Family Expo & Events' Payment Policy.

EXHIBITING COMPANY

THIRD PARTY

Co. Name:	3rd Party Name:
Address:	Address:
City, State, Zip	City, State, Zip
Phone:	Phone:
Email:	Phone:

The items checked below are to be paid by the Exhibiting Company.

The items checked below are to be paid by the Third Party.

<input type="checkbox"/> All Services	<input type="checkbox"/> Standard Furniture	<input type="checkbox"/> All Services	<input type="checkbox"/> Standard Furniture
<input type="checkbox"/> I&D labor	<input type="checkbox"/> Custom Furniture	<input type="checkbox"/> I&D labor	<input type="checkbox"/> Custom Furniture
<input type="checkbox"/> Signs	<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Signs	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Material Handling	<input type="checkbox"/> Carpeting/ Padding	<input type="checkbox"/> Material Handling	<input type="checkbox"/> Carpeting/ Padding
<input type="checkbox"/> Floral	<input type="checkbox"/> Rental Units	<input type="checkbox"/> Floral	<input type="checkbox"/> Rental Units

By signing this form, I state that I have read and agree with Extreme Family Expo & Events' Payment Policy.

Signature:	Signature:																														
Printed Name:	Printed Name:																														
<table border="0"> <tr> <td>American Express</td> <td>Master Card</td> <td>VISA</td> </tr> <tr> <td colspan="3"><input type="text" value="(Card Number)"/></td> </tr> <tr> <td>Exp Date: _____</td> <td colspan="2">V Code: _____</td> </tr> <tr> <td colspan="3">Billing Address: _____</td> </tr> <tr> <td colspan="3">City, State, Zip: _____</td> </tr> </table>	American Express	Master Card	VISA	<input type="text" value="(Card Number)"/>			Exp Date: _____	V Code: _____		Billing Address: _____			City, State, Zip: _____			<table border="0"> <tr> <td>American Express</td> <td>Master Card</td> <td>VISA</td> </tr> <tr> <td colspan="3"><input type="text" value="(Card Number)"/></td> </tr> <tr> <td>Exp Date: _____</td> <td colspan="2">V Code: _____</td> </tr> <tr> <td colspan="3">Billing Address: _____</td> </tr> <tr> <td colspan="3">City, State, Zip: _____</td> </tr> </table>	American Express	Master Card	VISA	<input type="text" value="(Card Number)"/>			Exp Date: _____	V Code: _____		Billing Address: _____			City, State, Zip: _____		
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Billing Address: _____																															
City, State, Zip: _____																															

COMPANY _____	BOOTH # _____
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SHIPPING INFORMATION FOR EXHIBIT LABOR

Please complete the following information if your display is to be installed and/or dismantled by Extreme Family Expo & Events.

INBOUND SHIPPING INSTRUCTIONS

Carrier _____ Carrier Phone _____

Shipped To: Warehouse Show Site From: City/State _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

OUTBOUND SHIPPING INSTRUCTIONS

SHIP TO:	
-----------------	--

METHOD: Common Carrier Air Freight Van Line Other _____

CARRIER: Show Carrier Other _____

FREIGHT CHARGES: Collect Bill To: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:
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PLEASE PROVIDE AND EMERGENCY CONTACT:

Name _____ Phone _____

COMPANY _____ BOOTH # _____

MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$50.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. **(Shipments above 20 lbs are subject to rates below.)**

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.20/lb off-target fee. This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 LBS)

Drivers without inbound shipments must check into the Extreme Family Expo & Events warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; closed on weekends & holidays.

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$138.00	Minimum Charge	\$180.00	Minimum Charge
\$ 69.00	Each add'l 100 lbs (cwt) over 200 lbs	\$ 90.00	Each add'l 100 lbs (cwt) over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: APRIL 20, 2018

DIRECT SHIPMENTS (21-200 LBS)

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$132.00	Minimum Charge	\$172.00	Minimum Charge
\$ 69.00	Each add'l 100 lbs (cwt) over 200 lbs	\$ 86.00	Each add'l 100 lbs (cwt) over 200 lbs

DIRECT SHIPMENT DEADLINE DATE: APRIL 24, 2018 ONLY

PRICES INCLUDE receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, FedEx or DHL.)

IMPORTANT

All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Extreme Family Expo & Events. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING

ADVANCE SHIPMENT

lbs Total Estimated Weight (200 lbs minimum)
x Rate = \$

DIRECT SHIPMENT

Total Estimated Fees: \$ _____

6.5% Sales Tax will be automatically added to your total charges.
(If Tax Exempt, please submit certificate with your order.)

PAYMENT AND LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the agreement between Extreme Family Expo & Events and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- *WHEN THE PAYMENT POLICY & CHARGE AUTHORIZATION FORM IS SIGNED; OR
- *WHEN AND OREDR FOR LABOR, SEERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH EXTREME FAMILY EXPO & EVENTS; OR
- *WHEN WORKS IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH EXTREME FAMILY EXPO & EVENTS

1. DEFINITIONS. For purposes of this contract, "Extreme" means Extreme Family Expo & Events and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors Extreme may appoint, The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (EAC.) Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. Extreme shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, Extreme shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. Extreme assumes no responsibility for:

- Error on the above procedures;
- Removal of containers with old empty labels & without Extreme labels;
- Improper information on empty labels.

EXTREME WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. EXTREME WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. Extreme recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. EXTREME WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Extreme highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to Extreme by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to Extreme and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. EXTREME WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING AN EXTREME DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. Extreme loads the materials onto the carrier under directions from the carrier or driver of that same carrier. EXTREME ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, Extreme shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by the EXHIBITOR, materials may be taken to Extreme's warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL EXTREME BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions. EXTREME WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. EXTREME FAMILY EXPO & EVENTS' RESPONSIBILITIES. Extreme shall be responsible only for those services which it directly provides. Extreme assumes no responsibility for any persons, parties or other contracting firms not under Extreme's direct supervision and control. Extreme shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond Extreme's reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that Extreme is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Extreme with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to Extreme immediately at the show site and in any case no later than (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site.) All claims reported after (30) business days will be rejected. In no event shall a suit or action be brought against Extreme more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and Extreme relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due to Extreme for its services, as an offset against the amount of any alleged loss or damage. Any claims against Extreme shall be considered a separate transaction and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY EXTREME IF FOUND LIABLE FOR ANY LOSS. Extreme's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to Extreme for material handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. Extreme's liability shall be limited to any loss or damage which results solely from Extreme's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall Extreme be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to, subsequent to or are alleged as a result of tortious conduct, failure of the equipment or services of Extreme or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if Extreme has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss (es.)

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF FLORIDA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ORANGE COUNTY, FLORIDA.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend Extreme and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential,) liabilities, judgements and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through Extreme or the negligent supervision of such labor by any other of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Extreme's equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to Extreme for material handling services, waives and releases all claims against Extreme, its employees, agents, directors and officers with respect to all matters for which Extreme has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify or impair the validity and enforceability of all other provisions herein.

EXHIBITOR MATERIALS	
From (Shipper):	ADVANCE WAREHOUSE
To: _____ (Exhibitor Name) FL BLDGS ENGINEERING & FACILITY MAINTENANCE c/o Extreme Family Expo & Events 11226 Satellite Boulevard Orlando, FL 32837 ADVANCE FREIGHT MUST BE DELIVERED BY: March 29, 2019 Booth #: _____ No. _____ of _____ Pieces	

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EXHIBITOR MATERIALS	
From (Shipper):	SHOW SITE
To: _____ (Exhibitor Name)	SHOW SITE
FL BLDGS ENGINEERING & FACILITY MAINTENANCE c/o Extreme Family Expo & Events Florida State Fairgrounds 4800 US Highway 301 North Tampa, FL 33610	
FREIGHT MUST BE DELIVERED ON: April 2, 2019	
Booth #: _____	
No. _____ of _____ Pieces	

EXHIBITOR MATERIALS	
From (Shipper):	SHOW SITE
To: _____ (Exhibitor Name)	SHOW SITE
FL BLDGS ENGINEERING & FACILITY MAINTENANCE c/o Extreme Family Expo & Events Florida State Fairgrounds 4800 US Highway 301 North Tampa, FL 33610	
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Booth #: _____	
No. _____ of _____ Pieces	

ABF FREIGHT SYSTEM, INC.

ABF[®] delivers trade shows

Your
OFFICIAL
Show Carrier



Choose ABF for on-site, on-time, damage-free service.

ABF can meet virtually any transit or delivery requirement. Choose ABF Assured Service[®] and your shipment is backed by a 100% satisfaction guarantee on our published transit times. Choose TimeKeeper[®] for guaranteed expedited or time-definite delivery. Next day, second day, third day. Whatever you need. Whenever you need it. We'll assign you a single-source contact to personally manage your transportation needs.

Relax and enjoy the show. No worries. No hassles. That's ABF.

ABF **tradeshow**
On Site... On Time... Damage-Free.

800-654-7019

tradeshow@abf.com

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ABF Freight System, Inc. • 3801 Old Greenwood Road • Fort Smith, AR 72903 • Fax 800-836-3320

Extreme Family Expo & Events ~ 11226 Satellite Boulevard Orlando, FL 32837 ~ Ph. 407-227-6732 ~ orders@extremefamilyexpo.com

REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

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

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320

ABF **tradeshow**

On-Site... On-Time... Damage-Free

tradeshow@abf.com

(800) 654-7019

³⁸ 3801 Old Greenwood Road • Ft. Smith • AR • 72908

