

# **EXHIBITOR**

**SERVICE MANUAL**

**Florida Buildings Engineering  
& Facility Maintenance**

Florida State Fairgrounds

Tampa, Florida

**August 5, 2020**

**FLORIDA** **NEW SHOW DATE!**  
**BUILDINGS ENGINEERING &**  
**FACILITY MAINTENANCE SHOW**

**AUGUST 5, 2020**

*Show & Seminar Hours:*  
*9:00am – 2:00pm*

FLORIDA STATE FAIRGROUNDS  
TAMPA, FL

*MaintenanceShows.com*

*Extreme Family Expo & Events, LLC*

# *Extreme Family Expo & Events*

11226 Satellite Blvd. Orlando, Florida 32837  
Telephone: 407-227-6732

Florida Building Engineering  
& Facility Maintenance

Florida State Fairgrounds

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## BOOTH EQUIPMENT:

Each inline booth will be set with 8' high panels of **black, red** and **grey** back drape and 3' high **black** side divider drape. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

Each individual inline booth will consist of:

One - 6' draped table - black

Two - Side chairs

One - Wastebasket

One - 7" x 44" identification sign. Copy for this sign is provided by Show Management.

Tables and chairs must not be removed from booths in which they were placed by EFE&E. Please notify the EFE&E Service Desk if: 1) you ordered furniture and it was not delivered or 2) items were delivered that you did not order. If items are taken or "borrowed" from neighboring booths, you will be charged for those items once they are in your booth.

Furnishings included in your booth space may not be traded or swapped for other sized or types of furnishings. All items are provided on a rental basis and any damage to EFE&E materials will be the responsibility of the exhibitor.

## BOOTH/AISLE CARPET:

The exhibit hall floor is not carpeted. Extreme Family Expo & Events, LLC offers a variety of carpet colors if you wish to customize your booth (please refer to the carpet order form in this kit for information).

## SHIPPING INFORMATION:

### ADVANCE WAREHOUSE SHIPMENTS

Extreme Family Expo & Events, LLC will accept freight beginning **July 6, 2020** at the address below. Shipments received after **July 17, 2020** will be charged a 25% late surcharge. Shipments arriving after **July 31, 2020** will be refused.

The advance warehouse will receive shipments Monday - Friday from 8:00 am - 4:00 pm.

### SHOW SITE SHIPMENTS

Extreme Family Expo & Events, LLC will accept freight from **8:00 am to 4:30 pm** on **August 4, 2020 ONLY** at the address below. Do not ship your materials to arrive prior to this date. All shipments must be consigned to "c/o Extreme Family Expo & Events, LLC" to enable us to accept them for handling. If shipments are sent outside these parameters or addressed only to the facility, the facility may refuse it or turn it over to Extreme Family Expo & Events, LLC for distribution to your booth. This may result in charges from Extreme Family Expo & Events, LLC and the facility.

### ADVANCE WAREHOUSE SHIPPING ADDRESS

Show Name:

**Florida Buildings Engineering & Facility Maintenance**

To: Name of Exhibitor & Booth Number

c/o: Extreme Family Expo & Events, LLC

11226 Satellite Blvd.

Orlando, FL 32837

### SHOW SITE SHIPPING ADDRESS

Show Name:

**Florida Buildings Engineering & Facility Maintenance**

To: Name of Exhibitor & Booth Number

c/o: Extreme Family Expo & Events, LLC

Florida State Fairgrounds

4800 US Highway 301 North

Tampa, FL 33610

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## SHOW SCHEDULE:

### INSTALLATION

Tuesday, August 4, 2020 from 12:00 pm - 6:00 pm  
Wednesday, August 5, 2020 from 7:00 am - 8:00 am

### SHOW HOURS

Wednesday, August 5, 2020 from 9:00 am - 2:00 pm

### DISMANTLE

Wednesday, August 5, 2020 from 2:00 pm - 6:00 pm

Drivers other than the Official Show Carrier must check in by 6:00 pm

**Please note: Part of this show moves out on overtime; all applicable surcharges will apply.**

## MISCELLANEOUS:

The following ancillary forms are included in the exhibitor manual:

Freight Carrier - ArcBest/ABF Freight

Electric and Utility - Florida State Fairgrounds

Questions? Contact Extreme Family Expo & Events, LLC at **407-227-6732** or

***exhibitorservices@extremefamilyexpo.com***

# Fire Department Regulations

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies & exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles & exits which must be kept on display at the assembly.

## Listed below are additional requirements to follow for safety:

- Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to **one-quarter tank or less**, and tape or lock fuel caps; LP tanks should be removed from all vehicles. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.