



2017 FEA Annual Meeting
 May 31-June 2, 2017
 Tampa Marriott Waterside

Welcome to the **2017 FEA Annual Meeting**. 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
 3112 E 4th Ave
 Tampa, FL 33605

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

Email: info@suncoastcs.com

Show Information

Each 8' x 10' Exhibit Space will include

Back Wall Drape 8' High Pipe and Drape (Black)
 Side Rail Drape 3' High Pipe and Drape (Black)

One	1	7" x 44" Two Line ID Sign
One	1	6' x 24" Skirted Display Table
Two	2	Folding Chairs
One	1	Wastebasket with Liner

Production Timeline

Discount Deadline	Friday, May 12, 2017	
Exhibitor Set-up	Thursday, June 1, 2017	10am – 2pm
Show Hours	Thursday, June 1, 2017	2:30pm – 5:30pm
	Friday, June 2, 2017	9:45am – 11:45am
Dismantle	Friday, June 2, 2017	12:30pm – 2:00pm



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.	
<input type="checkbox"/> CASH (Show site orders only...do not mail)	<input type="checkbox"/> CREDIT CARD (Complete Authorization Below)
<input type="checkbox"/> COMPANY CHECK (Must accompany order)	<input type="checkbox"/> 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 type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<table border="1"> <tr> <th colspan="2">Expiration Date</th> </tr> <tr> <td style="width: 50px; height: 30px;"></td> <td style="width: 50px; height: 30px;"></td> </tr> </table>	Expiration Date				<table border="1"> <tr> <th>CVV#</th> </tr> <tr> <td style="width: 100px; height: 40px;"></td> </tr> </table>	CVV#															
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ACCOUNT NUMBER	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 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		Booth #	
Exhibitor		Phone #	
Address		City & State	Zip
Authorized By		Signature	
Date Signed		Email Address	
Onsite Contact Name		Onsite Contact #	



FURNITURE ORDER FORM
2017 FEA Annual Meeting

QTY		Discount Price	Standard Price	QTY		Discount Price	Standard Price		
CARPETING				SEATING					
Carpet Color: (Please Circle) Cayenne, Blue Jay or Pepper <i>Price includes laying and taping the front edge.</i>									
n/a	10' x 10'	100.00	125.00		Modular Arm Chairs	35.00	45.00		
n/a	10' x 20'	150.00	175.00		Modular Side Chairs	32.00	42.00		
n/a	10' x 30'	200.00	250.00		Bar Stool with Back Deluxe	40.00	50.00		
n/a	10' x 40'	275.00	350.00		Folding Chair	5.00	10.00		
	Custom carpeting per sq. ft. cutting laying	8.00	11.00	ACCESSORIES					
DRAPED DISPLAY TABLES 30" HEIGHT					Wastebasket	7.00	10.00		
Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER					Easel	20.00	30.00		
	4'	65.00	75.00		8' Masking	3.00	4.00		
	6'	75.00	85.00		Table Skirting	20.00	25.00		
	8'	85.00	95.00		Bag Rack	35.00	40.00		
DRAPED DISPLAY TABLES 42" HEIGHT				HARDWARE					
Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER					8' Uprights	8.00	10.00		
	4'	75.00	85.00		Bases	8.00	10.00		
	6'	85.00	95.00		Cross Bars	8.00	10.00		
	8'	95.00	105.00	Custom Furnishings Available Upon Request					
UNDRAPED DISPLAY TABLES 30" HEIGHT				SUB-TOTAL					
	4'	45.00	55.00	7% SALES TAX					
	6'	55.00	65.00	TOTAL BALANCE					
	8'	65.00	75.00						
UNDRAPED DISPLAY TABLES 42" HEIGHT				CHECK #					
	4'	50.00	60.00	PURCHASE ORDER #					
	6'	60.00	70.00						
	8'	70.00	80.00						
ROUND TABLES (PRE SHOW ONLY)				CANCELLATION POLICY – Items cancelled after move-in begins will be charged at 50% of the original price.					
	30" Round/ 30" Height		85.00						
	30" Round/ 40" Height		95.00						
PAYMENT POLICY				Company Name:					
Payment for all items ordered in advance must accompany the return of this order. All orders received at Service Desk will be charged at Standard Prices.				Address:					
				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.									



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 2017 FEA Annual Meeting			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.**



GUIDELINES FOR SHIPMENTS

Advance Freight Warehouse Shipments

All warehouse shipments must be received by **Tuesday, May 30, 2017** or up to 30 days in advance.

Please call 813.628.8301 to arrange delivery dates and times.

Ship To:	
	<i>2017 FEA Annual Meeting</i>
	Company Name and Booth #
	C/O Suncoast Convention Services
	3112 E 4 th Ave
	Tampa, FL 33605

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 **Wednesday, May 31, 2017.**

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

Ship To:	
	<i>2017 FEA Annual Meeting</i>
	Company Name and Booth #
	Tampa Marriott Waterside – Grand Ballroom
	C/O Suncoast Convention Services
	700 S Florida Ave
	Tampa, FL 33602



MATERIAL HANDLING ORDER FORM

2017 FEA Annual Meeting

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	\$55.00	\$55.00
Uncrated or Special Handling	\$65.00	\$65.00
Show Site Shipment (200 lbs. minimum)		
Crated, Skidded or Shrink wrapped	\$50.00	\$100.00
Uncrated or Special Handling	\$60.00	\$120.00

#	Description	Weight	÷ 100	Unit Price	Estimated Total
S	SAMPLE	1200	12	\$55.00	\$660.00
1					
2					
3					
				Sub Total	
				Tax	N/A
				Total	

Payment Must Accompany Order Form



OUTBOUND SHIPPING FORM

2017 FEA Annual Meeting

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 3 PM ON Friday, June 2, 2017</p>
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Please check desired method of shipment below.

<input type="checkbox"/>	YRC Freight (PREFERRED CARRIER)
<input type="checkbox"/>	OTHER COMMON CARRIER _____



Suncoast Convention Services		
RUSH		
Deadline Date		
Tuesday, May 30, 2017 or 30 days prior		
TO:		
Exhibitor Name		
C/O Suncoast Convention Services, Inc. 3112 E 4 th Ave Tampa, FL 33605		
ADVANCE FREIGHT WAREHOUSE		
Event: <i>2017 FEA Annual Meeting</i>		
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, May 31, 2017		
TO:		
Exhibitor Name		
C/O	Suncoast Convention Services, Inc.	
	Tampa Marriott Waterside – Grand Ballroom	
	700 S Florida Ave	
	Tampa, FL 33602	
SHOWSITE FREIGHT		
Event: <i>2017 FEA Annual Meeting</i>		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.