EXHIBITOR SERVICE KIT
## Exhibitor Kit Forms:

- Booth Package & Contact Information ..........3
- Exhibit Area Installation & Dismantle Information ..........4
- Order Recap Payment & Credit Card Authorization ..........5
- Limits of Liability & Responsibility ..........6
- Payment Policies ..........7
- Standard Booth Furnishings & Carpet ..........8
- Jurisdictions ..........9
- Material Handling Services & Rates ..........10
- Freight Definitions & Information ..........11
- Material Handling Special Services ..........12
- Shipping Information ..........13
- Shipping Instructions (Inbound & Outbound) ..........14-15
- Limits of Liability for Material Handling ..........16
- Shipping Labels (Advance & Showsite) ..........17-18

## Additional Vendor Forms:

- Electrical Services
- House Carrier/Freight Information
Dear 2020 National College Fair Exhibitor and/or Sponsors,

KUB Tradeshow Support, LLC is excited in welcoming you to the 2020 National College Fair. This kit is designed to help navigate you through the exhibit process. It contains important information that can be very helpful in making your experience as an exhibitor a more memorable and successful one.

With KUB Tradeshow Support, LLC, you will experience a more intimate, one on one service which in today’s cyber society has been forgotten. We are here to send our support, our knowledge and our help to ensure that you as the exhibitor are well taken care of and that you have a very successful event.

Below you will find our contact information. Please feel free to contact us with any questions and/or concerns you may have.

All questions regarding the convention space assignments should be directed to:

2020 NACAC Miami National College Fair
Sylvia Karpf
1050 N. Highland St, #400
Arlington, VA  22201
Phone: (703) 299-6821
Email: skarpf@nacacnet.org

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
KUB Tradeshow Support, LLC
19 North Texas Avenue
Orlando, FL 32805
Phone: (407) 985-3471
Fax: (407) 440-8458
Email: carmenperez@kubtss.com

Also included in this service kit are order forms for various items you may require for your exhibit. **KUB forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8’ High Back Wall - BLUE/WHITE
1 - 6’ x 30” Draped Table - BLUE
2 - Side Chairs
3’ High Side Rails - BLUE
1 - Wastebasket
1- 7” x 44” ID Sign
Set-up Dates & Times:
Saturday, February 22, 2020, 3:00pm - 5:00pm
Sunday, February 23, 2020, 8:00am - 11:30am

All prefabricated displays must be set and empty crates tagged for storage by
**11:00am Sunday, February 23, 2020**

Exhibit Dates & Times:
Sunday, February 23, 2020, 12:00pm - 4:00pm

Dismantle Dates & Times:
Sunday, February 23, 2020, 4:01pm - 6:00pm

Forced Freight Date & Time:
Sunday, February 23, 2020, 6:00pm

Please note: Freight not picked up by the date and time indicated above will be re-routed through the house carrier.
Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

Standard Booth Furnishings & Carpet* ................................................................. $ __________________

Material Handling Services .................................................................................. $ __________________

Subtotal: $ __________________

Add 7% Sales Tax: $ __________________

Total due: $ __________________

Note: Services taxable in the state of FL.

Indicate Payment Method
Check # ___________________ Dated ___________________ Amount $ __________________

Charge to: □ MasterCard □ VISA □ American Express

Indicate: □ Personal Credit Card □ Company Credit Card

Account # ____________ ____________ ____________ ____________ ____________ ____________

Expiration date ____________ ____________ ____________ ____________ ____________

PURCHASING CARD: YOUR CREDIT CARD CUSTOMER CODE NUMBER: ____________

Cardholder’s Name ____________________________ (Print or Type)________________________

Cardholder’s Address ____________________________ City ____________________ State ________ Zip ____________

Signature __________________________________________

Company Name ______________________________________ Booth# _________________________

Street Address ______________________________________ Phone# _________________________

City __________________________ State ____________ Zip ____________ Fax# _________________________

Ordered by (Print or Type) __________________________ E-Mail __________________________

Signature __________________________________________ Title __________________________

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE
1. KUB Tradeshow Support, LLC shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

3. KUB Tradeshow Support, LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ booth for reloading after the show. A Bill of Lading covering outgoing shipments, which is furnished by KUB Tradeshow Support, LLC to the exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. KUB Tradeshow Support, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event KUB Tradeshow Support, LLC maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to KUB Tradeshow Support, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
Payment Options
We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by KUB Tradeshow Support, LLC in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank.

2. Advance Payment by Company Check
   Please make all checks payable to KUB Tradeshow Support, LLC. Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization form to be on file with KUB Tradeshow Support, LLC.

3. Wire Transfer in U.S. Funds
   Bank information call KUB Tradeshow Support, LLC (407) 985-3471 or e-mail: carmenperez@kubtss.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   Wire transfers must include the show name, company name and booth number.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, KUB will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. Credit Card
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD AUTHORIZATION form on the page 5. For discount rates to apply, KUB Tradeshow Support, LLC, must receive this form by the deadline dates located on the top of the pages that pertain to services in need of deadline date.

Showsite Orders
To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order. Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the “standard” prices listed on the various forms.

Payment Terms
To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization form to be on file with KUB Tradeshow Support, LLC in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, KUB Tradeshow Support, LLC is authorized to charge the exhibitor’s credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, KUB will charge the exhibitor’s credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. Telephone orders are not accepted.

Cancellation Policy:
Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.
Rental price includes delivery to and removal from your booth.

### SEATING

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side Chair</td>
<td>$52.50</td>
<td>$68.25</td>
<td></td>
</tr>
<tr>
<td>Padded Stool</td>
<td>$100.35</td>
<td>$130.75</td>
<td></td>
</tr>
</tbody>
</table>

### ACCESSORIES

- **Round Pedestal Table (30” x 30”)**: $87.40 / $111.02
- **Wastebasket**: $25.80 / $33.35
- **Easel**: $29.15 / $37.80
- **Chrome Sign Frame (22” x 28”)**: $76.65 / $97.15
- **Bag Holder**: $103.95 / $136.50
- **8’ Stanchion**: $29.15 / $37.80
- **Crossbar**: $29.15 / $37.80
- **Garment Rack**: $103.95 / $136.50
- **Literature Rack**: $103.95 / $136.50

### STANDARD CARPET

Price includes installation & taping front edge. No guarantee of color match when ordering multiple carpets.

- **10’ x 10’**: $128.90 / $167.75
- **10’ x 20’**: $258.85 / $335.25
- **10’ x 30’**: $385.90 / $490.25
- **10’ x 40’**: $490.25 / $669.90
- **10’ x 50’**: $643.15 / $837.40

**Circle color:** Blue | Burgundy | Gray | Teal | Red | Black | Hunter Green

### CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped. INDICATE OVERALL DIMENSIONS:

- **ft. x ft. (100 sq. ft. minimum)**: $3.15 sq. ft. / $3.95 sq. ft.

**Circle color:** Blue | Burgundy | Gray | Teal | Red | Black | Hunter Green

### CARPET PADDING

INDICATE OVERALL DIMENSION:

- **ft. x ft. (100 sq. ft. minimum)**: $1.35 sq. ft. / $1.60 sq. ft.

### DRAPEABLE DISPLAY TABLES - 30” HIGH

Price includes white vinyl top & 3 sides

**Circle color:** Blue | Black | Burgundy | Purple | Gray | Red | Teal | White | Hunter Green

- **2’ x 4’ x 30”**: $107.65 / $136.50
- **2’ x 6’ x 30”**: $121.55 / $155.40
- **2’ x 8’ x 30”**: $145.95 / $189.80
- **4th Side Drape 6’ & 8’ Only**: $38.35 / $81.90

### DRAPEABLE DISPLAY TABLES - 42” COUNTER HIGH

Price includes white vinyl top & 3 sides

**Circle color:** Blue | Black | Burgundy | Purple | Gray | Red | Teal | White | Hunter Green

- **2’ x 4’ x 42”**: $154.10 / $200.30
- **2’ x 6’ x 42”**: $168.55 / $219.20
- **2’ x 8’ x 42”**: $195.25 / $252.30
- **4th Side Drape 6’ & 8’ Only**: $38.35 / $81.90

### UNDRAPEABLE DISPLAY TABLES - 30” HIGH

- **2’ x 4’ x 30”**: $54.10 / $66.45
- **2’ x 6’ x 30”**: $66.45 / $80.55
- **2’ x 8’ x 30”**: $79.55 / $103.70

### UNDRAPEABLE DISPLAY TABLES - 42” HIGH

- **2’ x 4’ x 42”**: $66.70 / $77.45
- **2’ x 6’ x 42”**: $77.45 / $100.55
- **2’ x 8’ x 42”**: $90.60 / $117.35

### DRAPE RISERS

**White Vinyl**

- **4’ One Step**: $52.25 / $67.50
- **6’ One Step**: $67.75 / $87.70
- **Raise & Drape Package**: $69.05 / $81.90

### PAYMENT POLICY:

Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.
Exhibit Labor Jurisdictions

KUB exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

KUB Tradeshow Support, LLC has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. KUB Tradeshow Support, LLC will not be responsible, however, for any materials, they do not handle. KUB Tradeshow Support, LLC will have complete control of the loading dock at all times. If you wish to unload or load you must report to the KUB Tradeshow Support, LLC Service Desk. Do not proceed to the docks until told to do so. Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with KUB Tradeshow Support, LLC to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and KUB Tradeshow Support, LLC.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to KUB Tradeshow Support, LLC and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or KUB Tradeshow Support, LLC.
Advance Shipments to KUB Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Thursday, January 23, 2020. Shipments arriving prior to Thursday, January 23, 2020, may be refused. Please round off to the nearest 100 lbs. Minimum of 200 lbs. required.

Crated and/or skidded
Shipment Weight_________ x $0.85/lb.= $ ________

Uncrated or Unskidded Shipments requiring special handling
Shipment Weight_________ x $ 1.11/lb.= $ ________

Small Package Shipment - Total Shipment Weight 35 lbs or less
Small Package Shipment _________ x $50.00 ea. =$ ________

Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, February 22, 2020 from 9:00am - 4:00pm. Shipments that arrive prior to this date may be refused by the facility as KUB will not have staff present prior to this date and time. Please round off to the nearest 100 lbs. Minimum of 200 lbs. required.

Crated and/or skidded
Shipment Weight_________ x $0.89./lb.= $ ________

Uncrated or Unskidded Shipments requiring special handling
Shipment Weight_________ x $ 1.16/lb.= $ ________

Small Package Shipment (Total Shipment Weight of 50 lbs. or less )
Small Package Shipment _________ x $50.00 ea. = $ ________

All shipments accepted and moved in or out on overtime will be charged 30% in addition to the above rates.

*Total estimated Material Handling $__________

*Company Name____________________    Booth______________________

*Please fill out Payment & Credit Card and Authorization form on page 5 of this exhibitor kit. We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact KUB Tradeshow Support, LLC Exhibitor Service Department.
**Crated and/or skidded Floor Load Shipments:** Crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

**Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling:** Uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.

**Small Package Shipments:** Packages or envelopes received at warehouse or show site with Maximum weight per shipment of 35 lbs requiring no round trip. Packages or envelopes without documentation will be delivered without guarantee of piece count or conditions.

**Freight/Overtime Rates:** All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00 AM or after 4:00 PM on weekdays or all day Saturdays, Sundays and holidays. KUB is not responsible for the scheduling of move in, show days and move out dates and time.

**Special Handling:** Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver. Requires a surcharge for material handling and is defined as follows:

- **Ground Load/Unload:** Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

- **Side Door Load/Unload:** Shipments that cannot be accessed from the rear of the trailer.

- **Constricted Space Load/Unload:** Trailers loaded ‘high and tight’, shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

- **Designated Piece Load:** Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

- **Stacked Shipments:** Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

- **Mixed Shipments:** Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
Empty Storage
Those exhibitors who elect to hand-carry in one trip items into the exhibit hall without the assistance of KUB Tradeshow Support, LLC may acquire on-site storage for empty containers based on the following rates: $21.00 per carton and $31.50 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile and Immobile Unit Spotting
Exhibitors authorized by show management to bring a motorized unit or an immobile unit that requires KUB to tow into the exhibit hall, you will be required to hire KUB Tradeshow Support, LLC supervision services. Please see page 24 of this manual for rates. A representative from KUB Tradeshow Support, LLC will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse
At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is $52.50 up to the first 100 lbs. For shipments over 100 lbs., a fee of $31.50 per cwt. on straight time and $36.75 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (407) 985-3471 to confirm availability prior to show.

Special Rates and Services
Steel banding is available at $1.10 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments
A fee of $78.75 will apply for all UPS & FedEx shipments going back to KUB Tradeshow
What you should know:

* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.

* Please prepay all shipping charges. KUB Tradeshow Support, LLC cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by KUB Tradeshow Support, LLC for such shipments. Shipments without certified weight documents will be estimated by KUB Tradeshow Support, LLC. This estimate will be binding on both parties and no adjustments will be made after the show closes.

* Do not ship uncrated materials to the warehouse. Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, KUB Tradeshow Support, LLC will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.

* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered ‘special handling’ and are charged at higher rates.

* All shipments for the show received either in advance or at showsite will be charged material handling by KUB Tradeshow Support, LLC. Refer to the Material Handling Service and Rates Form on page 10.

* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the Material Handling Service and Rates Form on page 10.

* If granted permission for early move-in (off-target move-in) by show management and KUB Tradeshow Support, LLC, the exhibitor is required to use KUB Tradeshow Support, LLC labor for booth installation.

Material Handling includes:

* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
* Delivering materials to your booth at showsite.
* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling DOES NOT include:

* Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, recreating and reskidding of machinery and/or equipment for exhibitors.
* Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).
KUB Tradeshows Support, LLC is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form on page 10. KUB Tradeshows Support, LLC must have payment before forwarding freight.

**SHIPPING IN ADVANCE TO THE WAREHOUSE:**

All advance shipments to the warehouse should be addressed/labeled as follows:

```
TO: 2020 Miami National College Fair  
(Exhibiting Company’s Name & Booth Number)  
C/O KUB Tradeshows Support, LLC  
19 North Texas Avenue  
Orlando, FL 32805
```

- To trace your shipment, please contact the Customer Service Department at (407) 985-3471 or email-carmenperez@kubtss.com.
- Shipments will be received beginning Thursday, January 23, 2020.
- Shipments received after the deadline of Tuesday, February 18, 2020 will be charged an additional 25% surcharge.
- Shipments received after 4:00PM will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, 8:00AM to 4:00PM.
- Carriers checking in after 4:00PM Monday through Friday will not be guaranteed unloading.

**SHIPPING DIRECTLY TO SHOWSITE:**

All direct shipments to showsite should be addressed/labeled as follows:

```
TO: 2020 Miami National College Fair  
(Exhibiting Company’s Name & Booth Number)  
C/O KUB Tradeshows Support, LLC  
Miami Airport Convention Center  
West Hall  
711 NW 72nd Avenue  
Miami, Florida 33126
```

Showsite shipments will be received beginning Saturday, February 22, 2020 from 9:00am - 4:00:00pm. SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE. Please note that this is a Saturday move in and your carrier may not deliver on this day. It is in your benefit to ship to advance warehouse.
Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show Bills of Lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

<table>
<thead>
<tr>
<th>FROM:</th>
<th>(Your Company Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH #:</td>
<td></td>
</tr>
<tr>
<td>SHOW NAME:</td>
<td>2020 Miami National College Fair</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Miami Airport Convention Center, West Hall</td>
</tr>
<tr>
<td>TO:</td>
<td>(Shipping Address)</td>
</tr>
</tbody>
</table>

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the KUB Tradeshow Support, LLC Service Desk.
- All Bill-of-Ladings must be turned in no later than 5:00pm on Sunday, February 23, 2020.

**DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!**

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than YRC must be checked in no later than 6:00pm on Sunday, February 23, 2020.
Limits of Liability for Material Handling

- KUB Tradeshow Support, LLC shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

- KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

- KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by KUB Tradeshow Support, LLC to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

- KUB Tradeshow Support, LLC shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

- KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, KUB Tradeshow Support, LLC maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

- KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

- The consignment or delivery of a shipment to KUB Tradeshow Support, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lb. weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. KUB Tradeshow Support, LLC assumes no responsibility for removal of containers with old empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

- Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. KUB Tradeshow Support, LLC will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, KUB Tradeshow Support, LLC reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by KUB Tradeshow Support, LLC.
FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN Tuesday, February 18, 2020
RECEIVING 8:00AM - 4PM MONDAY - FRIDAY, CHECK IN BY 3:30PM

2020 Miami National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

2020 Miami National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805
ON-SITE DIRECT SHIPMENTS ONLY

FROM: ____________________________________________
________________________________________________
________________________________________________

TO: ______________________________________________
(Exhibitor Name)                                   (Booth #)

2020 Miami National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
Miami Airport Convention Center, West Hall
711 NW 72nd Avenue
Miami, Florida 33126

2019 Jacksonville National College Fair
C/O KUB TRADESHOW SUPPORT
Miami Airport Convention Center, West Hall
711 NW 72nd Avenue
Miami, Florida 33126

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning Saturday, February 22, 2020 from 9:00am - 4:00pm

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ____________________________________________
________________________________________________
________________________________________________

TO: ______________________________________________
(Exhibitor Name)                                   (Booth #)

2020 Miami National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
Miami Airport Convention Center, West Hall
711 NW 72nd Avenue
Miami, Florida 33126

2019 Jacksonville National College Fair
C/O KUB TRADESHOW SUPPORT
Miami Airport Convention Center, West Hall
711 NW 72nd Avenue
Miami, Florida 33126
# Electrical Service Order Invoice

## Full Payment Due Prior to Show Opening

## Electrical Outlets (120V, 60CY)

<table>
<thead>
<tr>
<th>QUAN</th>
<th>0-500 WATTS (5 AMPS)</th>
<th>55.00 $</th>
<th>-</th>
<th>$ 100.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>500-1000 WATTS (10 AMPS)</td>
<td>65.00 $</td>
<td>-</td>
<td>$ 100.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>1001-1500 WATTS (15 AMPS)</td>
<td>75.00 $</td>
<td>-</td>
<td>$ 100.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>1501-2000 WATTS (20 AMPS)</td>
<td>85.00 $</td>
<td>-</td>
<td>$ 115.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>2001-3000 WATTS (30 AMPS)</td>
<td>105.00 $</td>
<td>-</td>
<td>$ 145.00</td>
<td>-</td>
</tr>
</tbody>
</table>

## 120 Volts, Single Phase

<table>
<thead>
<tr>
<th>QUAN</th>
<th>SPIDER BOX HOOKUP, 30 AMPS</th>
<th>120.00 $</th>
<th>-</th>
<th>$ 175.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>SPIDER BOX HOOKUP, 60 AMPS</td>
<td>160.00 $</td>
<td>-</td>
<td>$ 235.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>SPIDER BOX HOOKUP, 100 AMPS</td>
<td>310.00 $</td>
<td>-</td>
<td>$ 460.00</td>
<td>-</td>
</tr>
</tbody>
</table>

## 208 Volts, Single Phase

<table>
<thead>
<tr>
<th>QUAN</th>
<th>20 AMPS</th>
<th>160.00 $</th>
<th>-</th>
<th>$ 235.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>30 AMPS</td>
<td>170.00 $</td>
<td>-</td>
<td>$ 250.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>50 AMPS</td>
<td>190.00 $</td>
<td>-</td>
<td>$ 280.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>100 AMPS</td>
<td>285.00 $</td>
<td>-</td>
<td>$ 422.50</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>150 AMPS</td>
<td>360.00 $</td>
<td>-</td>
<td>$ 535.00</td>
<td>-</td>
</tr>
</tbody>
</table>

## 208 Volts, Three Phase

<table>
<thead>
<tr>
<th>QUAN</th>
<th>20 AMPS</th>
<th>160.00 $</th>
<th>-</th>
<th>$ 235.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>40 AMPS</td>
<td>185.00 $</td>
<td>-</td>
<td>$ 272.50</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>60 AMPS</td>
<td>200.00 $</td>
<td>-</td>
<td>$ 295.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>100 AMPS</td>
<td>310.00 $</td>
<td>-</td>
<td>$ 460.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>150 AMPS</td>
<td>460.00 $</td>
<td>-</td>
<td>$ 685.00</td>
<td>-</td>
</tr>
</tbody>
</table>

## Lighting Equipment (includes current consumption)

<table>
<thead>
<tr>
<th>QUAN</th>
<th>500 WATT FLOOD ON POLE</th>
<th>80.00 $</th>
<th>-</th>
<th>$ 115.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>1000 WATT OVERHEAD FLOOD</td>
<td>110.00 $</td>
<td>-</td>
<td>$ 160.00</td>
<td>-</td>
</tr>
<tr>
<td>QUAN</td>
<td>4 TRACK WITH (3) 60W LIGHTS</td>
<td>85.00 $</td>
<td>-</td>
<td>$ 122.50</td>
<td>-</td>
</tr>
</tbody>
</table>

## Material (electric not included)

<table>
<thead>
<tr>
<th>QUAN</th>
<th>EXTENSION CORD</th>
<th>35.00 $</th>
<th>-</th>
<th>$ 35.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>MULTI-OUTLET POWER STRIP</td>
<td>30.00 $</td>
<td>-</td>
<td>$ 30.00</td>
<td>-</td>
</tr>
</tbody>
</table>

## Labor (required for ALL 280V and higher connections and special requests)

<table>
<thead>
<tr>
<th>QUAN</th>
<th>ST Monday-Friday 8AM-4:30PM (Except Holidays)</th>
<th>50.00 $</th>
<th>-</th>
<th>$ 50.00</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUAN</td>
<td>OT Mon-Fri 4:30PM-8AM - All day Sat-Sun-Holidays</td>
<td>100.00 $</td>
<td>-</td>
<td>$ 100.00</td>
<td>-</td>
</tr>
</tbody>
</table>

## Checks

- Doubletree by Hilton Miami Airport Convention Center

## Credit Card Purchases

- By signing this form, I hereby give Doubletree by Hilton Miami Airport Convention Center authorization to charge my credit card. Total indicated above.

**Please note if you require Camlock hook ups to please mention this as these are limited on site. And will NOT be guaranteed.**

## Please Complete This Section

### Company Name:

### Address:

- City: St: ZIP:

### Phone Number: (   ) Fax Number: (   )

### Signature:

### Credit Card:

- VISA ___ MC ___ AMEX ___ CREDIT CARD #: EXP:
The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We’ll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.