EXHIBITOR SERVICE KIT
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Additional Vendor Forms:

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

KUB Tradeshow Support, LLC is excited in welcoming you to the Tampa 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:

Tampa National College Fair
Megan Wade
1050 N. Highland St, #400
Arlington, VA 22201
Phone: (703) 299-6824
Email: mwade@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:

- **Booth Package & Contact Information**

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 29, 2020, 3:00pm - 5:00pm
Sunday, March 23, 2020, 10:00am - 11:30am

All prefabricated displays must be set and empty crates tagged for storage by

11:00am Sunday, March 1, 2020

Exhibit Dates & Times:

Sunday, March 1, 2020, 12:00pm - 3:00pm

Dismantle Dates & Times:

Sunday, March 1, 2020, 3:01pm - 5:00pm

Forced Freight Date & Time:

Sunday, March 1, 2020, 5:00pm

Please note: Freight not picked up by the date and time indicated above will be re-routed through the house carrier.
ORDER RECAP
PAYMENT & CREDIT CARD

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 8.5% Sales $ ________________

Tax: $ ________________

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 _____________________________________________________________

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 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.
STANDARD BOOTH FURNISHINGS & CARPET

DEADLINE DATE: Fri., 2/14/20

Rental price includes delivery to and removal from your booth.

### SEATING

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

### ACCESSORIES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round Pedestal Table (30&quot; x 30&quot;)</td>
<td>$87.40</td>
<td>$111.02</td>
<td></td>
</tr>
<tr>
<td>Round Pedestal Table (42&quot; x 30&quot;)</td>
<td>$111.05</td>
<td>$143.85</td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td></td>
<td>$25.80</td>
<td>$33.35</td>
</tr>
<tr>
<td>Easel</td>
<td></td>
<td>$29.15</td>
<td>$37.80</td>
</tr>
<tr>
<td>Chrome Sign Frame (22&quot; x 28&quot;)</td>
<td></td>
<td>$76.65</td>
<td>$87.15</td>
</tr>
<tr>
<td>Bag Holder</td>
<td></td>
<td>$103.95</td>
<td>$136.50</td>
</tr>
<tr>
<td>8’ Stanchion</td>
<td></td>
<td>$29.15</td>
<td>$37.80</td>
</tr>
<tr>
<td>Crossbar</td>
<td></td>
<td>$29.15</td>
<td>$37.80</td>
</tr>
<tr>
<td>Garment Rack</td>
<td></td>
<td>$103.95</td>
<td>$136.50</td>
</tr>
<tr>
<td>Literature Rack</td>
<td></td>
<td>$103.95</td>
<td>$136.50</td>
</tr>
</tbody>
</table>

### STANDARD CARPET

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’</td>
<td>$128.90</td>
<td>$167.75</td>
</tr>
<tr>
<td></td>
<td>10’ x 20’</td>
<td>$258.85</td>
<td>$335.25</td>
</tr>
<tr>
<td></td>
<td>10’ x 30’</td>
<td>$385.90</td>
<td>$502.45</td>
</tr>
<tr>
<td></td>
<td>10’ x 40’</td>
<td>$490.25</td>
<td>$669.90</td>
</tr>
<tr>
<td></td>
<td>10’ x 50’</td>
<td>$643.15</td>
<td>$837.40</td>
</tr>
</tbody>
</table>

### 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.

### DRAPE RISERS

**White Vinyl**

- 4’ One Step ......................... $52.25 $ 67.50
- 6’ One Step ........................ $67.75 $ 87.70
- Raise & Drape Package ........... $90.60 $117.35

**Table to 42” high** .................. $69.05 $ 81.90

### DRAPE DISPLAY TABLES - 30” HIGH

**Price includes white vinyl top & 3 sides**

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 4’ x 30”</td>
<td>$107.65</td>
<td>$136.50</td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 30”</td>
<td>$121.55</td>
<td>$155.40</td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 30”</td>
<td>$145.95</td>
<td>$189.80</td>
</tr>
<tr>
<td></td>
<td>4th Side Drape 6’ &amp; 8’ Only</td>
<td>$38.35</td>
<td>$ 81.90</td>
</tr>
</tbody>
</table>

### DRAPE DISPLAY TABLES - 42” COUNTER HIGH

**Price includes white vinyl top & 3 sides**

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 4’ x 42”</td>
<td>$154.10</td>
<td>$200.30</td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 42”</td>
<td>$168.55</td>
<td>$219.20</td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 42”</td>
<td>$195.25</td>
<td>$252.30</td>
</tr>
<tr>
<td></td>
<td>4th Side Drape 6’ &amp; 8’ Only</td>
<td>$38.35</td>
<td>$ 81.90</td>
</tr>
</tbody>
</table>

### UNDRAPED DISPLAY TABLES - 30” HIGH

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 4’ x 30”</td>
<td>$54.10</td>
<td>$ 85.35</td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 30”</td>
<td>$66.45</td>
<td>$100.55</td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 30”</td>
<td>$79.55</td>
<td>$103.70</td>
</tr>
</tbody>
</table>

### UNDRAPED DISPLAY TABLES - 42” HIGH

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 4’ x 42”</td>
<td>$66.70</td>
<td>$ 85.35</td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 42”</td>
<td>$77.45</td>
<td>$100.55</td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 42”</td>
<td>$90.60</td>
<td>$117.35</td>
</tr>
</tbody>
</table>

### 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.

**ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM**

---

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #</th>
<th>Street Address</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Fax #</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordered by (Print or Type)</th>
<th>Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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 Friday, January 31, 2020. Shipments arriving prior to Friday, January 31, 2020, may be refused. Please round off to the nearest 100 lbs. Minimum of 200 lbs. required.

Crated and/or skidded
Shipping Weight_________ x $0.85/lb.= $_________

Uncrated or Unskidded Shipments requiring special handling
Shipping Weight_________ x $1.11/lb.= $_________

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

Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, February 29, 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
Shipping Weight_________ x $0.89./lb.= $_________

Uncrated or Unskidded Shipments requiring special handling
Shipping Weight_________ x $1.16/lb.= $_________

Small Package Shipment (Total Shipment Weight of 50 lbs. or less)
Shipping Weight_________ 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 Tradeshows 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 Tradeshows 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 Tradeshows Support, LLC for such shipments. Shipments without certified weight documents will be estimated by KUB Tradeshows 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 Tradeshows 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 Tradeshows 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 Tradeshows Support, LLC, the exhibitor is required to use KUB Tradeshows 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, recrating 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 exhi- bition 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: Tampa 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 **Friday, January 31, 2020.**
- Shipments received after the deadline of **Monday, February 24, 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: Tampa National College Fair  
(Exhibiting Company’s Name & Booth Number)  
C/O KUB Tradeshows Support, LLC  
Florida State Fairgrounds  
EXPLO Hall  
4800 N. US Highway 301  
Tampa, Florida 33610

Showsite shipments will be received beginning **Saturday, February 29, 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:

FROM:  (Your Company Name)  
BOOTH #:  
SHOW NAME:  Tampa National College Fair  
LOCATION:  Florida State Fairgrounds, Expo Hall  
TO:  (Shipping Address)

- 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, March 1, 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 4:00pm on Sunday, March 1, 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.
ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: ____________________________________________
_______________________________________
_______________________________________

TO: ____________________________________________
(EXHIBITOR NAME)                (BOOTH #)

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

FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN Monday, February 24, 2020
RECEIVING 8:00AM - 4PM MONDAY - FRIDAY, CHECK IN BY 3:30PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: ____________________________________________
_______________________________________
_______________________________________

TO: ____________________________________________
(EXHIBITOR NAME)                (BOOTH #)

Tampa 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 #)

Tampa National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
Florida State Fairgrounds, Expo Hall
4800 N. US Highway 301
Tampa, Florida  33610

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ______________________________________________

_______________________________________

_______________________________________

TO: ___________________________________________

(EXHIBITOR NAME)  (BOOTH #)

Tampa National College Fair
C/O KUB TRADESHOW SUPPORT
Florida State Fairgrounds, Expo Hall
4800 N. US Highway 301
Tampa, Florida  33610

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ______________________________________________

_______________________________________

_______________________________________

TO: ___________________________________________

(EXHIBITOR NAME)  (BOOTH #)

Tampa National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
Florida State Fairgrounds, Expo Hall
4800 N. US Highway 301
Tampa, Florida  33610

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ______________________________________________

_______________________________________

_______________________________________

TO: ___________________________________________

(EXHIBITOR NAME)  (BOOTH #)

Tampa National College Fair
C/O KUB TRADESHOW SUPPORT, LLC
Florida State Fairgrounds, Expo Hall
4800 N. US Highway 301
Tampa, Florida  33610

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning Saturday, February 29, 2020 from 9:00am - 4:00pm
**ORDER INSTRUCTIONS**

**120 VOLT POWER DELIVERY**
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths.

**208 CONNECTIONS & POWER DELIVERY**
All 208 Single Phase must accompany a NEMA plug variable. All 208 Three Phase need to inquire if Edison or large cam hookup. FSFA Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

**24 HOUR SERVICES**
All prices include 24 hour power.

**DEDICATED OUTLETS**
For a dedicated outlet, order a 20 amp and indicate location on the floor plan.

**CANCELLATIONS**
Refunds will not be provided for services installed and not used. See regulations for additional details.

**ORDER CONFIRMATION**
Orders faxed, mailed or emailed without payment and required floor plan will not be guaranteed advance rates. Vendor must send within 14 days of event to receive advance rate.

**MATERIAL DELIVERY**
Material requested on this order form will be placed in booth by an electrician. If power is not present call the Electric Help Line at (813) 951-4531.

**TERMS AND CONDITIONS**
I agree in placing this order that I have accepted FSFA payment policy and the terms and conditions of this contract.

### ELECTRICAL OUTLETS

<table>
<thead>
<tr>
<th>120 VOLTS</th>
<th>ADVANCE RATE</th>
<th>FLOOR RATE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 WATTS 10 AMPS</td>
<td>$90.00</td>
<td>$109.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 WATTS 20 AMPS</td>
<td>$142.00</td>
<td>$166.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000 WATTS 30 AMPS RV PLUG</td>
<td>$178.00</td>
<td>$215.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 208 VOLTS SINGLE PHASE |         |          |          |       |
| 20 AMPS | $191.00 | $227.00 |          |       |
| 30 AMPS | $227.00 | $275.00 |          |       |
| 50 AMPS | $355.00 | $459.00 |          |       |
| 60 AMPS | $383.00 | $514.00 |          |       |
| 100 AMPS | $573.00 | $777.00 |          |       |
| 200 AMPS | $1,063.00 | $1,288.00 |          |       |

| 208 VOLTS THREE PHASE |         |          |          |       |
| 20 AMPS | $227.00 | $293.00 |          |       |
| 30 AMPS | $269.00 | $364.00 |          |       |
| 60 AMPS | $538.00 | $658.00 |          |       |
| 100 AMPS | $604.00 | $860.00 |          |       |
| 200 AMPS | $1,267.00 | $1,684.00 |          |       |
| 400 AMPS | $2,065.00 | $2,539.00 |          |       |

<table>
<thead>
<tr>
<th>DEPOSIT</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>POWER STRIP</td>
<td>$10.00</td>
</tr>
<tr>
<td>CABLE RAMP</td>
<td>$16.90</td>
</tr>
</tbody>
</table>

PLEASE BRING AN EXTENTION CORD TO REACH ELECTRIC BEHIND YOUR BOOTH. IT MUST BE RATED FOR WHAT YOU WILL BE USING.

**AMOUNT DUE**

**ELECTRICAL TOTAL:**

**SALES TAX:** INCLUDED IN PRICE

**TOTAL AMOUNT DUE:**
1. Florida State Fair Authority (FSFA) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s) and electronic equipment. All electrical installations and connections must be made by an FSFA technician. FSFA will not be responsible for any damage or loss of equipment, component, computer hardware/software and or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an FSFA technician.

2. A separate outlet/connection must be ordered for each individual location. Outlets may not be combined for multiple locations or booth spaces.

3. Rates for all connections include bringing the service to the booth/display in the most convenient manner for FSFA and does not include connecting equipment, materials (tape, adaptors, etc.) special wiring and/or labor. Normally all electrical outlets will be placed on the floor in back of booth/display. Island booth/display outlets will be brought to one (1) location at our discretion if no information is provided.

4. All equipment, including but not limited to, extension cords, cables, power strips, cube taps, DC power supplies, inverters, appliances, computers, electronic devices, and lighting fixtures, regardless of the source of power, must comply with federal, state and local codes, FSFA reserves the right to inspect all electrical devices and connections to guarantee compliance with codes.

5. FSFA reserves the sole right to refuse electrical connections where the vendor/exhibitor wiring outlined above is not in accordance with the National Electrical Code (NEC).

6. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by vendors/exhibitors. A separate outlet must be ordered at regular price for each location to be connected.

7. All extension cords, cables, power strips, cube taps, dc power supplies, inverters, appliances, computers, electronic devices, and lighting fixtures, must be properly wired and tagged with complete information. All equipment must have either, an U.L. and/or CTL certifications, and, the type of current, voltage, phase, cycle, horsepower, etc.

8. All vendor/exhibitor’s cords must be sized to the piece of equipment being serviced with grounds. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized could be required to be grounded.

9. All material and equipment furnished by FSFA for the service order is furnished on a rental basis, remains the property of the FSFA and shall be removed ONLY by FSFA technicians. Price also includes necessary disposable supplies.

10. FSFA technicians are authorized to cut floor coverings when essential for installation of service unless otherwise indicated.

11. Claims for adjustments will not be considered unless the claim(s) is submitted in writing by the vendor/exhibitor prior to the close of the event. The claim(s) must be verified by an FSFA technician prior to close of event.

12. Changes made to vendor/exhibitor electrical service after the initial order is installed will be made at the vendor/exhibitors expense. These changes will be executed on a first come, first serve basis. The charges for new installation will be based on the “Regular” prices, not including any labor and or material charges incurred if the original install or subsequent install/location is deemed “custom” by FSFA technicians. These changes in pricing will be presented to the vendor/exhibitor in writing for approval before any new installations will be made.

13. Credit will not be given for electrical service installed as ordered on the Electrical Service Order Form and not used.

14. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collections, or to file a lien, or foreclosure, or otherwise, vendor/exhibitor will pay FSFA its attorney fees and/or applicable agency fees.

15. An interest charge of 1.5 % per month will be assessed on any unpaid balances starting 30 days after the date of invoice until balance is paid in full.

16. Vendor/exhibitor holds FSFA harmless for any and all losses of power beyond FSFA’s control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, acts of God, faulty vendor/exhibitor equipment or overloads caused by vendor/exhibitor.

17. FSFA will be responsible for all under carpet distribution of electrical wiring.
18. In the interest of public safety, exhibits in any fairgrounds facilities may be inspected to determine if any violations exists. If they are found, you will be required to hire qualified electricians to determine if the problem can be corrected without creating a safety hazard. If the vendor/exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If a vendor/exhibitor is not informed of or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember this point: All wiring must have a 3 wire grounded line cord sized to the piece of equipment being serviced.

19. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

20. A $20.00 service charge will be assessed for all returned checks and credit cards per instance or each time the check/charge is rejected.

21. All prices quoted are subject to change without notice.

HOOK-UP CHOICES
Please review the following plug choices offered by the Florida State Fair. In addition to the plug, you are required to have 100’ of lead line that is rated for outdoor use.

- 20A 120V Male Plug
  - #12 gage outdoor rated cord required

- 30A 208V Male Plug
  - #10 gage outdoor rated cord required

- 30A 120V Male Plug
  - #10 gage outdoor rated cord required

- 50A 220V Male Plug
  - #8/4 gage outdoor rated cord required

TECHNICAL SUPPORT AND QUESTIONS: Please do not hesitate to contact the Florida State Fair Authority Electrical Office at (813) 740-4642 or Kimberley.Moritz@FloridaStateFair.com with any questions or concerns.
**ELECTRIC METHOD OF PAYMENT FORM**

Rates Effective 7/1/2019 – 6/30/2020

Email Orders to: Kimberley.Moritz@FloridaStateFair.com

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**Florida State Fair Authority**  
4800 US Highway 301 North  
Tampa, Florida 33610  
Phone (813) 740-4642  
Fax: (813) 740-4293

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### PAYMENT TYPE

**COMPANY CHECK**

Please make check payable to: Florida State Fair Authority. All foreign checks must be drawn from US banks only. Please reference the event and booth number. No checks will be accepted during move-in.

Check Number: ______________________

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balance on your account prior to the event end. A copy of final charges will be sent to the email address provided on this form.

___VISA   ___MASTERCARD   ___AMEX

---

### AMOUNT DUE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICIAL TOTAL</td>
<td>$</td>
</tr>
<tr>
<td>SALES TAX</td>
<td>INCLUDED IN PRICE</td>
</tr>
<tr>
<td>TOTAL AMOUNT DUE</td>
<td>$</td>
</tr>
</tbody>
</table>

---

**BY SIGNING AND PLACING THIS ORDER, I ACCEPT ALL PAYMENT POLICIES AND THE TERMS AND CONDITIONS OUTLINED ON ALL FORMS COMPLETED.**

SIGNATURE: ______________________

PRINT NAME: ______________________

DATE SUBMITTED: ______________________

---

### PAYMENT INFORMATION

<table>
<thead>
<tr>
<th>CREDIT CARD NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPIRATION DATE:</td>
</tr>
<tr>
<td>STREET ADDRESS:</td>
</tr>
<tr>
<td>CITY, STATE ZIP:</td>
</tr>
<tr>
<td>SECURITY CODE:</td>
</tr>
</tbody>
</table>
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an inline booth this form is not necessary.

---

### INSTRUCTIONS

**Booth Type:**

- [ ] ISLAND
- [ ] PENINSULA
- [x] INLINE
- [ ] OTHER

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other locations using the legend below.

- [x] X = MAIN DISTRIBUTION POINT
- 1 = 10AMP/1000W
- 2 = 20AMP/2000W
- 3 = 30AMP/3000W

---

ADJACENT BOOTH OR AISLE # __________________________

---

ADJACENT BOOTH OR AISLE #

---

ADJACENT BOOTH OR AISLE #
Exhibit Services
Reliable trade show shipping services
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.