



APCO 2016

August 14-17 | Orlando, FL

Things To Know When Exhibiting In Orlando, FL

What You Should Know About Utilities

The following services are dropped as follows:

<u>SERVICE DESCRIPTION</u>	<u>Ceiling</u>	<u>Floor</u>
Electrical		X
Internet		X
Telecom		X
Plumbing/Gas		X

What You Should Know About Vehicles on Display

The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.

- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

General Information

- Height of hanging signs shall be 20 feet from the bottom of the sign.
- Freight aisles shall be kept clear and unobstructed during move-in and move-out.
- THIS IS NOT A CONSUMER SHOW. CASH (OR CREDIT) AND CARRY TRANSACTIONS ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.



APCO 2016

August 14-17 | Orlando, FL

Things To Know When Exhibiting In Orlando, FL

What You Should Know About Rates

Quick Budget

ITEM	Cost
6' table skirted	\$125.00 each
8' counter skirted	\$200.00 each
Side chair	\$80.00 each
Inbooth cleaning /vacuum	\$0.36 per sq. ft./day
9'x10' carpet	\$160.00 each
Padding	\$1.00 sq. ft.
120 Volt / 10 Amp / 500 Watt Outlet	\$124.63
NetPremium Internet Service w/ 1Private IP address	\$995.00
Install Labor - Exhibitor Supervised - ST	\$99.00 per man hr
Install Labor - Exhibitor Supervised - OT	\$127.00 per man hr

Material Handling Rates

If you ship round trip with Tradeshow Logistics Transport:

Before the discount deadline date:	TBD
After the discount deadline date:	TBD

Select Your Own Carrier and Save 30% Before the Discount Deadline Date

If you order your material handling:

Before the discount deadline date:	TBD
After the discount deadline date (30%):	TBD

Note: All prices are subject to change.

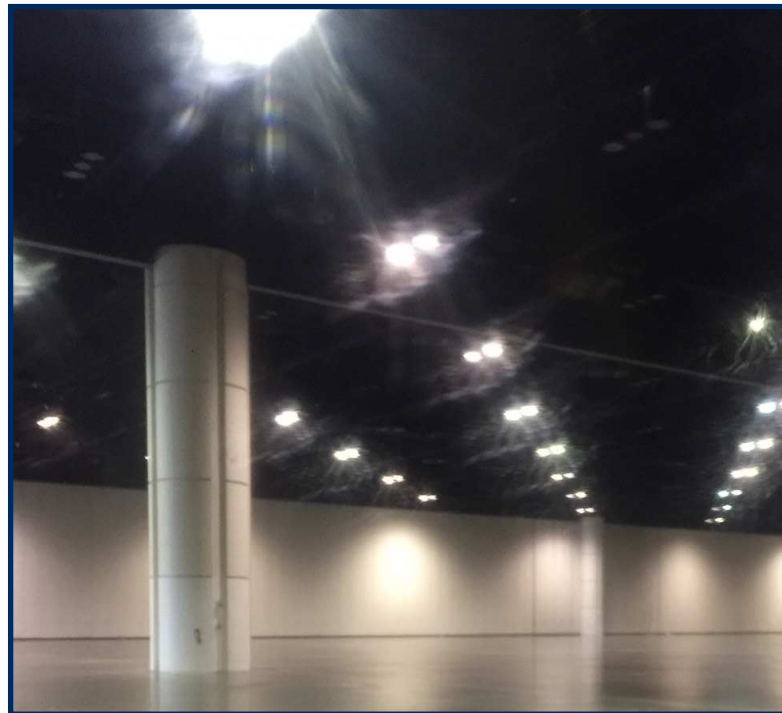
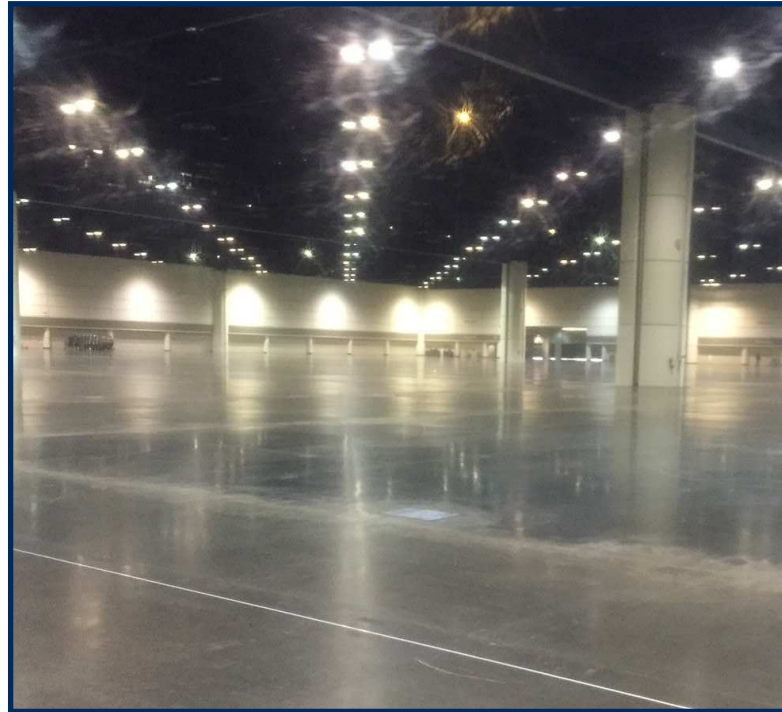


 **APCO 2016**
August 14-17 | Orlando, FL

Things To Know When Exhibiting In Orlando, FL

What You Should Know About The Hall

Ceiling height for Halls WA3 - WB3, varies from 30ft - 40ft





 **APCO 2016**
August 14-17 | Orlando, FL

Things To Know When Exhibiting In Orlando, FL

What You Should Know About Union Rules

Exhibit Installation and Dismantling

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

Material Handling

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. The general contractor will control access to the loading docks in order to provide for a safe and orderly movein/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by the general contractor.

Tipping

We request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The general contractor cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.