



GULF COAST EXPO

8432 SUNSTATE STREET
TAMPA, FL 33634
813-915-8066-ph
813-319-0619-fax

CustomerService@GulfCoastExpo.com

**THIS SERVICE KIT CONTAINS THE FORMS NECESSARY FOR ORDERING
ITEMS DESIGNED FOR DECORATING/FURNISHING YOUR EXHIBIT SPACE.
PLEASE FORWARD THIS KIT TO THE PERSON RESPONSIBLE FOR
ARRANGING THE DETAILS OF YOUR PARTICIPATION IN THE SHOW.**

Dear NACM 2023 Exhibitor:

We are pleased to announce that **GULF COAST EXPO** has on been chosen as the "Official Service Contractor" for the **NACM Annual Conference** to be held **July 12, 2023** at the **JW Marriott Water Street**, located in **Tampa, Florida**. **GULF COAST EXPO** is ready to assist you with all your exhibit area special needs. We have developed a service kit so you may order in advance at discounted rates. Please look through the service kit and familiarize yourself with the information. It is our goal at **GULF COAST EXPO** to ensure that your experience with the event is a huge success. We look forward to being part of it.

Please use the **Encore** link below to **Electrical, AV and WI-FI**.

Encore: [Click Here](#)

**SHIPMENTS TO THE
JW MARRIOTT WATER STREET
ARE NOT PERMITTED**

**EXHIBITOR MOVE IN:
TUESDAY, JULY 11TH FROM 1:00PM – 5:00PM**

EACH 8' X 10' EXHIBIT SPACE INCLUDES:

10' of 8' Skirted Back Drape in Blue

8' of 3' Side Drape in Blue

7" x 44" Exhibitor ID Sign with Company Name and Booth Number

EXHIBIT AREA IS CARPETED

Your exhibit materials are the most important part of a successful event. **GULF COAST EXPO is the official Drayage Contractor for this event and will handle all freight in and out of this show. DISPLAY SHIPMENTS TO THE JW MARRIOTT ARE NOT PERMITTED.** Using our **MATERIAL HANDLING** service, your shipment can be received at our **ADVANCE WAREHOUSE** location up to 30 days prior to the event. Make sure to give yourself plenty of time to track any lost shipments. Shipments are delivered to your exhibit space, empty cartons are stored during the event and returned back to you after the close of the show. Bill of ladings and shipping labels are provided in this kit to assist getting your shipment(s) to the advance warehouse. When all information is provided to us this special material handling service provides a priceless guarantee of a successful event. Your materials will be ready for you in your exhibit space **PRIOR** to Exhibitor move-in.

For your convenience, **GULF COAST EXPO** will maintain a service desk to handle any last-minute requirements with a staff that is extremely well-versed in the needs of Exhibitors. We will be located in the exhibit area during Exhibitor move-in.

If you have any questions, please do not hesitate to contact Customer Service at 813-915-8066 or via e-mail at CustomerService@GulfCoastExpo.com

Thank you and we'll see you at the show,

Christopher Binion

Christopher Binion
GULF COAST EXPO

NACM 2023 QUICK FACTS



NACM ANNUAL CONFERENCE
JULY 12, 2023
JW MARRIOTT WATER STREET
TAMPA, FL

Experts in Convention & Trade Show Services

SERVICE CONTRACTOR CONTACT:

Gulf Coast Expo

Christopher Binion
8432 Sunstate Street
Tampa, FL 33634
813-915-8066 – phone
813-319-0619-fax
CustomerService@GulfCoastExpo.com

ABF Freight System

Official freight carrier of GULF COAST EXPO at the NACM 2023

The most convenient way to ship your materials.

Call 1-800-654-7019 to get your competitive quote to and from this event. See insert for more information.

Advance Freight Trapping Warehouse

NACM 2023

GULF COAST EXPO

8432 SUNSTATE STREET, TAMPA, FL 33634

RECEIVING DATES: JUNE 12 – JULY 10, 2023 ONLY

FILL OUT THE MATERIAL HANDLING FORM COMPLETELY AS SOON AS YOUR SHIPMENT LEAVES YOUR FACILITY AND FAX IT TO GULF COAST EXPO. PLEASE USE SHIPPING LABELS PROVIDED IN THIS KIT

DISCOUNT PRICE DEADLINE DATE:

In order to receive GULF COAST EXPO advance order discount rates listed on the price sheets, we must receive your order and payment By: **JUNE 28TH, 2023**

This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.

BOOTH EQUIPMENT:

► Each 8' X 10' exhibit space will be set with 8' high back drape, 3' high side dividers and 1 - 7" x 44" Standard Booth ID Sign with Company Name and Booth Number. **THE EXHIBIT AREA IS CARPETED**

SHOW SCHEDULE:

EXHIBITOR MOVE-IN:

Tuesday July 11TH 1:00 pm – 5:00 pm

EXHIBIT HOURS:

Wednesday July 12th 10:00 am – 3:30 pm

EXHIBITOR MOVE-OUT:

Wednesday July 12th 3:30 pm – 7:30 pm

FREIGHT PICK-UP SCHEDULE:

Carriers check in:
Wednesday July 12th 3:30 pm – 7:30 pm - NO EARLIER

Freight Force Time:
Wednesday July 12th 7:30 pm - Driver check-in deadline 7:30 pm

Pick Up Address:
JW MARRIOTT TAMPA WATER STREET
510 Water Street
Tampa, Florida 33602

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

All Exhibitors must pick up their outbound bills of lading at the close of the event.

All carriers must check in no later than 7:30 pm on Wednesday, July 12th, with a valid bill of lading or alert including company name, booth number and final destination before shipment will be released.

GULF COAST EXPO

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Tampa, FL 33634
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PAYMENT POLICY

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

TO RECEIVE DISCOUNTED PRICES:
REMIT ORDER AND PAYMENT BY E-MAIL TO
CUSTOMERSERVICE@GULFCOASTEXPO.COM
BY: JUNE 28, 2023

ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furniture and carpet rentals, material handling, labor and other services provided.

1. Advance payment by company check:
Checks must be in U.S. funds drawn on an U.S. bank and made out to GULF COAST EXPO.
Attach check to order forms.
If paying by company check a credit card must be on file for the convenience of your show representative for any additional charges incurred at show site.
2. Advance payment by credit card:
We accept VISA, MASTERCARD and AMERICAN EXPRESS. You must complete the payment authorization form and submit all information requested under the credit card portion of form including the 3-digit security code for Visa and Mastercard and the 4 digit security code for AMEX that is listed on the back of the card.
NOTE: We guarantee security of credit card transactions with address verification security. The address listed must be the address the credit card statement is mailed to. No PO Boxes please.
If any incorrect information is provided, an additional 5% of total invoice will apply to cover credit card processing fees.
3. All final invoices will be emailed within 30 days after the event to the credit card holder. Please provide the email address on the Payment Authorization Form.

SHOW SITE ORDERS

Orders received after the advanced pricing discount deadline or made at the GULF COAST EXPO Service Desk during the show will be billed at the STANDARD RATE listed on the order forms. Payment must be presented at the time of order before order can be filled. Service will not be provided until payment is received. No substitutions are allowed once the furnishings have been delivered to your exhibit space. Furnishings provided in your booth space that are included with your participation fees can not be traded out for other sizes or types of furnishings.

To make the show more cost effective for you, take advantage of the DISCOUNTED PRICES by ordering as many of your requirements prior to the advanced pricing deadline as possible. Items marked ► on the order forms may not be available on show site.

PAYMENT TERMS/CREDIT REFUNDS

To enable us to process your order effectively, GULF COAST EXPO must receive your order forms and payment prior to the opening of the show. Freight will not be delivered to the exhibit space until fees are collected. All payment/order discrepancies must be resolved prior to show closure. If a credit is acknowledged a credit receipt will be given at show site. If a credit receipt is not received, a credit has not been authorized. NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE EVENT.

ADDITIONAL FEES TO EASILY AVOID

Make sure funds are available to cover expenses:

\$25.00 fee on all returned checks and declined credit cards for each occurrence.

Declined credit cards will be charged every 7 business days until the card is authorized and funds are available by your provider.

Make sure to provide complete and accurate credit card information on the Payment Authorization Form:

If any part of your credit card information is not provided or is incorrect a 5% credit card processing fee may be assessed.

Fill out your outbound Bill of Lading form after the event:

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

CANCELLATIONS WITH REFUNDS ARE ONLY ACCEPTED 5 BUSINESS DAYS PRIOR TO SHOW OPENING.

*TO ELIMINATE MISUNDERSTANDINGS
PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES
YOUR COOPERATION IS APPRECIATED*

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
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PAYMENT AUTHORIZATION FORM

**TO RECEIVE DISCOUNTED PRICES
REMIT ORDER AND PAYMENT BY E-MAIL TO
CUSTOMERSERVICE@GULFCOASTEXPO.COM
BY: **JUNE 28, 2023**
*STATE SALES TAX WHERE APPLICABLE**

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

Payment in full of rental charges, including applicable sales tax must accompany order prior to **GULF COAST EXPO** move-in. Payment deadline is **JUNE 28, 2023** to qualify for DISCOUNTED RATES and to insure availability of rental items. **GULF COAST EXPO** accepts payment by check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the STANDARD RATE. All orders received at the show must be paid in full before items are delivered to exhibit area. Prices include delivery of merchandise to designated space prior to show opening and removal at close of exhibit. All materials are to remain the property of GULF COAST EXPO. Prices quoted cover rental only. \$25.00 fee on all returned checks and declined credit cards. (see *Payment Policy for complete details*)

Items taken from show site will be billed at the prevailing retail replacement price.

EVEN IF PAYING BY CHECK, A CREDIT CARD IS REQUIRED TO BE ON FILE

**PLEASE INDICATE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED BY GULF COAST EXPO.
IF PAYING BY CHECK A CREDIT CARD ON FILE IS REQUIRED**

COMPANY CHECK CREDIT CARD

Payments must be by check drawn on a U.S. funds account, VISA, MASTERCARD or AMERICAN EXPRESS.

IF YOU ARE PAYING BY CHECK DO NOT FAX IN THE ORDER – PLEASE SEND ALL ORDER FORMS WITH THE CHECK

CREDIT CARD AUTHORIZATION

IF YOU WISH TO AUTHORIZE GULF COAST EXPO TO CHARGE THE AMOUNT OF YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR SHOW REPRESENTATIVE TO YOUR CREDIT CARD ACCOUNT, COMPLETE THE INFORMATION REQUESTED BELOW. SIGNATURE NOT REQUIRED TO PROCESS. INCOMPLETE OR INCORRECT INFORMATION COULD RESULT IN ADDITIONAL CREDIT CARD PROCESSING FEES. AVOID THESE FEES AND FILL IN ALL THE INFORMATION AS REQUIRED.

**THE ADDRESS LISTED BELOW MUST BE THE ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO
POST OFFICE BOXES NOT ACCEPTED**

CREDIT CARD NUMBER
➔ EXPIRATION DATE / ➔ 3 or 4 DIGIT SECURITY CODE
MONTH YEAR (3 NUMBERS FOR VISA AND MC – 4 NUMBERS FOR AMEX)

PLEASE PRINT CLEARLY – ALL INFORMATION REQUIRED

SIGNATURE OF CARD HOLDER _____

PRINT CARD HOLDER NAME _____

BILLING ADDRESS _____ CITY _____ STATE _____

MUST BE THE ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO – P.O. BOXES NOT ACCEPTED

ZIP _____ PHONE NUMBER (_____) _____ FAX NUMBER (_____) _____

EMAIL ADDRESS _____

ALL FINAL INVOICES WILL BE EMAILED WITHIN 30 DAYS AFTER THE EVENT

PLEASE PROVIDE THE EMAIL ADDRESS OF THE CREDIT CARD HOLDER OR PERSON YOU WANT TO RECEIVE THE FINAL RECEIPT

**WE GUARANTEE ALL EMAIL ADDRESSES ARE KEPT CONFIDENTIAL AND WILL NOT
BE SUPPLIED TO ANYONE FOR TELEMARKETING PURPOSES**

NAME OF EVENT **NACM 2023** _____ BOOTH # _____

COMPANY NAME _____ PHONE (_____) _____

E-MAIL ADDRESS _____ FAX (_____) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PRINT NAME _____

SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
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BOOTH FURNISHINGS/ FLOOR COVERING ORDER FORM

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER AND PAYMENT BY E-MAIL TO
CUSTOMERSERVICE@GULFCOASTEXPO.COM
BY: JUNE 28, 2023
*STATE SALES TAX APPLICABLE

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY		UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 2' wide x 30" tall	\$75.00	\$88.00	_____	SKIRT COLORS <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK	4' long x 2' wide	\$58.00	\$69.00	_____
6' long x 2' wide x 30" tall	\$85.00	\$98.00	_____		6' long x 2' wide	\$69.00	\$79.00	_____
8' long x 2' wide x 30" tall	\$95.00	\$108.00	_____		8' long x 2' wide	\$79.00	\$89.00	_____
Make Skirted Table 40" Tall	\$25.00	\$32.00	_____		Make Table 40" Tall	\$18.00	\$23.00	_____
Special Show Skirt Color (Please Specify Color)	\$13.00	\$18.00	_____		TABLE RISERS			
Make Show Table 40" Tall	\$25.00	\$32.00	_____		4' long x 12" x 12"	\$28.00	\$33.00	_____
To Make Table Skirted on All Four Sides:				6' long x 12" x 12"	\$38.00	\$43.00	_____	
Additional 30" Skirt	\$20.00	\$23.00	_____	30" ROUND COCKTAIL TABLES				
Additional 40" Skirt	\$25.00	\$32.00	_____	30" Tall w/ Table Cover	\$50.00	\$60.00	_____	
TO INSURE AVAILABILITY, SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE. PLEASE CHECK SKIRT COLOR. IF NO COLOR IS CHOSEN, TABLE WILL BE SKIRTED IN SHOW COLOR(S)					40" Tall w/ Table Cover	\$55.00	\$65.00	_____
BOOTH CARPET	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLORS CIRCLE ONE	MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY
CARPET					INSURE AVAILABILITY BY ORDERING IN ADVANCE			
8' x 10'	\$89.00	\$109.00	_____	BLUE	Tripod Easel	\$18.00	\$21.00	_____
8' x 20'	\$178.00	\$218.00	_____	BLACK	Waste Basket	\$11.00	\$15.00	_____
8' x 30'	\$267.00	\$327.00	_____	RED	Display Board 4'x8'	\$89.00	\$114.00	_____
CARPET PADDING					LT.GRAY	Horizontal <input type="checkbox"/> Vert. <input type="checkbox"/>		
8' x 10'	\$75.00	\$90.00	_____	CHARCOAL	Chrome Bag Rack	\$48.00	\$58.00	_____
8' x 20'	\$150.00	\$180.00	_____	GRAY	Literature Rack	\$53.00	\$64.00	_____
Carpet Taping	\$4.00	\$4.25	_____		Glass Fish Bowl	\$13.00	\$16.00	_____
Per Running Foot			_____					
CHAIRS	DISCOUNT RATES	STANDARD RATES	QUANTITY		ADDITIONAL DRAPE	DISCOUNT RATES	STANDARD RATES	QUANTITY
INSURE AVAILABILITY BY ORDERING IN ADVANCE					8' Tall Drape per ft.	\$9.00	\$10.50	_____
Folding Chair	\$16.00	\$21.00	_____		3' Tall Drape per ft.	\$6.50	\$7.50	_____
Padded Side Chair	\$38.00	\$48.00	_____					
High Stool	\$53.00	\$63.00	_____					

SUB TOTAL \$ _____
ADD SALES TAX 7.5% \$ _____
TOTAL THIS PAGE \$ _____

**ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE
 ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS**

Above prices include delivery of merchandise to designate spaced prior to show opening and removal at close of exhibit. All materials shall remain the property of GULF COAST EXPO. Prices quoted cover rental only. Payment of rental charges, including applicable sales tax, must accompany your advance order to qualify for DISCOUNT RATES. GULF COAST EXPO accepts company check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the STANDARD RATE. All orders received at the show must be paid in full before items are delivered to exhibit area. Cancellations with refunds are only accepted 5 days prior to show date.

NAME OF EVENT NACM 2023 BOOTH _____
 COMPANY NAME _____ PHONE (____) _____
 E-MAIL ADDRESS _____ FAX (____) _____
 BILLING ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 SIGNATURE _____ PRINT NAME _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

MATERIAL HANDLING AUTHORIZATION

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

REMIT COMPLETED FORM AND PAYMENT BY EMAIL
AFTER YOUR SHIPMENT LEAVES YOUR FACILITY TO
CUSTOMERSERVICE@GULFCOASTEXPO.COM

Your exhibit materials are the most important part of a successful event. Shipping direct to show site is not recommended unless the specific delivery requirements can be fulfilled. Please read and follow the instructions below carefully. Give yourself plenty of transit time. **This form should be submitted when your shipment leaves your facility. Discount deadline dates do not apply to shipping.**

1. Fill out this form completely and mail or fax along with your advance payment to the order processing address noted above as soon as possible.
SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

INBOUND SHIPPING INFORMATION PRIOR TO EVENT - MUST BE COMPLETED

ADVANCE WAREHOUSE

(Please use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER

NACM 2023
GULF COAST EXPO
8432 SUNSTATE STREET
TAMPA, FL 33634

SHIPMENTS ACCEPTED BETWEEN:
MONDAY, JUNE 12TH, 2023 – MONDAY, JULY 10TH, 2023

SHOW SITE SHIPMENTS NOT PERMITTED



**ALL SHIPMENTS MUST
GO TO THIS ADDRESS**

If you need special assistance, please contact us.

Shipments delivered to: () WAREHOUSE

Shipper Name _____ Booth # _____
Contact Name _____ Phone(_____) _____
After hours/weekend emergency contact and cell phone number: (_____) _____
Carrier _____ **Pro # or Tracking #** _____
Date Shipped _____ Est. Arrival Date _____ Total # of Shipments _____ Total # of Pieces _____ Total Weight _____ lbs.

TRACKING NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED

GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. TRACKING INFORMATION MUST BE PROVIDED ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO HOTEL WILL BE PICKED UP BY GULF COAST EXPO. NO EXCEPTIONS.

TOTAL WEIGHT _____ X.74 LTL CARRIERS (advance warehouse) = \$ _____ \$74.00 minimum
TOTAL WEIGHT _____ X.79 UPS/FEDEX/DHL (advance warehouse) = \$ _____ \$79.00 minimum

OUTBOUND SHIPPING INSTRUCTIONS – MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE OF FREIGHT FOR OUTBOUND SHIPPING AND COMPLETE A GULF COAST EXPO BILL OF LADING.

Ship to _____ Attention _____
Street Address _____
City _____ State _____ Zip _____ Phone (_____) _____

DESCRIPTION OF OUTBOUND MATERIALS

#CRATES _____ #DISPLAY CASES _____ #SKIDS _____ #OTHER _____ TOTAL # OF PIECES _____ WEIGHT _____

OUTBOUND FREIGHT NEEDS

_____ BANDING @ \$25.00 PER PALLET \$ _____
_____ SHRINKWRAP @ \$20.00 PER PALLET \$ _____

GULF COAST EXPO HAS THE AUTHORITY TO SECURE SHIPMENTS FOR OUTBOUND SHIPPING USING THE ABOVE MATERIALS. RATES WILL APPLY TO THE CUSTOMER'S ACCOUNT.

SELECT OUTBOUND CARRIER

YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM

ABF FREIGHT SYSTEM IS THE DESIGNATED SHOW CARRIER CALL 800-654-7019 FOR A QUOTE

▶ If you are using a carrier other than ABF FREIGHT SYSTEM, it is the responsibility of the Exhibitor to contact carrier and arrange for pick up within the allotted move out time listed below. **GULF COAST EXPO** will load your shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Shipments left on show floor without an outbound bill of lading will be charged a \$25.00 processing fee and will be shipped via ABF FREIGHT SYSTEM. **All carriers picking up freight after the event must present a bill of lading or valid alert with company name, booth number and final destination. NO EXCEPTIONS. GULF COAST EXPO** is not responsible for freight charges.

Outbound UPS & FEDEX by GULF COAST EXPO Only. Pre-paid labels MUST be provided. Rate -\$30.00 per shipment.



OUTBOUND CARRIER MUST BE PROVIDED HERE

_____ Designated Show Carrier: **ABF FREIGHT SYSTEM** Other Carrier Name: _____

SHOW SITE FREIGHT PICK-UP SCHEDULE: WEDNESDAY, JULY 13TH FROM 3:30PM– 7:30PM (DRIVER CHECK IN BY 7:30PM)

PICK-UP LOCATION: **JW MARRIOTT WATER STREET
510 WATER STREET, TAMPA, FL 33602**

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:
FORCE TIME WEDNESDAY, JULY 12TH @ 7:30PM OR WILL BE SHIPPED VIA ABF FREIGHT SYSTEM

STANDARD DRAYAGE/MATERIAL HANDLING RATES

READ ALL INFORMATION

Rates apply on each shipment received, based on estimated weight provided to GULF COAST EXPO.
No allowance will be made during the event.

per CWT = per 100 lbs.
100 lb. MINIMUM ON ALL SHIPMENTS

ADVANCE WAREHOUSE RATES

Shipments received and stored up to 30 days in advance,
delivered to booth, removal and return of empty crates,
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED
UPS, FEDEX and DHL shipments

\$74.00 per CWT
100 lb. minimum
example: 150 lbs. x .74 = \$111.00
\$79.00 per CWT

\$150.00 trip charge will be assessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.

SHOW SITE

NOT AVAILABLE

SPECIAL SHIPMENT PRICING

* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

LOOSE/UNCRATED MATERIAL HANDLING

Applies to loosen, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground. If definition applies, add an additional 25% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES – SHOW SITE RECEIVING ONLY

Shipments under 20 lbs. \$35.00

PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding are available while supplies last. Mobile equipment must be ordered in advance.

SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. A tracking number must be provided for each piece or shipment of freight coming in to the advance warehouse. GULF COAST EXPO will not be responsible in any way for lost or misrouted freight. Freight may not be delivered to booth until a Payment Authorization form is on file. All shipments sent to the facility will be picked up from the hoel and delivered to the booth. All material handling fees will apply. No exceptions.

It is the Exhibitor's sole responsibility to label each piece of outbound freight and submit to GULF COAST EXPO a completed bill of lading for each outbound shipment. If a GULF COAST EXPO bill of lading is not completed and brought to the GULF COAST EXPO service desk a \$25.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period and without forwarding instructions. These shipments will be forwarded to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

We hereby indemnify, hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our negligence or willful misconduct, and the negligence or willful misconduct of our employees, agents, and/or representatives, at the show to which this authorization relates.

MATERIAL HANDLING ACKNOWLEDGEMENT. BY SHIPPING IN FREIGHT TO THE SHOW THE FOLLOWING STATEMENT IS PRECEIVED AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS.

NAME OF EVENT	NACM 2023	BOOTH #	_____
COMPANY NAME	_____	PHONE (_____)	_____
E-MAIL ADDRESS	_____	FAX (_____)	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____

ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

SHIPMENTS ACCEPTED BETWEEN: MONDAY, JUNE 12TH – MONDAY, JULY 10TH, 2023

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

NACM 2023

GULF COAST EXPO

8432 SUNSTATE STREET

TAMPA, FL 33634

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

SHIPMENTS ACCEPTED BETWEEN: MONDAY, JUNE 12TH – MONDAY, JULY 10TH, 2023

INCLUDE YOUR COMPANY NAME HERE

BOOTH # _____

NACM 2023

GULF COAST EXPO

8432 SUNSTATE STREET

TAMPA, FL 33634

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

800.654.7019

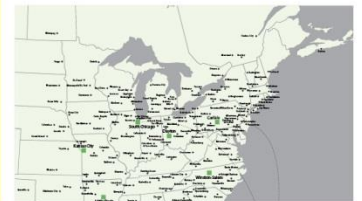
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? Yes No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

INSTALLATION/DISMANTLE LABOR ORDER FORM

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

REMIT ORDER AND PAYMENT BY E-MAIL TO
CUSTOMERSERVICE@GULFCOASTEXPO.COM
*SEE SPECIAL INSTRUCTIONS BELOW

CONCENTRATE ON YOUR SALES NOT ON YOUR SET UP

Let our experts install and/or dismantle your exhibit display at reasonable rates. Whether you are on site to supervise or if your time would be better spent elsewhere, GULF COAST EXPO is ready to assist you. See information below on how to order this service.

HOURLY RATES

SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM

LABOR STRAIGHT TIME RATE (One hour minimum per person) 8:00am to 5:00pm Monday through Friday – Exhibitor Supervision	\$60.00 per man/per hour
LABOR OVERTIME RATE (One hour minimum per person) 5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision	\$90.00 per man/per hour
LABOR DOUBLE TIME RATE (One hour minimum per person) All hours on Sundays and Legal Holidays – Exhibitor Supervision	\$120.00 per man/per hour

GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$30.00 MINIMUM)

We can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise.

If you would like GULF COAST EXPO to set up your display without your supervision, the display materials must be shipped to the advance warehouse address located on the Material Handling Authorization Form.

NOTE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR

Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered or does not pick up labor at all NO CREDITS WILL BE ISSUED. On site labor orders will be filled based on availability.

ORDER LABOR

▶ INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____	=	\$ _____

Supervisor _____ GULF COAST EXPO Supervision YES NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$30.00 MINIMUM)

▶ DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____ X _____	_____ X _____	\$ _____	=	\$ _____

Supervisor _____ GULF COAST EXPO Supervision YES NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$30.00 MINIMUM)

SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM

NAME OF EVENT **NACM 2023** BOOTH _____
COMPANY NAME _____ PHONE (____) _____
E-MAIL ADDRESS _____ FAX (____) _____
BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____
PRINT NAME _____
SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

BOOTH CLEANING

ORDER FORM

QUESTIONS? CONTACT US AT:
CustomerService@GulfCoastExpo.com

**TO RECEIVE DISCOUNTED PRICES
REMIT ORDER AND PAYMENT BY E-MAIL OR FAX
TO 813-319-0619 BY: JUNE 28, 2023**

Gulf Coast Expo is the exclusive provider for all cleaning services for the
NACM 2023

CARPET CLEANING

_____ Vacuuming ONCE before initial opening of exhibits

DISCOUNT
RATE

\$30.00
per space

STANDARD
RATE

\$35.00 \$ _____
per space

example: 1- Booth Space = \$30.00 per space
2- Booth Spaces= \$60.00 per space
(Using advance order pricing)

EXHIBIT CLEANING & SANITATION

SANITATION INCLUDES DISINFECTANT ON ALL NON-POROUS SURFACES

_____ Cleaning or dusting & sanitation of display background and
furnishings ONCE before initial opening of exhibits

\$50.00
per space

\$60.00 \$ _____
per space

SUB TOTAL	\$ _____
ADD SALES TAX 7.5%	\$ _____
TOTAL THIS PAGE	\$ _____

ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS

TO AVOID ANY MISUNDERSTANDINGS REGARDING THESE SERVICES, PLEASE BRING ANY DISCREPANCIES TO OUR ATTENTION AT THE EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT	NACM 2023	BOOTH	_____
COMPANY NAME	_____	PHONE (_____)	_____
E-MAIL ADDRESS	_____	FAX (_____)	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____



Exhibitor Kit

**JW Marriott &
Marriott Water Street
Tampa**

Easy Ordering

As the in-house technology provider of the JW Marriott Tampa & Tampa Marriott Water Street, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and fill in the date and venue information to locate the event

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in for AV equipment. If ordering within two days, contact your Encore on-site team. Please note that power drops and internet will still be available should these items need to be ordered on-site.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

offers a range of solutions for any exhibitor:

As the in-house technology provider of the JW Marriott Tampa & Tampa Marriott Water Street, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (55" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

An Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Sarah Jolin
Sales Manager
Sarah.jolin@encoreglobal.com
O +1 813-314-6615