



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

EXPO QUICK FACTS

The Original Miami Beach Antique Show
 January 4 - 8, 2020
 Miami Beach Convention Center

DEADLINE DATE TO RECEIVE DISCOUNTED RATES: December 20, 2019

BOOTH EQUIPMENT:

Each **Standard Booth Package** will be provided with an 8' high background drape, 3' high side drape, three 8' undraped tables, one 6' undraped table, two folding chairs, one wastebasket, Black Booth carpet and a booth Identification sign (7" x 44"). Please complete the *Table Form* to receive the tables.

Each **Jewelry Booth Package** will be provided with an 8' high background drape, 3' high side drape, one 6' undraped table, two folding chairs, one wastebasket, Black booth carpet and a booth identification sign (7" x 44").

CARPET COLOR:

The booth area is provided with Black carpet. Aisle carpet will be Grey.

EXHIBITOR MOVE-IN:	Thursday,	January 2, 2020	7:00am - 7:00pm
	Friday,	January 3, 2020	7:00am - 7:00pm
	Saturday,	January 4, 2020	8:00am - 2:00pm

EXHIBIT HOURS:	Saturday,	January 4, 2020	2:00pm - 10:00pm	Exhibitors are allowed to enter at 9:00am on exhibit days. Show floor must be cleared 1 hour after show closes.
	Sunday,	January 5, 2020	11:00am - 7:00pm	
	Monday,	January 6, 2020	11:00am - 7:00pm	
	Tuesday,	January 7, 2020	11:00am - 7:00pm	
	Wednesday,	January 8, 2020	11:00am - 4:00pm	

EXHIBITOR MOVE-OUT: Wednesday, January 8, 2020 5:00pm - midnight

REROUTE FREIGHT: Thursday, January 9, 2020 8:00am - 12noon

MOVE-OUT NOTE: All carriers must check in no later than 8:30am on Thursday, January 9, 2020.

SHOW COLORS:

Back Drape: Black
 Side Drape: Black
 Table Drape: Black

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse NO LATER THAN **DECEMBER 26, 2019**. Freight received after this date will incur a 25% late handling fee.

The Original Miami Beach Antique Show
 Your Company Name Booth #
 EXPO Convention Contractors, Inc.
 15959 NW 15th Avenue
 Miami, Florida 33169-5607

See our Shipping & Drayage form for complete details.

DIRECT SHIPMENT TO FACILITY:

Shipments will be received at the exhibit facility on Thursday, **JANUARY 2, 2020** between 7:00am and 8:00pm and on Friday, **JANUARY 3, 2020** between 7:00am and 8:00pm and on Saturday, **JANUARY 4, 2020** between 8:00am and 12noon.

The Original Miami Beach Antique Show
 Your Company Name Booth #
 EXPO Convention Contractors, Inc.
 c/o Miami Beach Convention Center
 1901 Convention Center Drive Halls A-C
 Miami Beach, Florida 33139

See our Shipping & Drayage form for complete details.

OVERTIME CHARGES:

Please be advised that overtime charges will apply during MOVE-IN before 8:00am and after 4:30pm, all day Saturday, and will apply during MOVE-OUT.

ASSISTANCE:

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234.



AREA WORK RULES

The Original Miami Beach Antique Show

January 4 - 8, 2020

Miami Beach Convention Center

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

EXHIBIT INSTALLATION AND DISMANTLING

We have a contract with Local 1175 Union which claims jurisdiction over the installation and dismantle of tradeshow and exhibits. 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, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.