

## **ANTIQUE EXHIBITORS**

For every 10x15 booth, Antique exhibitors receive up to the following number of tables:

- Three (3) 8-foot undraped tables
- One (1) 6-foot undraped table

Exhibitors must submit the Table Order Form to EXPO by **February 3, 2021** in order to guarantee their tables.

### **Why should I submit the table order form if my contract states I receive tables with my booth?**

Although the booth contract states tables are included with your booth, it is imperative that you submit the Table Order Form to EXPO in order to receive your tables. Tables will not be automatically dropped at your booth unless you have submitted the Table Order Form. Submitting the form will assist with inventory tracking.

**Action Item: Submit Table Order Form by February 3, 2021**

### **What happens if I do not submit the table order form?**

If the form is not submitted, it will be believed you do not need tables. Onsite orders will incur additional charges.

### **What if I want to exchange the size of table onsite?**

Table size exchanges are not permitted. Please make sure your table order form is accurate with the number and size of tables needed. Take into consideration your spatial planning with your merchandise, safes (if applicable), showcases (if applicable), and other furniture you may have.

### **What if I submitted my table order form but the tables are not delivered to my booth?**

By submitting the Table Order Form by February 3, 2021, you are informing EXPO you need the tables provided with your booth. We encourage you to confirm your order with EXPO.

Please keep record of your submitted Table Order Form on hand during Exhibitor Move-In in the event tables are not dropped.

## **JEWELRY EXHIBITORS**

For every 10x15 booth, Jewelry exhibitors receive one (1) 6-foot undraped table. You do not need to submit a table order form. If additional tables are wanted, you must order through EXPO.

Please remember to take into consideration the table size along with your ordered safes, showcases, and other furniture you may have when planning your booth layout. Table size exchanges are not permitted.

Your cooperation is much appreciated!



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

PACKAGE TABLES

The Original Miami Beach Antique Show

March 12 - 16, 2021

Miami Beach Convention Center

**DEADLINE:  
FEBRUARY 3, 2021**

## Package Tables Order Form

**This form is for Antique Exhibitors ONLY.**  
**Jewelry Dealers will automatically get one (1) 6' undraped table.**

By telling us how many of the package tables you require, we hope to keep down the number of unwanted tables, which will be pushed into the aisles and thus help facilitate your move-in.

**You will NOT receive any tables if this form is not returned to EXPO.**  
**You will be charged for tables if ordered at show site.**

**You are allowed one 6' undraped table and up to three 8' undraped tables per 10' x 15' booth.**

**There are no exchanges.**

Please circle the number you require.

6' Table      0    1      (you are only allowed 1 per 10' x 15' booth)

8' Tables     0    1    2    3      (you are allowed 3 per 10' x 15' booth)

What size is your booth? \_\_\_\_ X \_\_\_\_

**Return via fax 305.751.1298 or email to [info@expocci.com](mailto:info@expocci.com)**

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_



15959 NW 15th Avenue, Miami, FL 33169  
Phone: 305-751-1234 Fax: 305-751-1298

PAYMENT POLICY

The Original Miami Beach Antique Show

March 12 - 16, 2021

Miami Beach Convention Center

**DISCOUNT DEADLINE:  
FEBRUARY 24, 2021**

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED  
AND RETURNED TO EXPO**

**ADVANCE AND/OR FLOOR ORDERS:** All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean up costs, etc, are paid at the time the Show closes.

**THIRD PARTY ORDERS:** If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's **Third Party Payment Policy prior to placing order.**

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:** EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. EXPO is **not responsible** for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

**ALL CHARGES:** All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

**ADJUSTMENTS:** Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

**SALES TAX:** Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

**CANCELLATION POLICY:** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit.

**COLLECTION POLICY:** In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

**Return via fax 305-751-1298 or email [info@expocci.com](mailto:info@expocci.com)**

**We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.**

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Contact/s \_\_\_\_\_

Credit Card Used For Payment: No. \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card Holder (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.