



THE ORIGINAL
MIAMI BEACH
ANTIQUÉ SHOW
VINTAGE. ANTIQUE. ESTATE.

Show dates:
January 9-13, 2025

Payment Policy

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

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 CCI. You may prepay with a check written on your company, but a credit card is required by Expo CCI 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 CCI, the Payment Policy presented above shall apply. Expo CCI must be notified, in writing, a non-official contractor form and COI must be submitted, 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 CCI's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to Expo CCI. 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 provides an additional form of payment prior to the charge being processed. Expo CCI 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 CCI.

Expo CCI charges a **3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.**

ADJUSTMENTS/REFUNDS 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 CCI will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by Expo CCI. **Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type.

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 CCI with its tax exempt certificate prior to orders being processed. If not provided and exhibitors requests tax to be removed a 6% processing fee will apply before refund.

CANCELLATION POLICY **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, Expo CCI will be entitled to a fee equal to the percentage of work completed by Expo CCI. This percentage will be determined solely by Expo CCI. In the event the deposit received exceeds the percentage of work completed, Expo CCI will refund the excess deposit.

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

Return via fax 305-751-1298 or email info@expocci.com We accept American Express, Visa, MasterCard and Discover for your convenience. No checks will be accepted at show site.

Exhibitor:	Contact name:	Booth #:
Address:		
City:	State:	Zip:
Phone:		Country:
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 as it appears on card):		
Card Holder 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.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
December 19, 2024

NEED
**A CUSTOM
BOOTH?**

click here

NEED
**SHIPPING
TO AND FROM
A TRADESHOW?**



click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298



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Forklift Service

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES

Please complete the following

of pieces to be spotted Requested date/time: (times are not guaranteed)
Heaviest piece to be spotted
Description of work to be performed:

Complete this form for all In-Booth Forklift needs.
To determine if you need In-Booth Forklift, Please read this form carefully.
In-Booth Forklift may be required when uncrating, positioning, and re-skidding equipment and machinery.
A Forklift is required for moving equipment weighing 200 pounds or more.
One Hour Minimum per crew.

GROUND RIGGING FORKLIFT RENTAL

Forklift Rental - Up to 5,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time half hour rental	\$ 201.50	\$ 302.50	
	Overtime hourly half hour rental	\$ 302.50	\$ 454.50	
	Double-time half hour rental	\$ 403.50	\$ 605.50	

Please contact us if your forklift exceed the 5,000lb capacity to be quoted for a larger capacity lift is available. [info@expocci.com or 305 751 1234]

Please note

Rate structure included lift and (1) operator only.
Minimum crews are based on scope of work and area jurisdiction.
Additional labor and ground men will be billed at the hourly rate.
The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.
Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.

In-Booth Forklift Service

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 am.
All exhibit labor for 8:00 am starting times will be dispatched to booth space.
Confirm labor and forklift by 2:30 pm the day before date requested.
Please have a representative pick-up the crew at the labor desk and supervise the work to be done.
Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order.
Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift.
If exhibitor fails to use the worker and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

Company Name: Booth #
Contact Name: Email:
Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Term and Conditions. Must order by discount deadline date to receive discounted pricing.
Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day

Please return via fax along with payment policy form 305-751-1298 or email to info@expocci.com

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