



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

Show dates:  
January 9-13, 2025

## Pegboard Rental order form

Please ensure the Pegboard forms (pages 11 to 13) are signed and returned as a complete set.

Pegboard				
Item	Qty	Advance Price	Standard Price	Amount
4'X8' Pegboard		\$ 96.50	\$ 125.50	
2'X8' Pegboard		\$ 84.00	\$ 109.00	

Select the installation method.

Horizontally

Vertically

Amount	
7% TAX	
Pegboard Labor	
Mouse Hole Labor	
Amount Due	

Pegboards are single sided.

Per Show Management ALL Pegboards MUST be covered.

You are responsible for covering all exposed pegboard including the end cap and back side of the pegboard (excluding boards against the back drape).

**Pegboard Mouse Hole for Electrical Outlet:**

There is a labor charge of 1 man hour per mouse hole.

Please indicate on your diagram approximate location of the mouse hole with a circle and MH in the middle.

Total of labor charged for MH's			Advance ST labor	Advance OT labor	Standard ST labor	Standard OT labor
Quantity of MH	Labor Rate	Total of Labor Charge for MH's	\$ 83.50	\$ 125.00	\$ 109.50	164.50
	X	=				

**Installation Labor Charge Will Apply To Orders of 4 or More**

**Advance Labor Rate** -Straight time - **\$83.50** Overtime - **\$125.00**

**Standard Labor Rate** -Straight time - **\$109.50** Overtime - **\$164.50**

Qty	1 thru 3	4	5 thru 8	9 thru 12	13 thru 16	17 thru 20	21 thru 24	25 thru 28	29 thru 32
	No charge	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours

When ordering four (4) or more pegboards, it is extremely important that you include a detailed diagram indicating their placement in your booth. Remember, a booth is 15' wide and the pegboards are 2' and 4' wide. Fourteen (14') is maximum across the back.

If it is necessary to send someone back to your booth to make changes because your drawing was unclear, you will be charged a minimum labor charge of \$62.50 per half hour, and \$62.50 each additional half hour.

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

**Remember: For every three consecutive in-line pegboards ordered, an additional return pegboard must be included.**

Company name:

Booth #:

Contact name:

Phone:

Email:

Fax:

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

Discount deadline:  
December 19, 2024

NEED  
A CUSTOM  
BOOTH?

click here

NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?

LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

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



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## Pegboard Paper

**Please ensure the Pegboard forms (pages 11 to 13) are signed and returned as a complete set.**

**Expo CCI has Flame-Retardant Paper available in 4' x 8' sheets plus labor.**

**Labor** will be one hour (\$83.50) for one 10' x 15' booth. Larger booths are charged at two hours (\$166.50).

*Colors available - Please select one*

Black                      White                      Grey                      Red                      Yellow                      Blue

Variation in dye lot may occur, Expo cannot guarantee exact color.

Number of sheets	Advance Price	Standard Price
	\$ 18.00	\$ 23.50

### Reminder:

Per Show Management ALL Pegboards MUST be covered.

You are responsible for covering all exposed pegboard including the back side of the pegboard (excluding boards against the back drape).

If we have to come back to your booth to cover the back/side of your booth there will be an additional one hour labor charge.

Amount	
7% TAX	
Labor Cost	
Amount Due	

Exhibitor:

Contact name:

Booth #:

Address:

City:

State:

Zip:

Country:

Phone:

Email:

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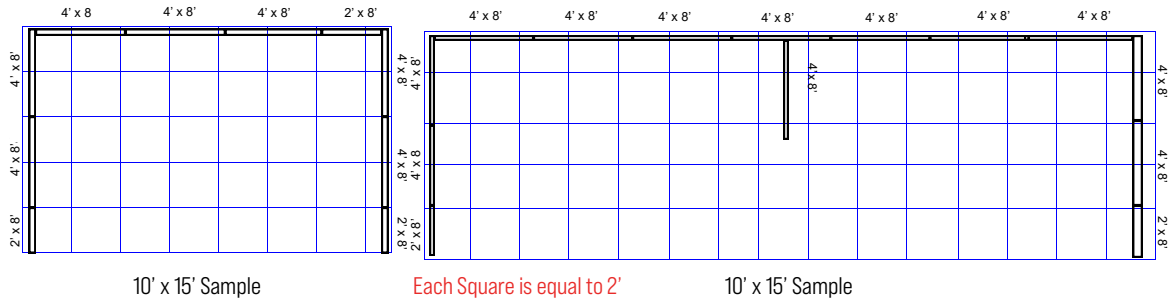


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## Pegboard Placement Form

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When ordering four (4) or more pegboards, it is extremely important that you include a detailed diagram indicating their placement in your booth.

Remember, a booth is 15' wide and the pegboards are 2' and 4' wide. Fourteen (14') is maximum across the back.

**Please indicate on the drawing below the pegboard placement. Use the left side for a 10' x 15' booth and the complete drawing if you have a 10' x 30' booth. Please call Exhibitor Services if you have any questions.**

If it is necessary to send someone back to your booth to make changes because your drawing was unclear, you will be charged a minimum labor charge of \$83.50 per half hour, and \$83.50 each additional half hour.


Please include the Pegboard Rental Order form and the Payment Policy form along with this drawing.

Exhibitor: \_\_\_\_\_ Contact name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

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## 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:
		Email:
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.

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