

FORT MYERS BOAT SHOW

Southwest Florida Marine Industries Association

November 13-16, 2014

*Harborside Event Center
City Yacht Basin*

EXHIBITORS MANUAL

CHECK LIST -- REMEMBER TO:

RETURN CERTIFICATE OF INSURANCE BY NOV. 1st----- (You may not set-up until received)	<input type="checkbox"/>
FAX OR E MAIL - CREDENTIAL ORDER FORM-----	<input type="checkbox"/>
GUEST TICKET ORDER FORM-----	<input type="checkbox"/>
RENTAL FORMS -----	<input type="checkbox"/>
CHECK SET UP & BREAKDOWN SCHEDULE-----	<input type="checkbox"/>
MAKE HOTEL RESERVATIONS-----	<input type="checkbox"/>
ORDER NIGHT PASS IF STAYING ABOARD IN-WATER-----	<input type="checkbox"/>



SWFMIA
Southwest Florida Marine
Industries Association

Managed By:

G. E. M. Good
Event
Management

P.O. Box 50025 Lighthouse Point, FL 33074
954-570-7785 Fax: 954-570-7786
info@goodeventmanagement.com

2014 FORT MYERS BOAT SHOW EXHIBIT INFORMATION

SOUTHWEST FLORIDA MARINE INDUSTRIES ASSOCIATION: The FORT MYERS BOAT SHOW, the BONITA SPRINGS BOAT SHOW, and the CHARLOTTE COUNTY BOAT SHOW are owned by the Southwest Florida Marine Industries Association (SWFMIA).

SHOW DAY & HOURS: The show will be held Thursday, November 13th through Sunday, November 16th. Hours are 10:00am - 6:00pm, Thursday through Saturday and 10:00am - 5:00pm on Sunday. Exhibitors will be allowed access to the outdoor displays two hours prior to the show and inside the building one hour prior to the show each day.

SHOW LOCATION: The show is located in downtown Ft. Myers on Edwards Drive at the HARBORSIDE CONVENTION CENTER, THE CITY YACHT BASIN, and SURROUNDING STREETS. The physical address of HARBORSIDE is 1375 Monroe Street - Fort Myers, FL 33901. From I-75, take Exit 138 West into downtown. Left on Hendry Street to Bay Street. There will be a security guard at Hendry to provide directions.

SHOW OFFICE: - The show office is located in the Harborside Convention Center, on the east side, between the loading door and the stairs on the NE corner. This is also the location of Will Call during the show. It will be open beginning on Monday, November 10th, at 9:00AM and will be open at least one hour prior to opening each show day. You may call Harborside at (239) 321-8120 to obtain the numbers of our office.

PARKING: There is no designated Exhibitor's parking but we do ask all exhibitors to park at the Main Street Parking Garage (Main Street and Jackson Street) and leave the Edison Garage (across from Harborside) open for show visitors. This is about a three block walk. There will be a shuttle running at opening and closing each day. You will be able to pull up near the show entrance in the morning before opening to drop off supplies.

INSURANCE REQUIREMENTS: Each Exhibitor is required to carry general liability insurance to cover participation in the show. Exhibitors are liable for all occurrences involving their display area, products, vehicles, customers, employees, etc. Our requirements are as follows:

1. Minimum limit: \$1,000,000
2. Certificate should name the Southwest Florida Marine Industries Association as an additional insured.
3. Certificate must be received at least 10 days prior to the show

CERTIFICATES OF INSURANCE MUST BE SUPPLIED TO SHOW MANAGEMENT 10 DAYS PRIOR TO THE SHOW. YOU WILL NOT BE ALLOWED TO SET UP UNLESS A VALID CERTIFICATE HAS BEEN RECEIVED

Accessory exhibitors may purchase insurance through the show's carrier for \$75.00. If you have not already taken care of this, an insurance form is included with this information that must be completed and returned to us with the payment. This does not apply to companies exhibiting boats.

SUB-CONTRACTORS: Exhibitor may not allow any sub contractor, independent contractor, or individual not employed by exhibitor to work within their space in any manner whatsoever unless exhibitor has received prior approval from SWFMIA. Approval requirements will include but not be limited to proof of

liability insurance and proof of workers compensation insurance. SWFMIA, at its sole discretion, reserves the right to deny access to the show to any company or individual.

IN-WATER DISPLAYS: All exhibitors with boats on display at the City Yacht Basin are subject to the rules and regulations that are in place for regular tenants of the facilities. You may pick up a copy of these from the Dockmaster's office.

SECURITY PROCEDURES: Security begins Monday, November 10th at 8:00AM. Security ends at 3:00PM on Monday, November 17th. Security is in place 24 hours a day and while they do everything possible to insure the security of your products, please be aware that neither the Show nor Security Staff assumes any liability for loss or damage.

We have a number of procedures for set-up and breakdown in place. Please understand that these are in place for your benefit and that **they will be strictly enforced**. We ask your cooperation in familiarizing yourself and your employees with these procedures.

All vehicles entering the grounds will be issued a pass that must be displayed on the dashboard at all times. All individuals entering the grounds must wear a show credential or set-up badge. Set-up badges will be issued by security guards at the gates. These are valid only during set up and up to ½ hour before the show opens each day. They will not be valid once the show begins. If you have employees who will be cleaning boats or working on your display during show hours, you must order regular credentials for them. If you lose or misplace your credential please stop by the show office.

BOAT REMOVAL PASS: During breakdown, each boat being removed must have a Boat Removal Pass that will be collected by guards at the gates. Please stop by the show office and pick up a pass for each boat you have on display. These passes must be filled out and signed by an authorized representative of your company.

No boat will be allowed to exit the show grounds without a completed pass

SHOW CLOSING: In order to maintain security protection it is required that all exhibit personnel leave the grounds as quickly as possible each evening when the show closes. Police have been instructed that only those with proper authorization be allowed to remain within the show 30 minutes after closing.

NIGHT PASSES FOR IN-WATER EXHIBITORS: In-Water Exhibitors wishing to stay aboard their boats during the show must come to the show office and have their credentials validated with a night pass stamp. The only after hour's entrance is at Hendry Street.

PLEASE BE SURE TO INTRODUCE YOURSELF TO THE SECURITY OFFICERS IN CHARGE PRIOR TO LEAVING THE GROUNDS IN THE EVENING.

CREDENTIALS: A form is included for ordering Exhibitor Credentials. These credentials are only for your employees who will actually be working at the show.

EXHIBITOR GUEST TICKETS: A form for ordering specially priced tickets for your customers or employees is included in this kit. In the past, we have allowed exhibitors to be invoiced for tickets ordered before and during the show. Unfortunately, our desire to be accommodating has resulted in a collection problem. Now all tickets must be paid for in advance, either by check, cash, or credit card.

RENTALS: Harborside Event Center is the official Show Decorator. There are rental forms in the back of this manual for the equipment and services they can supply. If you have any specific needs or questions feel free to call them. Please note that there is no additional charge for electricity. The building is carpeted.

For outdoor exhibitors who may need tents, scaffolding, or other heavier equipment, we recommend CREATIVE EVENTS AND RENTALS. They are familiar with the show and will be on hand during much of the set-up. An order form included in this manual.

CREATIVE EVENTS & RENTALS
12090 Metro Pkwy
Ft Myers, Fl. 33966
Tel: 239 768-6393 Fax: 239 768-6397

PLANT RENTAL – Contact Kinzie’s Nursery. 239-332-0210. Kinzie’s is a local wholesale nursery who has provided plants for the show for many years. They are very reasonably priced. They do not provide decorative baskets or any kind of set up service. They will deliver very nice plants to the show and pick up afterwards. It is up to you to maintain and care for the plants during the show.

MANNING OF EXHIBIT: All exhibits must be properly staffed and must be manned during all show hours.

HOTEL ACCOMMODATIONS:

LEGACY HARBOUR HOTEL & SUITES: Just a five minute walk from the show is the beautiful Legacy Harbour Hotel and Marina. Rooms overlook a beautiful marina and the Caloosahatchee River. Availability is very limited.

2044 West First Street, Fort Myers, FL 33901. 239-461-0775. <http://legacyharbourmarina.com>.

STANDARD HOTEL – 1 Night- \$99.00 -- 2-7 Nights - \$89.00

1 BEDROOM SUITE - 1 Night - \$154.00 – 2-7 Nights - \$144.00

HOTEL INDIGO: is a beautiful hotel in downtown Fort Myers less than two blocks from the show entrance. 1520 Broadway, Fort Myers, FL 33901. www.hotelindigo.com. They are offering a Boat Show Rate of \$139.00. Please call 239-337-3446. This is a great place to stay. Availability is very limited, please reserve your room as soon as possible.

Best Western Waterfront - 239-997-5511. 13021 n. Cleveland Ave. North Fort Myers, FL 33903. The Best Western is just across the river in North Ft. Myers. They are offering a boat show rate of \$79.00 (ask for Boat Show at Harborside). Free high speed internet access in every room and wi-fi available in lobby area.

HOLIDAY INN FORT MYERS DOWNTOWN DISTRICT - 239-332-3232. 2431 Cleveland Ave. North Fort Myers, FL 33901. The Holiday Inn is just a short drive from the boat show and is offering a boat show rate of \$75.00. Free wireless internet in rooms and business center.

ROCK LAKE RESORT – This is a small local spot that is on Palm Beach Blvd. a short drive to the show. You can check it out at <http://rocklakeresort.com>. There are small cottages with a kitchenette around the lake and small motel rooms across the street. Rooms are \$70.00 for show exhibitors which is 15% off standard rates, please mention the Boat Show. Make reservations at: 239-332-4080.

Days Inn 239/995-0535 Econo Lodge 239/995-0571 Motel 6 239/656-5544

SET-UP AND

BREAKDOWN

IN-WATER - CITY YACHT BASIN

In-water set-up schedule is listed below. Please look closely at these schedules. It is extremely important that your boats arrive by the deadline. If you arrive prior to your scheduled move-in day, please give us a call just to be sure your space is available. Arriving late may inconvenience other exhibitors or might mean that you cannot get boats into the proper slips. Show staff works very hard to adhere to these schedules but we do ask some patience on your part since weather and the arrival of other exhibitors can play a role in actual timing.

If you wish to bring boats to the marina prior to Monday, Nov. 10th, you must make arrangements through the marina office at 239/321-7080. You will be charged normal dockage rates.

Some boats on C-Dock and B-Dock will be displayed stern-to the dock. It will be necessary to set anchors to hold boats in position. Please be certain to bring plenty of long dock lines and fenders. It may be necessary to provide boarding ladders or ramps. If you have any questions about this docking arrangement, please give us a call.

Boats on H-Dock are in regular slips with Finger Piers that allow side boarding.

ELECTRICITY: The City Dockmaster requires that all electrical hookups conform to state and local requirements. Do not alter, in any way, the electrical connections on the docks. If you have any problems, please contact the show office.

Power on floating docks is limited to 110/15A service. If you have power requirements beyond this, you must be sure to discuss specific needs with show management prior to set-up.

BREAKDOWN: All boats must be removed from the marina by 3:00pm on Monday, November 17th. If this is a problem you must contact the Dockmaster. The floating dock will be open by 9:00am on Monday.

**BOATS LEFT IN THE MARINA PAST 3:00PM ARE SUBJECT TO
DOCKAGE CHARGES.**

IN-WATER SET UP SCHEDULE

IN-water set up begins on Monday morning, Nov. 10th at 8AM. Generally all slips are available beginning Monday. Please, however, make note of the deadline. That is a critical time for you.

SPACE #	DEADLINE	
C – 5 - 10	Wednesday	Noon
C- 11 - 44	Monday	3:00pm
H – 1 – 17	Wednesday	Noon
H – 18 - 34	Monday	3pm

Floating Dock B Contact us for Schedule

INDOOR DISPLAYS SET-UP AND BREAKDOWN

SET-UP --

TUESDAY, November 11TH -- 12 Noon – 6PM
WEDNESDAY, November 12th -- 7:30AM – 7:00PM

Harborside is carpeted. Vehicle access inside the building will be very limited.

SET-UP SCHEDULE:

- IF YOU CAN HAND CARRY OR WHEEL YOUR DISPLAY FROM OUTSIDE THE BUILDING, YOU MAY MOVE-IN ANYTIME YOU DESIRE.
- IF YOU NEED TO GET A VEHICLE ON THE LOADING RAMP, OR NEED FORK LIFT SERVICE PLEASE PLAN TO SET UP YOUR DISPLAY ON TUESDAY AFTERNOON OR BEFORE 10AM ON WEDNESDAY.

ELECTRICITY: Electricity is available at no additional charge; however, there may not be an outlet behind every booth. Please be certain to have a minimum of a 25' heavy duty extension cord on hand.

A set-up official will be on hand to direct you to parking as close to the building as possible. Limited fork lift service is available in the Convention Center only.

Each booth will come with an 8' high drape backdrop, 3' high side dividers. The entire floor is carpeted.

NO TABLES OR CHAIRS ARE PROVIDED!

Please note that you cannot carry the 8' height out more than 3' from the back of your booth. After this, side walls may be only 3' high. The intent of this rule is to avoid blocking the visibility of other booths along the aisle. Please use a little judgment and give consideration to your neighbors.

BREAKDOWN: You may begin to dismantle and remove your exhibit after the show closes on Sunday. Breakdown on Sunday is from 5:15PM to 7:00PM. No exhibits may be dismantled or removed prior to the show closing. Breakdown on Monday is from 8:00AM to 2:00PM.

ALL EXHIBITS MUST BE REMOVED BY 2:00PM ON MONDAY, NOVEMBER 17TH!

LAND EXHIBITORS

We are not listing any specific set-up times this year (since no one has ever paid any attention to them anyway☺). That said, however, if you have specific needs, boats that are coming off larger trailers or other issues that make your set-up difficult, please give us a call and we will work with you on scheduling. We will have small fork lifts available on a first come basis to help maneuver boats into place.

All exhibits must remain within the confines of your space. You may not infringe on any aisles.

No electrical service is provided to outdoor exhibits.

BREAKDOWN: All boats on Edwards Drive (601-621) must be removed by 12:00 noon on Monday, November 17th. All others must be removed from the grounds by 3:00 PM on Monday.

ABSOLUTELY NO BOATS WILL BE ALLOWED TO LEAVE THE SHOW UNTIL AT LEAST 5:15 ON SUNDAY EVENING.



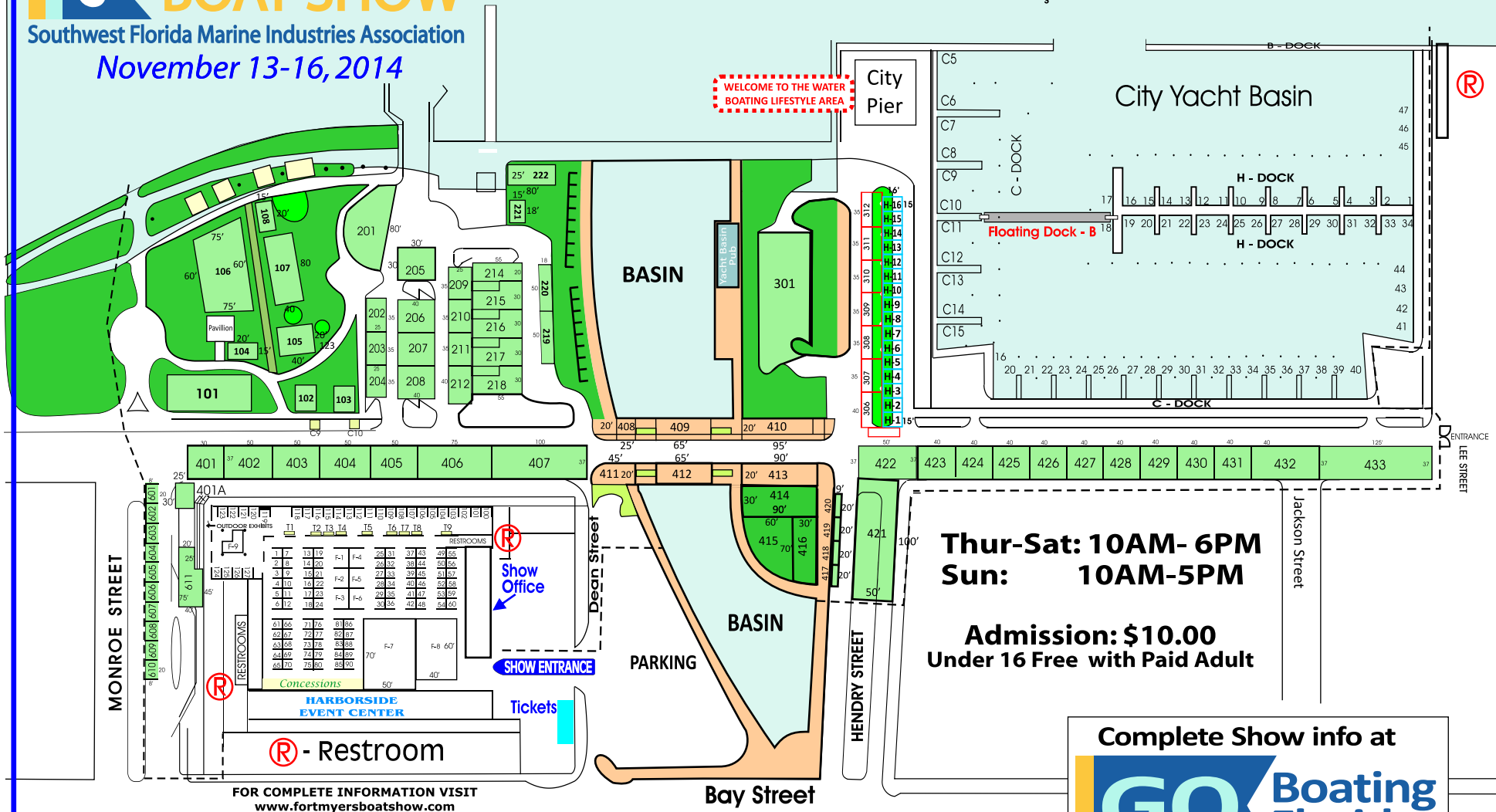
FORT MYERS BOAT SHOW

Southwest Florida Marine Industries Association

November 13-16, 2014




Caloosahatchee River



Thur-Sat: 10AM- 6PM
Sun: 10AM-5PM

Admission: \$10.00
Under 16 Free with Paid Adult

Complete Show info at



goboatingflorida.com

PARKING GARGE

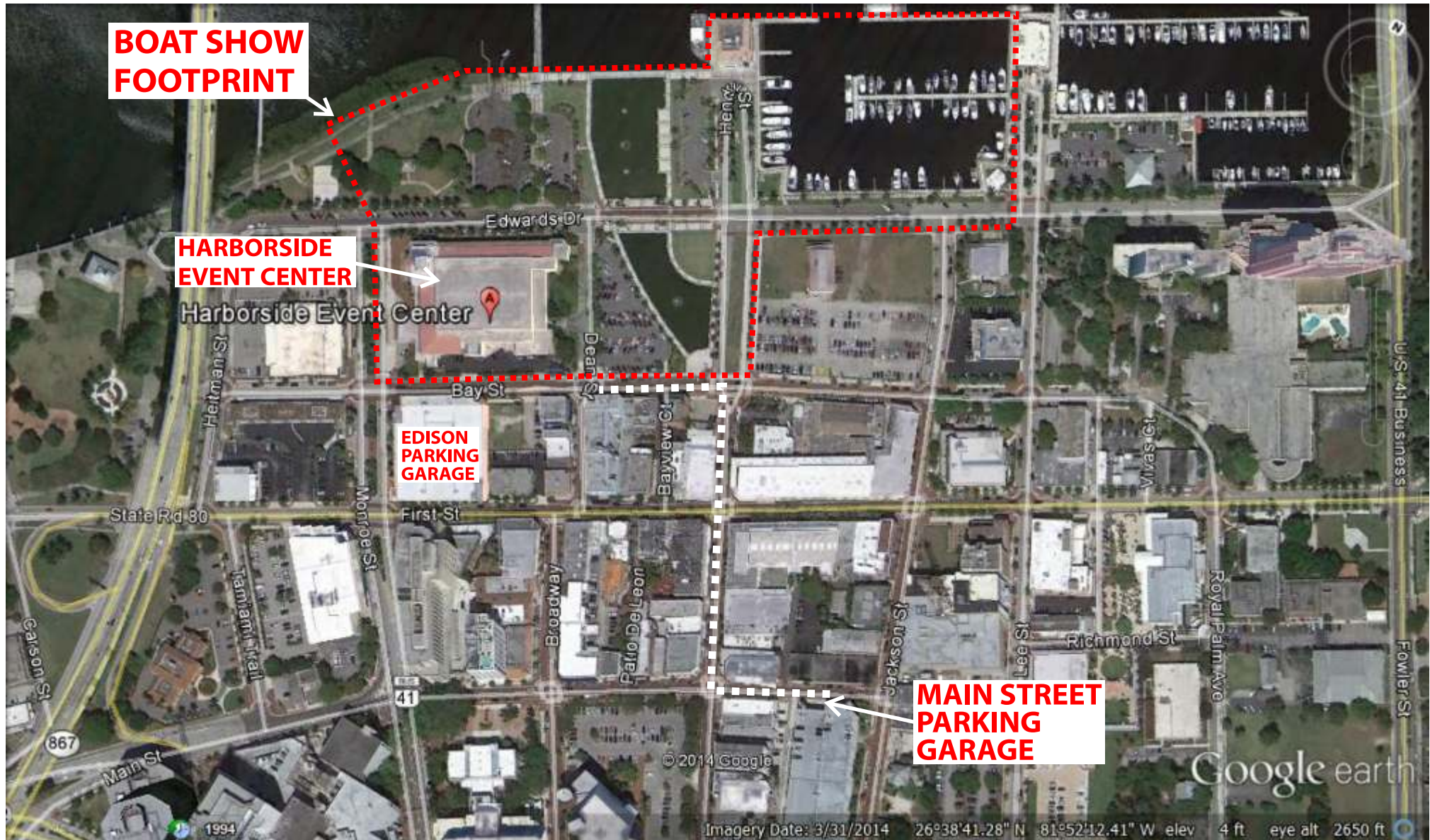
**TO DOWNTOWN
FORT MYERS**



FOR COMPLETE INFORMATION VISIT
www.fortmyersboatshow.com

DOWNTOWN FORT MYERS

PARKING: There is no designated Exhibitor's parking but we do ask all exhibitors to park at the Main Street Parking Garage (Main Street and Jackson Street) and leave the Edison Garage (across from Harborside) open for show visitors. This is about a three block walk. There will be a shuttle running at opening and closing each day. You will be able to pull up near the show



November 13-16, 2014

Exhibitors are required by contract to carry a minimum of \$1,000,000 in liability insurance to cover exhibit space occupied in the show and must provide us with a Certificate of Insurance. Our requirements are as follows

1. A minimum of \$1,000,000 liability insurance to cover spaces occupied and product displayed
2. The Southwest Florida Marine Industries Association must be named as an additional insured.
3. Certificate should Specify "Ft. Myers Boat Show, November 10-20, 2014.
(dates include set-up & Breakdown days).
4. An original certificate of insurance must be received at least 10 days prior to set-up.
5. Address for Certificate: SWFMIA, P.O. Box 1510, Fort Myers, FL 33902
6. Please fax (954-570-7786), e-mail (laura@goodeventmanagement.com) or mail certificate to
GOOD EVENT MANAGEMENT

NO EXCEPTIONS WILL BE MADE TO THIS POLICY

The show is located at the Harborside Event Center - 1375 Monroe Street, Ft. Myers, FL 33901

Products and equipment should also be insured by the Exhibitor and/or owner against physical loss or damage at their discretion and for their own benefit.

OPTIONAL COVERAGE – NOT AVAILABLE TO BOAT EXHIBITS

- Accessory exhibitors (excluding boat exhibits) unable to meet the above requirements may obtain \$1,000,000.00 of insurance coverage (liability only) through our insurance agent at a cost of \$75.00. This insurance covers only the space(s) contracted for during the show dates of the 2014 Fort Myers Boat Show.

FORM & PAYMENT MUST BE RETURNED PRIOR TO SETUP

WE WISH TO TAKE ADVANTAGE OF THE INSURANCE OFFER

\$75.00 PAYABLE TO SWFMIA IS INCLUDED.

COMPANY NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____

AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____

Return
To

Good Event Management

The John Good Company, Inc.
P.O Box 50025 Lighthouse Point, FL 33074
954/570-7785 Fax: 954/570-7786
E-Mail: john@goodeventmanagement.com

FF

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1 REGULAR GUEST TICKETS COST \$5.00 EACH (Order Any Quantity)



Customized Tickets: \$5.00 each
Minimum Order: 50 Tickets

Ordering Deadline: OCT. 27th

We will customize Exhibitor guest tickets with your Company Name with orders of 50 or more.

3 **SPECIAL OFFER**

FOR EXHIBITORS WISHING TO ORDER A LARGE QUANTITY OF TICKETS

- You may order any quantity of tickets (in excess of 50) that you wish to have.
- You must pay for the first fifty tickets with this order (50 X \$5.00 = \$250.00).
- There will be no charge for tickets ordered over fifty.
- You will be billed after the show for tickets actually used in excess of 50 at a rate of \$5.00 per ticket.
- Tickets will be customized with your company name on orders received prior to Oct. 27th.

NO TICKET ORDER WILL BE PROCESSED WITHOUT PAYMENT

COMPANY NAME: _____ TOTAL ENCLOSED \$ _____

1 Regular Tickets # Tickets _____ @ \$5.00 each.

2 Custom Tickets (must be ordered in increments of 50) # Tickets _____ @ \$5.00 each. **Deadline Oct. 27th**

3 I WISH TO PARTICIAPTE IN THE SPECIAL TICKET PROGRAM _____ (Initial)
I have enclosed \$250.00 for the first 50 tickets ordered.
Please send # _____ additional tickets.
I understand that I will be billed after the show for any tickets used, in excess of 50, at a rate of \$5.00 per ticket.

PAYMENT: CHECK _____ / CREDIT CARD

If paying by credit card, please include a credit card authorization form. The form can be found in the Exhibitor's Manual or at www.fortmyersboatshow.com.

Required → **SIGNATURE** _____

MAKE CHECKS TO: SWFMIA
C/O: GOOD EVENT MANAGEMENT
P.O. Box 50025 Lighthouse Point, FL 33074
954/570-7785 Fax: 954/570-7786

E-MAIL(LAURA@SWFMIA.COM)
OR FAX YOUR ORDER TO - 954/570-7786
(with credit card only)
After Nov. 1st, tickets must be ordered & picked up
at Show Office



CREDIT CARD AUTHORIZATION

EXHIBITING COMPANY _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

VISA MASTERCARD

Sorry, We No Longer
Accept American Express

NAME AS IT APPEARS ON CARD: _____

ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

BILLING ADDRESS IF DIFFERENT FROM ABOVE 3 Digit Security Number: _____

ADDRESS: _____

CITY, STATE ZIP _____

Ft. Myers (Nov.) ____ **Bonita Springs (March)** ____ **Charlotte (Jan.)** ____
Membership ____ **Other (Describe):** _____

CHARGE MY CREDIT CARD AS FOLLOWS:

EXHIBIT SPACE: \$ _____

EXHIBITOR GUEST TICKETS: \$ _____

INSURANCE: \$ _____

MEMBERSHIP DUES \$ _____

OTHER (_____): \$ _____

SIGNATURE: _____

DATE: _____

RETURN TO *Good Event Management*
P.O Box 50025 Lighthouse Point, FL 33074
954/570-7785 Fax: 954/570-7786
E-Mail: info@swfmia.com

FORT MYERS BOAT SHOW EXHIBITOR CREDENTIAL ORDER FORM

- Exhibitor Credentials are only for those employees or representatives who will actually be engaged in the conduct of the exhibit.
- A maximum of TEN Credentials will be issued to each exhibitor. If you need more than ten, please make this request in writing on company letterhead, including additional names.
- There will be a charge of \$5.00 for all duplicate credentials and all credentials over ten not approved as described above.
- Credentials will not be issued to children under 16.

**CREDENTIALS ARE NOT TRANSFERRABLE
& WILL BE CONFISCATED IF MISUSED**

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____

MAIL, FAX: 954/570-7786 OR E-MAIL: laura@swfmia.com

COMPANY: _____ PHONE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
AUTHORIZED SIGNATURE: _____

FF14



Exposition Services Order Form

Return To: Harborside Event Center • PO Box 9204 Fort Myers, FL 33901 • Phone: 239-321-8110 • Fax 239-344-5926

Name of Event: 42nd Annual Fort Myers Boat Show: 10222 Date of Event: Nov 13, 2014 – Nov 16th, 2014

Company Name : _____ Booth Number(s) _____

Street Address : _____ Contact Person: _____

City _____ State _____ Zip _____ Phone # _____

Email: _____ Fax: _____

Payment Information

Make checks payable to: City Fort Myers / Harborside Event Center

Money Order # _____ Company Check # _____

MasterCard, Visa, and American Express Cards Accepted

Credit Card Number _____ Expiration Date _____

Cardholder's Name (Please Print) _____

Authorized Signature _____

Completed form with payment must be received 5 business days prior to the first scheduled move-in day.
Any questions may be brought to the event services desk prior to the event.

Equipment

Tables: \$ _____

Chairs: \$ _____

Audio Visual: \$ _____

Freight Handling: \$ _____

Total Payment Due: \$ _____

Office Use:

EBMS Order #: _____ Date Entered: _____

Payment Received: _____

Pre-Order Deadline November 7th, 2014

PH: (239) 321-8110
FAX: (239) 344-5926

REMIT ALL PAYMENTS TO:
Harborside Event Center
Attn: IGINORI
P.O. BOX 9204
Fort Myers, FL 33901

NO CANCELLATIONS AFTER DELIVERY TO BOOTH. ALL FEES MUST BE PAID PRIOR TO SHOW SET-UP OR THERE WILL BE A 5% LATE CHARGE APPLIED TO YOUR INVOICE. ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT THERE WILL BE A 50% CANCELLATION FEE APPLIED AFTER ORDER HAS BEEN PROCESSED.



Exposition Services Order Form

Return To: Harborside Event Center • PO Box 9204 Fort Myers, FL 33901 • Phone: 239-321-8110 • Fax 239-344-5926

Company Name : _____ **Booth Number(s)** _____

	Regular	Pre-Order	
UnSkirted Tables without Topping			
_____ 6'x18" Table 30"high	32.75	24.95	\$ _____
_____ 6'x18" Table 42"high	36.40	28.60	\$ _____
_____ 6'x30" Table 30"high	32.75	24.95	\$ _____
_____ 6'x30" Table 42"high	32.75	28.60	\$ _____
_____ 8'x30" Table 30"high	41.60	33.80	\$ _____
_____ 8'x30" Table 42"high	46.80	39.00	\$ _____
_____ 48" Round Table 30"high	32.75	24.95	\$ _____
_____ 60" Round Table 30"high	41.60	33.80	\$ _____

Total \$ _____

Skirted Tables with Topping			
_____ 6'x18" Table 30"high	50.95	37.95	\$ _____
_____ 6'x18" Table 42"high	62.40	47.20	\$ _____
_____ 6'x30" Table 30"high	50.95	37.95	\$ _____
_____ 6'x30" Table 42"high	62.40	47.20	\$ _____
_____ 8'x30" Table 30"high	59.80	46.75	\$ _____
_____ 8'x30" Table 42"high	67.60	54.60	\$ _____
_____ 48" Round Table 30"high	50.95	37.95	\$ _____
_____ 60" Round Table 30"high	59.80	46.75	\$ _____

Total \$ _____

Chairs			
_____ Plastic Folding Chairs	24.70	20.00	\$ _____
_____ Padded Black Chairs	26.50	17.50	\$ _____
_____ Padded Counter Stool	60.00	45.00	\$ _____

Total \$ _____

Audio Visual Equipment			
_____ 32" LCD Monitor with DVD	230.00	-	\$ _____
_____ 42" Flat Panel Monitor w/stand	300.00	-	\$ _____
_____ 50" Plasma Monitor w/stand	450.00	-	\$ _____
_____ Flip Chart/Easel	35.00	27.20	\$ _____
_____ A-Frame Presentation Easel	17.50	12.25	\$ _____
_____ DVD Player	45.60	37.25	\$ _____
_____ Up Lighting LED	35.25	27.50	\$ _____
_____ Global Trussing (per 8ft section)	65.00	50.00	\$ _____

Other Lighting and Sound please call for quote 239-321-8118 **Total \$** _____

Pipe & Drape			
_____ 3' Pipe and Drape (Black/White)	3.75lf	2.50lf-	\$ _____
_____ 8' Pipe and Drape (Black/White)	3.75lf	2.50lf-	\$ _____

Total \$ _____

For any additional equipment not listed please contact 239-321-8118 for quote and availability



INTERNET SERVICE ORDER FORM

PAYMENT MUST ACCOMPANY THIS ORDER

Internet Access

- 1 Broadband Access
Burstable to 1.2Mbps
- 2 Wireless Based-
Reliability and quality
- 3 Direct Access to Internet and
Email services.
- 4 Constant Connection-
No dial-up busy signals
- 5 Quick and easy installation
with onsite service technical
staff.

Make Your Tradeshow Sizzle!

Our high-speed wireless based Internet service provided by Skyline Broadband can make your tradeshow presentations sizzle with pictures, sound and streaming video across the Internet. Real time access to your files and information means rapid lead responses, lead tracking and information for exhibitors and attendees.

Static IP Addresses

One dynamic (DHCP) IP address provided for each connection. Additional IP addresses and static IP addresses are available at an additional charge.

CAT5 10baseT/RJ45 Connection/USB/PC/MIA

Industry standard connections to computer NIC cards. Wireless adapters available at an additional charge.

Deadline: In order to facilitate potential equipment requirements, orders must be received with payment a minimum of 7 days prior to the first move in date. Orders received after that date or without payment may incur additional set-up and equipment charges.

Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- Wireless LAN Adapters are not included with service but are available on-site for an additional charge.
- All equipment furnished by the Harborside Event Center shall remain the property of the Harborside Event Center.
- Credit will not be given for service not used due to problems with equipment not furnished by Harborside Center.
- Payment in full must be rendered prior to installation.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- The internet is a shared environment and as such actual speed will vary.
- The Harborside Event Center is not responsible for networking exhibitor computers or setting up IP addresses.

Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Adv Rate</u>	<u>Show Day</u>	<u>Total</u>
_____	Wireless Internet Access 1.2Mbps* <i>*Includes registration & access for 1 wireless card provided by user</i>	85.00	100.00	\$_____
_____	Wired Internet Access 25Mbps* <i>*Inside Harborside Only</i>	175.00	125.00	\$_____
_____	Additional IP Addresses/Connections	20.00ea	25.00	_____

Please note: Rates are guaranteed through December 31, 2009 and include 6% FL sales tax.

Show name: Fort Myers Boat Show 2014 /10222 Date: Nov 10, 2014 - Nov 17, 2014

Company name: _____ Booth #: _____

Authorized by: _____ Phone#: _____

Title: _____ Cell Phone #: _____

Payment Info: Check MC/ VISA:#_____ Exp: _____



TELEPHONE SERVICE ORDER FORM

PAYMENT MUST ACCOMPANY THIS ORDER

Standard Phone Service

- Phone line installation includes one touch-tone line.
- Phone lines are configured for 'Dial 9' calling for local or toll-free numbers.
- Long distance calls may be made using a credit card.

Deadline

In order to receive advance rates, orders must be received with payment a minimum of 3 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates.

Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- Payment in full must be rendered prior to installation.
- Credit will not be given for service installed and not used.
- Prices are based on current wage rates and are subject to change without notice.
- All equipment furnished by the Harborside Event Center shall remain the property of the Harborside Event Center.
- Equipment problems must be reported immediately to Harborside Event Staff or Show Services Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.

Service, Additional Lines, and Equipment

Rates quoted for phone service includes installation of the 1st line in the most convenient manner. Special placement, connections, and/or changes after the initial installation will incur additional charges. Basic line placement includes a standard phone jack to your specified location, client is required to provide phone cord to computer or credit card terminals. If equipment is provided by HEC, i.e. phone or fax phone cords will be provided with equipment.

Return Policy

It is the exhibitor's responsibility to return equipment to Harborside Event Staff or the Show Services Desk within one hour of the show closing.

Service Requested

Quantity	Service	Advance Rate	Standard Rate	Total
_____	Analog Line (Fax / Credit Card Machines)	100.00	130.00	_____
_____	VOIP Line (Voice Calls Only)	75.00	100.00	_____
_____	Additional Phone Lines per line	25.00	35.00	_____

Additional Service and/or Equipment

Quantity	Service	Advance Rate	Standard Rate	Total
_____	Fax Machine	15.00	20.00	_____
_____	VOIP / Analog Touch Tone Phone	5.00	5.00	_____

Please note: Rates are guaranteed through December 31, 2009.

Show name: Fort Myers Boat Show 2014 / 10222

Date: Nov 10, 2014 - Nov 17, 2014

Company name: _____

Booth #: _____

Authorized by: _____

Phone #: _____

Title: _____

Cell Phone#: _____

Payment Info: Check MC/ VISA: # _____ Exp: _____



12090 Metro Pkwy
 Ft Myers, Fl. 33966
 Tel: 239 768-6393 Fax: 239 768-6397
Fort Myers Boat Show
November 13 – 16, 2014

Equipment Order Form

The price listed includes delivery, installation, setup, strike and all applicable taxes. Please enter total number of items you want to rent in each box provided. You can either enter your credit card information on this form and fax to 239 768-6397 or call our office with the information and we can process your order over the phone.

10 x 10 Frame Tents.....	\$164.82
20 x 20 Frame Tent.....	\$290.08
Solid Sidewall 20'.....	\$24.98
Standard outdoor folding chair.....	\$ 1.48
8' Banquet table.....	\$10.56
6' Banquet table.....	\$ 9.54
Total..... \$ _____	

Credit Card # _____ Expiration Date _____ CVV Code _____

Name as it appears on the card _____

Signature _____

Business Name _____

Contact Name _____ Phone # _____

Team Name _____ Site # _____

Fax Order to: Creative Events & Rentals @ 239 768-6397 or call 239 768-6393