

# FORT LAUDERDALE GIFT SHOW

## General Information

### August 28-31, 2010

#### 1. SHOW MANAGEMENT

The Fort Lauderdale Gift Show is managed by:

Urban Expositions  
1690 Roberts Blvd NW, Suite 111  
Kennesaw, GA 30144  
Phone: 678-285-EXPO (3976)  
Fax: 678-285-SHOW (7469)

#### 2. VENUE

Greater Ft. Lauderdale/Broward County Convention Center- Hall B/C  
1950 Eisenhower Blvd.,  
Ft. Lauderdale, FL 33316

#### 3. SHOW OFFICE

The show office location and phone number will be available prior to show dates. Contact the Show Office during move-in days for questions regarding registration, booth assignment, badges, show regulations, schedules, etc. Show Office Hours:

Thursday	August 26, 2010	8:00 AM – 6:00 PM
Friday	August 27, 2010	8:00 AM – 6:00 PM
Saturday	August 28, 2010	8:00 AM – 5:30 PM
Sunday	August 29, 2010	9:00 AM – 5:30 PM
Monday	August 30, 2010	9:00 AM – 5:30 PM
Tuesday	August 31, 2010	9:00 AM – 3:00 PM

#### 4. EXHIBITOR MOVE-IN

Thursday	August 26, 2010	8:00 AM - 6:00 PM
Friday	August 27, 2010	8:00 AM - 6:00 PM **

\*\*All set-up activity will be restricted to the confines of the booth space after 4:00 PM on August 27<sup>th</sup> to allow for crate storage, building cleaning and show management final inspection. Any exhibitor needing additional time for set-up must receive approval from show management in the show office and will be required to sign in and out with show security.

- ⇒ **EXHIBITORS MUST NOTIFY MANAGEMENT NO LATER THAN NOON ON FRIDAY, August 27<sup>th</sup>, IF YOUR BOOTH WILL NOT BE SET UP BY 5:00 P.M. EXHIBITORS REQUESTING 8:00 A.M. OPENING DAY (August 28<sup>th</sup>, 2010) SET-UP MUST NOTIFY MANAGEMENT AS WELL. MANAGEMENT HAS THE RIGHT TO RELEASE BOOTHS, IF THEY HAVE NOT BEEN NOTIFIED OF LATE SET-UPS.**
- ⇒ **PLEASE CHECK YOUR BOOTH DIMENSIONS PRIOR TO SETTING UP, AS DURING MOVE IN POLES AND BASES MAY BE SHIFTED. IF YOUR BOOTH (INCLUDING TABLES AND RISERS) EXTENDS INTO ANOTHER BOOTH, MANAGEMENT HAS THE RIGHT TO ASK EXHIBITOR TO RESET THEIR BOOTH. IT IS THE EXHIBITORS RESPONSIBILITY TO SET UP PROPERLY.**
- ⇒ **EXHIBITORS ARRIVING AFTER 6:00 P.M. ON FRIDAY, August 27<sup>th</sup>, 2010 MAY UNLOAD. HOWEVER, LOADING DOCK ASSISTANCE WILL NOT BE AVAILABLE. (THIS INCLUDES EARLY SATURDAY SET UP AS WELL)**

## 5. SHOW DATES AND HOURS

Saturday	August 28 <sup>th</sup> , 2010	10:00 AM – 5:30 PM
Sunday	August 29 <sup>th</sup> , 2010	10:00 AM – 5:30 PM
Monday	August 30 <sup>th</sup> , 2010	10:00 AM – 5:30 PM
Tuesday	August 31 <sup>st</sup> , 2010	10:00 AM – 3:00 PM

**Exhibitors will be allowed in the exhibit area one hour prior to the opening of the exhibition, and two hours prior on opening day.**

## 6. EXHIBITOR MOVE-OUT

Tuesday	August 31, 2010	3:00 PM – 11:59 PM
Wednesday	September 1, 2010	8:00 AM – 10:00 AM

**\*Please make sure that your carrier has checked in before 10:00 AM on September 1<sup>st</sup>, 2010 or your freight will be deferred to the Official Show Carrier RPM Logistics, Inc. NO DISASSEMBLING of exhibits will be allowed until after 3:00 PM on Tuesday, August 31<sup>st</sup>, 2010. Failure to adhere to this policy will result in loss of future booth space.**

## 7. SERVICES INCLUDED IN EXHIBIT COST

Included in the cost of each booth are the following:

- Booth Drape (8' High Back and Side) Color of Drapes – (Silver for C&C or White for Order Writing)
- Booth Identification Sign
- Buyer Invitations & Stickers
- Listing in Official Show Directory
- Two Undraped Tables per 10' x10' space (Choice of 4', 6' or 8')
- Two Matching Undraped Risers
- Two Chairs per 10' x10' space
- One Waste Basket per 10' x10' space
- Free Porter Service to all POV'

**\*\*Booths are not carpeted. Aisle carpet color: Blue – Order writing/Cash & Carry aisle carpet color: Red\*\***

## 8. EXHIBITOR SET-UP PROCEDURES

1. All booths will be set no further out than 8 ½ feet from the back of booth to allow for chairs within the booth. **CHAIRS MAY NOT BE PLACED IN THE AISLES.**
2. All display fixtures must be in good condition and attractive in appearance in the opinion of Show Management.
3. **ALL TABLES AND RISERS** must be skirted with fire retardant material, attractive in appearance, to completely cover all risers and tabletops to floor length (tables are 30 inches high and 30 inches wide).
4. Exhibitors may either contract with RPM CompleteXPO Services (forms enclosed) to professionally skirt tables and risers or do it themselves. Tables skirted by exhibitors must be done in a professional manner satisfactory to Show Management. Show Management reserves the right to professionally skirt unacceptable tables at the exhibitor's expense.
5. No handwritten signs are permitted in any booth

## 9. EXHIBITOR REGISTRATION

To avoid delays upon arriving for move-in, all exhibitors are requested to complete the Exhibitor Badge Order Form online at [www.ftlauderdalegiftshow.com](http://www.ftlauderdalegiftshow.com). This must be filled out by August 20<sup>th</sup>, 2010. No exhibitor or company representative will be allowed within the exhibit area without an exhibitor badge or work pass.

## 10. ATTENDANCE OF CHILDREN

In order to uphold the integrity and professionalism of the exhibition, no persons under 14 years of age shall be admitted to the exhibition.

## 11. TERMS AND CONDITIONS

Please review all the terms and conditions associated with exhibiting in the Ft. Lauderdale Gift Show. They are outlined on the backside of the "Official Show Contract"

## 12. EXHIBITOR INSURANCE

Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, show days, and move-out including public liability, property damage, fire and theft, etc.

**SHOW MANAGEMENT AND THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.**

## 13. SAMPLE SALES

In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at point of sale during the show in the order writing areas is expressly prohibited and, therefore no merchandise will be permitted to leave the exhibit floor. This does not apply to exhibitors that have been identified and approved by show management as immediate delivery (Cash & Carry) exhibitors. All booths must remain fully intact until the official close of show for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.

## 14. EARLY BREAKDOWN

**Dismantling of booths prior to 3:00 p.m. on closing date is strictly prohibited. Exhibitors in violations of said policy is in jeopardy of booth prior for subsequent shows.**

## 15. PHOTOGRAPHY

Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor.

## 16. ENTERING OTHER EXHIBITOR'S BOOTHS

Entering the booths of other exhibitors is strictly prohibited, without the prior consent of exhibitor.

## 17. VIOLATIONS

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions reserves the right to restrict and/or expel at any time any exhibit, which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions conducts themselves unethically, will be dismissed from the exhibition without refund. Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office. All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Urban Expositions, whose decisions will be final.

## 18. MISCELLANEOUS RULES & REGULATIONS

- No pinning, taping or drilling to columns, drapes, or walls are permitted. Carpet for custom displays is permitted. Show personnel must tape carpet. No heavy displays may be hung from any drapery support.
- No smoking is permitted in the hall at any time.

## 19. SERVICE CONTRACTORS

During move-in of the show, **RPM CompleteXPO Services** will operate a service desk by the Loading Dock. All questions regarding draping of tables/risers, chairs, rental of any additional furniture, etc should be directed to the RPM CompleteXPO desk. Please note that chairs and wastebaskets will be delivered late Friday, August 27<sup>th</sup>, 2010.

RPM CompleteXPO Services  
411 W. Lake Brantley Road, Altamonte Springs, FL 32714  
**Phone:** 407-786-3976 - **Fax:** 407-786-3977  
Email: info@completexpo.com

## 20. SHIPPING, ADVANCED RECEIVING & MATERIAL HANDLING

*Please refer to the Material Handling form, for complete information on shipping, advanced receiving, material handling and rates. These charges will apply to all shipments arriving by freight carrier. For more information contact RPM CompleteXPO at 407-786-3976. For safety and insurance reasons, RPM CompleteXPO personnel has jurisdiction over the operation of all material handling equipment and all unloading, reloading and handling of freight.*

### **RECOMMENDED METHOD OF SHIPMENT (Advanced Shipping Warehouse):**

#### **Shipments consigned to WAREHOUSE:**

RPM CompleteXPO Services  
FORT LAUDERDALE GIFT SHOW – (Company name & Booth #)  
YRC c/o Freightco Logistics  
11401 NW 134th St., Suite 107  
Miami, FL 33178

Standard Material Handling charges will apply. (See Material Handling form for more information). Advance shipments should be received at the warehouse no later than **Wednesday August 25<sup>th</sup>, 2010**.

## 21. ON-SITE DELIVERY- POV'S ONLY

**-POVs:** Products arriving by Privately Owned Vehicles are the **only** on-site delivery to booth that **will not** incur drayage charges. Any POV's that require forklift service must make arrangements with RPM CompleteXPO. These services will incur charges. All POVs can arrive during the designated exhibitor move in hours on Thursday, August 26<sup>th</sup> and Friday, August 27<sup>th</sup>, 2010.

## 22. OUTBOUND SHIPPING:

**Please make sure that your carrier checks in before 10:00 AM on Wednesday, September 1<sup>st</sup>, 2010 or your freight will be deferred to the Official Show Carrier RPM Logistics, Inc.**

## 23. RPM LOGISTICS – Official Show Carrier

Select *RPM Logistics* as your tradeshow freight carrier for your inbound/outbound transportation needs. For further information, please refer to the enclosed forms. **Please fax in a quote sheet to 407-786-3977 or call RPM Logistics at 407-786-3976**

## 24. PARKING

Currently the Parking fee for exhibitors at the Ft. Lauderdale CC is \$5.00 per day as long as you park in the back of the CC behind the loading dock. Parking during move in days will be free for Exhibitors. Prices are subject to change without notice.

## **25. SECURITY**

Security will be provided on a 24-hour basis beginning with the first day of move-in and extending through the last day of move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property. (See section #12 regarding Exhibitor Insurance.)

Any lost or stolen valuables or any breach of security should be reported to the show office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended. Lock-Up Security will be provided for the Jewelry exhibitors who may require lock-up service. Exhibitors should bring the merchandise to the lock-up room by 6:00 p.m. Saturday through Monday and pick-up between 9:00 and 10:00a.m. Sunday through Tuesday.

## **26. HOTEL INFORMATION**

Urban Expositions and CONNECTIONS have negotiated discounted rates with local hotels to save you money while participating at the Fort Lauderdale Gift Show. To take advantage of these discounts, please contact CONNECTIONS at their toll free number, 800-262-9974 or visit their website [www.giftshowhotels.com](http://www.giftshowhotels.com). Please see below the Connections Hotel & Travel rates.

**\*Please check the CONNECTIONS website or the Fort Lauderdale Gift Show website for the most up-to-date hotel information! All hotels have a 3-day cancel policy.**

### **The Embassy Suites Fort Lauderdale**

1100 SE 17th Street, Fort Lauderdale, FL 33316  
4 blocks to the convention center  
\$99.00 single or double occupancy / \$109.00 triple / \$119.00 quad  
\*Rate includes full breakfast\*

### **Renaissance Fort Lauderdale**

1617 SE 17th Street Causeway, Fort Lauderdale, FL 33316  
Across the street from the convention center  
\$89.00\* plus tax single or double occupancy  
\*Rate includes full breakfast\*

### **Holiday Inn Express - Fort Lauderdale**

1500 SE 17th Street Causeway, Fort Lauderdale, FL 33316  
Across the street from the convention center  
\$79.00\* plus tax  
\*Rate includes full breakfast\*

### **Extended Stay Fort Lauderdale**

1450 SE 17th Street Causeway, Fort Lauderdale, FL 33316  
Across the street from the convention center  
\$63.00\* plus tax Queen Studio Suite  
\$65.00\* plus tax Double bed studio suite