

*Home Buyer*

**EXPO**

www.HomeBuyerExpo.net

**Home Buyer Expo – Mailing Address**

6351 - 26th Avenue North St. Petersburg, Florida 33710

Phone (727) 341-1944 Fax (727) 343-3189

**Libby Jackson – Marketing Manager**

e-mail: Libby@HomeBuyerExpo.net

(727) 420-7227

**Home Buyer Expo Sponsorship Opportunity - \$5,000**

Be Visible In Massive Media Campaign While Building Top of Mind Awareness

**TBBA, GTAR & PRO** - Your Logo Featured in Trade Publications Ads

**Expo Sales Material** - Your Logo Featured in Media Outline

**www.HomeBuyerExpo.net** - Your Logo on Home Page w/Hyper Link to Your Website

Plus Your Company Contact Information and Profile On-Line

**Television** - Your Logo Featured in Final Image with Voice Over

**Billboards** - Your Logo Featured on Boards in Tampa Bay Market

**Newspaper** - Your Logo Featured in All Newspaper Ads in Tampa Bay Market

**Expo Programs** - Your Logo on Front Cover with Expanded Profile Inside - October

Distribution into Hillsborough, Pinellas, Pasco, Polk, and Manatee Counties

**2 Exhibit Booths** - 10' x 20' Draped Booths, 2- 8' Draped Tables, 4 - Chairs

12 Exhibitor Passes and 10 Complimentary Tickets

**Display your Company Banner** - at Expo Entrance - Position Yourself as an Industry Leader

**Receive Registration List** - of Attendees to Home Buyer Expo

**Home Buyer Expo Exhibitor Opportunity - \$1,295 *With Discount***

**www.HomeBuyerExpo.net** - Your Company Contact Information and Profile On-Line

**Expo Programs** – Company Contact Information and Profile - October Distribution into

Hillsborough, Pinellas, Pasco, Polk, and Manatee Counties

**1 Exhibit Booth** - 10' x 10' Draped Booth, 8' Draped Table, 2 Chairs and 8 Exhibitor Passes

**Receive Registration List** - of Attendees to Home Buyer Expo

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## **CONTACT INFORMATION**

### **Home Buyer Expo – Mailing Address**

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### **Libby Jackson – Marketing Manager**

e-mail: Libby@HomeBuyerExpo.net

(727) 420-7227

### **Barbie Burgess - Marketing**

e-mail: burgess33779@yahoo.com

(727) 412-2304

### **Kathy Scallon - Marketing**

e-mail: kscal104@aol.com

(727) 403-4000

### **Tampa Convention Center October 25 & 26, 2008**

333 South Franklin Street Tampa, FL 33602

(813) 274-8421 Toll Free (800) 426- 5630 Fax (813) 274-7776

www.TampaConventionCenter.com

### **Clearwater Harborview Center February 7 & 8, 2009**

300 Cleveland Street Clearwater, FL 33755

(727) 462-6778 Fax (727) 462 - 6798

www.harhorview-center .com

### **Suncoast Convention Services – Display Company**

4800 North U.S. Hwy. 301 Tampa, Fl 33610

(813) 628-8301 Fax (813) 626-6510

e-mail: jc@suncoastcs.com

**Home Buyer's Expo  
Tampa Convention Center  
October 25 - 26, 2008**

Welcome to the Home Buyer's Expo! We at Suncoast Convention Services, Inc. are pleased to be appointed as your Official General Service Contractor. Our goal is to make sure your show participation is a success.

Suncoast Convention Services, Inc. requires payment in full for all orders at the time you place your order, please be sure to complete and include the payment policy form with your order. To take advantage of our substantial price discounts just return your order with your payment prior to the discount price deadline.

Note that the A/V, electric, telephone and booth cleaning order forms, which are included in the Tampa Convention Center exhibitor kit, must be filled out and returned directly to the Tampa Convention Center – the fax # for doing so is located directly on the form. Payment for services provided by Tampa Convention Center is separate from the payment you will be making to Suncoast and *must be made directly to the Tampa Convention Center*.

Please contact us with any questions. If you don't see what you need or have a special request, please call and we will do our best to provide you with all your event needs. Thank you for the opportunity to serve you!

<b><u>Official General Contractor:</u></b>	Suncoast Convention Services, Inc. 4800 N. US HWY 301 Tampa, FL 33610 Phone: (813) 628-8301 Fax: (813) 626-6510	
<b><u>Show Information:</u></b>	<b>Each 10' x 10' Exhibit Booth Space will include:</b>  8' high backwall drape 3' high siderail drape (1) 8' x 24" skirted and topped table (2) chairs (1) wastebasket (1) exhibitor ID sign  Additional items and services are available thru Suncoast, please utilize the attached order forms.	
<b><u>PRODUCTION TIMELINE</u></b>		
discount deadline:	October 10, 2008	
exhibitor set-up:	Friday, October 24	3 - 7 pm
exhibition show hours:	Saturday, October 25	10 am - 5 pm
	Sunday, October 26	10 am - 4 pm
dismantle:	Sunday, October 26	beginning at 4 pm

# SUNCOAST CONVENTION SERVICES

4800 North Hwy 301  
Tampa, FL 33610  
tel: (813) 628-8301 / (813) 621-7821 ext 270  
FL wats: (800) 345-3247 ext 270  
fax: (813) 626-6510  
email: frank@suncoast.com

**discount deadline -**

Friday, October 10, 2008

[WWW.SUNCOASTCS.COM](http://WWW.SUNCOASTCS.COM)

**TAMPA**

## FURNITURE ORDER FORM

**Home Buyer Expo**

QUANTITY	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	DISCOUNT PRICE	STANDARD PRICE
<b>CARPETING</b>			<b>SEATING</b>		
Circle Color: Red Blue Black price includes installation			Arm Chairs 25.00 35.00		
10' x 10' 75.00 85.00			Side Chairs 25.00 35.00		
10' x 20' 150.00 175.00			Folding Chairs 20.00 30.00		
10' x 30' 200.00 250.00			Bar Stool w / back - Deluxe 35.00 45.00		
10' x 40' 275.00 350.00			<b>ACCESSORIES</b>		
custom cutting and laying \$8 per sq / ft \$11 per sq / ft			Wastebasket 7.00 10.00		
<b>VISQUEEN</b> (in 3' and 10' widths) price includes installation			Easel 20.00 30.00		
sq / ft .25 per sq / ft .35 per sq / ft			Bag Rack 30.00 40.00		
<b>DRAPED DISPLAY TABLES 30" HIGH</b>			8' high masking drape (per foot) 4.00 5.00		
Circle Color: Red Blue Black White Green Gold Teal Burgundy Peach Silver			3' high masking drape (per foot) 3.00 4.00		
4' 65.00 75.00			<b>HARDWARE</b>		
6' 75.00 85.00			8' Uprights 8.00 10.00		
8' 85.00 95.00			Cross Bars 8.00 10.00		
<b>DRAPED DISPLAY TABLES 42" HIGH</b>			Bases 8.00 10.00		
Circle Color: Red Blue Black White Green Gold Teal Burgundy Peach Silver			<b>DRAPED RISERS</b>		
4' 75.00 85.00			Circle Color: Blue White Burgundy		
6' 85.00 95.00			6' One Step - table top 25.00 35.00		
8' 95.00 105.00			8' One Step - table top 35.00 45.00		
<b>UNDRAPED DISPLAY TABLES 30" HIGH</b>					
4' 45.00 55.00					
6' 55.00 65.00					
8' 65.00 75.00					
<b>UNDRAPED DISPLAY TABLES 42" HIGH</b>					
4' 50.00 60.00					
6' 60.00 70.00					
8' 70.00 80.00					

<b>SUB-TOTAL</b>	\$
<b>7% SALES TAX</b>	\$
<b>TOTAL AMOUNT DUE</b>	\$

**CANCELLATION POLICY - Items cancelled after move-in begins will be charged at 50% of original price**

<p><b>PAYMENT POLICY</b></p> <p>PAYMENT FOR ALL ADVANCE ORDERS MUST ACCOMPANY THE ORDER.</p> <p>All orders received at Service Desk will be billed at Standard Prices.</p>	<p>FIRM NAME _____ BOOTH # _____</p> <p>ADDRESS _____ TEL # _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>AUTHORIZED BY: (Please Print or Type) _____</p> <p>SIGNATURE _____</p>
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Charges for rental items listed above include delivery to your display area, installation only where specified, and removal at close of exhibit. Charges due and payable upon presentation of invoice at show. A finance charge of 1 1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

I agree, in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise that I will pay reasonable attorney's fee for such collection.

EXHIBITORS WILL BE CHARGED PUBLISHED RATES FOR ALL DAMAGED AND LOST EQUIPMENT.

**SUNCOAST CONVENTION SERVICES  
LABOR & FORKLIFT SERVICE  
ORDER FORM**

Labor & Forklift Service is NOT subject to sales tax.

**HOURLY RATES**

**LABOR ON STRAIGHT TIME: \$26.00 per man-hour** (one hour minimum per person)

8:00 a.m. to 5:00 p.m. Monday –Friday

**LABOR ON OVERTIME: \$46.00 per man-hour** (one hour minimum per person)

5:00 p.m. to 8:00 a.m. Monday – Friday, all hours on Saturday and Sunday

**FORKLIFT WITH OPERATOR: \$70.00 per hour on straight time** (½ hour minimum)

**\$90.00 per hour on overtime** (½ hour minimum)

**SUPERVISION**

**SUNCOAST SUPERVISION:** Suncoast can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise. Please include all information needed to efficiently install and/or dismantle your display (i.e., photo, instructions, etc.). Our charge for this additional service is 25% of your total labor bill. (\$25.00 minimum)

**EXHIBITOR SUPERVISION:** THE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABORERS. Upon completion of the work, the Exhibitor must return laborers to the service desk, if the exhibitor fails to pick up men at the time ordered, a one (1) hour per man “no-show” fee will be applied. Start time will be guaranteed only when labor is ordered for the start of the work-day (8:00a.m unless official setup time begins at a different time), since the time for completion of earlier jobs is approximate.

**INSTALLATION LABOR**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 DAY OF WEEK/DATE/TIME # OF PEOPLE APPROX # of HRS TOTAL HRS HOURLY RATE TOTAL

SUPERVISOR \_\_\_\_\_ SUNCOAST SUPERVISION  YES  NO =\$ \_\_\_\_\_

**DISMANTLE LABOR**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 DAY OF WEEK/DATE/TIME # OF PEOPLE APPROX # of HRS TOTAL HRS HOURLY RATE TOTAL

SUPERVISOR \_\_\_\_\_ SUNCOAST SUPERVISION  YES  NO =\$ \_\_\_\_\_

**Name of Event/Show:** Home Buyer Expo (Tampa) **Booth #:** \_\_\_\_\_

**Exhibiting Company:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City & State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**SUNCOAST CONVENTION SERVICES  
MATERIAL HANDLING  
ORDER FORM**

**Home Buyer Expo (Tampa)**

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**MATERIAL HANDLING SERVICES**

**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

\*\*Please make sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

Description	Price Per 100lbs	Minimum
<b>Warehouse Shipment (100 lbs minimum)</b>		
Crated, Skidded or Shrinkwrapped Shipments.....	\$44.00	\$44.00
Uncrated or Special handling shipments.....	\$54.00	\$54.00
<b>Show Site Shipments (200 lbs minimum)</b>		
Crated or Skidded shipments.....	\$42.00	\$84.00
Uncrated or Special handling shipments.....	\$52.00	\$104.00

#	Description	Weight	Unit Price	Estimated Total Cost
	<b>SAMPLE</b>	<b>1200 ÷ 100 =12</b>	<b>\$44.00</b>	<b>\$528.00</b>
1		÷ 100 =		
2		÷ 100 =		
3		÷ 100 =		
			<b>SUB-TOTAL</b>	
			<b>TAX</b>	N/A

**\*\*PAYMENT POLICY MUST  
ACCOMPANY ORDER**

**SUNCOAST CONVENTION SERVICES  
OUTBOUND SHIPPING  
MATERIAL HANDLING  
INFORMATION FORM**

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**Home Buyer Expo (Tampa)**

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COMPANY NAME: \_\_\_\_\_

BOOTH: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

**EVERY OUTBOUND SHIPMENT WILL REQUIRE THIS MATERIAL HANDLING FORM TO BE COMPLETED.**

**OUTBOUND SHIPPING INFORMATION**

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT**

**NOTE:** Yellow Freight is the show's designated ground and air outbound carriers. If using other carriers, it is the responsibility of the exhibitor to call their carrier and arrange for pick-up within the allotted move-out time. Suncoast will load out shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Suncoast Convention Services is not responsible for freight charges. **Outbound UPS/FEDEX not accepted for return to warehouse. Outbound Carrier must check in with Suncoast by 4 pm on Sunday, October 26, 2008.**

**PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW.**

YELLOW (PREFERRED CARRIER)

OTHER COMMON CARRIER: \_\_\_\_\_

SUNCOAST CONVENTION SERVICES

**RUSH**

DEADLINE DATE

October 23, 2008

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O SUNCOAST CONVENTION SERVICES  
1219 N. US Hwy 301  
TAMPA, FL 33619

**ADVANCE FREIGHT  
WAREHOUSE**

EVENT: Home Buyer Expo (Tampa)

BOOTH#: \_\_\_\_\_ NO \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER \_\_\_\_\_

SUNCOAST CONVENTION SERVICES

**RUSH**

DEADLINE DATE

October 23, 2008

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O SUNCOAST CONVENTION SERVICES/  
1219 N. US Hwy 301  
TAMPA, FL 33619

**ADVANCE FREIGHT  
WAREHOUSE**

EVENT: Home Buyer Expo (Tampa)

BOOTH#: \_\_\_\_\_ NO \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER \_\_\_\_\_

**SUNCOST CONVENTION SERVICES**  
**GUIDELINES FOR SHIPPING FREIGHT**

**ADVANCE FREIGHT SHIPMENTS TO SUNCOAST WAREHOUSE:**

1. All warehouse shipments must be received by October 23, 2008  
(UP TO 30 DAYS ADVANCED)

**Ship to:**

**Home Buyer Expo (Tampa)**  
**Company Name & Booth #**  
**C/O Suncoast Convention Services**  
**1219 N. US Hwy 301**  
**Tampa, FL 33619**

# PLANT AND FLORAL ORDER FORM

## PLANTS

ITEM	UNIT PRICE	QTY	TOTAL
SMALL FERN OR IVY (6")	\$17.00		
LARGE FERN (10")	\$27.00		
3' GREEN PLANT	\$35.00		
4' GREEN PLANT	\$45.00		
5' GREEN PLANT	\$55.00		
6' GREEN PLANT	\$65.00		

## FLORAL

ITEM	UNIT PRICE	QTY	TOTAL
AZALEAS	\$25.00		
BROMELIADS	\$25.00		
MUMS: (PLEASE CHECK ONE) YELLOW____, WHITE____, OTHER_____	\$17.00		
FLOWER ARRANGEMENTS	\$35.00 & UP		
BUD VASE	\$15.00		

**RENTAL PRICE INCLUDES PLANT CONTAINER, DELIVERY AND REMOVAL**

\*\*\*\*PAYMENT POLICY MUST  
ACCOMPANY THIS FORM

SUB-TOTAL: \_\_\_\_\_

7% TAX \_\_\_\_\_

TOTAL \_\_\_\_\_

Name of Event/Show: Home Buyer Expo (Tampa) Booth No. \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



**AUDIOVISUAL SERVICE ORDER  
MAIL TO:TAMPA CONVENTION CENTER**

ATTN: Five-Star Audio Visual  
333 S. FRANKLIN STREET  
TAMPA, FL 33602

Service Provided By:  
Five-Star Audio Visual, Inc.  
www.TampaGov.net/TCC

TAMPA CONVENTION CENTER  
Five-Star Audio Visual  
Federal I.D. # **36-4002506**

PHONE (813) 274-7840

FAX (813) 274-7839

**SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES AND REGULATIONS.**

<b>PLEASE PRINT OR TYPE:</b>	FEDERAL I.D. # _____	BOOTH #: _____
NAME OF EVENT: _____		SHOW DATES: _____
EXHIBITOR NAME: _____		PHONE #: _____
ADDRESS: _____		SUITE: _____
CITY: _____		ST: _____ ZIP: _____
AUTHORIZED PERSON: _____	TITLE: _____	

EMAIL: _____	FAX #: _____
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DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	QUANTITY	DAILY TOTAL
<b>Video Players &amp; Monitors</b>				
27" Video Package:				
27" Monitor				
1/2" Auto Repeat VHS Player				
54" Video Cart w/Drape	185.00	220.00		
13" VHS/Monitor Combo	100.00	120.00		
20" VHS/Monitor Combo	130.00	155.00		
27" Video Monitor	90.00	100.00		
35" Video Monitor	250.00	295.00		
1/2" Auto Repeat VHS Player	80.00	90.00		

**A complete inventory of computer systems and monitors are available. Please check the computer order form.**

Miscellaneous	ADVANCE ORDER	FLOOR ORDER	QUANTITY	DAILY TOTAL
50" x 50" Tripod Screen	25.00	30.00		
Amplified Speaker	85.00	100.00		
54" Video Cart w/Drape	25.00	30.00		
Microphone w/Stand	30.00	35.00		
Wireless Lapel Microphone	100.00	120.00		
Misc.				

The above items are the most often requested equipment. A full inventory of audiovisual equipment is available. If you have any additional needs, please call Five-Star AudioVisual at (813)274-7840.

	Total Daily Rates	
	X Total Number of days	
	Subtotal	
	Delivery AND Setup	40 00
<b>LIGHTING (one-time fee)</b>		
<b>1000 WATT OVERHEAD QUARTZ</b>	230.00	275.00
Delivery:      Date:                      Time:		Subtotal
		Sales Tax (7%)
Pick-up:      Date:                      Time:		<b>TOTAL</b>

<p><b>FORM OF PAYMENT:</b>          _____ Check    _____ Cash    _____ Visa    _____ MasterCard    _____ AMEX</p> <p>Account #: _____ Exp. Date: _____          Name (Please Print): _____          Cardholder Signature: _____          I also authorize charging any unpaid balances to my credit card.</p>	<p align="center"><b>TCC USE ONLY</b></p> <p>_____ Check Number          _____ Amount Paid          _____ Balance Due          _____ Date Processed          _____ Processed By          _____ Postmarked Date</p>
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**PLEASE MAKE COMPANY CHECK PAYABLE TO: Five-Star Audio Visual, Inc.**

### **Instructions**

1. Complete the Order Form and retain a copy for your records.
2. Mail or fax a copy of the Order Form and FULL PAYMENT to:

**TAMPA CONVENTION CENTER**  
**ATTN: Five-Star Audio Visual, Inc.**  
**333 S. Franklin Street**  
**Tampa, FL 33602**

### **Rate Policy**

1. ADVANCE RATES require that Order Forms AND full payment MUST be postmarked a Minimum of 14 CALENDAR DAYS PRIOR to the first day of show. FLOOR RATES will apply after the deadline.
2. All rental rates are on a per day basis.

### **Cancellation Policy**

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. Five-Star Audio Visual, Inc. will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 Service charge on all returned checks.

### **Payment Policy**

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to Five-Star Audio Visual Inc. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Audio Visual equipment not received by exhibitor must be reported to the Service Desk PRIOR to the close of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. Neither the City/TCC nor Five-Star Audio Visual, Inc. is responsible for loss or damage of equipment delivered to the customer. We recommend that you stay with the equipment in your booth, as you are liable for loss or damage. Insurance coverage is strongly recommended.
5. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC and Five-Star Audio Visual, Inc. in connection therewith. The City/TCC and Five-Star Audio Visual, Inc. will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.



# TAMPA CONVENTION CENTER ELECTRIC SERVICE ORDER

333 S. Franklin St.  
Tampa, Florida 33602

PHONE  
813-274-8511  
1-800-426-5630

FAX  
813-274-7859

Exclusive Service Provided by Tampa  
Convention Center  
[www.TampaConventionCenter.com](http://www.TampaConventionCenter.com)

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name		Booth #	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: To:
Address			Authorized Person
Address	City	State	Zip
Phone	( )	-	
		E-mail	
		Fax	( ) -

	INCENTIVE RATE	STANDARD RATE	24-hour service (double rate)	QUANTITY	AMOUNT
<b>120 Volts</b>					
0-500 Watts (5 Amps)	\$ 75.00	\$112.50			
501-1000 Watts (10 Amps)	\$ 95.00	\$142.50			
1001-2000 Watts (20 Amps)	\$115.00	\$172.50			
<b>208 Volts Single Phase</b>					
20 Amps	\$195.00	\$292.50			
30 Amps	\$245.00	\$367.50			
60 Amps	\$325.00	\$487.50			
100 Amps	\$455.00	\$682.50			
<b>Labor Required (1 Hour Minimum)</b>					
Straight time = 7am-11pm 7days a week	\$ 45.00	\$ 67.50			
Overtime = 11pm-7am 7days a week	\$ 90.00	\$135.00			
<b>208 Volts Three Phase</b>					
20 Amps	\$305.00	\$457.50			
30 Amps	\$325.00	\$487.50			
60 Amps	\$455.00	\$682.50			
100 Amps	\$565.00	\$847.50			
<b>Labor Required (1 Hour Minimum)</b>					
Straight time = 7am-11pm 7days a week	\$ 45.00	\$ 67.50			
Overtime = 11pm-7am 7days a week	\$ 90.00	\$135.00			
<b>Lighting Equipment - see Computer and Audiovisual Form.</b>					
<b>Additional Equipment &amp; Services</b>					
3-Wire Ground 25 ft extension cord	\$ 25.00	\$ 37.50			
Power Strip	\$ 25.00	\$ 37.50			
Q-taps	\$ 10.00	\$ 15.00			
Ceiling Drops (per drop)	\$150.00	\$225.00			
			<b>SUB-TOTAL</b>		
			<b>SALES TAX (7%)</b>		
			<b>TOTAL</b>		

A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment for all island booths, three phase electric orders, and orders not terminated at the back of the booth. Orders will not be processed unless accompanied by required floor plans with full payment.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Payment Processed	
Order Processed	
Initials	Page of

To receive incentive rates, full payment and floor plans must be received 21 days prior to the first day of show.

# Electric Service Instructions

**Complete the Order Form and retain a copy for your records.**

**Mail or fax a copy of the Order Form and FULL PAYMENT to:**

CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Service Desk

333 S. Franklin Street

Tampa, FL 33602

Fax: 813-274-7859

**MATERIAL & LABOR:** Outlets will be located at the rear of the booth. Labor and material required to place outlets in a location other than the back of the booth will be charged a minimum of one hour at the hourly rate. Minimum of 1hr charged for installation for booths with extensive power needs. To determine power requirements, check the UL listing on the back of all equipment. All island booths and all 208V require a minimum of 1-hour labor and a scaled floor plan.

## Rate Policy

1. INCENTIVE RATES require that Order Forms, floor plans, AND full payment MUST be received a minimum of 21 CALENDAR DAYS PRIOR to the first day of show. STANDARD RATES will apply after the deadline.
2. Outlets will be located at the rear center of the booth. Additional labor is required to place outlets in a location other than the back of the booth and on orders requiring outlets in a specific location.
3. Orders requiring 24-hour service are charged DOUBLE RATE.
4. Rates include equipment rental. Equipment not returned to the service desk within one hour of show closing will incur additional charges.
5. Rates are for the entire show.

## Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

## Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No Personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Electric services not received must be reported to the Service Desk PRIOR to the show opening in order to receive any refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.

## Electrical Regulations for Temporary Wiring of Booths and Exhibits

1. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after show closes.
2. All motors over 3 horsepower MUST have magnetic starters and disconnecting switch furnished by exhibitor.
3. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. Surge Protectors are recommended for computers and other sensitive equipment.
4. All electrical connections to the building electrical system or extension thereto shall be made by the electrical contractor and/or building electricians.
5. Extensions to the building electrical system shall be made by three-wire flexible cord, Type SO or equal, in lengths so arranged that there will be no more than one coil, 2 feet in diameter, of excess cord. No single lighting circuit shall exceed 2,000 watts at 120 volts. Exhibits requiring larger lighting connection must be wired with its own fuse or circuit breaker panel, capable of receiving 120-208 volt three wire feed.
6. No cord shall be run across any space where subject to traffic, unless the cord is encased in a protective cover, specifically approved for the purpose. It is the exhibitor responsibility to tape down cords or incur labor charges to ensure public safety.
7. The TCC is authorized to cut floor coverings to permit installation of service, unless otherwise directed.
8. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
9. All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
10. No electrical equipment shall be attached to or supported from booth dividers.
11. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal, in lengths not to exceed six feet, equipped with approved attachment plugs may utilized. Special built displays must have electrical wiring accessible for inspection and trouble shooting at all times. They must be accessible from side or rear and not solidly built in.
12. All splices and terminations shall be made in an approved metal enclosure.
13. There shall be no exposed live metal parts.
14. All flexible cords shall be three wires, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
15. All Exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
16. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 F, shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
17. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord its equal will be accepted, provided the complete assembly, including the cord, is listed and labeled by a National Recognized Standard Testing Laboratory.
18. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
19. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving the same.
20. Motors over ¾ horsepower must have a switch with overload protection or fuse protection.
21. Before show breaks on the final day, stop your machinery in dismantling position, as power cannot be turned on again. In addition, this will help to avert any possible personal injury.
22. The City/TCC will not be responsible for voltage fluctuations or power failure.



# TAMPA CONVENTION CENTER TELEPHONE SERVICE ORDER

333 S. Franklin St.  
Tampa, Florida 33602

PHONE  
(813) 274-8511  
1-800-426-5630

FAX  
(813) 274-7859

Exclusive Service Provided By  
Tampa Convention Center  
[www.TampaConventionCenter.com](http://www.TampaConventionCenter.com)

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS.

Event Name		Booth #:	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: To:
Address			Authorized Person
Address	City State Zip	E-mail	
Phone	( ) -	Fax	( ) -

**Basic Service:** Includes a touch-tone, single-line instrument, connector cord, local, and credit card calls. Phone instrument must be checked out from the TCC Service Desk during move-in hours. A \$50 fee will be assessed for all instruments not returned to the TCC Service Desk at the close of show.

	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
<b>Basic Service Line</b>	\$229.00	\$343.50		
<b>Enhanced Services</b>				
Call Forward	\$5.25	\$7.50		
Call Waiting	\$5.25	\$7.50		
Voice Mail	\$25.00	\$37.50		
<b>ISDN Line (21 day advance notice required)</b>	\$425.00	\$637.50		
<b>ISDN Usage</b>				

**Additional Charges and Services:** For each long distance service line, a \$30.00 connection fee will be charged. Also, a one-time \$100.00 deposit is required for all long distance (including 800 and toll call service), if paying by check. Unused portions of any deposit will be refunded approximately 45 days after the close of show.

	PRICE	QUANTITY	AMOUNT
Long Distance Service Connection Fee	\$30.00		
Line Relocation	\$33.00		
<b>Sub-Total</b>			
<b>*Communication Service Tax (14.99%)</b>			
<b>Long Distance Deposit (required if paying by check)</b>			
<b>Long Distance Call Charges (all taxes included)</b>			
<b>TOTAL</b>			

**Material and Labor:** Phone lines will be located at the rear of the booth. Labor and material required to relocate phone lines will be charged At \$33.00 A scaled floor plan must accompany all island booth orders showing location(s) of phone line termination. Orders will not be processed unless accompanied by required floor plans.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date:	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Payment Processed	
Order Processed	
Initials	Page of

\*Communication Service Tax Include: State Portion: 9.17% - Local Portion: 5.82%

**To receive incentive rates, full payment and floor plans must be received 21 days prior to the first day of show.**

# Telephone Service Instructions

**Complete the Order Form and retain a copy for your records.  
Mail or fax a copy of the Order Form and FULL PAYMENT to:**  
CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Service Desk  
333 S. Franklin Street  
Tampa, FL 33602  
Fax: 813-274-7859

## Rate Policy

1. INCENTIVE RATES require that order forms, floor plans AND full payment MUST be postmarked a minimum of 21 CALENDAR DAYS PRIOR to the first day of show. STANDARD RATES will apply after the deadline. Purchase orders are not acceptable in lieu of payment.
2. Rates include equipment rental.
3. A \$50.00 charge per telephone instrument will be assessed for instruments damaged or not returned
4. Prices are for the entire show.

## Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

## Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to the City of Tampa/ Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Telephone Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.

## General Information

1. Customer should pick-up telephone instrument(s) and dialing instructions at the Service Desk.
2. At the close of the event, all phone lines will be de-activated, and all telephone instruments MUST be returned to TCC Service Desk to avoid additional billing.
3. The Tampa Convention Center is not responsible for equipment incompatibility with services ordered.



# TAMPA CONVENTION CENTER CLEANING SERVICE ORDER

333 S. Franklin St.  
Tampa, Florida 33602

**PHONE**  
(813) 274-8511  
1-800-426-5630

**FAX**  
(813) 274-7859

Exclusive Service Provided By  
Tampa Convention Center  
[www.TampaConventionCenter.com](http://www.TampaConventionCenter.com)

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES AND REGULATIONS.

Event Name		Booth #:	Booth Size: Standard___ Island___
Exhibitor			Dates: From: To:
Address	Authorized Person		
City	State	Zip	E-mail
Phone ( ) -		Fax ( ) -	

**NOTE: The Tampa Convention Center is the exclusive booth-cleaning contractor. No other cleaning service will be allowed on the exhibit floor. INDEPENDENT CONTRACTORS ARE NOT ALLOWED TO CLEAN BOOTHS.**

**ALL RATES BASED ON GROSS BOOTH AREA (space purchased)**

**VACUUMING BOOTH CARPET:**

One Time Only .....\$.25 sq.ft. first day of show  
 Daily (all show days).....\$.25 sq.ft. all show days  
 Standard Rate.....\$.30 sq.ft. daily or one time within 14 days

Booth Size (Gross Sq. Ft.) \_\_\_\_\_ X Rate \_\_\_\_\_ x No. Days \_\_\_\_\_ = \$ \_\_\_\_\_

**SHAMPOOING BOOTH CARPET:**

One Time or Daily.....\$.35 sq. ft.

Booth Size (Gross Sq. Ft.) \_\_\_\_\_ X Rate \_\_\_\_\_ x No. Days \_\_\_\_\_ = \$ \_\_\_\_\_

**PORTER SERVICE:**

(1) Periodic policing of exhibit area includes emptying wastebaskets during all show hours. Service performed every 2 hours.

\$35 per day x \_\_\_\_\_ Days = \$ \_\_\_\_\_

(2) Special booth cleaning, other than during show hours at \$20 per hour (1 hour minimum) please provide instructions below.

\$20 per hour x \_\_\_\_\_ Est. Hours = \$ \_\_\_\_\_

Instructions and Date(s) for special booth cleaning: \_\_\_\_\_  
 \_\_\_\_\_

	<b>SUB-TOTAL</b>	
	<b>SALES TAX (7%)</b>	
	<b>TOTAL</b>	<b>\$</b>

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account #			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<b>I also authorize charging any unpaid balances to my credit card</b>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Payment Processed	
Order Processed	
Initials	Page of

To receive incentive rates, payment must be received 21 days prior to the first day of show.

## **Cleaning Service Instructions**

**Complete the Order Form and retain a copy for your records.**

**Mail or fax a copy of the Order Form and FULL PAYMENT to:**

**CITY OF TAMPA/TAMPA CONVENTION CENTER**

**ATTN: Service Desk**

**333 S. Franklin Street**

**Tampa, FL 33602**

### **Rate Policy**

1. INCENTIVE RATES require that order forms AND full payment MUST be received a minimum of 21 CALENDAR DAYS PRIOR to the first day of show. STANDARD RATES will apply after the deadline.
2. All rates include equipment rental.
3. Daily services are calculated for all show days. One time service is provided first day of show opening.

### **Cancellation Policy**

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
3. There will be a \$25 service charge on all returned checks.

### **Payment Policy**

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to the City of Tampa/ Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Cleaning Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the show day for which services should be rendered.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.



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## CREDIT CARD CHARGE AUTHORIZATION

In addition to advance payment, we require all exhibitors to provide a credit card authorization for additional labor or services to be rendered. Please complete the information requested below and return this form with you orders\*\*

Mail To: Tampa Convention Center  
Attn: Service Desk  
333 S. Franklin Street  
Tampa, Florida 33602

For Additional Information Call:  
813-274-8511  
813-274-7859 fax

Booth Number: \_\_\_\_\_

Event Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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## CREDIT CARD INFORMATION

Payment options are: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express

Account Number:

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Expiration Date:

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Cardholder's Signature: \_\_\_\_\_

**Please Print Clearly the Following Information:**

Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Driver's Identification (State/Number): \_\_\_\_\_

\*\*For your convenience, we will use this authorization to charge your credit account for any additional amount incurred as a result of show-site orders placed by your representative. These charges will include labor and material handling.

*Home Buyer*

# EXPO

www.HomeBuyerExpo.net

## **Home Buyer Expo – Mailing Address**

6351 - 26th Avenue North St. Petersburg, Florida 33710

Phone (727) 341-1944 Fax (727) 343-3189

## **Libby Jackson – Marketing Manager**

e-mail: Libby@HomeBuyerExpo.net

(727) 420-7227

## **EXHIBITOR EXPO HOURS**

Welcome to the Home Buyer Expo! We are committed to helping you have a successful selling experience. You can print information from Suncoast Convention Services, Inc. concerning your booth and any extras such as electricity on [www.HomeBuyerExpo.net](http://www.HomeBuyerExpo.net) go to “Become an Exhibitor” in the lower right hand corner.

You are responsible for providing your exhibitor profile that will go on to [www.HomeBuyerExpo.net](http://www.HomeBuyerExpo.net) website immediately and in the Expo Program that will be distributed one month prior to the Expo. Be sure to fill out and e-mail the copy request information to: Libby@HomeBuyerExpo.net.

We respectfully request that you and your employees conduct yourselves in a professional manner during: the show set up, the days of the expo and move out. Let's all work together to make this a successful event that the general public will want to attend again and again.

### **Tampa Convention Center - October 24, 25 & 26, 2008**

Move in: Friday October 24 - 3:00 pm – 7:00 pm

Expo Hours: Saturday October 25 - 10:00 am – 5:30 pm be sure to check in by 10:30 am

Sunday October 26 - 10:00 am – 4:00 pm

Move Out: Sunday October 26 - 4:00 pm – 6:00 pm

### **Clearwater Harborview Center- February 6, 7 & 8, 2009**

Move in: Friday February 6 - 3:00 pm – 7:00 pm

Expo Hours: Saturday February 7 - 10:00 am – 5:30 pm be sure to check in by 10:30 am

Sunday February 8 - 10:00 am – 4:00 pm

Move Out: Sunday February 8 - 4:00 pm – 6:00 pm

*Home Buyer*

**EXPO**

www.HomeBuyerExpo.net

**COPY/SEMINAR REQUEST**

**Profile for www.HomeBuyerExpo.net and Expo Program**

E-Mail the Exhibitor/Seminar Profile to: [Libby@HomeBuyerExpo.net](mailto:Libby@HomeBuyerExpo.net)  
it will go onto [www.HomeBuyerExpo.net](http://www.HomeBuyerExpo.net) immediately and be in the Home Buyer Expo  
Program. If you're a sponsor we need your logo and hyperlink web address too.

Company Name  
Address  
City, State, Zip  
Primary Phone #  
Cell #  
Fax #  
E-Mail Address  
Web Site Address

Company Description: 250 Words Maximum: Outlining Products or Services You  
Provide to the Home Buying Public.

Expo Specials, Prizes or Contests: 50 Words Maximum

Seminar Room Number, Presentation Time and Date  
Company Name  
Presenter's Name and Title  
Address  
City, State, Zip  
Primary Phone #  
Cell #  
Fax #  
E-Mail Address  
Web Site Address

Seminar Description: 250 Words Maximum: Outlining the Educational Material You are  
Presenting to the Home Buying Public.