

Florida Surveying and Mapping Society

64th Annual Conference

Exhibitor Opportunities



Put Your Company In The Spotlight!



July 24th - 27th, 2019
The Caribe Royale
Orlando, FL





General Conference Information and Exhibitor Benefits

Since 1955, the Florida Surveying & Mapping Society (FSMS) has been the only association in Florida representing professional surveyors and mappers. Serving as the catalyst and voice of these professionals, FSMS is one of the top four (4) surveying and mapping associations in the nation. With over 1,000 members, FSMS is responsible for providing the largest surveying and mapping trade show in the Southeast.

Exhibitors and sponsors of our Annual Conference have access to the private sector, business owners and managers, and the public sector government staff as well as academia. We bring the buyers to you at our annual trade show, enabling you to promote your business to the decision makers within our industry. This venue provides our members the opportunity to attend quality seminars, hear engaging national instructors, view the latest in surveying and mapping technology and network with fellow professionals.

We invite your company to take advantage of this captive audience by exhibiting and/or sponsoring events at our Annual Conference. Realizing that brand awareness is critical to sales success makes this opportunity extremely attractive. Your company and products will shine in the spotlight of this event. We offer opportunities for advertising at many different levels, allowing for large or small company budgets.

Consider the following opportunities:

- Your company name and logo on products, handouts and signage.
- Presenting your product/service at an Exhibitor Break-Out Session.
- One month free advertising in The Florida Surveyor. If you are also a Sustaining Firm, you will receive an upgrade to your free advertising.
- Recognition as an exhibitor in the Conference Program Book and The Florida Surveyor.
- Recognition as an exhibitor on the FSMS website.



Exhibitor Schedule and Additional Information

Dear Exhibitor:

It's planning time for another annual conference and trade show and that means a great opportunity to showcase your products and services. This year, we will be at the beautiful Caribe Royale hotel and convention center in Orlando. The Central Florida Chapter is excited to be our host and the Conference Committee has been working diligently to ensure things will be ready for you in July. Please note that the booths will be assigned by the FSMS Conference Committee based on your exhibitor level, the date of application, and receipt of payment.

We will kick off the show on Thursday afternoon. The schedule will be as follows:

Thursday, July 25th	7:30am - 12:00pm	Pipe and Drape
	12:00pm - 3:00pm	Exhibitor Set-Up
	3:00pm - 5:30pm	Exhibit Hall Open
	4:00pm - 5:30pm	Exhibitor Reception
Friday, July 26th	7:30am - 5:00pm	Exhibit Hall Open
Saturday, July 27th	7:30am - 11:00am	Exhibit Hall Open
	11:00am - 12:00pm	Exhibitor Breakdown

The ribbon cutting ceremony will take place in front of the Exhibit Hall on Friday morning at 10:15am. In addition, door prize drawings will take place at various times throughout the day in the Exhibit Hall.

Detailed hotel information with a floor plan will be emailed to you with your booth confirmation letter. The standard sleeping room rate at the hotel is \$139. You may call to make your room reservation (be sure to tell them you are attending the FSMS Conference).

The option of purchasing tickets to all functions is available. Please see the conference registration form for all events and pricing.

As an Exhibitor, you have the opportunity to expand your presence by donating door prizes to be given away during Exhibit Hall hours. You can also economically market your company and guarantee increased exposure to hundreds of professionals by sponsoring one of the Exhibit Hall Breaks (form attached).

Lastly, you can purchase an ad in our Conference Program Book. We invite you to call the Administrative Office at 850-942-1900 if you have questions about any of these unique opportunities.

I hope you take advantage of this annual occasion to see old friends and clients and meet new ones as well. Our Conference offers you the opportunity to be with Florida's top professional surveyors and mappers, decision makers that include owners of firms, government employees, and academia. I look forward to seeing you in Orlando in July.

Sincerely,

Matt LaLuzerne
Vice President & Conference Chair



Exhibitor Opportunities

Platinum Exhibitor* \$3,750



A division of

*GPServ is the 2019
Platinum Exhibitor.*

Company name on a banner at Registration Desk

Company bio and logo in the Conference Program Book

1 month free full-page ad in *The Florida Surveyor*
(Sustaining Firms will receive 2 months free ad in *The Florida Surveyor*)

Recognition in Conference Edition of *The Florida Surveyor*

Recognition on FSMS.org main ad banner for two months

Logo with hyperlink to website displayed on FSMS.org

Complimentary full page ad in Conference Program Book

Two night complimentary hotel stay

2 Welcome BBQ Tickets

2 Exhibitor Lunch Tickets

Gold Exhibitor \$2,750

Company bio and logo in the Conference Program Book

1 month free half-page ad in *The Florida Surveyor*
(Sustaining Firms will receive 2 months free ad in *The Florida Surveyor*)

Recognition in Conference Edition of *The Florida Surveyor*

Logo with hyperlink to website displayed on FSMS.org

One night complimentary hotel stay

2 Welcome BBQ Tickets

2 Exhibitor Lunch Tickets

** = Only one Platinum Exhibitor allowed . All other levels can have multiple exhibitors.*



Exhibitor Opportunities

Silver Exhibitor **\$1,750**

Company bio and logo in the Conference Program Book

1 month free 1/4 page ad in *The Florida Surveyor*
(Sustaining Firms will receive 1 month free 1/2 page ad in *The Florida Surveyor*)

Recognition in the Conference Edition of *The Florida Surveyor*

Logo with hyperlink to website displayed on FSMS.org

2 Welcome BBQ Tickets

2 Exhibitor Lunch Tickets

Standard Exhibitor **\$1,250**

Company bio and logo in the Conference Program Book

1 month free business card ad in *The Florida Surveyor*
(Sustaining Firms will receive 1 month free 1/4 page ad in *The Florida Surveyor*)

Recognition in the Conference Edition of *The Florida Surveyor*

Logo with hyperlink to website displayed on FSMS.org

2 Exhibitor Lunch Tickets

All Exhibitors Will Receive:

8' x 10' draped booth with 8' backdrop and 36" side rails
(Platinum Exhibitor receives 2 booths and 2 tables)

6' draped table, 2 chairs & waste basket

Name tags for booth personnel

Additional booths may be purchased at \$850 per booth.



Florida Surveying and Mapping Society
The Caribe Royale, Orlando
64th Annual Conference Exhibitor Information Sheet



REGISTRATION FEES

Platinum Exhibitor - \$3,750

Gold Exhibitor - \$2,750

Silver Exhibitor - \$1,750

Standard Exhibitor - \$1,250

Exhibitors will purchase electric directly from hotel. (See attached forms)

Booth Includes:

- 8' x 10' draped booth (8' backdrop and 36" side rails)
- 1 – 6' draped table, 2 chairs & waste basket
- Name tags for booth personnel
- Additional food tickets for all functions may be purchased at the registration desk at check in
- Booth Identification sign by special request – see registration form

EXHIBIT HALL SCHEDULE

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Saturday, July 27th	7:30am - 11:00am	Exhibit Hall Open
	11:00am - 12:00pm	Exhibitor Breakdown

Exhibit hours are advertised to all FSMS members, all licensed surveyors throughout the state, and all surveying and engineering firms. Therefore, as a courtesy to all attendees and surrounding exhibitors, there is NO breakdown prior to 11:00am. on Saturday. If it becomes necessary for you to leave the trade show early due to an emergency, contact Matt LaLuzerne.

ADDITIONAL CHARGES

Additional and extraordinary accommodations, including electrical outlets, will be an additional charge. Please thoroughly review all material to eliminate any confusion or misconceptions regarding additional charges.

CANCELLATION POLICY

All cancellations must be received in writing. If a cancellation is received by June 1st, 2019, a full refund will be made of all booth fees, less a processing fee of 25%. No refund will be made for cancellations made after June 1st, unless the cancelled space is resold, in which event booth fees will be refunded, less a processing fee of 25%.



**Florida Surveying and Mapping Society
The Caribe Royale, Orlando
64th Annual Conference Exhibitor Information Sheet**



Cancellation Policy

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Exhibitor Information:

Company Name (Exact for booth sign, must request – see below) _____

Contact Name _____

Telephone Number _____

Fax Number _____

Email _____

Address* _____

City _____

State _____

Zip Code _____

***If home office is out of state, please also list local office address, telephone & contact person.**

Products or services (List all that apply) _____

Number of Booths _____

Total Registration Fee (see Exhibitor Fee box)

\$ _____

***Additional booth (s)**

\$ _____

Additional name badges ____ (x) \$40 (=)

\$ _____

TOTAL ENCLOSED \$ _____

(Payment must accompany form)

***Additional booths are \$850 per booth.**

Exhibitor Fee

Platinum Exhibitor	\$3,750
Gold Exhibitor	\$2,750
Silver Exhibitor	\$1,750
Conference Exhibitor	\$1,250

Representatives: (First 4 name badges are free. All additional name badges \$40 each. Please use second page to add additional staff.)

Name

Email Address (please provide email addresses for all staff attending)

Are you a Sustaining Firm? Y / N

Do you want a booth identification sign? Y / N

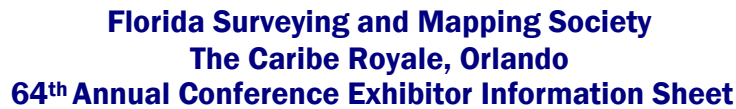
List booth #(s) you are interested in. See Exhibitor Hall Layout page for booth location. (Choose up to 3. This may or may not be the booth you are assigned.)

***Booth assignments will be based on Exhibitor Level, date of submission, and payment.**

FSMS USE ONLY

Booth(s) assigned: _____ **Total \$ received:** _____

Date received: _____



Please complete all information on first and second page.

Method of Payment: ☐ Check ☐ Credit Card **Payment Type:** ☐ Full Payment ☐ Payment Plan

To pay with credit card (Visa/MasterCard/American Express only) please complete the following:

Credit Card #**Expiration Date**

Security Code
(3 or 4 digit code)

Card Mailing Address

I understand the following:

Booth assignments will be based on Exhibitor level, date of submission, and payment.

I will be notified when a booth(s) has been reserved for me.

In accordance with the exhibit regulations governing rental of exhibit space, the undersigned hereby submits application and payment for exhibit space at the FSMS 64th Annual Conference, July 24th – 27th, at the Caribe Royale in Orlando. I have read and agree to exhibit regulations governing the show and which are provided with this registration/contract. I understand these regulations are incorporated into this contract by reference and that this registration form becomes a contract when accepted and confirmed by FSMS.

Date

Signature of authorized agent

Type or print name

Mail check & form to:

Florida Surveying & Mapping Society
P.O. BOX 850001-243, Orlando, FL 32885-0243
TEL: 850-942-1900 FAX: 850-877-4852

Additional name badges:

Name

Email address[illegible]



Florida Surveying and Mapping Society 64th Annual Conference



Regulations

All exhibits and exhibitors are subject to the following regulations. The words "Management", "Association", and letters FSMS herein refer to the Florida Surveying and Mapping Society acting through its officers, employees, or agents in the management of the show.

DATE OF SHOW AND SHOW HOURS: (See Exhibitor Information Sheet for more detail). **Management reserves the right to change show hours if necessary.**

LOCATION OF SHOW & HOUSING: The trade show will be held at the Caribe Royale. A block of rooms for Annual Conference registrants and exhibitors has been reserved at the Caribe Royale. The official Conference forms will contain registration information. Standard room rate is \$139.

ATTENDANCE PROFILE: Over 700 persons, mostly in the surveying profession, have historically attended the Conference and trade show. Other individuals also attend. This is the largest trade show representation of surveying and mapping professionals in the Southeast.

EXHIBITS: The show consists of:

8' x 10' booths of standard pipe and drape construction, including 8' backdrops and 36" high side booth dividers. One 6' draped table, two chairs and waste basket are also provided. Booths are required to be staffed by the exhibitor during all show hours. One 7"x 44" sign provided by request only.

CONTRACT FOR SPACE & CANCELLATION: The application for exhibit space, regulations enumerated herein, notice of space assignment by FSMS, and the full payment of booth, together constitute a contract for the right to use the space. **No space reservation will be confirmed without full payment.** All cancellations must be received in writing. If a cancellation is received by **June 1st**, a full refund will be made of all booth fees, less a processing fee of 25%. No refund will be made for cancellations after **June 1st**, unless the cancelled space is re-rented. In that case all booth fees will be refunded, less a processing fee of 25%.

ALLOCATION OF BOOTH: Booth assignments will be based on Exhibitor Level, date of submission, and payment.
No payment—no reservation.

REGISTRATION, FUNCTION TICKETS: All Exhibitor registrations should be made by advance mail. On-site check-in for Exhibitors will be in the Exhibit Hall.

Except for items indicated below, Exhibitor registration is not registration for the Annual Conference. In addition to exhibit space, Exhibitor registration includes:

Additional tickets for functions may be purchased prior to Conference or at the Registration Desk.

SERVICE CONTRACTOR: Gulf Coast Expo is the Official Service Contractor for this show and is responsible for all aspects of booth set-up and dismantling, material handling, electrical, furniture rental and other. All services customarily required by Exhibitors will be available through Gulf Coast Expo approximately 60 days in advance of the show via a service kit provided to you. For additional information contact Gulf Coast Expo at (813) 915-8066.

AUDIO/VISUAL NEEDS: Order directly through Caribe Royale PSAV (see enclosed forms).

Phone: (407) 238-0008 — Fax: (407) 387-0155 — Email: ecraft@psav.com

ELECTRICAL NEEDS: Contact Alex Kobryn of Edlen Electrical Exhibition Services (see enclosed forms).

Phone: (407) 854-9991 — Email: akobryn@edlenelectrical.com

INTERNET NEEDS: Call the FSMS Office at 850-942-1900 to obtain forms and more information.

EXHIBIT INSTALLATION & DISMANTLING: Exhibitors may have access to the exhibit area starting at **12:00pm on Thursday, July 25th**. Exhibitors must complete exhibit installation by **3:00pm on Thursday, July 25th**. FSMS reserves the right to remove exhibits and exhibit materials, at the Exhibitors expense, not in readiness by **3:00pm on Thursday, July 25th**. The Exhibitor will forfeit any space not occupied by **12:00pm on Thursday, July 25th**. This space may be reassigned or used by FSMS without refund, unless arrangements for delayed occupancy have been made with FSMS in advance, and FSMS shall not be responsible for any Exhibitors' incurred expenses. **NO display may be dismantled or packing started before 11:00am on Saturday, July 27th**. Exhibit teardown is **11:00am – 12:00pm on Saturday, July 27th**. Material or equipment left in the exhibit area after this time will be subject to removal by the hotel at the Exhibitor's expense. **Exhibit area must be left free of trash.**

EXHIBIT RESTRICTIONS: Each exhibit shall be installed so as not to obstruct the view of, or interfere with the exhibits of others. No solid construction will be permitted to exceed 48" in height except in the back one-third of the booth depth.

Exhibitors may not advertise or display goods or services other than those manufactured, distributed, or sold by the Exhibitor in the regular course of business. **Demonstrations and adequate space for an audience**, and booth personnel shall not interfere with normal aisle traffic flow or infringe on the atmosphere of neighboring booths. Any sound leakage from an Exhibitor's open-sound AV equipment shall not interfere with neighboring booths. Any food or beverage producing or dispensing must be approved by FSMS. **Exhibits are restricted to the exhibit area designated by the floor plan.**

FSMS reserves the right to terminate without notice any exhibit which is in violation of these Regulations and which has become objectionable. This reservation includes persons, things, conduct, printed matter including tee shirts, or anything else, which might detract from the show as a whole. In the event of such restriction or eviction, FSMS is not liable for any refunds, rentals or other Exhibitor expenses. Regulations are formulated for the best interests of each Exhibitor as well as FSMS.

LIABILITIES: The Exhibitor agrees to protect, indemnify, defend, and hold harmless FSMS, and the Caribe Royale, and the affiliates and subsidiaries of each, and the Officers, Directors, and employees of each ("Indemnified Parties") against any claims, losses and damages to persons or the Caribe Royale property, government charges or fines, and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof. The FSMS, its agents and employees, will not be held liable for failure to hold the exhibit as scheduled. Payments for booth(s) will be returned in that event, except that any expenses incurred in connection with the exhibit will be deducted if the trade show is called off on or after Monday, June 1st, 2019, because of fire or any act of God, or the public enemy, terrorist attack, or strike, epidemic, or any law or regulation or public authority, which make it impossible to hold the exhibit.

SECURITY: Neither FSMS, nor the Caribe Royale will be liable for loss or damage to property of Exhibitors or their agents or employees from theft, fire, accident, or any other cause whatsoever. Exhibitors are cautioned to carry property protection.

CARE OF PROPERTY: Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, or equipment or furnishings in the booth. Exhibitors will be held liable for any such damage caused by them or their agents.

HOSPITALITY, ENTERTAINMENT & SPECIAL EVENTS: Exhibitors are welcome to sponsor hospitality suites or other special events for convention attendees. Plans to do so should be coordinated through FSMS. Specific arrangements should be made directly with the Caribe Royale. Exhibitors are requested to NOT organize, promote, publicize or invite attendance at any hospitality suite, outside entertainment, or other special event for persons attending this Conference on any of the advertised Conference dates during periods when other exhibits, meetings, or other regular events are scheduled.

DOOR PRIZES: Door prizes sponsored by Exhibitors are encouraged. All door prizes should be coordinated through the **FSMS Executive Director** for adequate publicity and to encourage traffic flow in the exhibit hall. Exhibitors may not register for door prizes given by other Exhibitors.

EXHIBITORS ANNUAL CONFERENCE COMMITTEE: The Annual Conference Committee assists FSMS in ensuring that the conference and trade show provides the best possible forum to attain technical, educational and economic objectives for all concerned. The Committee provides information and advice regarding show regulations as well as the conduct of the exhibits.

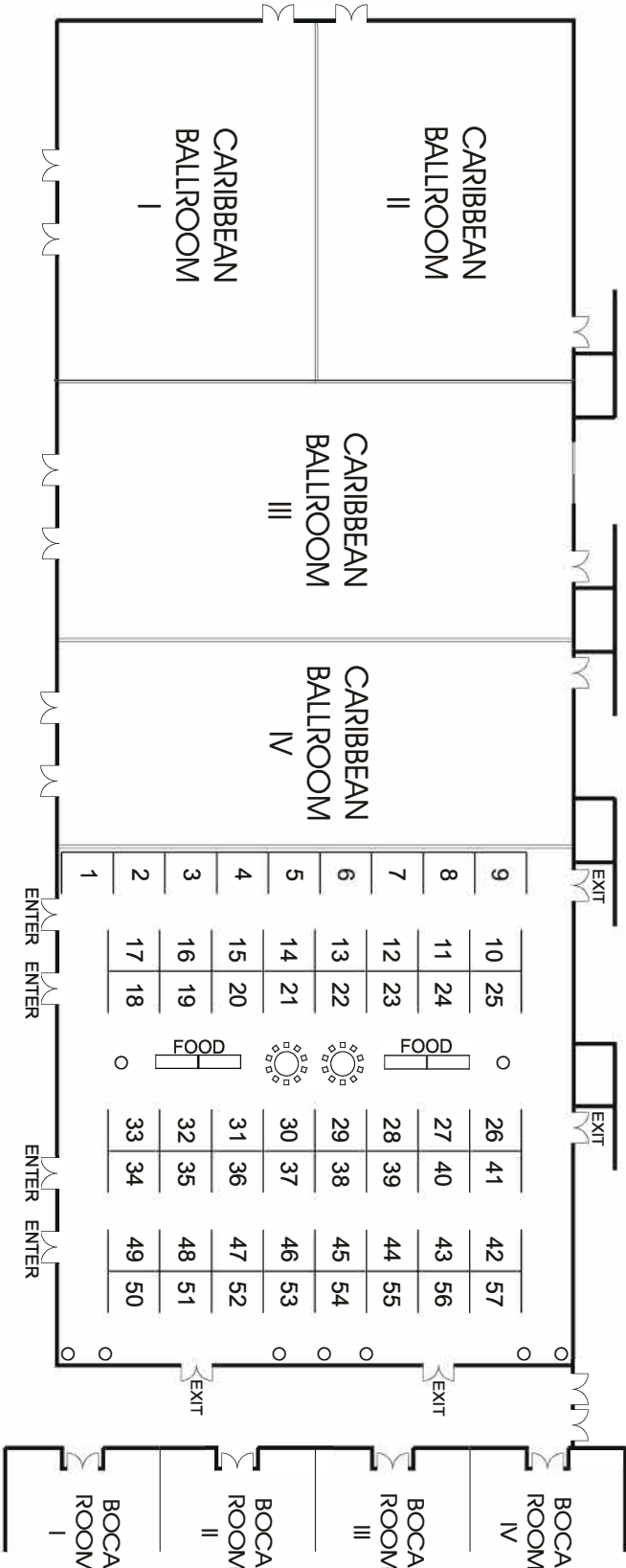
Agree to all regulations on form:

Exhibitor signature

Company name

FLORIDA SURVEY & MAPPING SOCIETY 2019

JULY 24-27, 2019
CARIBE ROYALE RESORT, ORLANDO, FLORIDA



○ = 30" ROUND TABLE

57 - 8' x 10' Booths
in the
Caribbean Ballrooms V thru VII

Prepared By:
GULF COAST EXPO
Experts in Trade Show & Convention Services
8432 Suncoke Street
Tampa, FL 33634
(813) 915-8066
Original Created: 10/26/18
Revised: 11/9/18

TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!

Equipment	Qty	DAILY RATE	Days Used	Extended Total	Customer Information	
Computer and Video Equipment					Event Name:	
20" LCD Monitor w/ Table stand (No Floor Stands)		\$145			Company:	
32" LCD Monitor w/ Table Stand (No Floor Stands)		\$255			Address:	
46" LCD Monitor / Includes floor stand		\$629			City:	
55" LCD Monitor / Includes floor stand		\$809			State:	Zip:
65" LCD Monitor / Includes floor stand		\$929			Telephone # :	
Laptop Computer - Windows based		\$245			Fax # :	
LCD Projector - 3000 ANSI Lumens		\$480			Ordered By:	
LCD Projector - 6200 ANSI Lumens		\$1,485			Email :	
Wireless Slide Advancer		\$62			For special requests or additions please call 407.238.0008 . Email questions or completed form to: Eddy Craft at ecraft@psav.com	
25' Video Cable		\$30				
Projection Screens						
6' - 8' Tripod Screen - Skirted		\$90			Ordering Instructions	
10' Cradle Screen (16:9 widescreen format)		\$185				
12' Cradle Screen (16:9 widescreen format)		\$205				
Projection Cart/Stand with Power		\$65				
Audio					<p>The Total Charge per item is determined by multiplying the Quantity by the Daily Rate by the number of Days Used.</p> <p>Please include 24% Service Charge and 6.5% Sales Tax on equipment rental.</p> <p>TAX EXEMPT STATUS If you are exempt from payment of sales tax, we require you to forward a Consumer's Certificate of Exemption issued by the State of Florida. In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted.</p> <p>Operator labor, if requested, is subject to the prevailing hourly rate at a 4 hour minimum.</p> <p>On site additions are subject to additional labor.</p> <p>CANCELLATIONS 1) Written cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a minimum one day charge. 2) If services have already been provided at the time of cancellation, 100% of original charges will apply.</p>	
Speaker Phone (Telecom Line at add'l cost via Hotel)		\$180				
Wireless Microphone - Handheld or Lavalier		\$210				
Wired Microphone - Podium, Asile or Table		\$68				
4XLR 10 Channel Audio Mixer (Required for mic rental)		\$125				
Powered Speaker w/Stand		\$147				
Computer Audio/Audio Device-Direct Input Box		\$68				
General AV						
Flipchart with Plain Paper Pad and 4 color markers		\$70				
Flipchart with "Post It" Pad and 4 color markers		\$90				
Cork Board 3' x 4' with stand		\$70				
Laser Pointer		\$62				
Power Strip Extension Package (25' Pwr Cord w/6way strip)		\$42				
Labor						
Additional labor may be required for large orders; Please call for labor rate on orders of 2 or more items.						
Give us a brief description of what you want to accomplish.						
Rental Totals					Delivery Information	
EQUIPMENT/LABOR TOTAL	1	\$			On-Site Contact:	
SERVICE CHARGE (24% of line 1)	2	\$				
SUBTOTAL	3	\$			Booth #:	Room #
SALES TAX (6.5% of line 3)	4	\$			Divry Date:	Time:
TOTAL DUE	5	\$			Pkup Date:	Time:
Please Call for Payment Options						
					PSAV Caribe Royale Orlando All Suite Hotel & Convention Center 8101 World Center Drive Orlando, FL 32821-5408 PH: 407.238.0008 FAX: 407.387.0155	

ELECTRICAL ORDER FORM

EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF
ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Support@edlenelectrical.com

Advance Payment Deadline Date: 07/10/19

E ☐ M ☐

COMPANY:		BTH #	
EVENT:	FSMS 2019 Annual Conference		
FACILITY:	CARIBE ROYALE ORLANDO		
DATES:	July 24-27		

ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>

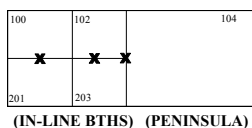
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete a floor plan layout of your booth space indicating outlet locations.	120 VOLT	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
	500 WATTS (5 AMPS)			80.00	120.00	
	1000 WATTS (10 AMPS)			130.00	195.00	
	2000 WATTS (20 AMPS)			190.00	285.00	
	For outdoor events 20 AMP	Minimum	Required			
208/480V POWER DELIVERY AND CONNECTIONS The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.	208 VOLT SINGLE PHASE					
	20 AMPS			290.00	435.00	
	30 AMPS			350.00	525.00	
	60 AMPS			495.00	745.00	
	100 AMPS			660.00	990.00	
	208 VOLT THREE PHASE					
	20 AMPS			420.00	630.00	
	30 AMPS			495.00	745.00	
	60 AMPS			695.00	1045.00	
	100 AMPS			800.00	1200.00	
	200 AMPS			1300.00	1950.00	
	400 AMPS			2500.00	3750.00	
ISLAND BOOTHS There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.	LIGHTING					
	150 WATT FLOOD LIGHT			75.00	115.00	
	300 WATT FLOOD LIGHT			90.00	135.00	
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
	15' EXTENSION CORD				20.00	
	POWER STRIP				25.00	
DEDICATED OUTLETS For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.	ELECTRICAL LABOR					
	ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)				70.00	
	OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)				130.00	
MATERIAL DELIVERY Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.	SUB TOTAL					
CANCELLATIONS Credits will not be made for services delivered and not used. See back of form for additional details.	SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)					
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	6.5% SALES TAX					
Form 80/190-121514 OR	PLACE TOTAL HERE					
	PRINT NAME:					
	AUTHORIZED SIGNATURE:			DATE:		
	EMAIL:			PHONE:		
The "Method of Payment Form" must be completed and returned with this order form.						

TERMS & CONDITIONS

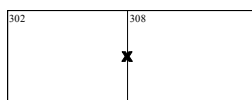
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that 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, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

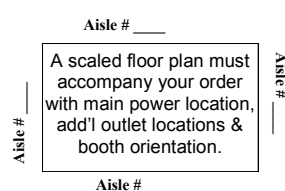
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



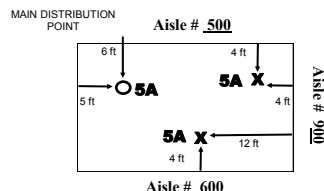
(IN-LINE BTHS) (PENINSULA)



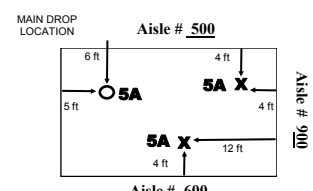
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

METHOD OF PAYMENT FORM

EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819

Phone: (407) 854-9991 Fax: (407) 854-9992

Support@edlenelectrical.com

Advance Payment Deadline Date: 07/10/19

COMPANY:

BTH #

EVENT: **FSMS 2019 Annual Conference**

FACILITY: **CARIBE ROYALE ORLANDO**

DATES: **July 24-27**

EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐

VISA

☐

MASTER CARD

☐

AMX

ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>

CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

SUB TOTAL

**6.5% SALES TAX. SALES TAX IS
DUE UNLESS EXEMPTION CERTIFICATE
ACCOMPANIES THIS ORDER.**

TOTAL DUE

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Support@edlenelectrical.com

DATES: July 24-27

Adjacent Booth or Aisle #

64th ANNUAL CONFERENCE

July 24th - July 27th



Conference Program Book Advertising

1 full page 5 1/2" (wide) X 8 1/2" (high)	\$200.00
7.5% sales tax	<u>\$ 15.00</u>
TOTAL	\$215.00

1/2 page 5 1/2" (wide) X 4 1/4" (high)	\$125.00
7.5% sales tax	<u>\$ 9.38</u>
TOTAL	\$134.38

Sponsor/Advertiser _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Ads must be in PDF, .jpg, or .PNG format.

We agree to the terms & conditions in the rate schedule.

Print name

Signature

Payment Information: _____ Check Enclosed _____ AE/Visa/MasterCard

Card No. _____ Card Expiration Date _____

3-Digit Security Code (on Back of Card) _____ Billing Zip Code _____

Signature _____

Put your firm in the spotlight while supporting your professional association.

FLORIDA SURVEYING & MAPPING SOCIETY
PO Box 850001-243
ORLANDO, FLORIDA 32885-0243
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fsms.org
education@fsms.org



Showcase Your Company in Our Conference Registration Packets

Get an edge on your competitor with more brand awareness.

An additional way to showcase your company at our Annual Conference is via our Attendee Registration Packets.

Prepare your company's flyer and ship (150 inserts) to the Administrative Office for arrival by June 15th.

Cost - \$100

Or, FSMS will print your flyers (on letter size copy paper with B&W print)

Cost - \$200

For more information:
education@fsms.org
or call 850-942-1900

We agree to the terms & conditions in the rate schedule.

Print name _____ Signature _____

Company name: _____

Method of Payment: ☐ check ☐ credit card (VISA/MasterCard/AE)

Card #: _____ Exp. Date _____

3-Digit Security Code (on Back of Card) _____ Billing Zip Code: _____

E-mail: _____

Signature: _____

Mail Flyers To:
Florida Surveying & Mapping Society
1689-A Mahan Center Blvd
Tallahassee, FL 32308

