



**MegaCon Tampa Bay 2017**  
 September 29 thru October 1, 2017  
 Tampa Convention Center

Welcome to **MegaCon Tampa Bay 2017**. We are pleased to once again be appointed as your Official General Contractor. Our goal is to make sure your show participation is a success.

Suncoast Convention Services, Inc. requires payment in full for additional services at the time you place your order, along with the COMPLETED payment policy form. **To take advantage of our substantial price discounts** just return your order with your payment prior to the discount price deadline and use the lower price.

Please contact us with any questions. If you 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.

**Official General Contractor**

*Suncoast Convention Services*  
 3112 E 4<sup>th</sup> Ave  
 Tampa, FL 33605

Phone 813-628-8301  
 Fax 813-626-6510

Email: [info@suncoastcs.com](mailto:info@suncoastcs.com)

**Show Information**

***Each 10' x 10' Exhibit Space will include***

Back Wall Drape 8' High Pipe and Drape (Blue and Silver)  
 Side Rail Drape 3' High Pipe and Drape (Blue and Silver)

One	1	8' x 24" Skirted Display Table
One	1	Wastebasket with Liner
Two	2	Chairs
One	1	ID Sign (7" x 44" Black and White)

**Production Timeline**

Discount Deadline	Saturday, September 16, 2017	
Exhibitor Set-up	Thursday, September 28, 2017	8am Retailers
	Friday, September 29, 2017	8am Retailers & Artist Alley
Show Hours	Friday, September 29, 2017	2pm to 9pm
	Saturday, September 30, 2017	9:30am to 7pm
	Sunday, October 1, 2017	9:30am to 5pm
Dismantle	Sunday, October 1, 2017	5pm to 11:59pm



## PAYMENT POLICY

Payment in full rental charges, including 7% tax, must accompany your advance orders to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders placed at the show will be charged at the **STANDARD RATES**. All payments must reference show name, exhibitor name and booth number. \$25.00 fee on all checks returned. Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. **NOTE: ALL PAYMENTS MUST BE MADE IN U.S FUNDS DRAWN ON U.S BANKS**

PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED BY: **SUNCOAST CONVENTION SERVICES, Inc.**

<input type="checkbox"/>	<b>CASH</b> (Show site orders only...do not mail)	<input type="checkbox"/>	<b>CREDIT CARD</b> (Complete Authorization Below)
<input type="checkbox"/>	<b>COMPANY CHECK</b> (Must accompany order)	<input type="checkbox"/>	<b>PURCHASE ORDER #</b>

If you wish to authorize **Suncoast Convention Services, Inc.** to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by your representative, please complete the information requested below.

### CHARGE TO CREDIT CARD

<input type="checkbox"/>	<b>MASTERCARD</b>	<input type="checkbox"/>	<b>VISA</b>	<input type="checkbox"/>	<b>AMEX</b>	<b>Expiration Date</b> <input type="text"/> / <input type="text"/>		<b>CVV#</b> <input type="text"/>										
<b>ACCOUNT NUMBER</b>						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**ALL EXHIBITORS MUST PRINT COMPLETE INFORMATION BELOW, INDICATING ACCEPTANCE AND COMPLIANCE, AND RETURN IT TO SUNCOAST CONVENTION SERVICES INC.**

<b>Name of Event: MegaCon Tampa Bay 2017</b>			<b>Booth #</b>		
<b>Exhibitor</b>			<b>Phone #</b>		
<b>Address</b>			<b>City &amp; State</b>		<b>Zip</b>
<b>Authorized By</b>			<b>Signature</b>		
<b>Date Signed</b>			<b>Email Address</b>		
<b>Onsite Contact Name</b>			<b>Onsite Contact #</b>		



SUNCOAST CONVENTION SERVICES, INC.

**FURNITURE ORDER FORM**

QTY		Discount Price	Standard Price	Show Floor Price	QTY		Discount Price	Standard Price	Show Floor Price
<b>CARPETING</b>					<b>SEATING</b>				
Carpet Color: (Please Circle) Cayenne, Blue Jay or Pepper <i>Price includes laying and taping the front edge.</i>									
	10' x 10'	100.00	125.00	150.00					
	10' x 20'	150.00	175.00	200.00		Modular Arm Chairs	35.00	45.00	55.00
	10' x 30'	200.00	225.00	250.00		Modular Side Chairs	32.00	42.00	52.00
	10' x 40'	250.00	275.00	300.00		Bar Stool with Back Deluxe	40.00	50.00	60.00
						Folding Chair	5.00	10.00	15.00
	Custom carpeting per sq. ft. cutting laying	8.00	8.00	11.00	<b>ACCESSORIES</b>				
<b>DRAPED DISPLAY TABLES 30" HEIGHT</b>									
Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER									
	4'	65.00	75.00	85.00		Wastebasket	7.00	10.00	15.00
	6'	75.00	85.00	95.00		Easel	20.00	30.00	40.00
	8'	85.00	95.00	105.00		8' Masking	4.00	5.00	6.00
						Table Skirting	20.00	25.00	30.00
						Bag Rack	35.00	40.00	50.00
<b>DRAPED DISPLAY TABLES 42" HEIGHT</b>					<b>HARDWARE</b>				
Drape Color: (Please Circle) RED BLUE BLACK WHITE GREEN GOLD TEAL BURGANDY PEACH SILVER									
	4'	75.00	85.00	95.00		8' Uprights	8.00	10.00	12.00
	6'	85.00	95.00	105.00		Bases	8.00	10.00	12.00
	8'	95.00	105.00	115.00		Cross Bars	8.00	10.00	12.00
<b>UNDRAPED DISPLAY TABLES 30" HEIGHT</b>					<b>Custom Furnishings Available Upon Request</b>				
	4'	45.00	55.00	65.00	<b>SUB-TOTAL</b>				
	6'	55.00	65.00	75.00	<b>7% SALES TAX</b>				
	8'	65.00	75.00	85.00	<b>TOTAL BALANCE</b>				
<b>UNDRAPED DISPLAY TABLES 42" HEIGHT</b>									
	4'	50.00	60.00	70.00	<b>CHECK #</b>				
	6'	60.00	70.00	80.00	<b>PURCHASE ORDER #</b>				
	8'	70.00	80.00	90.00					
<b>ROUND TABLES (PRE SHOW ONLY)</b>					<b>CANCELLATION POLICY – Items cancelled after move-in begins will be charged at 50% of the original price.</b>				
	30" Round/ 30" Height			85.00					
	30" Round/ 40" Height			95.00					
<i>Payment for all items ordered in advance must accompany the return of this order. All orders received at Service Desk will be charged at Standard Prices. 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 1.5% per month (18% annum) will be added to all charges not paid within 10 days of invoice date.</i>					<b>Company Name:</b>				
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 a reasonable attorney's fee for such collection. <b>EXHIBITORS WILL BE CHARGED PUBLISHED RATES FOR ALL DAMAGED AND LOST EQUIPMENT.</b>					<b>Address:</b>				
					<b>City</b>		<b>State</b>		<b>Zip</b>
					<b>Signature:</b>				
					<b>Email Address:</b>				



**MegaCon Tampa Bay 2017**

**BULK SPACE CARPET ORDER FORM**

THIS ORDER FORM IS FOR EXHIBITORS WITH BULK SPACE OF  
**500 SQUARE FEET OR MORE.**

**CARPET IS AVAILABLE BY ADVANCE ORDER ONLY.**

**ORDERS MUST BE RECEIVED NO LATER THAN  
September 22, 2017.**

Size of Booth \_\_\_\_\_ft. X \_\_\_\_\_ft. = \_\_\_\_\_ Sq. Ft. ÷ 9 = \_\_\_\_\_ Sq. Yd.

Rental Price Per Square Yards \$4.50 \_\_\_\_\_  
7% Sales Tax \_\_\_\_\_  
Total Due \_\_\_\_\_

<b>Color Choices</b>	Blue Jay		Cayenne		Pepper	
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\*Color availability is on a first come first serve basis. \*

**CANCELLATION POLICY**

ITEMS CANCELED WILL BE CHARGED AT **50%** OF THE ORIGINAL PRICE  
*AFTER MOVE IN BEGINS.*

ITEMS CANCELED WILL BE CHARGED **100%** OF THE ORIGINAL PRICE AFTER  
*INSTALLATION.*

<b>Company Name:</b>	<b>Booth #:</b>
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## Signs and Graphics Order Form

### Printed Banners

Color or Black and White printed banners are a powerful communication tool that can be printed easily, quickly and affordably. Our digitally printed banners can be printed on fully hemmed and grommetted, heavy duty vinyl banner fabric.

<i>Printed Banners</i>	Quantity	Price	Total
3' x 6'		\$125.00	
3' x 8'		\$150.00	
3' x 12'		\$200.00	
3' x 20'		\$275.00	

### Foam Core Signs

Rigid Foam-core signs are most commonly used for trade shows or special events where inexpensive, disposable and easily replaceable signs are required.



<i>Foam Core</i>	Quantity	Price	Total
22" x 28" Black and White		\$45.00	
22" x 28" Color		\$55.00	

### Printed Sintra Signs

Sintra is a smooth PVC type material most commonly used for indoor signs. It looks great for charts, graphs, etc. used in presentations, or wall signs used in businesses.

<i>Printed Sintra Signs</i>	Quantity	Price	Total
22" x 28" Black and White		\$65.00	
22" x 28" Color		\$75.00	

### Easels and Sign Holders

<i>Easels and Sign Holders</i>	Quantity	Price	Total	Sample
Easel		\$25.00		
Chrome Sign Stanchion		\$35.00		

<b>Event Name</b> <i>MegaCon Tampa Bay 2017</i>			<b>Subtotal</b>
<b>Company Name</b>		<b>Phone</b>	<b>Tax</b>
<b>Email</b>		<b>Fax</b>	<b>Total</b>
<b>Billing Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Signature</b>		<b>Date</b>	

**\*\*Prices indicated above are based on the following. 1. Receipt of this order at least 7 days prior to show opening. 2. Exhibitor must supply all the artwork. 3. Includes delivery to booth. 4. Exclusive of installation and hanging.**



## LABOR & FORKLIFT ORDER FORM

Not Subject to Tax

### HOURLY RATES

<b>STRAIGHT TIME</b>	8 AM – 5 PM Monday – Friday <i>One hour minimum per person.</i>	<b>\$30.00 per man-hour</b>
<b>OVERTIME</b>	5 PM – 8 AM Monday – Friday 24 hours on Saturday and Sunday <i>One hour minimum per person.</i>	<b>\$50.00 per man-hour</b>
<b>FORKLIFT</b>	Includes operator.	<b>\$100.00 per hour STRAIGHT TIME</b> <b>\$120.00 per hour OVERTIME</b> (1/2 hour min.)

### SUPERVISION

<b>SUNCOAST SUPERVISION</b>	<p>Suncoast Convention Services can supervise the installation and dismantling of your display. This would apply to all cases where you will not have personnel present to supervise. Please include all information needed to efficiently install and or dismantle your display. (i.e., photo, instructions, etc.)</p> <p style="background-color: yellow;"><i>Our charge for this additional service is 25% of your total labor bill. (\$25.00 minimum)</i></p>
<b>EXHIBITOR SUPERVISION</b>	<p><b>THE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABORERS.</b></p> <p>Upon completion of 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 AM unless official set-up time is later). All other times are approximate.</p>

### INSTALLATION & FORKLIFT LABOR

Date	Time	# of men	Approx. Hrs.	Total Hrs.	Hourly Rate	Total
		X	=	@	=	
Supervisor			Suncoast Supervision			= \$
			Yes	No		

### DISMANTLE & FORKLIFT LABOR

Date	Time	# of men	Approx. Hrs.	Total Hrs.	Hourly Rate	Total
		X	=	@	=	
Supervisor			Suncoast Supervision			= \$
			Yes	No		

Name of Show : <b>MegaCon Tampa Bay 2017</b>				Booth #		
Exhibitor				Phone ( )		
Address			City & State		Zip	
Authorized By				Title		



# GUIDELINES FOR SHIPMENTS

## *Advance Freight Warehouse Shipments*

All warehouse shipments must be received by **Tuesday, September 26, 2017** or up to 30 days in advance.

**Please call 813.628.8301 to arrange delivery dates and times.**

Ship To:	
	Show Name: MegaCon Tampa Bay 2017
	Company Name and Booth #
	C/O Suncoast Convention Services
	3112 E 4 <sup>th</sup> Ave
	Tampa, FL 33605

## *Show Site Shipments*

Be prepared to have your carrier wait in line for unloading. Instruct the truck driver to check-in at the Suncoast Convention Services Service Desk to complete paperwork and establish unloading order.

Direct to show site shipments are to be delivered on **Wednesday, September 27, 2017.**

**ALL SHIPMENTS DELIVERED TO SHOW SITE BEFORE THIS DATE WILL BE REFUSED.**

Ship To:	
	Show Name: MegaCon Tampa Bay 2017
	Company Name and Booth #
	C/O Suncoast Convention Services
	Tampa Convention Center
	333 S Franklin St
	Tampa, FL 33602



# MATERIAL HANDLING ORDER FORM

## *MegaCon Tampa Bay 2017*

<b>Company Name:</b>	<b>Booth Number:</b>
<b>Contact Name:</b>	<b>Phone Number:</b>

### 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 un-skidded 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 100 LBS.	MINIMUM
<b>Warehouse Shipment (100 lbs. minimum)</b>		
Crated, Skidded or Shrink wrapped	\$55.00	\$55.00
Uncrated or Special Handling	\$65.00	\$65.00
<b>Show Site Shipment (200 lbs. minimum)</b>		
Crated, Skidded or Shrink wrapped	\$50.00	\$100.00
Uncrated or Special Handling	\$60.00	\$120.00

#	Description	Weight	÷ 100	Unit Price	Estimated Total
S	SAMPLE	1200	12	\$55.00	\$660.00
1					
2					
3					
				<b>Sub Total</b>	
				<b>Tax</b>	N/A
				<b>Total</b>	

**Payment Must Accompany Order Form**





# OUTBOUND SHIPPING FORM

## MegaCon Tampa Bay 2017

Company Name:

Booth Number:

Contact Name:

Phone Number:

Every Outbound shipment will require this material handling form to be completed.

### OUTBOUND SHIPPING INFORMATION

<b>FROM:</b>	Shipper/Exhibitor Name		
	Billing Address		
	City	State	Zip
<b>TO:</b>	Company Name		
	Delivery Address		
	City	State	Zip
	Phone Number	Contact Name	
	Special Instructions		

### METHOD OF SHIPMENT

<b>Note</b>	<p>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. <b>Outbound UPS/FEDEX not accepted.</b></p> <p><b>OUTBOUND CARRIER MUST CHECK IN BY 7 PM ON Sunday, October 1, 2017.</b></p>
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Please check desired method of shipment below.

<input type="checkbox"/>	YRC Worldwide (PREFERRED CARRIER)(A YRC BOL will need to be filled out prior to processing)
<input type="checkbox"/>	OTHER COMMON CARRIER _____



Suncoast Convention Services		
<b>RUSH</b>		
Tuesday, September 26, 2017		
TO:		
Exhibitor Name		
C/O Suncoast Convention Services, Inc. 3112 E 4 <sup>th</sup> Ave Tampa, FL 33605		
<b>ADVANCE FREIGHT WAREHOUSE</b>		
Event: <i>MegaCon Tampa Bay 2017</i>		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.  
**Please call 813.628.8301 to arrange delivery dates and times.**



Suncoast Convention Services		
<b>RUSH</b>		
Wednesday, September 27, 2017		
TO:		
Exhibitor Name		
C/O	Suncoast Convention Services, Inc.	
	Tampa Convention Center	
	333 S Franklin St	
	Tampa, FL 33602	
<b>SHOWSITE FREIGHT</b>		
Event:		
NO	OF	PCS
Carrier:		

Please cut out label and affix to freight.