



Credit Card Authorization Form

Prime Advantage

Spring Conference Galt House Louisville, KY

Order Deadline: March 28, 2008

Fax completed form to 954-697-0277

All orders MUST have a credit card authorization form on file.

Company Name: _____ Booth # _____

On-Site Contact: _____

Credit Card Authorization (MasterCard, Visa, Discover or American Express)

Credit Card #: _____ Expiration Date: _____

Cardholders Name: _____

Cardholders Signature: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Phone #: _____ E-mail: _____

Order Summary

Furniture Rental..... \$ _____

Accessories..... \$ _____

Exhibit Labor..... \$ _____

Sign Service..... \$ _____

Floral Rental..... \$ _____

Total Estimated Advance Order \$ _____

This will authorize Sunsplash Events, Inc. to charge the amount of your advance orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account. I agree in placing this order that I have accepted Sunsplash Events, Inc. terms and conditions, including Sunsplash Events, Inc. payment policy, and "Limits of Liability and Responsibility".

X _____

Cardholder Signature

Date



Payment Policy & Limits of Liability and Responsibility Agreement

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Payment Policy

1. **A Credit Card Authorization and Payment Policy forms MUST be included with all orders.** Orders WILL NOT be processed without the Credit Card Authorization and Payment Policy forms filled out and returned to Sunsplash Events, Inc. with the requested services on or before **March 8, 2008**.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. When paying in advance by check, the credit card authorization and payment policy must still accompany the payment.
3. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
4. Purchase orders are not an acceptable form of payment.
5. Any discrepancies must be handled before the close of the show.
6. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.

If you have any questions regarding our payment policy, please call Sunsplash Events, Inc. at (954) 358-5525 or visit our Service Desk at show site.

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

Limits of Liability and Responsibility

1. Sunsplash Events shall not under any circumstances be liable for special or consequential damages, such as, but not limited to, damage or loss of other property; loss of revenue, cost of capital or claims of customers. The liability of Sunsplash Events pursuant to this Agreement or otherwise to all persons and organizations for all losses, claims, actions, judgments, damages, costs and expenses whatsoever, whether in contract or in tort shall be limited to the amount of money paid to Sunsplash Events pursuant to this Agreement.
2. Sunsplash Events will carry adequate liability and other insurance to protect itself against any claims arising from activities immediately prior to, during and immediately following the event.

X _____
Cardholder Signature

Date



Exhibit Labor Order Form
 Prime Advantage
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Company Name: _____ Booth # _____

Authorized By: _____ Name: _____ Date: _____
 (Signature) (Please Print)

Exhibit Straight Labor Request

| | |
|---|--------------------|
| | Floor Rates |
| Straight Time: (One hour minimum per man)..... | \$75.00 / hour |
| 8:00am – 4:30pm Monday through Friday | |
| Overtime: (One hour minimum per man)..... | \$95.00 / hour |
| 4:30pm – 8:00am Monday through Friday, all Saturdays, Sundays, and Holidays | |

Plan A – Supervision by Sunsplash:

A Sunsplash Events, Inc. representative is available to supervise the installation of your exhibit, upon arrival of your freight. **A supervision charge of 25% will be added to your total labor bill for this service.** Please note that under the Sunsplash Events option, Sunsplash Events, Inc. will set and dismantle your booth at their earliest convenience. Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please be sure to send display and graphic drawings either to our office or with the display. **Please note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

INSTALLATION:

| | | | |
|----------|---------|--------------------|--------------------|
| _____ | _____ | _____ | |
| Date | Time | Name of Supervisor | |
| _____ | x _____ | x _____ | = _____ |
| # of men | rate | approx. hours | Total + 25% |

DISMANTLE:

| | | | |
|----------|---------|--------------------|--------------------|
| _____ | _____ | _____ | |
| Date | Time | Name of Supervisor | |
| _____ | x _____ | x _____ | = _____ |
| # of men | rate | approx. hours | Total + 25% |

Plan B – Exhibitor Supervision:

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48 hour notification is given.

INSTALLATION:

| | | | |
|----------|---------|--------------------|--------------|
| _____ | _____ | _____ | |
| Date | Time | Name of Supervisor | |
| _____ | x _____ | x _____ | = _____ |
| # of men | rate | approx. hours | Total |

DISMANTLE:

| | | | |
|----------|---------|--------------------|--------------|
| _____ | _____ | _____ | |
| Date | Time | Name of Supervisor | |
| _____ | x _____ | x _____ | = _____ |
| # of men | rate | approx. hours | Total |

Grand Total \$ _____



Sign Service Order Form
Prime Advantage
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Company Name: _____ Booth # _____

Authorized By: _____ Name: _____ Date: _____
(Signature) (Please Print)

**QUALITY DIGITAL PRINTING WITH LOGOS
AND WORDING AT THESE SPECIAL PRICES**

Please forward special logos or graphics to Exhibits@SunsplashEvents.com

| Size | Rates |
|-----------|----------|
| 7" x 11" | \$60.00 |
| 11" x 14" | \$70.00 |
| 7" x 44" | \$90.00 |
| 14" x 22" | \$90.00 |
| 22" x 28" | \$130.00 |
| 28" x 44" | \$175.00 |
| 39" x 92" | \$420.00 |

OPTIONAL SERVICES

Easel back applied to sign - \$30.00 per sign

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ QUANTITY: _____

BACKGROUND COLOR: _____ LETTERING COLOR: _____

SHAPE (CIRCLE ONE) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION: _____

SIGN TO READ AS FOLLOWS: _____
(Please print or type)

Grand Total \$ _____



Floral Service Order Form
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Company Name: _____ Booth # _____

Authorized By: _____ Name: _____ Date: _____
 (Signature) (Please Print)

Plant Rentals – DAILY RATES

| Qty | #Days | Description | Rate | Total |
|-------|-------|-------------------------------------|----------|----------|
| _____ | _____ | 1' – 2' Small sized tropical plant | \$70.00 | \$ _____ |
| _____ | _____ | 2' – 4' Medium sized tropical plant | \$90.00 | \$ _____ |
| _____ | _____ | Fern | \$75.00 | \$ _____ |
| _____ | _____ | 6' – 8' Large palm tree | \$90.00 | \$ _____ |
| _____ | _____ | 8' – 10' Large palm tree | \$120.00 | \$ _____ |
| _____ | _____ | Flowering Plant | \$65.00 | \$ _____ |

Floral Arrangements
(Purchase Only)

| Quantity | Description | Rate | Total |
|----------|--------------------------|----------|----------|
| _____ | Fresh Floral Arrangement | \$90.00 | \$ _____ |
| _____ | Fresh Floral Arrangement | \$160.00 | \$ _____ |

Please make notes of particular flowers or colors preferred. If no special requests are made, then the arrangements will be tropical flowers:

RENTAL PLANTS NOT IN BOOTH
 AT CLOSE OF SHOW WILL BE
 CHARGED AT TWICE THE RENTAL
 PRICE

Grand Total \$ _____