



**15959 NW 15th Ave – Miami, FL 33169
305-751-1234 Phone – 786-248-3026- Fax**

**A DETAILED PRESENTATION FOR
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA /
DEPARTMENT OF COLLEGE AND CAREER READINESS**

2015 BROWARD COUNTY COLLEGE FAIR

**OCTOBER 20, 2015
at
NOVA SOUTHEASTERN UNIVERSITY**

SERVICES AND EQUIPMENT PROPOSAL

Presented on Thursday, June 18, 2015

To:
➤ Ralph Aiello
➤ Supervisor, School Counseling,
BRACE, & Academic Advisement
➤ 600 SE 3rd Avenue
➤ Fort Lauderdale, FL 33301

By:
➤ Andrew Rosditsky
➤ Account Executive

➤ 305-751-1234 Ext. 231
➤ andyr@expocci.com

THIS AGREEMENT is entered into and is effective this Thursday, June 18, 2015 by **EXPO Convention Contractors, Inc.** 15959 NW 15th Ave, Miami, Florida 33169 herein represented by **Andrew Rosditsky, Account Executive** and **SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS** with a mailing address of **600 SE 3rd Avenue, Fort Lauderdale, FL 33301**. Collectively the participants of this Agreement are known as the Parties. This Agreement is for the 2015 BROWARD COUNTY COLLEGE FAIR scheduled to be held at **NOVA SOUTHEASTERN UNIVERSITY** on the dates of: **OCTOBER 20, 2015**.

PRODUCTS & SERVICES

We offer a complete line of convention, tradeshow, event and exhibit equipment to build your professional looking event to your vision and specifications. All services are produced in-house and transported via our company trucks directly to your event. In addition, we provide qualified and skilled union labor to produce the event ensuring optimum organization and timeliness.

OUR CLIENTS

Our clients are among the most respected in their various fields. We work with companies of all types and sizes including some of the largest and most well known firms in America, small and medium- sized businesses, trade show organizations, local associations and educational groups. We handle all types of tradeshow display and tradeshow exhibit needs from medical, legal, pharmaceutical, home, furniture, boats, and many more. Even our out of town competitors have been known to call EXPO when they have last minute requests for designs or equipment. One thing is for sure: All of our clients share an appreciation for the over 40 plus years of knowledge and experience that the EXPO team brings to the table, as well as our reputation for excellent quality, dependability and pricing.

ABOUT US

Expo Convention Contractors, Inc. (EXPO) was established in 1995 by Richard J. Curran our current President and Founder. Mr. Curran is a lifelong tradeshow expert and a dedicated industry professional who has managed the company growth of 15% annually since inception. Expo is a full-service Tradeshow Contractor, Corporate & Special Event Producer and Exhibit House with an excellent reputation for service and quality. We are a family-owned and operated company with over 50 full time in-house employees, which includes a highly experienced management and creative sales team. All of our resources are available to provide excellent service for you and your clients. Expo maintains the highest standards of service, quality and a strong fiscal responsibility to ensure you receive the best available services and products at the best possible price.

“We are a family owned and operated company small enough to be personable yet large enough to be exceptional.” ~ Richard J. Curran

EVENT PRICING AND DISCOUNTS

FLOOR PLANS & FIRE MARSHAL

EXPO will assist in the development of an initial floor plan. Working with the most up to date facility floor plans, and through familiarity with fire regulations, our draftsmen will customize your floor plan to meet your needs to develop optimum traffic flow. Expo will then submit for Fire Marshal approval and keep on record for your event. We will layout the floor at your event in accordance to approved final floor-plan, these services will be provided complimentary.

Floor-plan Layouts and Designs	Complimentary
Exhibit Hall Layout and Floor marking	Complimentary
Fire Marshal Fees and Processing	Complimentary

REGISTRATION AREA

First impressions are important and the first visual area the attendees will see is your registration area. We will work with you to create and provided a complete environment for SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS designed to your specifications. This area will include (1) modern lighted registration desk(s) and all of the accompanying chairs, standard tables, wastebaskets, and drape from our stock inventory. Additional furnishings for the registration area, such as counter high tables, bulletin boards, and custom counters will be provided at our standard rates less applicable discounts.

(1) Registration Desk	Complimentary
Additional Desks	\$250.00 Each
Digital graphic kick panels	\$175.00
Additional Registration Furnishings Discount	50%

**Please provide all digital artwork 30 days before show date to prevent printing rush charges.*

**Additional labor charges will be incurred should registration be installed or dismantled any time other than the posted set-up or dismantle schedule.*

EXHIBIT BOOTHS

EXPO Convention Contractors, Inc. will furnish industry standard flame-proof Banjo drapes with 8' high back drape and 3' side drape in a stocked color of your choice to be set up to 6' X 8' in size per approved layout.

This price is based on a minimum of 100 booths

Booth pricing is based on straight time installation and overtime dismantle.

Drape & Furnishings Package Price per Booth	\$55.28
(1) One Backwall 8' tall	
(2) Two side drapes 3' tall	
(1) One Booth Identification Sign 7" x 44"	
(1) One Skirted Table 6'x24"	
(2) Two Folding Chairs	
(1) One Wastebasket	

SIGNS AND GRAPHICS

Dynamic signage and stunning graphics will make a lasting impression on your attendees and a meeting more successful. We are a full-service graphics shop, with the latest printing technology, located in our facility. It is staffed by full-time graphics trained personnel. We are able to produce signs on short notice, and after hours. Graphic updates and changes are always possible with EXPO. We offer a full line of printing capabilities to produce digital graphics on any hard sub-straight mounts, banners, hanging signs and vinyl production

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS graphics requests received at thirty (30) days prior to the first day of move-in will be discounted 20% from our standard rates, graphics requests received less than thirty (30) days will be discounted 10%, graphics requests received on show site will be at list rates.

Cost for special requirements such as logo design & creation, file cleaning, custom banners, cut-out letters, etc., are quoted upon receipt of specifications.

22"x28" Foamcore	\$45.00**
28"x44" Foamcore	\$68.00**
3' x 8' Single Sided Meterboard	\$185.00**
3' x 8' Double Sided Meterboard	\$295.00**
Banner	\$11.50 sqft

****20% Discounts reflected in price**

FURNISHINGS

Additional furnishings needed by SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS for the show offices, meeting rooms, etc., are provided at list price less applicable discounts on Expo's stocked furnishing. All furniture and accessories must be rented through Expo Convention Contractors, Inc. Exhibitor furnishings, such as tables, chairs, carpets, wastebaskets, easels, etc., and are available to exhibitors through EXPO, with direct billing to the exhibitor.

Advance Furnishings Discount 20%

TRADESHOW LABOR

EXPO is a tradeshow union contractor and we provide skilled union labor to the SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS for all of your event needs; if additional labor is ordered Expo will provide labor at listed rates with applicable discounts. Straight Time labor (\$68.50) is contracted Monday through Friday 8:00 am till 4:30 pm, Over Time labor (\$102.75) Monday through Friday 4:30 pm till 8:00 am and all day Saturday and Sunday, Holiday rates will apply for only union holidays, as per the union contract with Local Union 1175.

Labor Discount 10%
Straight Time Labor Rate \$61.65**
Over Time Labor Rate \$92.47**

***10% Discounts reflected in price*

EVENT CLEANING & TRASH REMOVAL IF NOT PROVIDED BY NSU ARENA

NOVA SOUTHEASTERN UNIVERSITY requires all trash be removed from the event area during move-in, show hours and move-out. Labor for trash removal is billed to SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS hourly. Excessive leftover exhibitor material during the events warrants EXPO to assume responsibility; the additional labor to remove exhibitor trash is billed to SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS. In the event your venue requires floor protection during move-in and move-out, EXPO will install and remove adhesive visqueen at a square foot cost.

Cleaning Rate per Hour \$32.00

MASKING DRAPE

EXPO will provide SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS the first 200 linear feet matching the standard show color of 3' or 8' Banjo masking drape for crowd control, storage and unsightly areas, or where requested, additional drape can be ordered at these listed discounted rates.

200' Initial Drape	Complimentary
3' Tall Drape	\$1.50
8' Tall Drape	\$2.00

Draperies in other heights and materials are available and will be quoted upon request.

MATERIAL HANDLING

Association freight shipped by SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS and to 2015 BROWARD COUNTY COLLEGE FAIR received in advance in our warehouse or direct to show-site, will be manifested and delivered to your specific locations of the NOVA SOUTHEASTERN UNIVERSITY and then at close of show loaded out by Expo on to your approved shipping companies' truck. These material handling services are provided at list rates less applicable discounts. The complimentary weight will be handled once received from your shipping carrier at no additional charge to SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS.

500 lbs Freight	Complimentary
Additional Discount	25%

***If your material has been delivered to the designated areas and additional handling of materials is necessary and directed by you, you will be charged at our list labor rates, less applicable labor discounts.*

Pricing Summary

FLOOR PLANS & FIRE MARSHAL

Floor-plan Layouts and Designs	Complimentary
Exhibit Hall Layout and Floor marking	Complimentary
Fire Marshal Fees and Processing.....	Complimentary

REGISTRATION AREA

(1) Registration Desk	Complimentary
Additional Desks	\$250.00 Each
Digital graphic kick panels	\$175.00
Additional Registration Furnishings Discount	50%

EXHIBIT BOOTHS

(100) Drape & Furnishings Package Price @ \$55.28 per Booth	\$5,528.00
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**This price is based on a minimum order of 100 booths.*

SIGNS AND GRAPHICS

22"x28" Foamcore	\$45.00
28"x44" Foamcore	\$68.00
3' x 8' Single Sided Meterboard	\$185.00
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Banner	\$11.50 sqft

FURNISHINGS

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TRADESHOW LABOR

Labor Discount	10%
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EVENT CLEANING & TRASH REMOVAL

Cleaning Rate per Hour	\$32.00
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MASKING DRAPE

200' Initial Drape	Complimentary
3' Tall Drape	\$1.50
8' Tall Drape	\$2.00

MATERIAL HANDLING

500 lbs Freight	Complimentary
Additional Discount	25%

Estimated Total Price for orders to date:

Estimated Total	\$5,528.00
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EXPO SERVICES

EXPO knows and understands that your exhibitors are your valued clients and they are the lifeblood of the show. We will contact all exhibitors prior to the show, make sure all of their questions and requirements are being addressed, and needs are being met.

PRE-SHOW PLANNING ASSISTANCE

Experienced Expo exhibitor representatives will work with your exhibitors prior to move-in to confirm all advance requirements and confirm orders. This will help eliminate "surprises" during move-in. Our pre-show communication with your exhibitors helps reduce calls to your staff for information. Our dedication to helping first-time or inexperienced exhibitors is effective in reducing unexpected challenges and enhancing their exhibiting experience.

ON-SITE SERVICES & EXHIBITOR SERVICE CENTER

Automated exhibitor services for pre-show and show site orders allow your exhibitors to order online and budget at any time. Your exhibitors will receive updated invoices at show site for their review and payment. We also pre audit exhibitor invoices to correct any errors prior to the invoicing.

Expo will provide a custom designed Service Center, staffed with our trained personnel providing a professional environment for your exhibitors. Our service center will be staffed during move-in and move-out and all critical show hours, the Service Center and show floor personnel are available to solve problems and eliminate challenges so your exhibitors can focus on the reason they are at your show...to generate sales.

EXHIBITOR MANUALS

EXPO will prepare and send an Exhibitor Service Manual containing important show information and order forms to each confirmed exhibitor and to SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS. So that exhibitors may take full advantage of all possible discounts, a preliminary list of exhibitors, including company name, mailing address, email address, name and telephone numbers, must be received by 90 Days before move in date. Updates and additions to preliminary list must be forwarded to us weekly thereafter.

It is important that we are furnished with a list of each confirmed exhibitor's company name, contact name, address, phone number and fax number for billing purposes. Please email this list in Microsoft Excel (We can provide you with a sample excel sheet if requested).

EXCLUSIVE SERVICES

Upon acceptance of this proposal Expo Convention Contractors, Inc. will be named as the exclusive service provider for all services listed below as agreed upon between Expo Convention Contractors, Inc. and by SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS.

Material Handling

Drapery and Supports

Furnishings

Confidential

REFERENCES & SCHEDULE

REFERENCES

Expo Convention Contractors, Inc. works hard to ensure we provide professional services and top quality products to all of our clients. Please feel free to check with our references provided below.

FAMP Broward
Kimber White
1620 W. Oakland
Park Blvd. #201
Oakland Park, FL
33311
954-306-3553

Nova Southeastern
University
Melissa Fronstin
3301 College Ave.
Fort Lauderdale,
FL 33314

SCHEDULE

This event schedule is agreed upon by SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS for the 2015 BROWARD COUNTY COLLEGE FAIR, and by Expo Convention Contractors, Inc. 2015 BROWARD COUNTY COLLEGE FAIR, to be held at NOVA SOUTHEASTERN UNIVERSITY on the dates of: OCTOBER 20, 2015 Changes to show date, location or room, may result in adjustments to the applied discounts, and/or pricing within this proposal.

	Date:	Time-In:	Time-Out:
EXPO set-up:	Monday, October 19, 2015	5:00 PM	9:00 PM
Exhibitor Set-up:	Tuesday, October 20, 2015	12:00 PM	5:00 PM
Show Hours:	Tuesday, October 20, 2015	5:00 PM	8:00 PM
Exhibitor Dismantle:	Tuesday, October 20, 2015	8:00 PM	9:00 PM
EXPO Dismantle:	Tuesday, October 20, 2015	8:00 PM	11:00 PM

TERMS AND CONDITIONS

A. INSURANCE

EXPO will carry adequate liability and other insurance to protect itself against any claims arising from the SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS activities during move-in, show hours and move-out.

B. INDEMNIFICATION

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS and the NOVA SOUTHEASTERN UNIVERSITY upon request may be included as an additional insured under form CG2033 of Expo Convention Contractors, Inc.'s current insurance policy.

C. CHANGE OF LOCATION / DATES

Should SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS change the location from NOVA SOUTHEASTERN UNIVERSITY or the event dates of OCTOBER 20, 2015 as specified herein, EXPO Convention Contractors, Inc. retains the right to adjust rates for service, accordingly.

D. COMPLIMENTARY AND DISCOUNTED SERVICES

The complimentary and discounted services provided within this contract are based on delivery and pick up occurring simultaneously with the scheduled installation and dismantling of exhibits. Should SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS require a change to the provision of these services specified herein, EXPO reserves the right to assess the appropriate charges. All complimentary and discounted prices will remain in effect unless final payment is not received within (10) ten business days of receipt of final invoice.

E. CANCELLATION OF EVENT

In the event it is necessary to cancel the 2015 BROWARD COUNTY COLLEGE FAIR prior to schedule opening, due to any cause within SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS control, EXPO Convention Contractors, Inc. shall be reimbursed only for actual direct costs. These costs must be evidenced by labor time cards, and paid invoices for special materials or equipment purchased for the 2015 BROWARD COUNTY COLLEGE FAIR.

F. CONFIRMATION DEADLINE

The prices quoted in this contract for SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS are effective for a period no later than 14-days from the date of this contract. If this contract is accepted after the 14-day contract period, the prices quoted herein are subject to increase.

G. METHOD OF PAYMENT

A deposit of \$5,528.00 is due on October 7, 2015. The remaining balance is due net 10 days upon receipt of final invoice.

H. PROPRIETARY INFORMATION

The information outlined herein is confidential by nature, it is the exclusive property of EXPO, and may only be used by SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS and its directors, officers and employees for the sole purpose of evaluating and accepting this proposal. Copying, reproducing, disclosing to any third parties or making public any or all of the contents of this proposal without Expo's prior written consent is strictly prohibited.

**A DETAILED PRESENTATION FOR
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA /
DEPARTMENT OF COLLEGE AND CAREER READINESS**

**2015 BROWARD COUNTY
COLLEGE FAIR**

**OCTOBER 20, 2015
at
NOVA SOUTHEASTERN UNIVERSITY**

SERVICES AND EQUIPMENT PROPOSAL
Presented on Thursday, June 18, 2015

ACCEPTANCE

This is to certify that **SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS** agrees to accept **EXPO CONVENTION CONTRACTORS, INC.**, under the arrangements herein, as the **OFFICIAL SERVICE CONTRACTOR** for the **2015 BROWARD COUNTY COLLEGE FAIR, OCTOBER 20, 2015**, at the **NOVA SOUTHEASTERN UNIVERSITY**.

EXPO CONVENTION CONTRACTORS, INC. agrees to abide by the arrangements as outlined herein and to perform those duties as the **OFFICIAL SERVICE CONTRACTOR** for **SCHOOL BOARD OF BROWARD COUNTY, FLORIDA / DEPARTMENT OF COLLEGE AND CAREER READINESS** at the **NOVA SOUTHEASTERN UNIVERSITY**.

**SCHOOL BOARD OF BROWARD COUNTY,
FLORIDA / DEPARTMENT OF COLLEGE
AND CAREER READINESS**

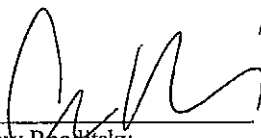
By:

Ralph Aiello
Supervisor, School Counseling,
BRACE, & Academic Advisement

Date: _____

EXPO Convention Contractors, Inc.

By:



Andrew Rosditsky
Account Executive

Date: 9/21/15