

SWFUCA TRADE SHOW
2010
MOVING FORWARD TOGETHER

SOUTHWEST FLORIDA UTILITY CONTRACTORS ASSOCIATION

**HARBORSIDE
EVENT CENTER
1375 MONROE ST.
FT. MYERS, FL**

DATE APRIL 8

**THE SOUTHWEST FLORIDA UTILITY CONTRACTORS ASSOCIATION
2010 TRADE SHOW
THURSDAY APRIL 8, 2010
HARBORSIDE EVENT CENTER, DOWNTOWN FORT MYERS.**

With each passing year the SWFUCA Trade Show becomes larger and more successful attracting hundreds of industry professionals in the Southwest Florida area. We expect the 2010 show to be no exception.

The 2010 SWFUCA Trade Show is a great opportunity to introduce new products and services and to offer selective show pricing to the attendees. Space is limited and will be awarded on a “first come, first reserved basis”. For that reason, we urge you to reserve your booth NOW.

Attached - Important Information, Exhibitor Registration Form, Exhibit Hall Diagram, Door Prize Form/Sponsorship Form and other required forms for Harborside Event Center.

SWFUCA is truly excited about the possibilities the 2010 Show will generate for our members, visitors and exhibitors. We look forward to your participation in making the 2010 the most successful ever!

Please contact the SWFUCA office for any questions.

sharonswfuca@comcast.net

**BOOTH
SPACE
AVAILABLE**

SWFUCA TRADE SHOW 2010

Harborsideevents.com

PLACE

**HARBORSIDE
EVENT CENTER
1375 MONROE ST.
Downtown
FT. MYERS, FL**

**REGISTER
EARLY**

**DISCOUNTS
AVAILABLE**

MOVING FORWARD TOGETHER

Important Information

2010 Southwest Florida Utility Contractors Association Trade Show **Register NOW for this big event!**

Please look over the attached forms and information carefully. Enclosed is the Exhibitor Agreement form, Booth Layout, Door Prize/Sponsor form Return the necessary completed forms along with your payment to SWFUCA as soon as possible. **Also an Electrical Service Order Form, Internet Service Order Form, Shipping & Freight Storage Order Form and Vehicle Authorization Order Form are included. If these services are needed they must be made directly with Harborside Event Center. There forms are also available on the Harborside Event Center website at Harborsideevents.com and swfuca.com.**

Remember to add additional charges if you will have more than 2 people at your booth. We asked that you bring a door prize(s) to be given away at your booth. A confirmation will either be emailed or faxed to you before the show advising you of your booth space (s) number and to make sure all information is correct. Load in at the service entrance will be from 11:00 AM to 2:30 PM. Service doors will close at 2:30 PM. Show starts at 3:00 PM and ends at 8:00 PM. You will be given a Booth Information Packet at the show.

*You may email forms due to SWFUCA before hand to secure your booth and advise that payment is being sent. Booth(s) will be held for a reasonable amount of time until check is received. Every attempt will be made to secure the booth of your choice but is not guaranteed. If you are not a SWFUCA Member and plan to participate in our show by obtaining booth space, we require that you be sponsored by a SWFUCA Member who has also reserved a booth. We encourage all non members to consider joining SWFUCA at the time of registration and receive our member rate for the show.

You may be an Exhibitor AND Sponsor, but if you are not planning to participate by obtaining a booth space, please support this great event through Event Sponsorship. All event sponsors will have a sign and be recognized throughout the Trade Show and in local, state and national news for their generosity and support.

We look forward to seeing you at the 2010 SWFUCA Trade Show.
Thank you in advance for your participation.

SWFUCA Trade Show Committee

www.swfuca.com

Exhibitor

LOAD IN FROM
11:00 AM TO 2:30 PM
Service doors close at 2:30 PM
sharp!
SHOW TIME
3:00 PM TO 8:00 PM

SWFUCA TRADE SHOW

2010

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REGISTER EARLY!

**HARBORSIDE
EVENT CENTER
1375 MONROE ST.
FT. MYERS, FL**

SOUTHWEST FLORIDA UTILITY CONTRACTORS ASSOCIATION

EXHIBITOR AGREEMENT FORM

COMPANY NAME _____

ADDRESS _____
CITY STATE ZIP CODE

TELEPHONE # () _____ **FAX # ()** _____

EMAIL _____ **CONTACT PERSON** _____

PLEASE INDICATE IF YOU ARE A SWFUCA MEMBER YES _____ NO _____

IF YOU ARE NOT A MEMBER, LIST THE NAME OF THE SWFUCA MEMBER EXHIBITOR WHO IS SPONSORING YOUR COMPANY -MUST BE SPONSORED: _____

NAMES OF PERSONS WORKING IN BOOTH: (ADDITIONAL \$30 PER PERSON IF OVER 2 TOTAL - food will be provided to exhibitors.)

PROVIDE A BRIEF DESCRIPTION OF THE SERVICE OR PRODUCT YOU WILL BE EXHIBITING. INDICATE IF YOU WILL HAVE ANY LARGE EQUIPMENT. *NOTE: ADVANCE NOTIFICATION IS REQUIRED ON LARGE EQUIPMENT AND MAY AFFECT PLACEMENT. _____

GIVE BOOTH #'S OF YOUR TOP THREE CHOICES OF EXHIBIT SPACE FROM ATTACHED FLOOR DIAGRAM. NUMBER OF BOOTHS REQUESTED: _____ 1ST CHOICE # _____ 2ND CHOICE # _____ 3RD CHOICE # _____ (NOT GUARANTEED,, SPACES RESERVED ON A FIRST COME FIRST SERVE BASES WITH PAID RESERVATIONS CONSIDERED FIRST.)

FEES: (PLEASE MARK ONE OF THE FOLLOWING: THERE IS A \$30 CHARGE FOR EACH ADDITIONAL PERSON OVER TWO EXHIBITORS PER BOOTH—PLEASE INCLUDE IN PAYMENT.

\$250.00—10 X 10 BOOTH - SWFUCA MEMBERS EARLY REGISTRATION DISCOUNT (PAYMENT RECEIVED BEFORE MARCH 08, 2010)

\$300.00—10 X 10 BOOTH - SWFUCA MEMBER (RECEIVED AFTER MARCH 08, 2010)

\$450.00—10 X 10 BOOTH - NON SWFUCA MEMBER (SPONSORED BY SWFUCA MEMBER EXHIBITOR)

(YOU MAY JOIN SWFUCA AT TIME OF REGISTRATION AND RECEIVE THE 2010 SWFUCA MEMBERS RATE)

Other forms attached if needed: Electrical Service, Internet Service, Shipping & Freight Storage, Vehicle Authorization. These services are available directly through Harborside and any payments are to be made to Harborside in advance.

RETURN ALL NECESSARY FORMS WITH YOUR PAYMENT TO: SOUTHWEST FLORIDA UTILITY CONTRACTORS ASSOCIATION, 8431 CASA DEL RIO LN., FT. MYERS, FL 33919. (ADD ANY ADDITIONS TO CHECK).

CHECK AMOUNT \$ _____ CK. # _____ **AFTER PAYMENT IS RECEIVED, CONFIRMATIONS WILL BE SENT OUT.

This agreement serves as a contract. Cancellations will be accepted and refunds given until March 22, 2010. Cancellations made after that date will not be eligible for a refund. The following will be provided: 8 foot table, two chairs and electricity if requested. There are extra charges for electrical use, phone use and internet access. Exhibitors should come equipped with all other necessary equipment and supplies. Please sign and return this agreement form with your check made payable to SWFUCA. Thank you for participating.

SIGNATURE _____ **DATE** _____

SOUTHWEST FLORIDA UTILITY CONTRACTORS ASSOCIATION

*PHONE #239-939-1952

*FAX #239-939-0414

*EMAIL SHARONSWFUCA@COMCAST.NET

If rooms are needed for out of town guests, The Indigo Hotel (within walking distance) is recommended, 239-337-3446.

www.harborsideevents.com

Southwest Florida Utility
Contractors Association

**SHOW
TIME**
**3:00 – 8:00
PM**



www.harborsideevents.com

**HARBORSIDE
EVENT CENTER
1375 MONROE ST.
FT. MYERS, FL**

DOOR PRIZE REGISTRATION FORM

As part of the 2010 Trade Show, SWFUCA will have door prize drawings throughout the event. Each guest in attendance during drawings is eligible for a chance to win door prizes.

All exhibitors are encouraged to bring a door prize item (s) with them to the Trade Show to be given away at your booth. This is a very popular and big part of our event. Please mark each door prize with your company's name or your business card. Drawings will be held at different times throughout the event, so have someone attending your booth during drawings.

Fill out the information below if you will be awarding a door prize(s).

You will be asked to provide us with the number of door prizes you will be giving away when you arrive for set up.

Please return this form with your Exhibitor Agreement Form. Print clearly please

_____ We will be providing a door prize(s) for drawing **Return door prize info to:**
sharonswfuca@comcast.net or address below.

Company Name _____

Representatives Name _____

Telephone # () _____ email address _____

=====

EVENT SPONSORS NEEDED

Please support this event through Event Sponsorship(s). All Event sponsors will be recognized on event signs and throughout the show. Sponsors will also be recognized in local, state and national news. Thank you in advance for your generosity and support.

Company Name _____

Representative _____

Email address: _____ Telephone # () _____

Gold Sponsor \$300 _____ includes 3 free tickets (ea. ticket value \$30)

Silver Sponsor \$200 _____ includes 2 free tickets

Bronze Sponsor \$150 _____ includes 1 free ticket *Members can be billed _____

**RETURN FORM TO: SWFUCA Trade Show, 8431 Casa Del Rio Ln. Ft. Myers, FL 33919
sharonswfuca@comcast.net**



VEHICLE AUTHORIZATION ORDER FORM

PAYMENT MUST ACCOMPANY THIS ORDER



Vehicles On Display:

Display vehicles are allowed on the only on the Exhibit Hall floor. Vehicles within HEC may be subject to a fee.

Deadline: In order to facilitate potential equipment requirements, Vehicle Authorization form must be received 7 days prior to the first move in date.

Terms and Conditions:

- Vehicles must have no more than 5 gallons or ¼ tank of gas (whichever is less).
- Fuel tanks must be equipped with a locking gas cap or tape over the gas cap.
- Refueling or emptying gas tanks inside the Center is prohibited.
- Battery cables must be disconnected and taped at the end.
- During non-show hours, vehicles must be locked.
- Vehicles shall not be moved during show hours.
- A properly tagged set of keys to each vehicle must be given to HEC Manager on Duty prior to the show opening.
- No repairs or alterations may be made on vehicles.
- The appropriate number(s) and classification(s) of fire extinguishers must be provided by Exhibitors in the booth.
- Floor plans must indicate where vehicles are to be located in booth. The vehicle must be located so that it does not block any exit and or aisle way.

Company Name: _____

Contact Name & Title: _____

Address: _____

City: _____ State: _____ Country: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

On-site contact: _____ Title: _____

Cell Phone: _____ Email: _____

Vehicle Make & Model: _____

Booth #: _____

Scheduled Delivery Date: _____ Time: _____

Signature: _____ Date: _____

By signing above I agree to conform to the Vehicles on Display terms and conditions.



SHIPPING & FREIGHT STORAGE ORDER FORM

PAYMENT MUST ACCOMPANY THIS ORDER

Shipping and Freight:

Materials should be scheduled to arrive during receiving hours.

(Receiving hours: 8am to 4pm Monday through Friday only.)

Cost: \$50.00 per shipment. All shipments **must** be paid in advance.

- Any shipments not prepaid will be refused.
- The City of Fort Myers and Harborside Event Center are not responsible for any loss or damages, including damages incurred during shipment and/or storage.

Deadline:

Materials may be shipped no more than three (3) days in advance of event directly to Harborside Event Center at the address listed below. Materials should be clearly marked with the Show Name, Company Name, Booth Number, and number of pieces in the shipment. We will not be responsible for delayed delivery of shipments due to missing or delayed information.

Terms and Conditions:

If any of your materials are to be returned shipped, you must repackage & seal all boxes, crates, etc. with appropriate tape. A completed outbound shipping label must be attached to each carton. In addition, we require shipping instructions including: name of agent, company name, shipping company, your prepaid or direct bill number from the shipping company and number of cartons to be returned.

FAX OR MAIL THIS COMPLETED FORM WITH ACCOMPANYING PAYMENT TO:

239-344-5962

OR

Attn: Event Services

Physical Address for all shipments:

Harborside Event Center
1375 Monroe Street
Fort Myers, Florida 33901

U.S. Postal Service mailing address:

Harborside Event Center
Post Office Box 9204
Fort Myers, Florida 33902

Event name: _____ Date: _____

Company name: _____ Booth #: _____

Authorized by: _____ Phone#: _____

Title: _____ Cell Phone #: _____

Payment Info: Check MC/ VISA/AMEX:# _____ Exp: _____

Name on card as it appears _____ Signature X _____

Pieces in shipment: _____ Can Boxes be Stacked: _____ Special Storage Requirements: _____



INTERNET SERVICE ORDER FORM

PAYMENT MUST ACCOMPANY THIS ORDER

Internet Access provided by Skyline Broadband:

1 Broadband Access
Burstable to 1.2Mbps

2 Wireless Based-
Reliability and quality

3 Direct Access to Internet and
Email services.

4 Constant Connection-
No dial-up busy signals

5 Quick and easy installation
with onsite service technical
staff.

Make Your Tradeshow Sizzle!

Our high-speed wireless based Internet service provided by Skyline Broadband can make your tradeshow presentations sizzle with pictures, sound and streaming video across the Internet. Real time access to your files and information means rapid lead responses, lead tracking and information for exhibitors and attendees.

Static IP Addresses

One dynamic (DHCP) IP address provided for each connection. Additional IP addresses and static IP addresses are available at an additional charge.

CAT5 10baseT/RJ45 Connection/USB/PCMIA

Industry standard connections to computer NIC cards. Wireless adapters available at an additional charge.

Deadline: In order to facilitate potential equipment requirements, orders must be received with payment a minimum of 7 days prior to the first move in date. Orders received after that date or without payment may incur additional set-up and equipment charges.

Terms and Conditions:

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- Wireless LAN Adapters are not included with service but are available on-site for an additional charge.
- All equipment furnished by the Harborside Event Center shall remain the property of the Harborside Event Center.
- Credit will not be given for service not used due to problems with equipment not furnished by HEC.
- Payment in full must be rendered prior to installation.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- The internet is a shared environment and as such actual speed will vary.
- Harborside Event Center is not responsible for networking exhibitor computers or setting up IP addresses.

Return Policy:

It is the exhibitor's responsibility to return equipment to Harborside Event Center or the Show Service Desk within one hour of the show closing.

Service Requested:

<u>Quantity</u>	<u>Service</u>	<u>Rate</u>	<u>Total</u>
_____	Wireless Internet Access 560kbs- 1.2Mbps	100.00	_____
_____	Additional IP Addresses/Connections	10.00ea	_____
_____	CAT-5 Hard Line Hook-up	20.00ea	_____
_____	Laptop wireless LAN Cards PCMIA	10.00ea	_____

Show name: _____

Date: _____

Company name: _____

Booth #: _____

Authorized by: _____

Phone#: _____

Title: _____

Cell Phone #: _____

Payment Info: Check MC/ VISA/AMEX:# _____ Exp: _____

Name as it appears on card: _____

Signature X _____



ELECTRICAL SERVICE ORDER FORM

PAYMENT MUST ACCOMPANY THIS ORDER

110 Volt Single Phase 60 Cycle

_____ 50-1000	\$32.50
_____ 1000-1500	\$52.00
_____ 1500-2000	\$62.00
_____ 2000-2500	\$72.00
_____ 2500-3000	\$82.00

220 Volt Single Phase 60 Cycle

_____ 30 Amps	\$100.00
_____ 60 Amps	\$200.00
_____ 100Amps	\$300.00

PRICES ON 220V INCLUDE
30 MINUTE HOOK UP TIME

Extension Cords

_____ 10' cords \$15.00 each

Payment Due

Total Order _____
6% Sales Tax _____
Total Due _____

ALL ELECTRIC HOOKUPS ORDERED DURING LOAD-IN OR DURING SHOW WILL BE CHARGED AN ADDITIONAL 25%.

FAX THIS FORM TO: (239) 344-5962

- 1) Payment must accompany electrical order form.
- 2) All exhibitors wiring must meet local fire & electrical codes (#2 connector cords).
- 3) Rates quoted are for a single outlet run to the edge of booth.
- 4) All equipment is furnished on a rental basis and remains property of Harborside Convention Hall.
- 5) All computer/electronics users must provide their own electrical protection against any power surge and power drops or failures. (We recommend battery backup.)
- 6) The City of Fort Myers and Harborside Convention Hall is not responsible for any damages, including that to equipment, due to electrical supply.

PLEASE PRINT THE FOLLOWING:

Show Name: _____ Date: _____

Company name: _____ Booth #: _____

Authorized by: _____ Phone# _____

Fax # _____ Cell # _____ E-Mail _____

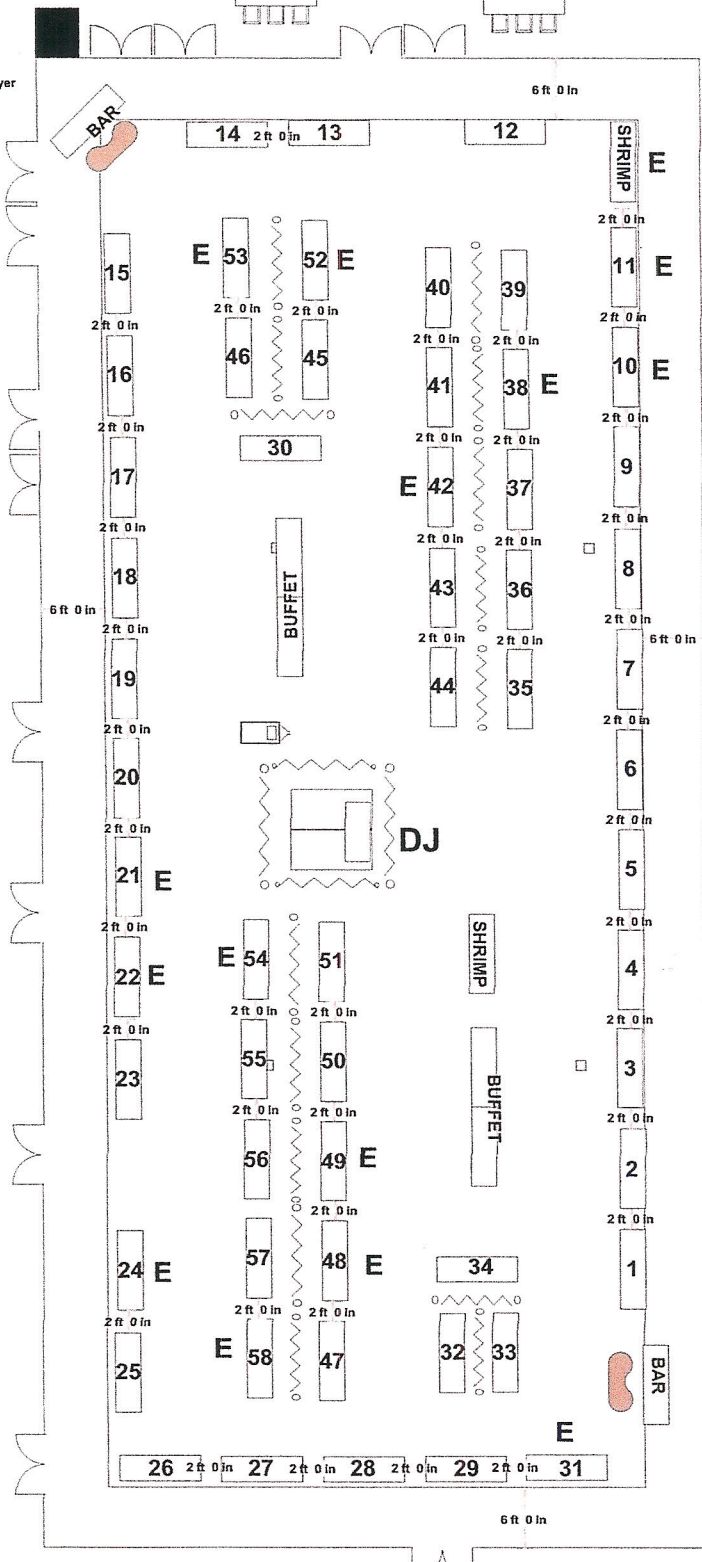
Payment Info: Check MC/ VISA:# _____ Exp: _____

Signature X _____

CHECK IN AT ENTRANCE

Registration

Grand Foyer



SERVICE DOORS WILL BE OPEN AT 11:00 AM FOR LOADING & LOCKED PROMPTLY AT 2:30 PM. AFTER 2:30, YOU MUST ENTER THROUGH FRONT DOORS AFTER 3:00 PM.

Check in at Roll up Door

LOAD IN / OUT

Service Hallway