

Compulsory Booth Form - Miami 2025

COMPANY DETAILS

| | | | |
|----------------------|--|--------------|--|
| Company Name | | Booth | |
| Contact Name | | | |
| Phone Number | | | |
| Email Address | | | |

EXHIBITOR APPOINTED CONTRACTOR (EAC) DETAILS

If you are using an Exhibitor Appointed Contractor to build your booth, please complete their details:

| | |
|----------------------|--|
| Company Name | |
| Contact Name | |
| Phone Number | |
| Email Address | |

BOOTH ACTIVITY DETAILS

Please give a brief description of your intended activities within your booth:

Do you intend to carry out one of the following activities at your booth?

- Food and/or Beverage Sampling
- Display Vehicle

If you have any diagrams, mock-ups or a plan of your booth, please share it with your Account Manager for review and approval.

Please complete and return this form to your Account Manager by **Monday, 5 April 2025**.

CERTIFICATE OF INSURANCE (COI) DETAILS

All exhibitors must submit a valid Certificate of Insurance (COI) to their Account Manager before the deadline on **Monday April 5th, 2025**. This must include the following:

- Valid between the period 5 May 2025 - 8 May 2025, inclusive.
- Minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Additionally Insured parties:
 - ◆ Business Show Media Inc., of 11 Trevino Rd, Flanders, NJ, 07836, USA.
 - ◆ Freeman Decoration LLC, of 14221 Dallas Pkwy, Ste 1200, Dallas, TX, 75254-2957, USA.
 - ◆ Miami Beach Convention Center (OVG360), of 1901 Convention Center Drive, Miami Beach, FL 33139, USA.

AGREEMENT

By signing this document, I confirm:

- I will provide a valid Certificate of Insurance, inclusive of the above details, by **Monday, 5 April 2025**;
- I will provide the health and safety documents for booth activities prior to their deadlines (if required). Activities include but are not limited to: food and/or beverage sampling, display vehicle on stand. If you have any queries about your booth activities, please contact your Account Manager to discuss this further;
- I understand that I need to order electricity from Edd Helms if required. I acknowledge that I will be charged if I use open sockets within the show hall that I have not ordered through Edd Helms;
- I have read and understood the Booth Rules and Regulations which can be found on the Exhibitor Portal.

| | |
|---------------------|--|
| Signed | |
| Printed Name | |
| Date | |

Please complete and return this form to your Account Manager by **Monday, 5 April 2025**.