

# Exhibitor Service Manual

Ortiz&Co.



## Masters in Ophthalmology 2026

Four Seasons Orlando

Orlando, FL

June 5-6, 2026

[Terms & Conditions](#)

[Shows & Events](#)

# Exhibitor Show Information

## EXHIBIT HALL DATES & HOURS

| DATE                   | HOURS <i>*Hours are subject to change</i> |
|------------------------|---|
| Friday, June 5, 2026   | 4:00 PM – 6:00 PM                         |
| Saturday, June 6, 2026 | 8:00 AM – 2:15 PM                         |

## EXHIBITOR DATES

|                    | DATE   HOURS                               |
|--------------------|--|
| Exhibitor Move-In  | Friday, June 5, 2026   9:00 AM – 1:00 PM   |
| Exhibitor Move-Out | Saturday, June 6, 2026   2:15 PM - 4:15 PM |

## BOOTH PACKAGE DETAILS

### BOOTH INCLUSIONS

|                                   |                               |
|-----------------------------------|-------------------------------|
| 8' High Back Wall: Champagne      | 3' High Side Rail: Champagne  |
| 6' x 30' Skirted Table: Champagne | (2) Side Chairs               |
| (1) Wastebasket                   | (1) Company ID Sign – 7" x 44 |

## SHOW COLORS & CARPET

|             | COLORS                |
|-------------|-----------------------|
| Show Colors | Champagne             |
| Carpet      | Hotel Ballroom Carpet |

### Important notice:

- No exhibits or booth materials are to be removed before the start of the dismantle period.
- It is the Exhibitor's responsibility to remove all booth materials, carpet tape, packaging and waste from the halls. Please be aware that a fee will be applied for the removal of any discarded items left behind.
- Show Management, Ortiz&Co, and the Venue are not held responsible for any items left in the halls or loading bays.

# Discount Deadlines

## SHIPPING/FREIGHT DELIVERIES

|  | DATE  |
|--|---|
| First Day for Warehouse Deliveries w/out Additional Fees (If shipping before the allowable date, please notify our team) | Monday, May 4, 2026                           |
| Last Day for Warehouse Deliveries w/out Late Fees  | Monday, May 18, 2026                          |
| Last Day for Warehouse Deliveries w/ Late Fees (30% late fees, subject to change)  | Wednesday, June 3, 2026                       |
| First Day Freight is Allowed to be Delivered to Show Site  | Thursday, June 4, 2026 - Starting at 10:00 AM |

## RENTAL DEADLINES

|                                | DATE                 |
|--------------------------------|----------------------|
| Standard Rental Order Deadline | Monday, May 18, 2026 |
| Custom Furniture Rental Needs  | Monday, May 18, 2026 |

**Orders received without payment or after the discount price deadline will incur an additional 25% fee. Additionally, all onsite orders will incur an additional 30% fee.**

## OTHER DEADLINES

|  | DATE                 |
|--|----------------------|
| EAC - Exhibitor Appointed Contractor Notification Deadline | Monday, May 18, 2026 |
| Graphic Prints Ready Files Deadline                        | Monday, May 4, 2026  |

# Material Handling Rates



Please upload the complete form to [ortizandco.com/form-uploads](https://ortizandco.com/form-uploads)

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM  
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday  
 Double Time (DT): Observed Federal Holidays  
 Holidays: Observed Federal Holidays

### Calculating Material Handling

The package includes the following services, which may be used in full or in part. For weight estimation, please round up to the nearest 100 pounds.  
 For example: 385 lbs. = 400 lbs./100 lbs. = 4X RATE = \$ Amount or minimum charge, whichever is greater.

### Standard Material Handling Rates

Rates are calculated by the 100-pound increment, with a minimum charge of 200 pounds.  
 Example: 145 lbs. = 200 lbs. minimum = 2 CWT. Certified weight tickets are required for all shipments.

### Blended Rates

The stated rates include an overtime component based on the schedule of publication. Please note that changes in the schedule or carrier delivery may result in additional fees.

**IMPORTANT...** All Material Handling fees will be automatically billed to the credit card on file.

## ADVANCED SHIPMENTS

| ITEM                     | WEIGHT |   | PRICE/CWT | TOTAL |
|--------------------------|--------|---|-----------|-------|
| Blended Crated M/H Rate  |        | X | \$460.20  |       |
| Late Delivery Fee = +30% |        |   | \$598.26  |       |

Applicable taxes & Special Handling charges will apply and be invoiced based on venue location. Refer to Terms & Conditions for more information.

## LIGHT WEIGHT SHIPMENTS - SHIPMENTS 49 POUNDS OR LESS

| ITEM         | WEIGHT |   | PRICE/CWT | TOTAL |
|--------------|--------|---|-----------|-------|
| Light Weight |        | X | \$60.00   |       |

## OTHER MATERIAL HANDLING SERVICES

| ITEM                                    | QUANTITY |   | PRICE/CWT     | TOTAL                |
|---|----------|---|---------------|----------------------|
| Banding Service Per 4x4 Skid/Pallet     |          | X | \$90.00       |                      |
| Shrink Wrap Service Per 4x4 Skid/Pallet |          |   | \$90.00       |                      |
| <b>Total Estimate \$</b>                |          |   | <b>Tax \$</b> | <b>Amount Due \$</b> |

**FIRST DAY for warehouse deliveries without additional fees: Monday, May 4, 2026**

**LAST DAY for warehouse deliveries without late fees: Monday, May 18, 2026**

**LAST DAY for warehouse deliveries with Late Fees: Wednesday, June 3, 2026(\*30% late fees, subject to change)**

Ortiz & Co. will verify all declared shipment weights once possession of the materials is taken. Documentation will be provided at time of final invoicing and processing of payment. ONLY Ortiz&Co. personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Any cancellations must be received in writing at least 48 hours before exhibitor move-in.

# Shipping Information

**Ortiz&Co.**

## ADVANCED SHIPPING INFORMATION

We will receive shipments at the advanced warehouse from:

Monday, May 4, 2026, to Wednesday, June 3, 2026  
**Monday – Friday 9:00 AM - 4:00 PM**

The warehouse address for "**ADVANCE WAREHOUSE**" shipping is:

Event: FSO - 2026  
c/o Ortiz&Co  
8810 Boggy Creek Rd, Suite 100  
Orlando, FL 32824  
Exhibiting Company Name & Booth # \_\_\_\_\_

## ADVANCED SHIPPING

Ortiz&Co. will accept shipments (crated, boxed, or skidded materials) beginning **Monday, May 4, 2026**. Materials arriving at the warehouse after **Monday, May 18, 2026**, will be charged an additional late fee of 30%, charges subject to change. Warehouse materials are accepted at the warehouse Monday-Friday between 9:00 AM - 4:00 PM. Certified weight tickets must accompany all shipments and will be verified upon reception at the warehouse. If required, provide your carrier with this phone number: 407-784-2166.

## UNCRATED/LOOSE SHIPMENTS

Please note that Ortiz&Co. does not accept uncrated freight (loose, pad-wrapped material and un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Any shipments received loose, uncrated, or unprotected are subject to an additional 50% charge, to be quantified based on the total CWT of the shipment. The one-time charge includes move-in and move-out and is based on the weight of the handled shipments.

## DIRECT-TO-SHOWSITE-SHIPPING

- All direct-to-show site deliveries must be pre-approved by Ortiz&Co.
- Direct-to-show site deliveries without preapprovals are subject to additional charges.
- Once approved the Ortiz&Co. Service team will provide information on how to ship correctly regarding the site.
- Associated shipping fees are listed under the attached material handling form.
- Additional charges may apply if shipment is captured by the facility and released to Ortiz&Co. for booth delivery.

# Shipping Information

Ortiz&Co.

## DIRECT-TO-SHOWSITE SHIPPING

Ortiz&Co. will receive shipment Direct-to-Show Site beginning **Thursday, June 4, 2026 @ 11:30 AM**. The facility will refuse shipments arriving before this date & time. Any charges incurred for early freight accepted will be the exhibitor's responsibility. Certified weight tickets must accompany all shipments and will be verified upon reception.

**\*The date indicated above is the first approved date materials can arrive at the event facility (direct to show site) without extra fees.**

The event facility address for "**Direct-to-Show Site**" shipping is:

Event: FSO - 2026  
Exhibiting Company Name & Booth #\_\_\_\_  
Four Seasons Orlando – Grand East and Central  
c/o Ortiz&Co.  
10100 Dream Tree Blvd  
Lake Buena Vista, FL 32836

# Dismantling Information

**Ortiz&Co.**

## DISMANTLE & MOVE-OUT

All exhibitor freight not picked up by their designated carrier (this includes UPS, FedEx, or any other preferred commercial carrier) on the following date and time will either be forced out via T-Force freight or returned to the warehouse per your preference as denoted on your BOL: **Saturday, June 6, 2026, by 5:00 PM**. It is the responsibility of the exhibitor to arrange the transport of booth materials.

Exhibitor materials must be removed by the Exhibitor Move-Out date & times, so please ensure all carriers complete the check-in process by **5:00 PM on Saturday, June 6, 2026**. Our designated ground and air carrier for this show is T-Force.

## POST-SHOW BILL OF LADING & LABELS

Our service team will assist you in preparing your outbound bill of lading (BOL) as needed. Please know that all BOLs must be 100% completed and returned to the Service Team so that we can adequately handle your materials. Ensure your carrier checks in with our freight team before the published deadline to avoid possibly forcing your materials out via T-Force. Your carrier will also need to provide your booth number and company name. **A few items to note:**

- Exhibitors are responsible for providing pre-printed labels for their freight. You can generate them online on your carrier's website if needed. Then, label your boxes with the printed labels.
- We also have blank labels at our service desk should you need extras.
- You can schedule a pickup with your preferred carrier, UPS, FedEx, or T-Force. If you do not have a preferred carrier, T-Force is our carrier of choice. Our team can reroute your freight via T-Force at your expense.
- Please fill out all the areas on the Bill of Lading. Be sure to denote how you would like us to handle your shipment should your carrier fail to arrive.

## EXHIBIT HALL CLOSURE

Upon closure of the exhibit hall and removal of any show management aisle carpet, we will begin delivering empties and pallets to your booth. Please keep furniture or booth items out of the aisles so we can ensure a quicker delivery process, and for your safety do not enter the dock or storage area. All exhibitor materials must be removed from the facility by **6:00 PM on Saturday, June 6, 2026**.

## FREIGHT ABANDONMENT

All exhibitors must have a completed Ortiz&Co. outbound bill of lading (BOL) authorization form to ship out/load materials from the building. To receive the outbound BOL form, all balances must be paid in full to Ortiz&Co. The BOL form should be completed and returned to the Ortiz&Co. desk/rep when you're packed and ready to leave the show floor. **DO NOT LEAVE YOUR BOL ON YOUR ITEMS ALONE; PLEASE VISIT THE ORTIZ&CO SERVICE DESK BEFORE DEPARTURE.**

*Exhibitors are responsible for arranging a pickup if you use FedEx, UPS, or any other specified carrier. If freight is abandoned, Ortiz&Co. will assume possession and either arrange shipment through our preferred carrier or return the materials to our warehouse to be picked up at the exhibitor's expense. Additional charges will apply.*

## BOOTH TRASH & ABANDONMENT

Upon closure of the exhibit hall and move-out, all trash and left over materials must be cleared prior to leaving show floor. Any left over display materials, vendor carpets, padding, pallets, trash, or etc. will be disposed of by Ortiz&Co., incurring a disposal and handling fee. Any materials such as booklets or brochures, left without a shipping label at the booth will be deemed trash, and concurrently disposed of. The Exhibitor will be charged for the removal and disposal of all materials. Charges may include Installation & Dismantling Labor, Forklift & Rigging Labor, and/or Dumpster Fees.

# Dismantling Information – contd.

**Ortiz&Co.**

## PICKUP SHIPMENT ADDRESS

The following address will be the pickup address that can be provided to your carrier along with your booth number & company name:

Event: FSO - 2026  
Exhibiting Company Name & Booth # \_\_\_\_\_  
Four Seasons Orlando – Grand East and Central  
10100 Dream Tree Blvd  
Lake Buena Vista, FL 32836

## FREIGHT REROUTE

It is essential that your carrier checks in by **5:00 PM on Saturday, June 6, 2026**. Please note that **5:00 PM** will be the cutoff time. If your carrier does not check-in and is a no-show to pick up your materials, we will be forced to reroute your materials via our preferred carrier, T-Force, or return your freight to our warehouse. The exhibitor will incur all reroute charges and warehouse storage fees, including possible late fee surcharges. NOTE: Your shipment may incur additional fees from the base rate. Final billing for outbound shipping charges could take up to 30 business days for shipments within the US; International shipments could take longer.

## TFORCE EXHIBIT FREIGHT TRANSPORTATION

If you need a carrier to transport your materials to and from the show, you may contact our preferred carrier, T-Force at 1-800-988-9889 or [tforcefreight.com](http://tforcefreight.com). Please visit our service desk to arrange outbound shipping with T-Force.

NOTE: Your shipment may incur additional fees in addition to the base rate. For shipments within the US, final billing for outbound shipping charges could take up to 30 business days; international shipments could take longer.

## LABOR INFORMATION

Labor (Union or Non-Union) may be required for exhibit installation and dismantling. Once you determine your installation and dismantling needs, please inquire about the labor rules and regulations for the show city. We must decide whether Ortiz&Co. or your installation vendor will supervise labor. Please refer to the labor form published on page 12 for straight and overtime hours and rates.

Exhibitors and their exhibitor-appointed contractors (EAC) may not operate forklifts, pallet jacks, overhead lifts, or mechanical or powered equipment due to liability concerns and local or nationwide labor jurisdictions.

## Ortiz&Co. SUPPORT

Our Service Team will be happy to support you with all your outbound material handling needs, shipping labels, and any information needed in advance. Labels, dismantling notices, and paperwork will be available on-site. Please confirm all deadlines with your carrier as well as your company name & booth number for on-time pickup. Should you need any assistance throughout the planning process, please feel free to contact our service team at [events@ortizandco.com](mailto:events@ortizandco.com) or 407-784-2166.

# SHIPPING LABELS

**Ortiz&Co.**

**PRIORITY**

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

c/o Ortiz&Co

**8810 Boggy Creek Rd, Suite 100**

**Orlando, FL 32824**

Exhibiting Company Name & Booth # \_\_\_\_\_

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**ADVANCED WAREHOUSE**

RECEIVING DATE BEGINS: **MAY 4, 2026**

DEADLINE DATE IS: **June 3, 2026**

**Ortiz&Co.**

**PRIORITY**

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

c/o Ortiz&Co

**8810 Boggy Creek Rd, Suite 100**

**Orlando, FL 32824**

Exhibiting Company Name & Booth # \_\_\_\_\_

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

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RECEIVING DATE BEGINS: **MAY 4, 2026**

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**Ortiz&Co.**

**PRIORITY**

TO: \_\_\_\_\_

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**8810 Boggy Creek Rd, Suite 100**

**Orlando, FL 32824**

Exhibiting Company Name & Booth # \_\_\_\_\_

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**ADVANCED WAREHOUSE**

RECEIVING DATE BEGINS: **MAY 4, 2026**

DEADLINE DATE IS: **June 3, 2026**

**Ortiz&Co.**

**PRIORITY**

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

c/o Ortiz&Co

**8810 Boggy Creek Rd, Suite 100**

**Orlando, FL 32824**

Exhibiting Company Name & Booth # \_\_\_\_\_

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**ADVANCED WAREHOUSE**

RECEIVING DATE BEGINS: **MAY 4, 2026**

DEADLINE DATE IS: **June 3, 2026**

**FIRST DAY** for warehouse deliveries without additional fees: **Monday, May 4, 2026**

**LAST DAY** for warehouse deliveries without late fees: **Monday, May 18, 2026**

**LAST DAY** for warehouse deliveries with Late Fees: **Wednesday, June 3, 2026**(\*30% late fees, subject to change)

Please place one of the provided labels on each piece being shipped to ensure that it is delivered to the correct location. If you need additional labels, copies of the original label are acceptable. Receiving hours are Monday-Friday, 9:00 AM to 4:00 PM.

# SHIPPING LABELS

## Ortiz&Co.

### PRIORITY

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

Exhibiting Company Name & Booth # \_\_\_\_\_

Four Seasons Orlando – Grand East and Central  
c/o Ortiz&Co.

10100 Dream Tree Blvd

Lake Buena Vista, FL 32836

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**DIRECT-TO-SHOWSITE**

RECEIVING DATE BEGINS: *June 4, 2026*

FREIGHT CAN ARRIVE STARTING AT: **10:00 AM**

## Ortiz&Co.

### PRIORITY

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

Exhibiting Company Name & Booth # \_\_\_\_\_

Four Seasons Orlando – Grand East and Central  
c/o Ortiz&Co.

10100 Dream Tree Blvd

Lake Buena Vista, FL 32836

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**DIRECT-TO-SHOWSITE**

RECEIVING DATE BEGINS: *June 4, 2026*

FREIGHT CAN ARRIVE STARTING AT: **10:00 AM**

## Ortiz&Co.

### PRIORITY

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

Exhibiting Company Name & Booth # \_\_\_\_\_

Four Seasons Orlando – Grand East and Central  
c/o Ortiz&Co.

10100 Dream Tree Blvd

Lake Buena Vista, FL 32836

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**DIRECT-TO-SHOWSITE**

RECEIVING DATE BEGINS: *June 4, 2026*

FREIGHT CAN ARRIVE STARTING AT: **10:00 AM**

## Ortiz&Co.

### PRIORITY

TO: \_\_\_\_\_

EXHIBITOR NAME

**C/O: FSO - 2026**

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Four Seasons Orlando – Grand East and Central  
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10100 Dream Tree Blvd

Lake Buena Vista, FL 32836

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FREIGHT CAN ARRIVE STARTING AT: **10:00 AM**

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Please place one of the provided labels on each piece being shipped to ensure that it is delivered to the correct location. If you need additional labels, copies of the original label are acceptable. Receiving hours are Monday-Friday, 9:00 AM to 4:00 PM.

# Installation Labor



Please upload the complete form to [ortizandco.com/form-uploads](https://ortizandco.com/form-uploads)

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM  
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday  
 Double Time (DT): Observed Federal Holidays  
 Holidays: Observed Federal Holidays

- All labor ordered onsite will be charged a "show site" rate.
- Start time is guaranteed ONLY at the start of the working day.
- One (1) hour minimum. Any labor after that will be charged in half (1/2) hour increments.
- The supervisor must check in at the Ortiz&Co. service desk to pick up the labor form before the start of labor.
- Ensure sufficient time to receive your empties when ordering dismantling labor.
- To help us understand your vision, please include a plan, any photos or diagrams you have, special instructions, and any inbound shipment information with this order.
- You will be charged for any additional materials and supplies needed upon completion of the services.

## INSTALLATION LABOR

| ITEM              | SHOW SITE RATE/HR |
|-------------------|-------------------|
| Installation - ST | \$105.00          |
| Installation - OT | \$157.00          |
| Installation - DT | \$210.00          |

Applicable taxes & Special Handling charges will apply and be invoiced based on venue location.

**CHECK (1) PLEASE:** ORTIZ&CO. SUPERVISED LABOR  EXHIBITOR SUPERVISED LABOR

### ORTIZ&CO SUPERVISED LABOR

- The installation of your exhibit will be carried out at a time appropriate before the show opens.
- Service charges: 30% of the total installation labor bill.

**COMPLETE THE FOLLOWING:** Whether Ortiz&Co. or an exhibitor supervised labor, all laborers must check in at the Customer Service desk to pick up a labor form.

| ITEM DESCRIPTION | START DATE | START TIME | # OF EQUIP/PEOPLE | HRS. /PERSON | TOTAL HOUR | HOURLY RATE | TOTAL COST |
|------------------|------------|------------|-------------------|--------------|------------|-------------|------------|
|                  |            |            |                   |              |            |             |            |
|                  |            |            |                   |              |            |             |            |
|                  |            |            |                   |              |            |             |            |

|                                  |                     |
|----------------------------------|---------------------|
| <b>DESCRIBE WORK</b>             | <b>TOTAL \$</b>     |
| <b>SUPERVISOR ONSITE WILL BE</b> | <b>CELL PHONE #</b> |

ONLY Ortiz&Co. personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Any cancellations must be received in writing at least 48 hours before exhibitor move-in.

# Dismantle Labor



Please upload the complete form to [ortizandco.com/form-uploads](https://ortizandco.com/form-uploads)

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM  
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday  
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 Holidays: Observed Federal Holidays

- All labor ordered onsite will be charged a "show site" rate.
- Start time is guaranteed ONLY at the start of the working day.
- One (1) hour minimum. Any labor after that will be charged in half (1/2) hour increments.
- The supervisor must check in at the Ortiz&Co. service desk to pick up the labor form before the start of labor.
- Ensure sufficient time to receive your empties when ordering dismantling labor.
- To help us understand your vision, please include a plan, any photos or diagrams you have, special instructions, and any inbound shipment information with this order.
- You will be charged for any additional materials and supplies needed upon completion of the services.

## DISMANTLE LABOR

| ITEM           | SHOW SITE RATE/HR |
|----------------|-------------------|
| Dismantle - ST | \$105.00          |
| Dismantle - OT | \$157.00          |
| Dismantle - DT | \$210.00          |

Applicable taxes & Special Handling charges will apply and be invoiced based on venue location.

**CHECK (1) PLEASE:** ORTIZ&CO. SUPERVISED LABOR  EXHIBITOR SUPERVISED LABOR

### ORTIZ&CO SUPERVISED LABOR

- Your exhibit will be dismantled at the end of the show. Please ensure all your materials are correctly packaged before Ortiz&Co. dismantles them. Ortiz&Co. is not responsible for products, literature, swag, etc., that are not adequately packaged and stored by the exhibitor.
- Service charges: 30% of the total installation labor bill.

**COMPLETE THE FOLLOWING:** Whether Ortiz&Co, or an exhibitor supervised labor, all laborers must check in at the Customer Service desk to pick up a labor form.

| ITEM DESCRIPTION | START DATE | START TIME | # OF EQUIP/PEOPLE | HRS. /PERSON | TOTAL HOUR | HOURLY RATE | TOTAL COST |
|------------------|------------|------------|-------------------|--------------|------------|-------------|------------|
|                  |            |            |                   |              |            |             |            |
|                  |            |            |                   |              |            |             |            |
|                  |            |            |                   |              |            |             |            |

|                           |              |
|---------------------------|--------------|
| DESCRIBE WORK             | TOTAL \$     |
| SUPERVISOR ONSITE WILL BE | CELL PHONE # |

If needed, the Third-Party Payment Form can be submitted at [ortizandco.com/paymentform](https://ortizandco.com/paymentform)

# Exhibitor Appointed Contractor (EAC)

Ortiz&Co.

**DEADLINE DATE TO SUBMIT: Monday, May 18, 2026**

## **Exhibitor Information**

Suppose your company plans to utilize the services of any independent contractors other than Ortiz&Co, the official general service contractor. In that case, an exhibiting company representative must complete and sign this form. The EAC submission must include a copy of their Certificate of Liability Insurance (COI).

Submit at: [ortizandco.com/eac-form](https://ortizandco.com/eac-form)

# Third Party Authorization & Payment Form

The logo for Ortiz & Co. features the company name in a white, serif font against a dark background. The ampersand is stylized, and there is a small yellow dot at the end of the period.

**This form should be submitted when a third party (any party other than the exhibiting company) is billed for services. Both parties must sign the form to indicate their acceptance of the request to be accepted. If the form is signed, the request will be allowed.**

Suppose an exhibiting company plans to hire an exhibitor-appointed contractor (EAC) for booth building, supervision, design, delivery, or technical support. In that case, they need to be approved by Ortiz&Co. and complete the following items: EACs are independent contractors and can include independent display companies or technicians. If an Exhibitor plans to hire a subcontractor, both the exhibiting company and the subcontractor company must provide their own Certificate of Insurance (COI).

By submitting and signing the form, both parties agree and understand that the exhibiting firm is responsible for all charges. **If the named third party does not pay by the show's end, Ortiz&Co. will demand payment from the on-site exhibiting firm.** The invoice at the show site may or may not include charges for outbound services, such as material handling, rigging, and shipping.

Submit at: [ortizandco.com/third-party-form](https://ortizandco.com/third-party-form)

# Method of Payment

**Ortiz&Co.**

## Please review the following payment information

Payment can be made by credit card, checks payable to Ortiz Events & Company LLC, or a bank wire transfer; however, before processing your order(s), we must have your completed [credit card authorization form on file](#). Suppose the Ortiz&Co. Service Team places any onsite order(s). In that case, the credit card information will be utilized to complete any payments required from onsite orders, including material handling, applicable logistics charges for shipments received on your company's behalf, and any unpaid fees.

Credit Card Authorization form: [ortizandco.com/payment-authorization-form](https://ortizandco.com/payment-authorization-form)

### Discount Pricing Deadlines

Orders received after the published discount price deadline or without payment will be charged the standard price. Please refer to page 4 of this Exhibitor's Kit for the applicable deadline dates regarding Ortiz&Co. services, approved vendors, and facility shipments.

### Wire & ACH Transfers

In order to accurately process the transfer of funds from your account, please complete the following information and email it to [events@ortizandco.com](mailto:events@ortizandco.com) along with a copy of the wire receipt. A \$50 service charge will be added for processing checks drawn on foreign banks, a \$25 service charge for processing U.S. wire transfers, and a \$50 service charge for international wire transfers.

Ortiz&Co. only accepts electronic payments; cash payments are not accepted for any services offered.

Note: Although you may pay via a wire and ACH transfer, a credit card on file is still required to process all orders.

The following information must be included on the bank copy of the wire/ACH transfer confirmation. Please also complete and send back to the Ortiz&Co. service team at [events@ortizandco.com](mailto:events@ortizandco.com) to notify them of the wire transfer as your form of payment:

**Name of the Show:** FSP - 2026

**Event Code:** ORL100626FSO

**Exhibiting Company Name:**

**Booth #:**

Ortiz&Co. Wire transfer/ACH Bank Information

**Account Name:** Ortiz Events & Company, LLC

**Bank Name:** JP Morgan Chase

**SWIFT CODE:** (US & INTL): Connect with the Ortiz&Co. service team to obtain

**Account & Routing Number:** Connect with the Ortiz&Co. service team to obtain

### Physical Bank Check Payments

The show name, event code, and booth number must be included on the check. The Ortiz&Co. mailing address is:

**Ortiz&Co.**

**10450 Turkey Lake Rd. #691535**

**Orlando, Florida, 32819**

### Tax Exemptions

Please submit applicable tax exemption certificates to [events@ortizandco.com](mailto:events@ortizandco.com). You must provide a certificate for the state where the event is being held.

# Payment Authorization Form

Ortiz&Co.

Please complete the following information and return the completed form with your order. For final payment, you can pay by credit card, company check (payable to Ortiz Events and Company, LLC), or via a bank wire transfer - please note that we still require the credit card authorization on file before processing any service orders. For your convenience, Ortiz&Co. will use the authorization form to charge your credit card account for any additional amounts incurred due to orders placed by your representative while on the show site. This includes material handling, labor, logistic charges for shipments received on your company's behalf, and any unpaid balance due to Ortiz&Co.

**Payments made via a credit card will incur a 4% processing fee.**

Submit at: [ortizandco.com/payment-authorization-form](https://ortizandco.com/payment-authorization-form)



encore<sup>SM</sup>

## Exhibit Orders Made Easy

Book your technology for your upcoming exhibit booth or tradeshow.

Please access the following link to place your order for all your Encore needs: electrical, internet, audio, and visual. If clicking isn't feasible, kindly copy and paste the link into your browser's URL bar.

[https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/f5664ec6-97cf-f011-bbd2-000d3a8aa047/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/f5664ec6-97cf-f011-bbd2-000d3a8aa047/)



# Ortiz & Co.

EXPO

## Save Up to 30%



## Enhance Your Exhibit, Enhance Your Impact: Order Additional Items for Your Booth Space Today!

Orders for items such as booth and custom furniture literature racks, graphics, labor, and more can be conveniently placed on our website.

[shop.ortizandco.com](http://shop.ortizandco.com)



# Upgrade Your Booth!

Enhance your booth's comfort and style with our selection of standard or premium carpets! Choose from a wide range of colors to match your company's branding perfectly. Keep your team energized and focused with padded\* carpeting, reducing fatigue during long exhibitions, while giving the booth an additional appeal.

Contact us today to inquire about color availability and secure your preferred choice!



Flooring Solutions  
**Booth Carpet**



 407.784.2166  [events@ortizandco.com](mailto:events@ortizandco.com)

[shop.ortizandco.com](http://shop.ortizandco.com)

# Booth Orders Discount Deadline

**Ortiz&Co.**

## PICKUP SHIPMENT ADDRESS

Orders submitted on the show site within 14 days of the opening will incur a 30% late fee. It is important to note that availability cannot be guaranteed for late orders, and exhibitors are encouraged to submit their orders promptly to avoid any additional charges and to ensure timely delivery of requested items or services.

## FREIGHT REROUTE

Full payment is required prior to delivery to secure the order, unless prior arrangements have been approved by an Ortiz&Co manager. Failure to make payment in full may result in delays or cancellation of the order.

## TFORCE EXHIBIT FREIGHT TRANSPORTATION

If cancelled within 10 days prior to delivery, a 100% charge will be applied.

## LABOR INFORMATION

Please email our Events team if you do not receive an email confirmation within 1-2 days of submitting your order.

## Ortiz&Co. SUPPORT

[events@ortizandco.com](mailto:events@ortizandco.com)

321-663-9501 (Available Monday - Friday, 9 AM - 5 PM ET)

# Booth & Carpet Cleaning

**Ortiz&Co. can provide cleaning for all your booth needs.**

It's a good idea to order a one-time porter and vacuuming service for the booth carpet/trashcan prior to the show opening. This will help to remove any dirt or debris that may have accumulated during the move-in process, and will ensure that your booth looks clean and presentable for show attendees.

Additionally, having the booth cleaned daily during the show can help to maintain its cleanliness and keep your booth looking great. This is especially important if the booth receives a lot of foot traffic, as dirty carpet & trash can create a negative impression on show attendees and potentially affect their willingness to visit your booth.

To order booth vacuuming and garbage porter services, **please visit the online shop at [shop.ortizandco.com](https://shop.ortizandco.com).**



# Custom Signage

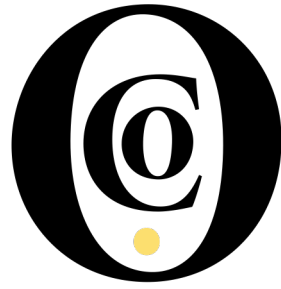
## Ask the experts...

Signs are a versatile and effective tool for communicating with attendees at events. Some common types of signs used at events include directional signs, informational signs, and promotional signs. Directional signs help attendees navigate the event space and find their way to your booth.

It's important to carefully plan and design your booth signage to ensure that it is effective and visually appealing. Consider the size, placement, and font of your signs to ensure that they are easy to read and catch the attention of attendees.

From promoting products and services to providing important information, signs can help you get your message across in a clear and engaging way. With a wide range of designs, styles, and materials available, you can let your imagination run wild and create custom graphics that take your booth to the next level.





# Ortiz & Co.

EVENT PLANNING • EXPO • PRODUCTION

**We look forward  
to an amazing event!**

