

CAPCO PIPE COMPANY

Birmingham, Alabama

May 4, 1982

TO: Mr. Homer T. Johnson

FROM: W. R. Perrell, *W*

SUBJECT: AWWA Convention Set-Up and Dismantling

As a reminder that you will be responsible for the set-up and dismantling of the exhibit at the convention, attached is a copy of this year's exhibit information. We have arranged two laborers to help you Friday, May 14 8 am and Thursday, May 20, 8 am.

Thanks.

/lg

Attachment

EXHIBIT SERVICE & FACILITIES

AMERICAN WATERWORKS ASSOCIATION

Miami Beach Convention Center - Miami Beach, Florida
May 16 - 19, 1982

EXHIBIT INFORMATION

1. LOCATION: Exhibits will be set up in the Miami Beach Convention Center, Miami Beach, Florida.

2. EXHIBITOR MOVE-IN: Exhibitors may begin setting up at 8:00 a.m., Friday, May 14th. Installation may continue until 6:00 p.m., Saturday, May 15th.

3. EXHIBIT HOURS: The exhibit officially opens at 12:00 noon, Sunday, May 16th. Daily exhibit hours are as follows:

Sunday, May 16	12:00 p.m. - 5:00 p.m.
Monday, May 17	9:00 a.m. - 5:00 p.m.
Tuesday, May 18	9:00 a.m. - 5:00 p.m.
Wednesday, May 19	9:00 a.m. - 5:00 p.m.

4. EXHIBITOR MOVE-OUT: Move-out will begin at 5:00 p.m., Wednesday, May 19th. (If necessary, the return of empty crates will begin approximately one hour later to allow for the removal of aisle carpet. Please take this factor into consideration when ordering dismantling labor.) Exhibits must be cleared of the area by 5:00 p.m., Thursday, May 20th.

5. SERVICES: The official decorator and service contractor for this convention is FREEMAN DECORATING COMPANY, 9114 N.W. 106 St., Medley, Florida, telephone number 305/888-8881.

The Exhibitor Service Center will be located in the Exhibit Hall. There you may order furniture, floor covering, special signs, labor, etc. You will also find representatives of companies furnishing the following services:

A. Drayage	E. Photography
B. Electrical Service	F. Audio-Visual Equipment
C. Plumbing Service	G. Telephone Service
D. Flowers	H. Security

FREEMAN DECORATING COMPANY will have men available to set up and dismantle your display, or to assist you in doing so, if you require this service. The rate for skilled labor is \$25.50 per hour per man for straight time and \$51.00 per hour per man for doubletime. The work day begins at 8:00 a.m. to 4:30 p.m., Monday through Friday. All labor hired at a minimum of one hour per man.

6. BOOTH EQUIPMENT: Booths will consist of 8' high background of orange and white drape and 36" high side dividers of orange drape on a metal framework.

Included in the booth rental price is a 7"x44" two-line identification sign. There is an order for for SPECIAL SIGNS included in this kit also. We urge you to order in advance . . . overtime charges.

CONTINUED.....

7. TAX: There will a 4% City/State Sales Tax on all rental items added to your invoice. If you are a non-profit, tax exempt organization, please send a copy of your Tax Exemption Certificate to us with your orders. Otherwise, we must add the 4% tax.
8. AUDIO VISUAL/ELECTRICAL/FLORIST/TELEPHONE/UTILITIES/PHOTOGRAPHY: These services are covered in detail elsewhere in this service kit.
9. SECURITY: Show management will provide 24-hour security in the Convention Center during set-up, show, and dismantling. In order to provide maximum security, exhibitors will be required to wear an identification badge during set-up and dismantling. These badges will be available at the Exhibitor Registration area.
10. CLEANING SERVICE: Show management will provide cleaning service for all aisles. Exhibitors who desire their booths vacuumed or cleaned must order this service through Freeman Decorating Company, per the enclosed order form.
11. SHIPPING INSTRUCTIONS: The Miami Beach Convention Center will not accept shipments for storage. Freeman Decorating will accept shipments for storage prior to the convention, and it is requested that all exhibit material be shipped to this address for storage:

Company Name-Booth #
American Water Works Association
9114 N.W. 106th Street
Medley, Florida 33178

Information regarding direct shipments to the exhibit hall and a schedule of rates and services are covered elsewhere in the kit.

All shipments must be sent PREPAID.

12. If you have any special decorating requirements or any questions that have not been answered in this service kit, please write or phone:

FREEMAN DECORATING COMPANY
9114 N.W. 106 Street
Medley, Florida 33178
Telephone: 305/888-8881