

Exhibitor Service Manual

Ortiz&Co.



SAAOG Annual Meeting 2026

The Greenbrier
White Sulphur Springs, WV
January 24-26, 2026

Exhibitor Show Information

EXHIBIT HALL DATES & HOURS

DATE	HOURS <i>*Hours are subject to change</i>
Saturday, January 24, 2026	5:00 PM – 6:30 PM
Sunday, January 25, 2026	7:00 AM – 1:05 PM
Monday, January 26, 2026	8:00 AM – 11:15 AM

EXHIBITOR DATES

	DATE HOURS
Exhibitor Move-In	Saturday, January 24, 2026 1:00 PM – 4:30 PM
Exhibitor Move-Out	Monday, January 26, 2026 11:15 AM – 2:15 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)	Thursday, December 25, 2025
Last Day for Warehouse Deliveries w/out Late Fees	Saturday, January 10, 2026
Last Day for Warehouse Deliveries w/ Late Fees (30% late fees, subject to change)	Friday, January 23, 2026
First Day Freight is Allowed to be Delivered to Show Site	Saturday, January 24, 2026 – Starting at 9:00 AM

RENTAL DEADLINES

	DATE
Standard Rental Order Deadline	Saturday, January 10, 2026
Custom Furniture Rental Needs	Saturday, January 10, 2026

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

OTHER DEADLINES

	DATE
EAC - Exhibitor Appointed Contractor Notification Deadline	Saturday, January 10, 2026
Graphic Prints Ready Files Deadline	Thursday, December 25, 2025

Material Handling Rates



Please upload the complete form to 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	
Total Estimate \$			Tax \$	Amount Due \$

IMPORTANT DATES:

FIRST DAY for warehouse deliveries without additional fees: **Thursday, December 25, 2025**
LAST DAY for warehouse deliveries without late fees: **Saturday, January 10, 2026**
LAST DAY for warehouse deliveries with Late Fees: **Friday, January 23, 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, December 22, 2025 to Friday, January 23, 2026

Monday – Friday 9:00 AM - 4:00 PM

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

Event: SAAOG - 2026
T-Force Freight c/o ZIX
4668 Kenworth Rd
Roanoke, VA 24019
Exhibiting Company Name & Booth # _____

ADVANCED SHIPPING

Ortiz&Co. will accept shipments (crated, boxed, or skidded materials) beginning **Thursday, December 25, 2025**. Materials arriving at the warehouse after, **Saturday, January 10, 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



DIRECT-TO-SHOWSITE SHIPPING

Ortiz&Co. will receive shipment Direct-to-Show Site beginning on **Saturday, January 24, 2026 @ 9:00 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: SAAOG - 2026
Exhibiting Company Name & Booth # _____
The Greenbrier Colonial Hall
c/o Ortiz&Co.
101 Main Street West
White Sulphur Springs, WV 24986

Dismantling Information



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: **Monday, January 26, 2026, by 1:00 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 **1:00 PM on Monday, January 26, 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 **2:00 PM on Monday, January 26, 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.



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: SAAOG - 2026
Exhibiting Company Name & Booth # _____
The Greenbrier Colonial Hall
c/o Ortiz&Co.
101 Main Street West
White Sulphur Springs, WV 24986

FREIGHT REROUTE

It is essential that your carrier checks in by **1:00 PM on Monday, January 26, 2026**. Please note that **1:00 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. 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 or 407-784-2166.

SHIPPING LABELS

Ortiz&Co.
PRIORITY

TO: _____
EXHIBITOR NAME

C/O: **SAAOG - 2026**
T-Force c/o Ortiz&Co
4668 Kenworth Rd
Roanoke, VA 24019

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

ADVANCED WAREHOUSE

RECEIVING DATE BEGINS: **DECEMBER 22, 2025**

DEADLINE DATE IS: **JANUARY 22, 2026**

Ortiz&Co.
PRIORITY

TO: _____
EXHIBITOR NAME

C/O: **SAAOG - 2026**
T-Force c/o Ortiz&Co
4668 Kenworth Rd
Roanoke, VA 24019

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

ADVANCED WAREHOUSE

RECEIVING DATE BEGINS: **DECEMBER 22, 2025**

DEADLINE DATE IS: **JANUARY 22, 2026**

Ortiz&Co.
PRIORITY

TO: _____
EXHIBITOR NAME

C/O: **SAAOG - 2026**
T-Force c/o Ortiz&Co
4668 Kenworth Rd
Roanoke, VA 24019

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

ADVANCED WAREHOUSE

RECEIVING DATE BEGINS: **DECEMBER 22, 2025**

DEADLINE DATE IS: **JANUARY 22, 2026**

Ortiz&Co.
PRIORITY

TO: _____
EXHIBITOR NAME

C/O: **SAAOG - 2026**
T-Force c/o Ortiz&Co
4668 Kenworth Rd
Roanoke, VA 24019

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

ADVANCED WAREHOUSE

RECEIVING DATE BEGINS: **DECEMBER 22, 2025**

DEADLINE DATE IS: **JANUARY 22, 2026**

IMPORTANT DATES:

FIRST DAY for warehouse deliveries without additional fees: **Thursday, December 25, 2025**

LAST DAY for warehouse deliveries without late fees: **Saturday, January 10, 2026**

LAST DAY for warehouse deliveries with Late Fees: **Friday, January 23, 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: **SAAOG - 2025**
Greenbrier c/o Ortiz&co
101 Main Street West
White Sulphur Springs, WV 24986

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

DIRECT-TO-SHOWSITE

RECEIVING DATE BEGINS: **JANUARY 24, 2026**

FREIGHT CAN ARRIVE STARTING AT: **9:00 AM**

Ortiz&Co.

PRIORITY

TO: _____

EXHIBITOR NAME

C/O: **SAAOG - 2025**
Greenbrier c/o Ortiz&co
101 Main Street West
White Sulphur Springs, WV 24986

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

DIRECT-TO-SHOWSITE

RECEIVING DATE BEGINS: **JANUARY 24, 2026**

FREIGHT CAN ARRIVE STARTING AT: **9:00 AM**

Ortiz&Co.

PRIORITY

TO: _____

EXHIBITOR NAME

C/O: **SAAOG - 2025**
Greenbrier c/o Ortiz&co
101 Main Street West
White Sulphur Springs, WV 24986

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

DIRECT-TO-SHOWSITE

RECEIVING DATE BEGINS: **JANUARY 24, 2026**

FREIGHT CAN ARRIVE STARTING AT: **9:00 AM**

Ortiz&Co.

PRIORITY

TO: _____

EXHIBITOR NAME

C/O: **SAAOG - 2025**
Greenbrier c/o Ortiz&co
101 Main Street West
White Sulphur Springs, WV 24986

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

DIRECT-TO-SHOWSITE

RECEIVING DATE BEGINS: **JANUARY 24, 2026**

FREIGHT CAN ARRIVE STARTING AT: **9:00 AM**

IMPORTANT DATES:

FIRST DAY for warehouse deliveries without additional fees: **Thursday, December 25, 2025**

LAST DAY for warehouse deliveries without late fees: **Saturday, January 10, 2026**

LAST DAY for warehouse deliveries with Late Fees: **Friday, January 23, 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.

Installation Labor



Please upload the complete form to 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

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

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

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.

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

Exhibitor Appointed Contractor (EAC)



DEADLINE DATE TO SUBMIT: Monday, January 5, 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

Third Party Authorization & Payment Form



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

Cartload Service



Please upload the complete form to ortizandco.com/form-uploads

What is cartload service?

Cartload Service assists exhibitors who arrive in their vehicles and must transport small, hand-carried items to and from the dock or booth location. However, exhibitors are not permitted to use any mechanical or powered equipment to unload their items.

The following will apply:

1. No trucks, vans, trailers, or trucks with trailers will be allowed at the loading dock. Our management team will advise on the best unloading methods and provide charges.
2. All items must fit on a (1) flatbed cart and weigh less than 200 pounds. The Ortiz&Co. team will assess and determine the weight and any additional material handling charges if applicable.
3. The vehicle must unload on the event facility dock(s) receiving dock.

Labor Hours

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

ITEM	# OF TRIPS	RATE	TOTAL
Dock to Booth ST		\$145.00	
Booth to Dock ST		\$145.00	
Dock to Booth OT		\$217.50	
Booth to Dock OT		\$217.50	
Other			
Total Estimate			\$
Amount Due			\$

Method of Payment



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

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 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 to notify them of the wire transfer as your form of payment:

Name of the Show: SAAOG – 2026

Event Code: VIR100126SAAOG

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-Exempt Certificate Submission Policy

Tax-exempt certificates must be submitted at least 14 days before your payment date to allow for processing. We encourage that you plan ahead so this window falls **well before the event date**. Certificates received late will not be accepted, and any sales tax already paid from a previous transaction cannot be refunded.

Payment Authorization Form



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



encoreSM

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/283e7743-7dae-f011-bbd2-6045bdd6284e/



Ortiz & Co.

EXPO

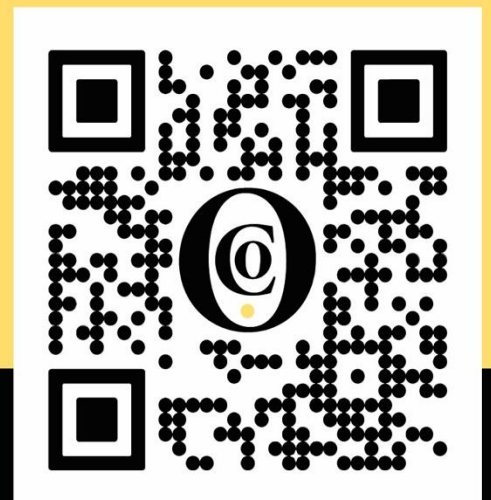
Save Up to 30%



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



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

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

407-784-2166 (Available Monday - Friday, 9 AM - 5 PM ET)

Online Shop Instructions

Ortiz&Co.

For online orders, you will need to enter your unique Username and Password. If you are a first-time user, click On "Register" and follow the instructions. Make sure to click on "Save or Submit" at the end of the profile.

If you have previously registered, click on "Login" to use your current Username and Password for access.

Visit shop.ortizandco.com



Placing Your Order

- Click on the "Shop" button
- Select item(s) & quantity
- Finalize product rental by adding the product to the cart
- Review the order by selecting the "Cart"
- To continue shopping, select "Continue Shopping."
- When ready to finalize and select, check out for payment



Terms & Conditions

All orders will be charged 100% at the time of order. Items will be reserved once the request has been submitted, and payment has been received. Should item(s) not be available at the time of request, our team will advise and assist with other available options. We will deliver all items to your booth per the exhibitor move-in scheduled time.



Cancellation Policy

Please refer to the terms & conditions for all cancellations and exchange information.

NEED ASSISTANCE?

If you need assistance or have any questions about ordering, please don't hesitate to contact our Service Team for support. Our Service Team is available Monday through Friday, 8:00 AM - 5:00 PM ET. You may reach them by email at events@ortizandco.com or by calling our Service phone line at 407-784-2166.

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.**



Custom Signage

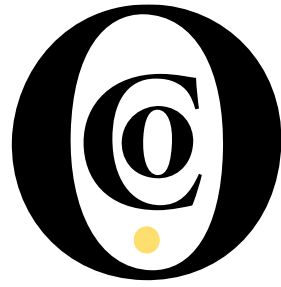
Ask the experts...

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!**