



Humana Rock 'n' Roll Raleigh  
March 31- April 1, 2017

## WELCOME LETTER

Raleigh Convention Center, Halls B & C  
Raleigh, NC

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com). Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

**IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.**

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**CRITICAL SHOW INFORMATION**

**Raleigh Convention Center, Halls B & C  
Raleigh, NC**

**Booth Information**

Booth Package Includes:	Pipe and Drape (1) 6' skirted table - Black (2) Side Chairs, (1) Wastebasket Black booth carpet
Aisle Carpet:	N/A

**Exhibit Hall Hours**

Exhibitor Installation:	Thursday, March 30, 2017 Friday, March 31, 2017	10:00 A.M. - 5:00 P.M. 9:00 A.M. - 2:30 P.M.
Show Hours:	Friday, March 31, 2017 Saturday April 1, 2017	3:00 P.M. - 7:00 P.M. 10:00 A.M. - 5:00 P.M.
Exhibitor Dismantle:	Saturday April 1, 2017	5:00 P.M. - 10:00 P.M.
<b>All Out By:</b>	<b>Saturday April 1, 2017</b>	<b>10:00 P.M.</b>

**All carriers must check in no later than 8:00pm on Saturday April 1, 2017 for freight pick up**

**Shipping Information**

<b>Advance Warehouse:</b> <i>All materials shipped in advance to the warehouse must arrive by 3/24/17</i>  {Your booth name & number} c/o UPS Freight 150 International Drive Morrisville, NC 27560	<b>Direct to Show Site</b> <i>First day direct shipments will be accepted is 3/30/17</i>  {Your booth name & number} c/o Xpert Exposition Raleigh Convention Center Halls B & C 500 Salisbury Street Raleigh, NC 27601
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**Important Dates / Deadlines**

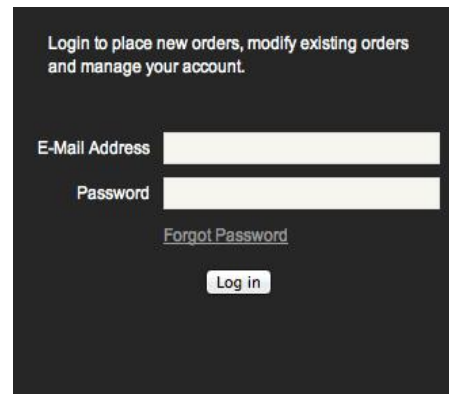
First day advance freight accepted:	<b>2/22/2017</b>
Discount price deadline for booth/furniture	<b>3/3/2017</b>
Last day advance freight accepted	<b>3/24/2017</b>
First day direct freight accepted	<b>3/30/2017</b>

## ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com> , our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.



Enter your email address and password here:





Copying and pasting the password is suggested to eliminate errors.

-or-


2. Go to our website at [www.xpertexpo.com](http://www.xpertexpo.com)

Click on  If you are not the main contact provided for the exhibiting booth, please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

### Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

## PAYMENT OPTIONS & POLICY

### Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

#### Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

#### Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

#### Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

#### Payment by Wire Transfer

Please call 702-248-8007 or email [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com) for wire transfer information.

#### International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

### Payment Policy

#### General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

#### Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

#### Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

#### Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

#### Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

#### Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

#### Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item



**PAYMENT AUTHORIZATION**

Exhibiting Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Credit Card Policy**

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a \$25.00 service charge will be added. Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

**Exhibiting Company Payment Authorization**

**Services To Be Invoiced To Exhibitor**

- All Xpert Services     Furniture & Carpet     Material Handling     Booth Cleaning & Porter Service  
 Booth Labor     Other \_\_\_\_\_

Payment type:  MasterCard     Visa     Diners     American Express     Check \$ \_\_\_\_\_

Account Number    Exp. Date    Security Code  
[ ] [ ] [ ] [ ]    [ ] [ ] [ ]    [ ] [ ] [ ]

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

X \_\_\_\_\_ AUTHORIZED SIGNATURE    \_\_\_\_\_ AUTHORIZED NAME (please print)    \_\_\_\_\_ DATE

**Third Party Payment Authorization**

**Services To Be Invoiced To Third Party**

- All Xpert Services     Furniture & Carpet     Material Handling     Booth Cleaning & Porter Service  
 Booth Labor     Other \_\_\_\_\_

Payment type:  MasterCard     Visa     Diners     American Express     Check \$ \_\_\_\_\_

Account Number    Exp. Date    Security Code  
[ ] [ ] [ ] [ ]    [ ] [ ] [ ]    [ ] [ ] [ ]

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

X \_\_\_\_\_ AUTHORIZED SIGNATURE    \_\_\_\_\_ AUTHORIZED NAME (please print)    \_\_\_\_\_ DATE



**SHIPPING ADDRESSES**

Raleigh Convention Center, Halls B & C  
Raleigh, NC

**Advance Shipments to Warehouse**

**Direct Shipments to Show Site**

To: (Exhibiting Company and booth number)

To: (Exhibiting Company and booth number)

For: **Rock 'n' Roll Raleigh**

For: **Rock 'n' Roll Raleigh**

{Your booth name & number}  
c/o UPS Freight  
150 International Drive  
Morrisville, NC 27560

{Your booth name & number}  
c/o Xpert Exposition  
Raleigh Covention Center  
Halls B & C  
500 Salisbury Street  
Raleigh, NC 27601

Advance shipments are  
accepted from 2/22/17 through  
3/24/17

First day direct shipments  
will be accepted is 3/30/17

Any shipment arriving prior to 3/30/17 may  
not be accepted and is subject to additional  
handling fees.

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

Rock 'n' Roll Raleigh

To: c/o UPS Freight  
150 International Drive  
Morrisville, NC 27560

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

Rock 'n' Roll Raleigh

To: c/o UPS Freight  
150 International Drive  
Morrisville, NC 27560

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

Rock 'n' Roll Raleigh

To: c/o UPS Freight  
150 International Drive  
Morrisville, NC 27560

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

Rock 'n' Roll Raleigh

To: c/o UPS Freight  
150 International Drive  
Morrisville, NC 27560

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**



**DIRECT  
SHIPMENT**



From:

Rock 'n' Roll Raleigh

To: c/o Xpert Exposition  
Raleigh Covention Center  
Halls B & C  
500 Salisbury Street  
Raleigh, NC 27601

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

Rock 'n' Roll Raleigh

To: c/o Xpert Exposition  
Raleigh Covention Center  
Halls B & C  
500 Salisbury Street  
Raleigh, NC 27601

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

Rock 'n' Roll Raleigh

To: c/o Xpert Exposition  
Raleigh Covention Center  
Halls B & C  
500 Salisbury Street  
Raleigh, NC 27601

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

Rock 'n' Roll Raleigh

To: c/o Xpert Exposition  
Raleigh Covention Center  
Halls B & C  
500 Salisbury Street  
Raleigh, NC 27601

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

## CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of \$225.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

### Caddie Cart Load Service is....

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

### Caddie Cart Load Service Schedule

#### Move-In

Thursday, March 30, 2017 10:00 A.M. - 5:00 P.M.

Friday, March 31, 2017 9:00 A.M. - 2:30 P.M.

#### Move-Out

Saturday, April 1, 2017 5:00 P.M. - 10:00 P.M.

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

*To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.*

Freight must be less than: 3' high  
3' wide  
5' long

Cart is 30" x 48".





**Vehicle Spotting Form**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

- Batteries must be disconnected and taped
- Fuel tank must have no more than one eighth of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicles may not be moved during show hours

ROUND-TRIP RATE

DESCRIPTION	RATE
Small Vehicle- Cars or small trucks	\$150.00
Large Vehicles- Trailers, buses, dump trucks, etc.	\$225.00

MOBILE EQUIPMENT ORDER

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	SUBTOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TERMS & CONDITIONS

Total Due \_\_\_\_\_

- Arrangements must be made with Show Management.
- This form must be forwarded to Show Management.
- Vehicles may only be displayed in accordance with local fire regulations.
- Cancelled orders will be charged 100% of total if cancelled after move-in begins.
- Orders must be paid by credit card
- \*(see Order Summary/Payment Authorization Form).



**MATERIAL HANDLING AUTHORIZATION**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number/Email Address \_\_\_\_\_

*\*Include Xpert's Payment Authorization Form With Your Order*

**Advance Shipments to Warehouse**

Crated or Skidded  
Shipment Weight \_\_\_\_\_ cwt x \$140.40 per 100 lbs.\*\* =  
\$ \_\_\_\_\_

*\*\*200 lb. minimum*

**Direct Shipments to Show Site**

Crated or Skidded  
Shipment Weight \_\_\_\_\_ cwt x \$130.60 per 100 lbs.\*\* =  
\$ \_\_\_\_\_

*\*\*200 lb. minimum*

**Small Packages**

First Piece \$70.00 + \_\_\_\_\_ Additional Pieces @ \$35.00

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

**Rate Classifications**

*Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

*Uncrated* - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**Additional Surcharges**

*Special/Additional Handling* – 30% surcharge above rates

*Uncrated Handling* – 30% surcharge above rates

*Early Shipments to Warehouse (before advanced warehouse start date)* – 30% surcharge above rates

*Late to Warehouse (past warehouse deadline)* – 30% surcharge above rates

*Late to Show Site (delivered outside of exhibitor listed move-in times)* – 30% surcharge above rates

*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional \$50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME (please print)

\_\_\_\_\_  
DATE

## **MATERIAL HANDLING POLICY**

### **Weight Tickets**

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

### **Overtime Charges**

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.\*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

### **Inbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

### **Outbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

## MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

**What is "Material Handling/Drayage"?** – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

**Can I carry my own materials to my booth?** – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

**How are rates determined?** – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

**Tips on how you can save money!** – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

**How is the weight of my shipment determined?** – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

**Small shipments vs. large shipments:** Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

**Advance warehouse vs. direct to show site shipments:** In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

**Should I insure my exhibit?** – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

**Finally:**

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



**BOOTH LABOR**

**Discount Price Deadline 3/3/17**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Labor**

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.  
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 3/3/17: Add 30% to hourly rates.

**LABOR RATES:**                      **Straight time \$ 78.00**                                      **Overtime: \$ 117.00**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

<b>Date &amp; Time</b>	<b># of Laborers</b>	<b>Total Hours</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
<b>Install</b>				

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision\* on installation labor

**Dismantle**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision\* on dismantle labor

<b>Total Estimated Costs</b>	<b>\$</b>
------------------------------	-----------

**\*Xpert Supervision**

Our fee for this service is 50% of exhibitor's total labor bill.  
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.  
Exhibitor must also fill out Outbound Shipping Instructions page.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Cell Phone Number

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.  
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



**OUTBOUND SHIPPING INSTRUCTIONS**

**NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Outbound Shipping Instructions**

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Attention: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SHIPPING METHOD**

- AIR
- GROUND

Name of Carrier:

\_\_\_\_\_

**Please note:**

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.





**EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION**

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

**Authorization**

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 3/3/17

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

Services to be provided

- All Xpert Services
- Furniture & Carpet
- Material Handling
- Booth Cleaning & Porter Service
- Booth Labor
- Other \_\_\_\_\_

Is this company authorized to order services on your behalf?  YES  NO

Is this company responsible for charges incurred for the show?  YES\*  NO

\*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME

SIGNATURE

DATE

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**PRODUCER**  
**ABC Insurance Agency** Fax: (212) 555-6100  
1234 Broker Lane  
New York, NY 10895  
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSUREERS AFFORDING COVERAGE**

**INSURED**  
**Big Boom Company, Inc.**  
1234 Corporate Lane  
New York, NY 10895  
Attn: Joe Smith  
Phone: (212) 555-5349 Fax: (212) 555-9819

**INSURER A: Hartford Insurance Company of Illinois**  
**INSURER B: Aetna Casualty & Surety Company**  
**INSURER C: Travelers Insurance Company**  
**INSURER D: Royal Insurance Company**  
**INSURER E:**

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-AI1</b>	<b>01/01/08</b>	<b>01/01/09</b>	EACH OCCURENCE	<b>\$1,000,000</b>
	FIRE DAMAGE (Any one fire)				<b>\$ 300,000</b>	
	MED EXP (Any one person)				<b>\$ 10,000</b>	
	PERSONAL & ADV INJURY				<b>\$1,000,000</b>	
	GENERAL AGGRREGATE				<b>\$2,000,000</b>	
	PRODUCTS-COMP/OP AGG				<b>\$2,000,000</b>	
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/08</b>	<b>01/01/09</b>	COMBINED SINGLE LIMIT	<b>\$1,000,000</b>
	(Ea accident)					
	BODILY INJURY				<b>\$</b>	
	(Per person)					
	BODILY INJURY				<b>\$</b>	
	(Per accident)					
	PROPERTY DAMAGE				<b>\$</b>	
(Per accident)						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT	<b>\$1,000,000</b>
					OTHER THAN AUTO ONLY:	<b>\$</b>
						<b>\$</b>
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/08</b>	<b>01/01/09</b>	EACH OCCURENCE	<b>\$1,000,000</b>
	AGGREGATE				<b>\$1,000,000</b>	
					<b>\$</b>	
					<b>\$</b>	
					<b>\$</b>	
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/08</b>	<b>01/01/09</b>	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				<b>\$1,000,000</b>	
	E.L. DISEASE-EA EMPLOYEE				<b>\$1,000,000</b>	
	E.L. DISEASE -POLICY LIMIT				<b>\$1,000,000</b>	
<b>D</b>	OTHER					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation. Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/>	<b>ADDITIONAL INSURED; INSURER LETTER: X</b>	<b>CANCELLATION</b>
Xpert Exposition Services 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS	
		AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC	



<b>FORKLIFT LABOR</b>	<b>Discount Price Deadline 3/3/17</b>
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Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Forklift Labor**

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

**FORKLIFT RATES:**                **Straight time \$ 325.00**                                **Overtime: \$ 487.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

<b>Date &amp; Time</b>	<b># of Forklifts</b>	<b>Total Hours</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
<b>Install</b>	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Dismantle</b>	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Estimated Costs</b>				<b>\$</b>

Description of Work to be performed: \_\_\_\_\_

Describe largest piece to be handled:

Weight \_\_\_\_\_ lbs.     Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Height to be placed \_\_\_\_\_

Show site contact: \_\_\_\_\_  
NAME CELL

Please note:  
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.  
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



**BOOTH CLEANING**

**Discount Price Deadline: 3/3/17**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Booth Cleaning**

Vacuuming of booth and emptying of wastebaskets once daily at close of show

Booth dimensions	Total area	Discount Price	Standard Price	Daily Price	
_____ x _____	= _____ x _____	\$0.37	or \$0.47	= _____	
		Daily Price	Number of days	= _____	Cleaning Service Total Price
		_____ x _____			_____

**Porter Service**

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	\$130.50	_____	_____
1000 to 1500 sq. ft.	\$150.50	_____	_____
1500 to 2000 sq. ft.	\$170.50	_____	_____
2000 to 2500 sq. ft.	\$190.50	_____	_____
2500 to 3000 sq. ft.	\$210.50	_____	_____
3000 to 3500 sq. ft.	\$230.50	_____	_____
3500 to 4000 sq. ft.	\$250.50	_____	_____
Over 4000 sq. ft.	\$270.50	_____	_____

**Total Costs** \_\_\_\_\_



## ACCESSIBLE STORAGE DURING SHOW

**Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.**

*Accessible storage is unsecured*

### Set-Up Fee

There is a one-time set up fee of \$126.00

### Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

### Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.



WAREHOUSE STORAGE

Company Name Booth Number
Show Name Facility
Contact Person E-Mail
Address City St Zip
Phone Fax

Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

- 1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges may apply for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

Storage Rates

Storage: \$7.00 per cwt per month. (10 CWT or 1000 lbs. minimum)
Transportation: 2 hr minimum @ \$135.00 per hour ST from Las Vegas show site to the warehouse facility.
Handling: \$7.00 per cwt for loading/unloading exhibit materials at the warehouse. (5 CWT or 500 lb. minimum)

NOTES: Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at shipping@xpertexpo.com if you would like to receive a shipping quote from Xpert Shipping Services (XSS).

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination.

Monthly Storage Cost: \$7.00 x \_\_\_\_\_ CWT x \_\_\_\_\_ # of months \$ \_\_\_\_\_
1,000 lb. minimum storage\*
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement.



## WAREHOUSE STORAGE FAQ

---

Frequently Asked Questions:

**1) *Where will my items be stored?***

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

**2) *How should I label my items to be placed in storage?***

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

**3) *How should I pack my items to be placed in storage?***

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

**4) *What happens if I need to access my storage after the show?***

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

**5) *What type of payment do you accept for Storage Service?***

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

**6) *Do you offer pro-rated fees or refunds if my Storage dates change?***

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

**7) *What happens to my stored items after my Storage Term ends?***

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

**8) *Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?***

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

**9) *What type of insurance do you offer for stored items in your warehouse?***

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.

**FURNITURE & ACCESSORIES**



Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion  
(includes 7' retractable cord)



Tripod Easel



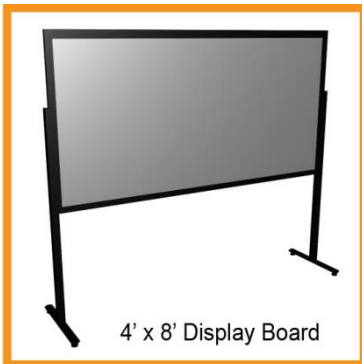
Garment Rack



Raffle Drum



Wastebasket



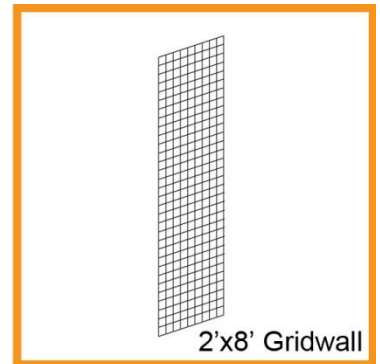
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall





**STANDARD FURNITURE**

**Discount Price Deadline 3/3/17**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Standard Furniture**

**Seating**

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$ 66.00	\$ 86.00	\$ _____
Barstool	_____	\$ 117.00	\$ 151.50	\$ _____

**Round Tables**

	Quantity	Discount Price	Standard Price	Extended Price
36" x 30" High Conference Table	_____	\$ 227.00	\$ 295.00	\$ _____
36" x 40" High Cocktail Table	_____	\$ 251.00	\$ 326.00	\$ _____

**30" Tables**

4' x 2' x 30" High Table (un-skirted)	_____	\$ 75.50	\$ 98.50	\$ _____
6' x 2' x 30" High Table (un-skirted)	_____	\$ 99.50	\$ 129.50	\$ _____
8' x 2' x 30" High Table (un-skirted)	_____	\$ 123.50	\$ 160.50	\$ _____

**40" Tables**

4' x 2' x 40" High Table (un-skirted)	_____	\$ 86.50	\$ 112.50	\$ _____
6' x 2' x 40" High Table (un-skirted)	_____	\$ 114.00	\$ 148.50	\$ _____
8' x 2' x 40" High Table (un-skirted)	_____	\$ 141.50	\$ 184.00	\$ _____
Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6'	_____	\$ 67.50	\$ 87.50	\$ _____

**Table skirting**

Skirting Colors  Black  Blue  Burgundy  Gold  Green  Red  Silver  Teal  White

If choosing more than one color, please note specifics \_\_\_\_\_

	Quantity	Discount Price	Standard Price	Extended Price
30" Table Skirt	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt	_____	\$ 59.00	\$ 76.50	\$ _____

*\*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables*

30" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8'	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8'	_____	\$ 59.00	\$ 76.50	\$ _____

<b>Total Costs</b>	<b>\$</b>
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**FURNITURE ACCESSORIES**

**Discount Price Deadline: 3/3/17**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Furniture Accessories**

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	\$ 114.00	\$ 148.50	\$ _____
22" x 28" Chrome Sign Stand	_____	\$ 107.00	\$ 139.00	\$ _____
4' x 8' Display Board	_____	\$ 197.00	\$ 256.00	\$ _____
4' x 8' Peg Board	_____	\$ 197.00	\$ 256.00	\$ _____
2' x 8' Grid Wall	_____	\$ 104.50	\$ 13600	\$ _____
Grid Wall Feet (set of two)	_____	\$ 25.00	\$ 25.00	\$ _____
Garment Rack	_____	\$ 119.00	\$154.50	\$ _____
Literature Stand	_____	\$ 117.50	\$ 153.00	\$ _____
Raffle Drum	_____	\$ 111.50	\$ 145.00	\$ _____
Stanchion (includes 7' retractable cord)	_____	\$ 87.50	\$ 114.00	\$ _____
Tripod Easel	_____	\$ 44.50	\$ 58.00	\$ _____
8' Upright Pole & Base	_____	\$ 31.50	\$ 40.50	\$ _____
6' – 10' Crossbar	_____	\$ 31.50	\$ 40.50	\$ _____
Wastebasket	_____	\$ 23.00	\$ 29.50	\$ _____

**BOOTH DRAPE**

**Drape Color**    Black    Blue    Burgundy    Gold    Green    Red    Silver    Teal    White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	\$ 18.00	\$ 23.50	\$ _____
3' high drape – side rail (per linear foot)	_____	\$ 14.50	\$ 19.00	\$ _____
End Cap	_____	\$ 54.00	\$ 70.50	\$ _____

<b>Total Costs</b>	<b>\$</b>
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**BOOTH RENTAL**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_



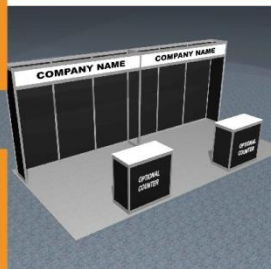
**PACKAGE A**



**PACKAGE D**



**PACKAGE G**



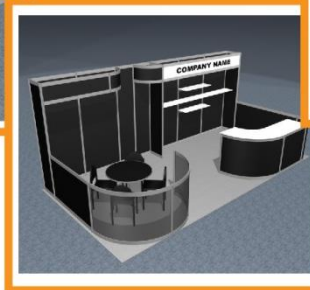
**PACKAGE C**



**PACKAGE F**



**PACKAGE B**



**PACKAGE E**



**PACKAGE H**

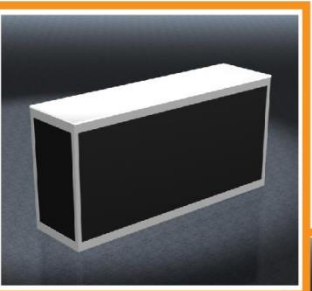
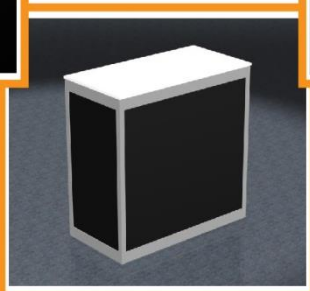
**ACCESSORIES**

**ARM LIGHT**



**SHELF**

**1M COUNTER**



**2M COUNTER**

**CURVED COUNTER**





**BOOTH RENTAL**

**Discount Price Deadline: 3/3/17**

	Discount Price	Standard Price	Extended Price
<b>Package A</b> • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$1614.00	\$2098.50	_____
<b>Package B</b> • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$2196.00	\$2855.20	_____
<b>Package C</b> • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$2454.00	\$3190.50	_____
<b>Package D</b> • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$3068.50	\$3989.00	_____
<b>Package E</b> • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	\$3894.00	\$5062.50	_____
<b>Package F</b> • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	\$3780.00	\$4914.00	_____
<b>Package G</b> • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$3894.00	\$5062.50	_____
<b>Package H</b> • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$4734.00	\$6154.50	_____

<b>Total Costs</b>	\$
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**Header copy:**

**Text color:**  Black  Blue  Red  Grey

**Panel color:**  White  Black  Grey  Grey Fabric (Velcro friendly)  Black Fabric (Velcro friendly)

**Carpet color:**  Black  Blue  Burgundy  Gray  Red  Teal

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



<b>BOOTH RENTAL ACCESSORIES</b>	<b>Discount Price Deadline: 3/3/17</b>
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Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Booth Rental Accessories</b>
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	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	\$78.00	\$101.50	\$ _____
1 meter shelf	_____	\$59.00	\$76.50	\$ _____
1 meter counter	_____	\$294.00	\$382.50	\$ _____
1 meter curved counter	_____	\$414.00	\$538.50	\$ _____
2 meter counter	_____	\$450.00	\$585.00	\$ _____
Sliding door lock for counter	_____	\$21.50	\$28.00	\$ _____

<b>Total Costs</b>	<b>\$</b>
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\*Arm lights are only able to be utilized with Xpert rental booth packages  
 Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**CUSTOM SIGNAGE**

**Discount Price Deadline: 3/3/17**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Signage**

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2" x 11"	_____	\$60.00	\$78.00	\$ _____
7" x 44"	_____	\$78.00	\$102.00	\$ _____
14" x 22"	_____	\$78.00	\$102.00	\$ _____
22" x 28"	_____	\$102.00	\$132.00	\$ _____
28" x 44"	_____	\$204.00	\$264.00	\$ _____
38" x 84" w/base single sided	_____	\$534.00	\$690.00	\$ _____

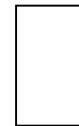
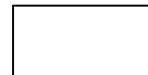
\* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



**OPTIONS**

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	\$11.00	\$14.00	\$ _____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to [graphics@xpertexpo.com](mailto:graphics@xpertexpo.com).

Sub Total \$ \_\_\_\_\_

Add 8.1% Tax \$ \_\_\_\_\_

<b>Total Costs</b>	<b>\$</b> _____
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**FIRE & SAFETY*****FIRE AND SAFETY REGULATIONS***

**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

**1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

**2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.

**3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

**4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

**5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

**6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.

**7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

**8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

**9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

**10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.

**11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

**12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

**13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.

**14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.

**15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



EXPOSITION SERVICES TERMS & CONDITIONS

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICE in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICE show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICE has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICE or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bas or poly, or improperly packed or labeled materials. XPERT EXPOSITION SERVICE shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. XPERT EXPOSITION SERVICE does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitors' own risk. **XPERT EXPOSITION SERVICE assumes no responsibility or liability for loss or damage to goods in dry/cold storage or accessible storage.**

2. Relative to inbound/outbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICE or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. **Therefore, it is agreed that XPERT EXPOSITION SERVICE and its subcontractors are not responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth at show site or before they have been picked up for reloading at the conclusion of the event.** Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICE or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to XPERT EXPOSITION SERVICES and the actual count of such items in the booth at the time of pick-up. XPERT EXPOSITION SERVICE is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of Exhibitor's materials.

3. XPERT EXPOSITION SERVICE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICE in time to obtain the proper equipment.

4. Exhibitor shall not hang any articles, merchandise, product, advertisements, or other similar items from XPERT EXPOSITION SERVICE supplied booth materials (this includes but is not limited to XPERT EXPOSITION SERVICE panels or pipe and drape), utilized in Exhibitors own booth set up or in areas occupied by the show organizer or third parties. If Exhibitor does hang any prohibited items, Exhibitor alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such items (s). XPERT EXPOSITION SERVICE shall have no liability for any damages, costs, actions or injuries arising out of Exhibitors failure to comply with this provision.

5. XPERT EXPOSITION SERVICE and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

6. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

7. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or

assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICE and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICE or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

9. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills or for bulk shipments (i.e), UPS, Fed Ex, DHL, Air Freight) Such shipments will be delivered to booth without guarantee of piece count or condition.

10. Empty container labels will be available at the XPERT EXPOSITION SERVICE Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers. **XPERT EXPOSITION SERVICE will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.**

11. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICE and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. XPERT EXPOSITION SERVICE assumes no liability as a result of such rerouting or handling.

12. **MAXIMUM RECOVERY.** XPERT EXPOSITION SERVICE and its subcontractors are not an insurance company and does not offer or provide insurance; i.e., XPERT EXPOSITION SERVICE does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICE under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICE, or from the negligence of XPERT EXPOSITION SERVICE, its subcontractors or their respective employees. If found liable for any loss, XPERT EXPOSITION SERVICE'S and its subcontractors sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitors sole and exclusive remedy is limited to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. **This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.**

13. Exhibitor agrees that any and all claims for loss or damage must be submitted to XPERT EXPOSITION SERVICE immediately at the show site and in any case not later than 30 days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from XPERT EXPOSITION'S warehouse. XPERT EXPOSITION SERVICE will not



be bound to honor any claim or action brought against XPERT EXPOSITION SERVICE or its subcontractors more than 30 days after the date of incident.

14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICE or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICE for freight handling services or any other services provided by XPERT EXPOSITION SERVICE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICE prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICE or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

15. Declarations of Declared Value are between the Exhibitor and the selected carrier ONLY, and are in no way an extension of XPERT EXPOSITION SERVICE'S maximum liability stated herein. XPERT EXPOSITION SERVICE will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, XPERT EXPOSITION SERVICE will not be liable for any claim arising from the transmittal of, or failure to transmit declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

16. These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County.

17. Customer shall defend, hold harmless and indemnify XPERT EXPOSITION SERVICE from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property other than goods, relating to or arising from performance of services herein. Exhibitor agrees to indemnify and hold XPERT EXPOSITION SERVICE harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through XPERT EXPOSITION SERVICE. Customer's obligations under this provision shall not apply to XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.** To the extent of XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct, and subject to the limitations of liability above, XPERT EXPOSITION SERVICE shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. XPERT EXPOSITION SERVICE'S obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

18. Exhibitor grants XPERT EXPOSITION SERVICE a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of XPERT EXPOSITION SERVICE and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by XPERT EXPOSITION SERVICE on its behalf, services performed, materials and/or labor from time to time provided by XPERT EXPOSITION SERVICE to or for the benefit of Exhibitor ("Obligations"). XPERT EXPOSITION SERVICE shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that XPERT EXPOSITION SERVICE is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. XPERT EXPOSITION SERVICE may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

19. The Exhibitor, as a material part of the consideration to XPERT EXPOSITION SERVICE General Contractor Services, waives and releases all claims against XPERT EXPOSITION SERVICES with respect to all matters for which XPERT EXPOSITION SERVICE has disclaimed liability pursuant to the provisions of this contract.

20. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF XPERT EXPOSITION SERVICE PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS XPERT EXPOSITION SERVICE, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

# Raleigh Convention Center Utilities Order Form

**Payment for any requested services can only be made by a company, cashier's, or certified check, cash, Visa, MasterCard or American Express. Service will not be provided until payment is received. If you would like a confirmation or receipt for your order please contact RCC Accounting at 919-996-8515 and include your email address on this form. See page 2 for additional contact information.**

Event Name: \_\_\_\_\_ Event # \_\_\_\_\_  
(RCC to complete)

Event Date(s): \_\_\_\_\_

Booth Number(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Would You Like A Receipt? \_\_\_\_\_

	QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
<b>ELECTRIC POWER+</b>		110V Outlet 20 Amp	\$90.00	\$140.00	
		208V Outlet 30 Amp & Under	\$160.00	\$220.00	
		208V Outlet 30 - 100 Amp (Single Phase)	\$240.00	\$320.00	
		208V Outlet 30 - 100 Amp (Three Phase)	\$300.00	\$360.00	
		120/208 1ph or 3ph Anything over 100 Amp	Call Jimmy Pierce (919-302-4817) for Details, Advance Only		
<b>PHONES/MISC</b>		Telephone Line (Handset Not Incl)	\$215.00	\$270.00	
		Telephone Line (Includes Handset)	\$240.00	\$305.00	
		Two-Line Digital Phone	\$350.00	\$425.00	
		Compressed Air, Water, or Drain Service (Exhibit Halls Only)	Call Jimmy Pierce (919-302-4817) for Details, Advance Only		

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website:

<http://www.raleighconvention.com>

± All power is supplied from the floor. Please call to discuss other requirements.

**Free basic wireless Internet service is offered throughout the Raleigh Convention Center.**

Free wireless Internet service is suitable for checking email and light web surfing. Total available bandwidth is shared by all customers in the facility. Free wireless Internet service is a best-effort, non-guaranteed offering and does not include I.T. support. Raleigh Convention Center also offers dedicated bandwidth, high speed wireless, wired Internet, and many other networking services. Please contact the Convention Center I.T. department for a quote for additional services.

\*\*Additional information and Terms of service below

QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
	Wired Internet	\$350.00/ Per event, per drop	\$450.00/ Per event, per drop	
<b>Other Internet Services</b>				
QTY.	# OF DAYS	SERVICE	PRICING	TOTAL PRICE
		Dedicated Bandwidth Connections	\$150.00/Mbps per day – (Min order \$500.00) <b>7 to 45 Days Advance Notice Required</b>	
		Static Public IP Address	\$150.00 (+ \$350.00 for one Wired Connection = \$500.00) <b>Advance Notice Required</b>	
<b>TOTAL:</b>				

**\*Please note that the floor price will be charged if equipment reservations are not received by The Raleigh Convention Center at least one week prior to the first day of move-in.**

Payment options:	
1. Mail <b>completed form</b> with <b>payment</b> to:  Raleigh Convention Center 500 South Salisbury St. Raleigh, NC 27601  <b>For order receipt confirmation or payment receipts please contact:</b>  <b>RCC Accounting: 919-996-8515</b>	2. Pay with <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express (check one box) Name on Card _____ Card number _____ Expiration (MM/YY) _____ Signature _____  <b>FAX completed form with credit card information to:</b> <b>RCC Accounting FAX #: 919-996-8552</b>
For Internal Use Only: Date received:	Receipt number:

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website:

<http://www.raleighconvention.com>

# TRADE SHOW FURNISHINGS

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## Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools









# 2017 Sampling Guide

Duke Energy Center  
for the Performing Arts

For companies or organizations to prepare and sample products that they prepare or sell in normal day-to-day operations



# Food and Beverage Sampling Guidelines

**Centerplate retains the exclusive right to provide, control and maintain all food and beverage services throughout the facilities.**

**All food and non-alcoholic beverage samples brought into the Raleigh Convention Center and or Progress Energy Center for the Performing Arts require approval from Centerplate in writing prior to the event and must comply with the following guidelines:**

- A company or organization may not bring on to the premises food or beverage for use in the hospitality lounge, staff offices or backstage areas.
- A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
- Food samples are limited to (2) ounce portions.
- Non-alcoholic beverage samples are limited to (2) ounce portions.

A written description that outlines the product and portion size to be sampled shall be submitted in advance to Centerplate. Please use the form included in this guide.

Approval of sampling arrangements will be provided to the company or organization in writing from Centerplate.



**Centerplate**

Making It Better To Be There Since 1929.™



# On-Premise Cooking Regulations

**A written description that outlines the on-premise cooking request shall be submitted in advance to Centerplate and the Raleigh Convention Center. Approval will be provided to the company or organization in writing from the Raleigh Convention Center.**

**Cooking and warming equipment must have the approval of the Fire Marshal's Office 30 days prior to the date of the event.**

**The on-premise cooking request must comply with the following guidelines:**

- Appliances must be listed by a nationally recognized testing laboratory (UL and/or F.M.) for their use.
  - Appliances shall be isolated from the public by at least four feet (measurement shall be from an aisle) or by a barrier.
  - Appliances shall be limited to 288 square inches of cooking surface area.
  - Appliances shall be placed on non-combustible surface material.
  - A 20:BC fire extinguisher with a metal lid is needed for each appliance.
  - Small cans of Sterno may be used for food warming purposes when proper precautions are taken to prevent ignition of combustible materials.
  - Compressed flammable gases including LP gas tanks are prohibited unless approved by the Fire Marshal's Office. Other prohibited flammable gases include acetylene, hydrogen, propane and butane.
- NFPA 58 permits portable butane-fueled appliances in restaurants and in attended commercial food catering operations that are fueled by no more than two 10-oz. (0.28-kg) LP gas capacity non-refillable butane containers having a maximum 1.08-lb (0.4-kg) water capacity per container.
  - Open flame devices are prohibited unless approved by the Fire Marshal's Office.
  - All open flame devices and candles require a permit from the Fire Marshal's Office. Those requesting the use of open flame devices and candles shall provide a sample/picture for approval at least 30 days before the event.

# Alcoholic Beverage Sampling Guidelines

**Beer and wine sampling only permitted. No sampling/tasting of spirituous liquors is permitted.**

**Sampling and/or tasting is only permitted by licensed breweries and/or wineries, if the following requirements are upheld. All other groups are prohibited from all alcohol beverage sampling; these services can be ordered through Centerplate.**

**The sampling/tasting request must comply with the following guidelines:**

- NC ABC Board Wine-Tasting Permit and/or Malt Beverage Tasting Permit must be on-site throughout sampling event.
  - Winery's and/or brewery's representative(s) must be on site overseeing sampling.
  - Wine and/or malt beverage (beer) sampling/tasting event shall not exceed four hours.
  - Sample/tasting size may not exceed:
    - 2 ounce for wines
    - 2 ounces for malt beverages (beers)
  - At any one tasting area, there may not be more than (6) wines sampled and/or more than (4) malt beverages (beers) sampled.
- No sale of alcoholic beverages is permitted, including sale of packaged items.
  - There can be no Centerplate bar service (cash nor hosted) in operation during the sampling/tasting event.

Note: To include a bar(s) during any sampling/tasting event, all sampling wine(s) and/or malt beverage(s) (beer) must served by Centerplate bartender(s) with a \$100++ fee per bartender.
  - Sampling beverage can be established as premier beverage at bar to be served or sold. If product is not in current Centerplate bar selections, full payment required for product costs.
  - Brewery and/or winery display can be set up next to bar to showcase product.

# 2017 Sample Food / Beverage Distribution Authorization Request Form

**Centerplate retains the exclusive right to provide, control and maintain all food and beverage services throughout the facilities.**

**All food and non-alcoholic beverage samples brought into the Raleigh Convention Center and or Progress Energy Center for the Performing Arts require approval from Centerplate in writing prior to the event and must comply with the following guidelines:**

-A company or organization may not bring on to the premises food or beverage for use in the hospitality lounge, staff offices or backstage areas.

-A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.

-Food samples are limited to (2) ounce portions.

-Non-alcoholic beverage samples are limited to (2) ounce portions.

<b>Event Name</b> _____	<b>Event Date(s)</b> _____	<b>Firm</b> _____	<b>Booth Number</b> _____
Telephone # _____	Fax # _____	Email Address _____	
Address _____	City _____	State _____	Zip _____
Authorized by _____	Signature _____	Date _____	
<b>Product(s) to be sampled</b> _____			
Portion Size _____ Proposed Method of Distribution _____			
<b>Expected arrival date</b> _____ Method of delivery _____			
Delivery contact info _____			
<b>Services Required:</b>			
<b>Storage</b> Yes ___ No ___			
Type: ___ Freezer \$5.00+ per cubic foot per day			
___ Refrigerated \$3.50+ per cubic foot per day			
___ Dry \$3.00+ per cubic foot per day			
___ Other _____			
<b>Ice Charge</b> \$25.00 per bag (25#). There will be a \$25.00+ delivery charge per delivery if delivered to a booth.			

<b>Centerplate Catering ONLY to complete this space:</b>	
APPROVED _____	NOT APPROVED _____ REASON: _____

Please return this form to Centerplate, via fax to 919-833-4836, two weeks prior to start of show to ensure confirmation. Any request received within the two week period prior to the event will be assessed a \$50.00 processing fee. NOTE: Applicable state sales taxes applies to all charges.