

Exhibitor Services



**Westgate Las Vegas Resort & Casino
Las Vegas, Nevada
May 9-10, 2018**

Services Provided By...



5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail: CustomerService@AdvantageExpo.com
www.AdvantageExpo.com

**Advance Order Cut-Off Date:
Tuesday, April 24, 2018**



**TacOps West 2018
Westgate Las Vegas Resort & Casino
Las Vegas, Nevada
May 9-10, 2018**

Table of Contents

Exhibitor Letter/General Exhibitor Information.....	1-2
Method of Payment Form.....	3
Furniture/Carpet Rental Order Form.....	4
Union Regulations and Exhibitor Rights.....	5
Material Handling	
Freight FAQs, Handling Hints and Ways to Save.....	6-7
Material Handling Service Rates.....	8
Material Handling Request Form.....	9
Cart Service Order Form.....	10
Advance Warehouse Shipment Label.....	11
Show Site Shipment Label.....	12
Labor Forms	
Booth Labor Order Form.....	13
Exhibitor Appointed Contractor Form.....	14
Vehicle Spotting Order Form.....	15
Accessible Storage Order Form.....	16
Booth Cleaning Order Form.....	17
Outbound Shipping Services Order Form.....	18
Advantage Conference & Expo Limits of Liability	19
Order Recap Form.....	20



**TacOps West 2018
Westgate Las Vegas Resort & Casino
Las Vegas, Nevada
May 9-10, 2018**

Table of Contents Continued

TSE Electrical Order Forms	21-38
Encore Internet Order Forms	
Order & Payment Authorization Form.....	39
Terms and Conditions.....	40



TacOps West 2018
Las Vegas, NV
May 9-10, 2018



Dear Exhibitor:

ADVANTAGE EXPO is pleased to be the general contractor for the upcoming TacOps West 2018 in Las Vegas, NV.

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

Planning Assistance Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please contact our office; we will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and attractive showcase for your presentation.

Please Note All forms are to be returned via fax to 410-789-5564 or e-mailed to Customerservice@advantageexpo.com - except internet and electric orders, which go to the fax number on those order forms.

Basic Information Listed below is show site information that will help you in planning a successful exhibit.

Booths Exhibit booths are 10' wide x 10' deep and draped in **Blue/White**. Depending on which booth option you choose when registering as an exhibitor, your booth will come as follows:

- **Standard** booth packages are unfurnished.
- **Deluxe** booth packages include (1) 6' long x 30" high Blue draped table, (2) folding chairs and one wastebasket.

All booths receive a booth ID sign which includes your company name and booth number.

ABSOLUTELY NO SUBSTITUTION TO DELUXE BOOTH PACKAGE IS ALLOWED. However, additional furnishings may be rented at the rates stated in this Service Manual. Your exhibit space **IS** carpeted. However, if you would like to order a specific carpet color for your exhibit space, please refer to our **FURNITURE RENTAL ORDER FORM** for available colors and pricing.

Advance Shipments

HOTEL DOES NOT RECEIVE FREIGHT. **All show freight should be shipped to the advance warehouse.** When shipping your materials to the advance warehouse, please make sure that **ALL** items are *clearly marked with your company name, show name and booth number* to ensure that your materials are delivered to your assigned booth space. **Use the enclosed shipping label.**

Show Dates/Times

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Tuesday, May 8 Wednesday, May 9	1:00pm 7:00am	6:00pm 9:00am
Show Hours	Wednesday, May 9 Thursday, May 10	9:00am 11:00am	5:00pm 3:00pm
Dismantle	Thursday, May 10	3:00pm	6:00pm
Outbound Freight*	Thursday, May 10	6:00pm	N/A

For exhibitors shipping freight out at the close of the show by other means than **Advantage Conference & Expo, please note that all shipments must be out by the specified time above or it will be **forced**.*

Save Place your orders in advance! By placing your orders before **TUESDAY, APRIL 24TH**, you will benefit from discount pricing; however, **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.** Orders received without payment will not be processed. Orders placed after the above date will be charged at floor price. Any orders placed during installation are **C.O.D.**

Important The cut-off-date for receiving freight at our warehouse, without incurring additional costs, is **TUESDAY, APRIL 24TH.** Please use enclosed labels for accurate delivery. Refer to our Material Handling Service Form for pricing. Material handling as well as any open balances must be paid at the service desk **PRIOR TO THE OPENING OF THE SHOW.** For your convenience, we accept MasterCard, Visa, American Express, Checks, or Cash.

Questions and/or Adjustments Should you notice any discrepancy in the items ordered and the items received or have any questions and/or complaints, please report to ADVANTAGE EXPO's Service Desk at the show immediately upon noting same. Your issue will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on information received after post-show invoicing.

We look forward to being of service to you and if any additional information is needed, encourage you to contact your Show Representatives, Mary or Kathy, at 410.789.5000.

Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



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5187 Raynor Avenue
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Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com

Advance Order Deadline*: TUESDAY, APRIL 24, 2018

*FULL PAYMENT must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

If utilizing the services of ADVANTAGE CONFERENCE & EXPO, LLC, this form must be completed and returned with your order. Any orders received without this form **WILL NOT BE PROCESSED**.

- Cash**
- Company Check**...Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**
- Invoice**...**PLEASE NOTE:** All invoices are subject to a **15% Surcharge** and are due upon receipt.
- Credit Card**...For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, **as well as any additional amounts incurred as a result of show site orders placed by your representative**. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

*Information required to process your order; Please PRINT or TYPE

*Company Name: _____ *Booth #: _____
*Billing Address: _____
*City/State/Zip: _____
*Phone: _____ *Fax: _____
*E-Mail Address (where receipt should be e-mailed to): _____

Credit Card Type: American Express MasterCard Visa

*Billing Zip Code for Card Provided: _____ *3 or 4 Digit Security Code: _____
(Security code (if applicable) located on back of credit card in signature line)
*Account #: _____ *Expiration Date: _____
*Cardholder's Name: _____ *Signature: _____

Please attach a photocopy of your credit card for our files.

We have read, understand, and agree to all terms as described and have advised our show site representative accordingly.

Name of Person Ordering: _____ Date: _____
Please Print

Phone Number: _____

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



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 Website: www.AdvantageExpo.com

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Advance Order Deadline:
TUESDAY, APRIL 24, 2018

Qty:	Item	Pricing		Qty:	Item	Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	130.00	156.00
	Folding Chair	45.00	54.00		2'x4' Undraped	75.00	90.00
	Padded Chair	55.00	66.00		2'x6' Undraped	90.00	115.00
	Padded Counter Stool with Back	90.00	108.00		2'x8' Undraped	105.00	135.00
					2'x4' Draped	100.00	120.00
					2'x6' Draped*	125.00	145.00
					2'x8' Draped*	140.00	165.00
				42" High Display Tables			
					30" Round Undraped	149.50	180.00
Miscellaneous					2'x4' Undraped	86.25	103.50
	Wastebasket	30.00	36.00		2'x6' Undraped	115.00	135.00
	Easel	40.00	48.00		2'x8' Undraped	130.00	150.00
	Black Stanchions (6' Section)	65.00	N/A		2'x4' Draped	115.00	138.00
	Sign Holder- Double Sided (22" x 28")	65.00	N/A		2'x6' Draped*	145.00	165.00
	Literature Rack	90.00	108.00		2'x8' Draped*	165.00	185.00
	Bag Stand	90.00	N/A	*Draped on 3 Sides Only			
					4 th Side Draping	45.00	54.00
				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
				<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
Display				Carpeting			
	Table Top Riser: 4' Long (1' H x 1' D)	65.00	N/A		10' x 10'	160.00	210.00
	Table Top Riser: 6' Long (1' H x 1' D)	75.00	N/A		10' x 20'	320.00	380.00
	Steel Grid Wall 2' x 8' (No Legs) need 2	110.00	N/A		10' x 30'	480.00	550.00
	Steel Grid Wall 2' x 8' (With Legs)	150.00	N/A		10'x 40'	640.00	N/A
	Display Case (6') Illuminated	500.00	N/A	Carpet pricing includes taping of front edge only			
	Wood Slat Wall 3'x8' Section w/shelves	500.00	N/A	Please specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Black			

Company Name: _____

Booth #: _____

Union Regulations & Exhibitor Rights



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Union Regulations and Exhibitor Rights

Union labor will be required for certain aspects of your exhibit handling. Teamsters Union Local 631 claims jurisdiction for both exhibit hall labor and freight handling. To assist you in planning your participation in the forthcoming exhibition, please review the following.

Freight/Material Handling (Drayage)

Teamsters have jurisdiction over the the operation of all material handling equipment, loading and unloading of all trucks, trailers, common carriers, cargo vans as well as the delivery of freight to and from exhibit hall floor.

Teamsters will remove empty containers after booth set and return empties at show dismantle. Teamsters will deliver all freight sent to the Advance Warehouse as well as freight arriving at show site during set up.

Material Handling may be ordered using the "Material Handling Order Form" provided in the kit.

Exhibitors may handle freight at show site provided that the freight is hand-carried (no dollies, hand trucks, or other wheeled vehicle) to and from your booth by one person in one trip. Items that may be hand-carried include small cartons and pop-up displays. To hand-carry, use of the loading dock/freight door area is not permitted. Hand-carried freight must come through the front doors of the exhibit hall.

Cart Service, for those in a personal vehicle (POV) is offered. See "Cart Service Order Form" in this service kit.

Exhibit Erection & Dismantling

Teamsters Union claims jurisdiction over all set-up and dismantling of exhibits including rigging and carpet installation. Exhibitors may, at their option, erect and dismantle their own booths *only if these conditions are met*: booth is not larger than 10'x 20', work must be done by one (1) person who is a full-time employee of exhibiting company, work must take no longer than one hour, power tools may not be used. If these conditions cannot be met, labor can be ordered using the "Booth Labor Order Form" in this service kit.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Advantage Conference & Expo is not responsible for injuries caused by improper use of our furniture.

If you would like additional information regarding how the jurisdictions may apply to you, please call Advantage Conference & Expo at 410-789-5000 for assistance.

Freight FAQs, Handling Hints and Ways to Save



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Below are some of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. Read on for some shipping tips which will help you save money by avoiding unnecessary surcharges.

What is “Freight Handling/Drayage”? – The term drayage is the moving of exhibit materials from one location to another. Whether you ship to an advance warehouse or directly to show site, your materials still need to get to your booth and then back on your outbound shipper’s truck at the end of the show.

Drayage services include the following six tasks: - 1) accepting of your material either at our warehouse or on show site, 2) storage until show set/up to 30 days at no charge 3) delivery to your booth at show set, 4) storage of your empty containers during the show, 5) returning empty containers at the close of the show, 6) returning your packaged freight to the dock and loading on the carrier of your choice.

May I carry my own materials to my booth? – Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility access and the show move-in/move-out schedule, to name a few. Advantage uses Union labor to move freight. These rates vary from city to city.

Tips on how you can save money. – Read the Freight 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, a surcharge will be assessed.

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 a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

Small shipments versus large shipments. – Most 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 are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor’s warehouse and/or show site.

Freight FAQs, Handling Hints and Ways to Save



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CustomerService@AdvantageExpo.com

If you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. – In general it is best to ship your materials in advance to the advance warehouse. 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 be solved prior to the show. When shipping to show site, if there is a problem, there is seldom time to solve 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.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. - You will be assessed a late charge if your shipment arrives after the advance order cut off 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, address, the show name, your company name, and your booth number. Use the label we provide in the service kit. Make copies as needed.

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; 4 of 4, etc.

Material Handling Service Rates



TacOps West 2018

Westgate Las Vegas Resort & Casino

Las Vegas, NV

May 9-10, 2018

ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

MATERIAL HANDLING SERVICE includes all labor and equipment required to move freight, empties, and deliveries at either the advance warehouse or show site. Freight includes all deliveries, whether from common carriers, private trucking companies, FedEx, UPS, DHL, POV's, messenger services, and the like. Movement of the freight may include unloading shipments, providing storage for up to **30 days** in advance at the warehouse, delivery to exhibit booth, removal, storage, and return of empty containers at the close of the show, removal of materials from your exhibit booth to the loading dock for reloading onto outbound carriers, and freight that is forced from site due to late or non-pickup after show hours. **Charges are based on CWT (100lb) increments or fraction thereof with a 200lb. minimum per shipment. No cumulative weights will be allowed on minimums or split shipments. Weights are rounded up to the next 100lbs.**

ACCEPTANCE OF CHARGES The consignment or delivery of a shipment to Advantage Conference & Expo by an exhibitor, or by a shipper/carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all Material Handling Services. The exhibitor accepts responsibility for the payment of Advantage Conference & Expo's charges in connection with the handling of their shipment, and guarantees payment in the event that any third party acting on their behalf fails to pay such fees.

Material Handling Rates		
Straight Time/Overtime Rate	\$120.00 cwt.	\$240.00 (Minimum Charge)
Small Package Fee	\$60.00	Up to 2 pieces with a maximum weight of 50 lbs. (Pieces must arrive at the same time to qualify.)

Your show sets on straight time and dismantles on overtime.

STRAIGHT TIME (S/T) HOURS: Monday through Friday from 8:00am to 4:00pm

OVERTIME (O/T) HOURS: Monday through Friday before 8:00am and after 4:00pm; ALL DAY Saturday and Sunday

LATE SHIPMENTS received at the warehouse after the advance cut-off date will incur a **50 percent surcharge**.

SPECIAL HANDLING will be subject to an additional **50 percent charge**. This classification shall be applied to van shipments or shipments requiring unloading by hand (i.e. loose display parts or uncrated equipment). **Shipments received via Federal Express, Airborne, DHL, UPS, or without identifiable markings and/or paperwork are subject to a Twenty Dollar (\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge).** To avoid these fees use the attached shipping label.

DAMAGE TO EXHIBITS during loading or unloading by ADVANTAGE CONFERENCE & EXPO, LLC. will be our responsibility. ADVANTAGE CONFERENCE & EXPO, LLC. **WILL NOT** be responsible for any of the following: Damage to material that was improperly packed, concealed damage, loss or theft of exhibitors materials after being delivered to the booth, or before loading out of the booth. Liability is limited to \$.10/Per Lb. Per Article, with a maximum of \$50.00/Per Item, and a maximum of \$1000.00/Per Shipment. **THE SHIPPER IS ENCOURAGED TO MAKE ARRANGEMENTS WITH THEIR INSURANCE CARRIER IF VALUES OF THE ARTICLES OR SHIPMENTS ARE IN EXCESS OF THOSE STATED ABOVE.**

Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form



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May 9-10, 2018

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E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

Advance Order Deadline: TUESDAY, APRIL 24, 2018

Please complete and fax this form to ADVANTAGE CONFERENCE & EXPO LLC, so that your freight can be handled appropriately. All shipments must be PREPAID. Collect shipments will be refused.

ADVANCE WAREHOUSE SHIPMENTS: Advance warehouse shipments should be sent to the address shown on the enclosed ADVANCE WAREHOUSE SHIPMENT label. Make copies of this label and affix to all freight. The advance order cut-off date for receiving shipments at the warehouse without incurring additional charges is **Tuesday, April 24, 2018**. Shipments arriving after this date will be received but are subject to additional charges.

SHOW SITE SHIPMENTS: Shipments sent to show site **will only be received on Tuesday, May 8, 2018**. Use the enclosed SHOW SITE SHIPPING LABEL, make copies if necessary. Shipments sent to show site prior to that date will be refused. Hotel will not accept or store show freight.

INBOUND SHIPMENTS: To anticipate the arrival of your freight, please fax or email the following:

Shipping to: Advance Warehouse Show Site

Shipped from (CITY): _____

Carrier: _____

Date Shipped: _____ Approx. Arrival Date: _____

Total Pieces: _____ Total Weight: _____

Company: _____ Booth #: _____

Show Representative: _____ Phone #: _____

Will your freight require special handling (i.e. forklift)? Yes No

Estimated Costs...

Total Weight* _____ lbs. Divided by 100 _____ multiplied by (See Below for Rate) \$ _____

***TOTAL WEIGHT ROUNDED UP TO THE NEXT 100LB. 200LB. MINIMUM APPLIES**

MATERIAL HANDLING RATE **120.00/Per cwt. (Min. Charge: \$240.00)

**See page 8 for further pricing information

Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a Twenty Dollar (\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge) in addition to the above rates. Use attached shipping label to avoid these fees.

CART SERVICE ORDER FORM



TacOps West 2018
Las Vegas, NV
May 9-10, 2018

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000
Fax: 410.789.5564
E-Mail:

Maximum Weight 200 lbs.

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cart service will be available for hire: one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are \$85.00 each way.
- This service is for those who have small hand carry items all of which must fit on a 3' x 6' push cart, piled no more than 3' high, in one trip only.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. Limited to one (1) cartload trip per booth.
- Dual-wheel trucks, trailers, cargo vans or trucks with trailers filled with exhibit material will not qualify for this service and will be redirected.
- Your vehicle must unload on the receiving dock of the exhibit hall. Advantage personnel will direct vehicles. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or weighs 200lbs. plus will be charged at show's Material Handling rates.
- At the end of the 20-minute allotted time, vehicles must be moved to the hotel parking areas.

Cart service is aimed at exhibitors requiring minimal assistance to move-in/out. It is intended as an integral part of an overall plan to minimize disruptions to the movement of forklifts, crates and other large exhibit materials during move-in/out.



YES, I will be utilizing the Show Site Cart Service.

Inbound Only Outbound Only Round Trip

Booth # _____

PRINT Company Name _____

Advantage will store empties accumulated at no extra charge. Empty stickers will be available at Exhibitor Service Desk.

ADVANCE WAREHOUSE SHIPMENT

TRADESHOW SHIPMENT-PLEASE EXPEDITE

TacOps West 2018
Advantage Conference & Expo
c/o Las Vegas Expo
4075 E Post Road
Las Vegas, NV 89120

To:

Name of Exhibitor

Booth #:

PIECE # _____ OF _____

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

SHOW SITE SHIPMENT

TRADESHOW SHIPMENT-PLEASE EXPEDITE

TacOps West Show
c/o ADVANTAGE CONFERENCE & EXPO, LLC
Westgate Las Vegas Resort & Casino
Ballrooms A-C
300 Paradise Road
Las Vegas, NV 89109

To:

Name of Exhibitor

Booth #:

PIECE # _____ OF _____

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

Booth Labor Order Form

Method of Payment Form MUST Accompany This Order Form



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ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

Labor Rates (Advance Orders)	
Straight Time	\$90.00/Per Man Per Hour (1 Hour Minimum/Per Man)
Overtime	\$126.25/Per Man Per Hour (1 Hour Minimum/Per Man)

For orders placed at show site, add 20%

STRAIGHT TIME HOURS: Monday through Friday from 8:00am to 4:00pm

OVERTIME HOURS: Monday through Friday before 8:00am and after 4:00pm, ALL DAY Saturday and Sunday

	SET-UP	DISMANTLE
Number of Workers Requested:		
Date:		
Time:		
ESTIMATED Total Hours:		

Cancellation Policy - 50% charge will apply for cancellation of labor orders during move-in.

DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on _____(Date) at _____(Time). **Please note: If exhibitor fails to pick up labor at time ordered, a one (1) hour per man no-show charge will be applied.**

ADVANTAGE CONFERENCE & EXPO, LLC. is authorized to set up our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

ADVANTAGE CONFERENCE & EXPO, LLC. is authorized to dismantle our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company: _____ Booth #: _____

Contact Person: _____ Phone: _____

Exhibitor Appointed Contractor



TacOps West 2018

Westgate Las Vegas Resort & Casino

Las Vegas, NV

May 9-10, 2018

ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

Exhibitors who plan to have an exhibit service firm other than the Advantage Conference & Expo supervise labor, unpack, erect, assemble, dismantle, and repack displays/equipment must abide by the following:

- | | |
|--|---|
| <p>A.) Exhibitor must notify Show Management and ACE in writing no later than TUESDAY, APRIL 24, 2018.</p> | <p>G.) The EAC may not, under any circumstances, solicit business on the show floor.</p> |
| <p>B.) Exhibitor must ensure that their contractor provide ACE with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, at least 15 days prior to show installation.</p> | <p>H.) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.</p> |
| <p>C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.</p> | <p>I.) Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations. All work must be done by the correct union labor.</p> |
| <p>D.) The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City Governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.</p> | <p>J.) The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with ACE.</p> |
| <p>E.) The EAC shall share with ACE all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.</p> | <p>K.) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, material handling, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.</p> |
| <p>F.) The EAC must provide ACE and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times. Anyone without proper ID will be asked to leave the show floor.</p> | |

The service firm must notify Advantage Conference & Expo of the names of all exhibiting companies for whom they have orders along with the names of all employees working for them on the show. All exhibitor service firms **must provide a Certificate of Insurance** to Advantage Conference & Expo and the sponsor of the exhibition. Please list the show name, location, and Exhibitor name on the Certificate of Insurance. EAC's will not be allowed access to the show floor without a Certificate of Insurance on file with Advantage Conference & Expo.

Please complete the following:

Company Name: _____ Booth #: _____

Exhibitor Contact: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____

City/State/Zip: _____

Contractor/Display House: _____ Phone: _____

Description of Proposed Service for Exhibitor: _____

Vehicle Spotting Order Form

Method of Payment Form *MUST* Accompany This Order Form



TacOps West 2018

Westgate Las Vegas Resort & Casino

Las Vegas, NV

May 9-10, 2018

ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

Exhibitors or agents with mobile or motorized equipment will require guidance to and from their respective exhibit areas. This "spotting" is required to prevent damage that may occur to exhibitors or the property of others and if necessary, to clear aisles to access spotting location. Exhibitor must provide Advantage Conference & expo with Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, at least 15 days prior to show installation.

SPOTTING FEE:

- \$180.00 (roundtrip fee) - for each four-wheel vehicle per hour.
- \$ 40.00 - added charge per each additional axle.

Spotting fee covers floor marking and 2 representatives to assist/direct. Exhibitor will be responsible for operation of vehicle.

VEHICLE RULES:

- Batteries must be disconnected and taped.
- Fuel tanks must have no more than the lesser of: one quarter tank or five gallons.
- Fuel tanks must be sealed with a locking cover to prevent the escape of vapors.
- Vehicles may not be moved during show hours.
- No leaks of fluids.
- A fire extinguisher must be present, visible and accessible at all times.

SCHEDULING:

A representative from A.C.E. will contact you to schedule your vehicle spot.

# VEHICLES	COST PER VEHICLE	TOTAL COST

Company: _____ Booth # _____

Person to contact for scheduling: _____ Cell # _____

Accessible Storage Order Form

Method of Payment Form MUST Accompany This Order Form



TacOps West 2018

Westgate Las Vegas Resort & Casino

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May 9-10, 2018

ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

Clarke County Fire regulations prohibit storing product, literature, empty packing containers, packing materials, promotional giveaways or exhibit booth empties behind back drapes or under draped tables.

Exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply should be stored.

If you do not utilize Material Handling services and will have empty exhibit containers, you may utilize this storage option or store empties in your vehicle or guest room.

- Materials to be stored will be picked up from your booth after they have been skidded and labeled.
- Please schedule deliveries prior to the show opening each day. Advantage workers will be available to access storage items 1/2 hour prior to daily show opening, 1/2 hour after show closing each day and on a limited basis during show hours.
- No large deliveries will be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours.
- All materials in storage on the last day of the show will be returned to designated booths at the close of the show.

STORAGE RATE: \$75.00 per 4'x 4' skid/pallet

All items for storage must be skidded. Labels may be picked up at the Advantage Expo service desk. Exhibitor must complete and apply labels to each item.

LABOR RATE:

\$45.00 for each 1/2 hour 8:00 am-4:00 pm M-F

\$63.25 for each 1/2 hour before 8:00 am and after 4:00 pm M-F

# OF PALLETS BEING STORED	
WHAT ARE YOU STORING? (boxes, crates, cases, etc.)	

Company Name: _____ Booth # _____

Contact Person
at Show Site: _____ Cell # _____

All goods stored with Advantage are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in storage. We shall not be liable for any injury, damage, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred.

Booth Cleaning Order Form

Method of Payment Form MUST Accompany This Order Form



TacOps West 2018

Westgate Las Vegas Resort & Casino

Las Vegas, NV

May 9-10, 2018

ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

Exhibit booths can become soiled and littered during exhibitor set-up, we suggest ordering booth cleaning services prior to show opening. Our service includes the vacuuming of your booth space & emptying wastebaskets. Our rates are as follows:

Please complete the following for Booth Cleaning services:

Single Booth (Daily Pricing)	\$75.00
Double Booth (Daily Pricing)	\$130.00
Triple Booth (Daily Pricing)	\$170.00
Quadruple Booth 20'x20' (Daily Pricing)	\$210.00
Multiplied by number of days required:	
TOTAL BOOTH CLEANING CHARGES:	\$

- My exhibit booth will require cleaning prior to show opening.
- My exhibit booth will require cleaning prior to day 2 of show.

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

Outbound Shipping Services

Method of Payment Form MUST Accompany This Order Form

TacOps West 2018
Las Vegas, NV
May 9-10, 2018



5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

Advance Order Deadline: Tuesday, April 24, 2018

Save time on the removal. Order outbound shipping in advance by completing the following. E-mail or fax back.:

Outbound Service* Requested:

Materials will ship **ECONOMY unless otherwise noted.*

Overnight 2 Day Economy

Ship to arrive by: _____ Approximate # of pieces: _____

PLEASE NOTE: Minimum fee of **\$240.00/Per Shipment** (*Optional Insurance Coverage Additional*) to be charged to credit card on file. Service includes pre-printed Bill of Lading (**Advance Orders Only**), pre-printed shipping labels (**Advance Orders Only**), palletizing, shrink wrapping, and tagging of materials. Please call for estimate.

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels on the last day of the show.

Ship To:

Company: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

LIMITS OF LIABILITY



TacOps West 2018
Las Vegas, NV
May 9-10, 2018

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000
Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor 's material after same has been delivered to exhibitor's booth.
3. Advantage Conference & Expo LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.
4. Advantage Conference & Expo LLC shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to \$.10 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Advantage Conference & Expo LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Advantage Conference & Expo LLC by an exhibitor or by any shipper to or 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.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

Order Recap Form



TacOps West 2018

Westgate Las Vegas Resort & Casino

Las Vegas, NV

May 9-10, 2018

ADVANCE ORDER CUT-OFF DATE: TUESDAY, APRIL 24, 2018

This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC. with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the APRIL 24TH advance order cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture/Carpet Rental	
Freight/Material Handling Services	
Cart Service	
Booth Labor	
Vehicle Spotting	
Accessible Storage	
Booth Cleaning	
Outbound Shipping (Estimate)	
Electric (Fax to TSE)	N/A
Internet (Fax to Encore)	N/A
TOTAL DUE FOR ADVANTAGE EXPO SERVICES:	\$

Please Note...

1. Electric orders should be sent to TSE Electric. Internet orders should be sent to Encore. E-mail address and fax #'s are on their respective forms.

Company Name: _____ Booth #: _____

Ordered By: _____ Phone #: _____ Date: _____
 (Print)

Payment and Credit Card Charge Authorization

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

Form Deadline Date:
April 17, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		TSE invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with TSE.
Only submitting your Credit Card Authorization? Do it online: <http://e.tseordering.com/011695292/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- TSE will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with TSE payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	
I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.			
Please Sign	X	Check Number	MM/DD/YY
	Cardholder Signature	Total Check Payment	Check Dated
Cardholder Name - Please Print	Date	Total Credit Card Payment	\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <http://www.ges.com/chat>



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Electrical Safety and Regulation

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018

Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

1. Trade Show Electrical (TSE) Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by TSE. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

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7. TSE is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a TSE Electrician.



Reminder:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

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Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the TSE Department pre-show. Once on-site, please visit the TSE Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. TSE has different lighting options available. Contact TSE department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, TSE is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous TSE invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise TSE service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. TSE does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – TSE Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for TSE lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by TSE for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). TSE must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to TSE office by the discount deadline date.

What else should I know?

All floor plans are reviewed prior to show site in order to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time. If labor is scheduled and the electrician shows up and there is no one there to direct them, there will be a 1 hour not ready charge billed per worker requested. You will need to go to the service desk when you are ready to place a new order. Show site labor rates may apply.

Laborers are required when ordering booth work labor for installation of monitors over 37" and when cords need to be fished under carpet for floor work labor.

Additional charge of \$195.00 will be applied for every 1000 watt overhead light ordered when your booth is located in certain areas due to the nature of the building and equipment required to install these lights.

Materials are charged on an as needed bases and are added to your invoice. Be sure to budget for these incidentals like extension cords, plug strips and tape. TSE can assist you in estimating, though it is difficult to predict the length and amount needed until work is actually performed.

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Electrical Outlets Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

Discount Deadline Date:
April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	137.25	190.75		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	246.50	342.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	298.00	413.75		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	366.00	508.25		\$
700005	030 Amp, 1 HP 120V	512.75	712.00		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	544.75	756.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	762.00	1,058.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	980.00	1,361.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,306.50	1,814.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,687.50	2,343.75		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,722.25	3,780.75		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.25	10.00		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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24 Hour Electrical Outlets Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

Discount Deadline Date:
April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	274.50	381.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	493.00	685.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	596.00	827.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	732.00	1,016.50		\$
700005	030 Amp, 1 HP 120V	1,025.50	1,424.00		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,089.50	1,513.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,524.00	2,117.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,960.00	2,722.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,613.00	3,629.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	3,375.00	4,687.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	5,444.50	7,561.50		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.25	10.00		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to TSE, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Lighting Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stantion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

*** If distribution of power is required to provide power to the lights, a labor order will be required.

**** This price is inclusive of light, power, assembly, installation and removal. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. All floorplans are reviewed prior to showsite to determine hanging points, load paths and materials needed. A fee of \$50.00 will be billed for this time..

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed \$

By signing and delivering the Lighting Order Form to TSE, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Electrical Floorwork Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

Discount Deadline Date:
April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by TSE for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	146.50	183.00	220.00			\$
705060	Electrical, OT	220.00	275.00	330.00			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is TSE Supervision? An exhibitor chooses TSE Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- Exhibitor Supervised
 - You must schedule date & time below as well as # of electricians and estimated hours.
 - TSE assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, TSE floor work labor is required. If no floor work labor is received, TSE will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- TSE Supervised (OK to proceed without exhibitor.)
 - If this is left unmarked and a floor plan has been submitted, TSE will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) drop location?

_____ Yes _____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

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Electrical Floorwork Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
April 17, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Floorwork Labor Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Booth Work Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
 Westgate Las Vegas Resort and Casino
 May 9 - 10, 2018

Discount Deadline Date:
 April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	146.50	183.00	220.00			\$
705061	Electrical, OT	220.00	275.00	330.00			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
 - Lighting
 - Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
 - Miscellaneous
 - Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.
- Hang Monitor*: Size _____ Qty _____ Other _____
 *Monitors 37" and larger require 2 electricians.
- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

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Electrical Booth Work Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Booth Work Labor Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Equipment Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

Discount Deadline Date:
April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Trade Show Electrical (TSE) forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift
Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses. (3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket
Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate
Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate
Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate
Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705200	5,000 lb, ST	235.00	294.00	353.00			\$
705200	5,000 lb, OT	666.00	833.00	999.00			\$
705230	5,000 lb w/Basket, ST	404.00	505.00	606.00			\$
705230	5,000 lb w/Basket, OT	831.00	1,040.00	1,250.00			\$

Step 2. Please Indicate Service

Describe work that needs to be performed:

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Form Continues on Next Page



Electrical Equipment Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
April 17, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Equipment

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Equipment Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Booth Layout - Electrical

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018
Westgate Las Vegas Resort and Casino
May 9 - 10, 2018

Form Deadline Date:
April 17, 2018

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

- ▲ Main Drop Location
- 208 V Three Phase _____ AMPS
- Ⓜ 120 V _____ AMPS
- Ⓛ 480 V Three Phase _____ AMPS
- Ⓞ 208 V Single Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: _____)

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate Adjacent Booth or Aisle Number:

Indicate Adjacent Booth or Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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Terms and Conditions of Contract

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Tac Ops West 2018

Westgate Las Vegas Resort and Casino

May 9 - 10, 2018

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES 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, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES 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 GES. Customer's obligations under this provision shall not apply to GES' 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.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES 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. GES' 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.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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IX. Jurisdiction, Choice of Forum

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 Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT WESTGATE LAS VEGAS
8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148
 Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email:services@encore-us.com



WESTGATE LAS VEGAS
RESORT ♦ CASINO

Booth Number:	To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:
EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:	DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:	
ORDERED BY:	EMAIL ADDRESS:		
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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TELECOMMUNICATIONS / INTERNET SERVICES FORM

VOICE SERVICE / EQUIPMENT	Advanced Event Rate	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00	\$265.00		Yes - No	
Single Handset *	\$35.00	\$50.00			
Conference Phone - DAILY RATE *	\$125.00	\$175.00		x _____ Days	

* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$500 Conference Phone

** Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure

INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared vlan , wired Ethernet connection	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth .	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

* **LABOR IS INCLUDED WITH ORDERED SERVICES**

LABOR FEE IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

SERVICE TOTAL	
10% Service Fee	
SUBTOTAL	
* LABOR FEE	
GRAND TOTAL	

Westgate Resort and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF WESTGATE RESORT

Prices Subject to change without Notice

Rev 3/1/15

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Phone Usage Charges: Usage charges are billed by the hotels through Encore Event Technologies. These charges come directly from the hotel; Encore Event Technologies has no control over them. Local and toll-free calls are \$1.25 each. Long distance calls are billed at AT&T Operator Assisted Rates. Credit card required for all phone services provided.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

