

Dear Exhibitor:

The Expo Group understands **United Airlines Rock 'n' Roll Los Angeles** is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **October 3, 2018** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at <https://www.theexpogroup.com/orderservices> . Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Account Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Christy Gobber
Customer Account Manager
Direct - 702-983-5876
cgobber@theexpogroup.com

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

United Airlines Rock 'n' Roll Los Angeles
 October 26 - 27, 2018
 Los Angeles Convention Center
 Los Angeles, CA

**Discount Deadline:
 October 3, 2018**

**Exhibit Hall
 Colors**

Back drape color: Black
 Side drape color: Only dividers not on end booth - Black
 Aisle carpet color: N/A

**Booth
 Package**

10' x 10' Booth Package Includes:
 Pipe and Drape
 (1) 6' skirted table - Black
 (2) Side Chairs, (1) Wastebasket
 (1) Black Booth Carpet (1) Booth ID Sign
 * Island Booths are A La Carte*

**Exhibit Hall
 Hours**

Exhibitor Move-In

Thursday	October 25, 2018	10:00 am - 5:00 pm
Friday	October 26, 2018	8:00 am - 12:30 pm

Show Hours

Friday	October 26, 2018	1:00 pm - 6:00 pm
Saturday	October 27, 2018	10:00 am - 5:00 pm

Exhibitor Move-Out

Saturday	October 27, 2018	5:01 pm - 10:00 pm
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Dismantle

All Booths must be dismantled by Saturday, October 27, 2018 by 8:00 pm.
 All carriers other than the official show carriers must check in at the freight desk by 7:00pm on Saturday, October 27, 2018, otherwise exhibitor shipments will be subject to rerouting.

**Important
 Dates**

Expedite Fees

Rental Exhibits and Graphics
 50% Expedite Fee if ordered after October 3, 2018.
 100% Expedite Fee if ordered after October 10, 2018.

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Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
c/o YRC
9933 E Beverly Blvd
Pico Rivera, CA 90015

- Advance Shipments will be accepted between Wednesday, October 3, 2018, through Friday, October 19, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Los Angeles Convention Center - West Hall A

Address: Los Angeles Convention Center - West Hall A
c/o The Expo Group
1201 S Figueroa St.
Los Angeles, CA 90015

Direct shipments must arrive at show-site beginning at 12:00 pm on Thursday, October 25, 2018 through Saturday, October 27, 2018. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC

Order services early and SAVE!

Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

The Expo Group Order Forms

FORM NAME	ORDER TOTAL
<input type="checkbox"/> Exhibitor Data	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Credit Card Authorization	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Terms and Conditions	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Third Party Authorization	\$ _____
<input type="checkbox"/> EAC Requirements	\$ _____
<input type="checkbox"/> Visqueen and Padding	_____
<input type="checkbox"/> Cleaning Service	\$ _____
<input type="checkbox"/> Furniture and Accessories	\$ _____
<input type="checkbox"/> Booth Rental Exhibits	\$ _____
<input type="checkbox"/> Booth Rental Accessories	\$ _____
<input type="checkbox"/> Signs	\$ _____
<input type="checkbox"/> Material Handling	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/> The Expo Group Supervised Labor	\$ _____
<input type="checkbox"/> Lift Equipment and Labor	\$ _____
Total Amount Due:	\$ _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.

In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.

Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.

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**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
 REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____
 Contact Name: _____ Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____
 Email Address: _____

I consent to allow The Expo Group and parties involved in the production of this show to email communications to the email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____

On-Site

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____
 Contact Hotel: _____
 Date of Arrival: _____ Date of Departure: _____

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

Payment Options

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

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to The Expo Group for all amounts due in USD funds prior to show closing.

Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

- **Tax Exempt Status**

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

- **Credits for Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

- **Advance Pricing**

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

- **Standard Pricing**

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

- **Cancellation of Items or Services**

All Labor Types - 2-days notice is required for cancellation of all labor services. If such notice is not provided, a one (1) hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture and Carpet - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture - Items ordered and cancelled 1-week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Custom Exhibits and Accessories - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

Exhibitor Graphics - Orders cancelled after production will be charged 100% of the original price.

EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM REGARDLESS IF NOTHING IS ORDERED.

REQUIRED FORM

Company Information

Exhibiting Company: _____
 Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone Number: _____
 Email Address: _____ Fax Number: _____

Credit Card Payment

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at The Expo Group Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

Credit Card Authorization

- Please complete the information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

A check is being sent to cover all expenses, use card only for show-site services
 Use credit card for all services

Card Type

Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

 CITY STATE ZIP COUNTRY

 TELEPHONE EMAIL

PLEASE SIGN

X _____

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. DEFINITIONS. For purposes of the Contract, "TEG" means The Expo Group, Inc., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **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 TEG; **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 TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. SCOPE. These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or 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.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. CHOICE OF LAW & VENUE. Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. LIMITATION OF LIABILITY & INDEMNITY. TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. **b. Accessible Storage:** TEG 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. **c. Unattended Goods:** TEG 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. **d. Empty Storage:** TEG 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 TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. **e. Forced Freight:** TEG 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 to ensure Customer Goods are properly labeled. **f. Concealed Damage:** TEG 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. **g. Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor'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 Exhibitor's selected carrier. **h. Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. **i. Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. ADVANCED WAREHOUSING/TEMPORARY STORAGE: TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. REFUNDS: EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. CREDIT CARD: TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. Insurance: It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Authorizer's Signature: _____

Date: _____

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.**

Services to be Invoiced to Third Party

- All The Expo Group Services Furniture/Carpet Forklift Labor Booth Labor
- Suspended Sign Labor Booth Cleaning Material Handling
- Other: _____

Card Type

- Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

 CITY STATE ZIP COUNTRY

 TELEPHONE EMAIL

PLEASE SIGN

X _____

Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN

X _____

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October 3, 2018**

Exhibiting Company: _____ Booth Number: _____

EAC Information:

Company Name: _____
Billing Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Email Address: _____
Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____
Service to be Performed: _____
Exhibiting Company Name: _____ Booth Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Email Address: _____
Telephone Number: _____ Fax Number: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: _____

Exhibitor Appointed Contractor (EAC) Access to the Show Floor. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

Certificate of Insurance. Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**The Expo Group, Inc.
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)

The insurance form must list as the Certificate Holder:
The Expo Group, Inc.
5931 West Campus Circle Drive
Irving, TX 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability. Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**The Expo Group, Inc.
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Workers' Compensation Insurance. Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000
Disease - Each Employee \$1,000,000
Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Automobile Liability. Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____
By (print name): _____
Signature: _____

Booth Number: _____
Date: _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME
AGENTS ADDRESS
THIS CERTIFICATE IS ISSUED AS A MOTTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE NAIC #
INSURED YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

EAC FOR:

COVERAGES

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

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	\$
						<input type="checkbox"/> OTH-ER	\$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

 The Expo Group
 5931 West Campus Circle Drive
 Irving, TX 75063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

United Airlines Rock 'n' Roll Los Angeles
October 26 - 27, 2018
Los Angeles Convention Center
Los Angeles, CA

**Discount Deadline:
October 3, 2018**

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 7a and 7b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if TEG provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 7a and 7b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services: Installation & Dismantle Installation & Dismantle - Supervision Only
 Photography Security
 Personnel/Models Other (please identify): _____

Products: Flooring/Carpet Rental Audio Visual - Rental/Production/Lighting
 Furniture/Signs/Accessories Computer Rental
 Floral Other (please identify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

**Note Other Products/Services Here:

Please Type or Print

Exhibitor Information:

Exhibiting Company: _____ Booth Number: _____
Exhibitor Contact: _____ Title: _____
Exhibitor Email: _____ Exhibitor Phone: _____
Exhibitor Signature: _____ Date: _____

EAC Information:

EAC Company Name: _____
Address: _____ City/State/Zip: _____
EAC Company Phone: _____ Fax Number: _____
EAC Contact Name: _____ Contact Cell: _____
EAC Contact Email: _____
Product/Service Description: _____

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**

THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109



United Airlines Rock 'n' Roll Los Angeles
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Visqueen and Padding

**Discount Deadline:
 October 3, 2018**

		Total Sq. Ft.		Advance Price	Standard Price	Total
Visqueen and Padding	3/8" Foam Padding - Rental	_____	X	\$1.40 per sq ft	\$1.82 per sq ft =	_____
	Visqueen Plastic Covering	_____	X	\$1.14 per sq ft	\$1.48 per sq ft =	_____
	<i>*Visqueen is included with Custom Carpet.</i>					

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Taxes and Fees Multiplied by 8.75% _____
	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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Carpet Cleaning	Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose 'Porter Service.' Exhibit and furnishing wipe down not included.				
	A. One-Time Only Cleaning (First day only - 100 square feet minimum)				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	One Time Vacuuming of Booth	_____ X	\$0.65 per sq. ft.	\$0.75 per sq. ft. =	_____
B. Daily Cleaning (Every show day - 100 square feet minimum)					
	Total Sq. Ft.	Advance Price	Standard Price	Total	
Daily Vacuuming (Two Days)	_____ X	\$1.30 per sq. ft.	\$1.50 per sq. ft. =	_____	

Porter Service	Porter service (empty wastebaskets, police floor area at 2-hour intervals during show hours). Vacuuming not included.				
	Indicate Days: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday				
		# of Days	Advance Price	Standard Price	Total
	Up to 1000 sq. ft.	_____ X	\$130.50	\$130.50 =	_____
	1000 to 1500 sq. ft.	_____ X	\$150.50	\$150.50 =	_____
	1500 to 2000 sq. ft.	_____ X	\$170.50	\$170.50 =	_____
	2000 to 2500 sq. ft.	_____ X	\$190.50	\$190.50 =	_____
	2500 to 3000 sq. ft.	_____ X	\$210.50	\$210.50 =	_____
	3000 to 3500 sq. ft.	_____ X	\$230.50	\$230.50 =	_____
	3500 to 4000 sq. ft.	_____ X	\$250.50	\$250.50 =	_____
Over 4000 sq. ft.	_____ X	\$270.50	\$270.50 =	_____	

Excessive Trash will be subject to an additional fee for dismantling and disposal.

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Carpet Cleaning Subtotal _____
	Porter Service Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

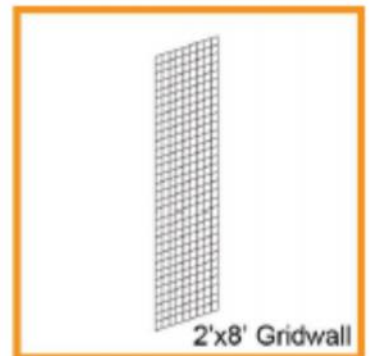
Booth Number: _____
 Date: _____

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Phone: (972) 580-9000 Fax: (972) 465-1109

United Airlines Rock 'n' Roll Los Angeles
October 26 - 27, 2018
Los Angeles Convention Center
Los Angeles, CA

**Discount Deadline:
October 3, 2018**



Furniture	Quantity	Advance Price	Standard Price	Total
Side Chair	X	\$ 79.00	\$112.86	=
Barstool	X	\$139.00	\$198.57	=
36" Round, 30" High Conference Table	X	\$227.00	\$295.00	=
36" Round, 40" High Cocktail Table	X	\$251.00	\$326.00	=

Un-Skirted Tables	Quantity	Advance Price	Standard Price	Total
4' Long x 2' x 30"	X	\$ 94.00	\$134.29	=
6' Long x 2' x 30"	X	\$124.00	\$177.14	=
8' Long x 2' x 30"	X	\$154.00	\$220.00	=
4' Long x 2' x 40"	X	\$105.00	\$150.00	=
6' Long x 2' x 40"	X	\$135.00	\$192.86	=
8' Long x 2' x 40"	X	\$165.00	\$235.71	=

Draped Riser (white only)	Quantity	Advance Price	Standard Price	Total
4'	X	\$ 67.50	\$ 87.50	=
6'	X	\$ 67.50	\$ 87.50	=

Table Skirting	Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice.								Quantity	Advance Price	Standard Price	Total
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal				
30" Table Skirt									X	\$ 47.00	\$ 61.00	=
40" Table Skirt									X	\$ 59.00	\$ 76.50	=
*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables												
30" Table Skirt—4th side coverage for 6' or 8'									X	\$ 47.00	\$ 61.00	=
40" Table Skirt—4th side coverage for 6' or 8'									X	\$ 59.00	\$ 76.50	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 8.75% _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Furniture	Quantity	Advance Price	Standard Price	Total
Chrome Bag Stand	X	\$114.00	\$148.50	=
22" x 28" Chrome Sign Stand	X	\$107.00	\$139.00	=
4' x 8' Display Board	X	\$197.00	\$256.00	=
4' x 8' Peg Board	X	\$197.00	\$256.00	=
2' x 8' Grid Wall	X	\$104.50	\$136.00	=
Grid Wall Feet (set of two)	X	\$ 25.00	\$ 25.00	=
Garment Rack	X	\$119.00	\$154.50	=
Literature Stand	X	\$117.50	\$153.00	=
Raffle Drum	X	\$111.50	\$145.00	=
Stanchion (includes 7' retractable cord)	X	\$ 87.50	\$114.00	=
Tripod Easel	X	\$ 44.50	\$ 58.00	=
8' Upright Pole & Base	X	\$ 31.50	\$ 40.50	=
6' - 10' Crossbar	X	\$ 31.50	\$ 40.50	=
Wastebasket	X	\$ 23.00	\$ 29.50	=

Booth Drape	Please circle the color of your choice.										Quantity	Advance Price	Standard Price	Total
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White					
8' high drape - backdrop (per linear foot)					X						X	\$ 18.00	\$ 23.50	=
3' high drape - side rail (per linear foot)					X						X	\$ 14.50	\$ 19.00	=
End Cap					X						X	\$ 54.00	\$ 70.50	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 8.75% _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

United Airlines Rock 'n' Roll Los Angeles
October 26 - 27, 2018
Los Angeles Convention Center
Los Angeles, CA

Discount Deadline:
October 3, 2018



PACKAGE A



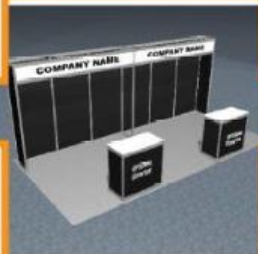
PACKAGE D



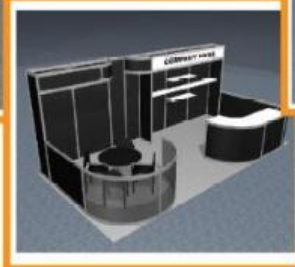
PACKAGE G



PACKAGE B



PACKAGE C



PACKAGE E



PACKAGE F



PACKAGE H

ACCESSORIES

ARM LIGHT



SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER



5931 West Campus Circle Drive, Irving, Texas 75063

United Airlines Rock 'n' Roll Los Angeles
 October 26 - 27, 2018
 Los Angeles Convention Center
 Los Angeles, CA

**Discount Deadline:
 October 3, 2018**

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit.*

Additional Electrical Service must be ordered separately.

Pkg	Description	Qty	Advance Price	Standard Price	Total
Booth Rental	A Includes header sign (not backlit) and standard color carpet, 3 arm lights (electrical labor and power not included.)	X	\$1,614.50	\$2,098.50	=
	B Includes header sign (not backlit) and standard color carpet, 3 arm lights (electrical labor and power not included.)	X	\$2,196.00	\$3,712.00	=
	C Includes header sign (not backlit) and standard color carpet, 6 arm lights (electrical labor and power not included.)	X	\$3,190.50	\$4,147.50	=
	D Includes header sign (not backlit) and standard color carpet, 6 arm lights (electrical labor and power not included.)	X	\$3,989.00	\$5,185.50	=
	E Includes header sign (not backlit), standard color carpet, 5 arm lights, (1) custom curved counter, (5) 1-meter shelves (electrical labor and power not included.)	X	\$5,062.50	\$6,581.00	=
	F Includes header sign (not backlit) and standard color carpet, 4 arm lights, (6) 1 meter shelves (electrical labor and power not included.)	X	\$4,914.00	\$6,388.00	=
	G Includes header sign (not backlit) standard color carpet, 8 arm lights(4) barstools, (4) 1 meter counters (electrical labor and power not included.)	X	\$5,062.50	\$6,581.00	=
	H Includes header sign (not backlit) standard color carpet, 8 arm lights(4) barstools, (4) One Meter Counters (electrical labor and power not included.)	X	\$6,154.50	\$8,391.00	=

Header Options	Header Copy: _____ (Please type or print.)
	Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray

Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i>
	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red

Panel Color	<i>Please choose only one color to use for panels without graphics:</i>
	Panel Fills: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Black Fabric (Velcro friendly) <input type="checkbox"/> Gray Fabric (Velcro friendly)

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.75% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit.*
Additional Electrical Service must be ordered separately.

	Description	Qty	Advance Price	Standard Price	Total
Accessories	Arm Lights (Only able to be utilized with TEG al booth packages)	rent-	X \$ 78.00	\$101.50 =	
	1 Meter Shelf		X \$ 59.00	\$ 76.50 =	
	1 Meter Counter		X \$294.00	\$382.50 =	
	1 Meter Curved Counter		X \$414.00	\$538.50 =	
	2 Meter Curved Counter		X \$450.00	\$585.00 =	
	Sliding Door Lock for Counter		X \$ 21.50	\$ 28.00 =	

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.75% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

United Airlines Rock 'n' Roll Los Angeles
 October 26 - 27, 2018
 Los Angeles Convention Center
 Los Angeles, CA

**Discount Deadline:
 October 3, 2018**

Enhance your booth with custom graphics from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

		Quantity	Advance Price	Standard Price	Total
Digital Graphics and Signs	8 1/2" x 11"	X	\$ 60.00	\$ 78.00	=
	7" x 44"	X	\$ 78.00	\$102.00	=
	14" x 22"	X	\$ 78.00	\$102.00	=
	22" x 28"	X	\$102.00	\$132.00	=
	28" x 44"	X	\$204.00	\$265.00	=
	38" x 84" w/base single sided Easel Back (per sign)	X	\$534.00	\$690.00	=
	Additional Design Time	X	\$ 11.00	\$ 14.00	=
		X	\$ 75.00/hr	\$ 75.00/hr	=

PLEASE SPECIFY COPY AND LAYOUT BELOW.

Sign Options	Please choose one:	
	Orientation	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical

Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files.

Final approval of graphics must be received by the deadline date or expedite fees will apply.

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL	
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal	
	Digital Set-Up Fee	\$125.00
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	
	Subtotal	
	Taxes & Fees Multiplied by 8.75% of Subtotal	
	TOTAL	

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

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

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group 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 an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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

Additional Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.

What is a Small Package? (50lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.

What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

Rate Classifications:

•Advance Shipments to Warehouse Dates (200lb. minimum) - October 3, 2018 to October 19, 2018

	Price Per CWT	200lb. Minimum
Warehouse	\$121.55/ CWT	\$ 243.10
Additional Handling	\$158.02/ CWT	\$ 316.04

Uncrated shipments will NOT be accepted at the Advance Warehouse

•Additional Surcharges

Shipments Returned to Warehouse *(2500 lb. minimum).....	\$50.00/ CWT	\$1,250.00
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**In addition to above charges.*

•Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: October 25, 2018

Direct	\$137.80/ CWT	\$ 275.60
Additional Handling	\$179.14/ CWT	\$ 358.28
Shipments Returned to Warehouse *(2500lb. minimum).....	\$ 50.00/ CWT	\$1,250.00
Small Packages *direct shipments show hours only (25lb. maximum) - First Package.....	\$ 50.00/ piece	
Small Packages *direct shipments show hours only (25lb. maximum) - Additional Pieces.....	\$ 35.00/ piece	
Hand carry empty storage fee	\$50.00/ per container	

Additional Surcharges

Off-Target Fee *	\$ 28.05/ CWT	\$ 56.10
------------------------	---------------	----------

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

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments

54lbs. charged @ 200lbs. \$243.10

59lbs. charges @ 200lbs. \$243.10

72lbs. charges @ 200lbs. \$243.10

Total: 185lbs. Total Cost: \$729.30

1 Consolidated Shipment

3 pieces (1 shipment)

185lbs. @ 200lbs. = \$243.10

Total Savings: \$486.20

Number of CWT's (100lbs.)	x	Applicable Rate	=	Amount
_____	x	_____	=	_____
_____	x	_____	=	_____
			Total	_____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

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Terms and Conditions

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

Rates

Round-Trip Rate

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

Vehicle Recap

Number of Vehicles	Type of Vehicles	Date	Time	Rate	Subtotal
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Exhibitor must order Accessible Storage at The Expo Group Service Desk onsite.

Accessible Storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally, these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my items stored? Our on-site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$126.00.

Storage Fee **Based upon square footage required for storage.**

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

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 250lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ROUND TRIP CART SERVICE - \$225.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

Hand Carry/POV

Exhibitors may hand carry their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.



Sedan



Van



Sports Utility Vehicle



Pickup

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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Los Angeles, CA

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the Material Handling form for rates.

What do I Need to do to Ship to the Warehouse?

Be sure delivery takes place within the time frame specified (see Shipping Information form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship 'Pre-Paid.' 'Collect' charges will not be accepted at either destination (Warehouse or Direct to show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the Exhibitor Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at Exhibitor Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitors' freight shipments.

All shipments must be 'prepaid.' Shipments should be made on straight Bills of Lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of Bills of Lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at the Exhibitor Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or showsite which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to ensure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket.

Please have driver present this weight ticket upon checking in to be unloaded.

If you are using a privately owned vehicle (POV), or rental van, this does not apply.

Where certified weight tickets are not provided, receiver's estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

Advance Shipments to Warehouse	Direct Shipments to Show Site
<p>Advance Shipments Deadline Date: October 19, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: United Airlines Rock 'n' Roll Los Angeles 2018</p>	<p>First Day of Direct Shipments: October 25, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: United Airlines Rock 'n' Roll Los Angeles 2018</p>
<p>c/o The Expo Group YRC</p> <p>9933 E Beverly Blvd Pico Rivera, CA 90015</p>	<p>c/o The Expo Group Los Angeles Convention Center - West Hall A</p> <p>1201 S Figueroa Street Los Angeles, CA 90015</p>
<p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> October 3, 2018 to October 19, 2018. 	<p>• Receiving Information</p> <p>Direct shipments will be accepted from:</p> <ul style="list-style-type: none"> October 25, 2018 at 12:00 pm until Saturday, October 27, 2018. Unfortunately any shipment arriving prior to October 25, 2018 may not be accepted and is subject to additional handling fees.

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 Los Angeles, CA

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____
	Contact Name: _____
	Telephone Number: _____ Fax Number: _____
	What are the least number of work days to erect your booth? _____

Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: _____
	Date Shipment Sent: _____ Expected Arrival Date: _____
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show
	If using a Customs or International forwarder, print name : _____
	Telephone Number: _____ Fax Number: _____

Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle
	<input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____
	List Carrier Name(s): _____

Number of Pieces to be shipped:	
Largest Piece:	Size: _____ Weight: _____
Type of Packing:	Crated: _____ Uncrated: _____
	Machinery: _____ Misc. _____
Estimated Total Weight of Booth: _____	

Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):			
	Name: _____			
	Phone Number: () _____ - _____ () _____ - _____ () _____ - _____	(Office)	(Home)	(Cell)
	Name: _____			
Phone Number: () _____ - _____ () _____ - _____ () _____ - _____	(Office)	(Home)	(Cell)	

All freight handling charges must be paid in full at show site by check or credit card. Shipment of materials to warehouse or show site address indicates acceptance of these terms.

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
9933 E Beverly Blvd
Pico Rivera, CA 90015**

Name of Convention:
**United Airlines Rock 'n' Roll Los Angeles
2018**

Must Arrive by October 19, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
9933 E Beverly Blvd
Pico Rivera, CA 90015**

Name of Convention:
**United Airlines Rock 'n' Roll Los Angeles
2018**

Must Arrive by October 19, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
9933 E Beverly Blvd
Pico Rivera, CA 90015**

Name of Convention:
**United Airlines Rock 'n' Roll Los Angeles
2018**

Must Arrive by October 19, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
9933 E Beverly Blvd
Pico Rivera, CA 90015**

Name of Convention:
**United Airlines Rock 'n' Roll Los Angeles
2018**

Must Arrive by October 19, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Los Angeles Convention Center -
West Hall A

c/o The Expo Group
1201 S Figueroa Street
Los Angeles, CA 90015

Name of Convention:

**United Airlines Rock 'n' Roll Los Angeles
2018**

Do Not Deliver Prior to October 25, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Los Angeles Convention Center -
West Hall A

c/o The Expo Group
1201 S Figueroa Street
Los Angeles, CA 90015

Name of Convention:

**United Airlines Rock 'n' Roll Los Angeles
2018**

Do Not Deliver Prior to October 25, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Los Angeles Convention Center -
West Hall A

c/o The Expo Group
1201 S Figueroa Street
Los Angeles, CA 90015

Name of Convention:

**United Airlines Rock 'n' Roll Los Angeles
2018**

Do Not Deliver Prior to October 25, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Los Angeles Convention Center -
West Hall A

c/o The Expo Group
1201 S Figueroa Street
Los Angeles, CA 90015

Name of Convention:

**United Airlines Rock 'n' Roll Los Angeles
2018**

Do Not Deliver Prior to October 25, 2018

Carrier: _____ # Pieces: _____

UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through The Expo Group with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

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

TIPPING

The Expo Group request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all The Expo Group employees.

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

			Advance Price	Standard Price
Exhibitor Supervised Labor	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$123.00/ Hour	\$175.71/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 pm; All Day Saturday & Sunday	\$184.50/ Hour	\$263.57/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Installation Labor Subtotal _____

Dismantle Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Want to Save Time and Money?

Select The Expo Group to supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Company Contact	Name of Company Representative to call for questions and to confirm completion of booth set-up: Name: _____		
	Phone Number: () _____ - _____ () _____ - _____ (Office) (Cell)		
	Special Equipment Request: _____		

			Advance Price	Standard Price
TEG Supervised Labor	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$160.00/ Hour	\$228.57 / Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 pm; All Day Saturday & Sunday	\$240.00/ Hour	\$342.86/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Installation Labor Subtotal _____
	Dismantle Labor Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information	Carrier: _____ Phone: () - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Set-Up Information	Company Representative to call for questions and confirm completion of booth set-up.
	Name: _____ Phone Number: () - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from The Expo Group
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately	

Outbound Shipping Information	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination.
	Ship To: _____ _____
	Telephone: () - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Phone Number: () - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____ _____ _____
	Telephone: () - _____
NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: () - _____	

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

			Advance Price	Standard Price
5,000lb. Fork & Operator	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$325.00/ Hour	\$464.29/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 pm; All Day Saturday & Sunday	\$487.50/ Hour	\$696.43/ Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

All Orders placed after 10/3/2018 will be charged an additional 30%.

Describe work to be done:

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ X _____ Height to be placed: _____

Please indicate work to be performed: _____

Uncrating Unskidding Reskidding on Machinery Header / Booth Work Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: (____) _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Task of Forklift & Crew (Install Header, Spot Machinery, etc.):	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 10/05/18



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
Phone: (213) 765-4676 Fax: (213) 765-4679
LACC@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 10/05/18



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
 Phone: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:													
CHECK #:													
CREDIT CARD NUMBER:										EXP DATE:			
CARD HOLDER SIGN:							PRINT NAME:						
EMAIL:													
THIRD PARTY PAYMENT? YES or NO													

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
 Phone: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

E M

Advance Payment Deadline Date: 10/05/18

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS <small>Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event</small>				
INLINE AND PENINSULA DELIVERY					
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	QTY	QTY	ADVANCE	REGULAR	TOTAL
	<small>Show</small>	<small>24hrs/day</small>	PAYMENT	PAYMENT	COST
	<small>Hours</small>	<small>Double rate</small>	PRICE	PRICE	
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	140.00	210.00	_____
1000 WATTS (10 AMPS)	_____	_____	259.00	389.00	_____
1500 WATTS (15 AMPS)	_____	_____	284.00	426.00	_____
2000 WATTS (20 AMPS)	_____	_____	310.00	465.00	_____
ISLAND BOOTH DELIVERY ONE LOCATION	MISC. REQUIREMENTS				
Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.					
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS					
Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.					
24 HOUR SERVICES					
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.					
CANCELLATIONS					
Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.					
TERMS & CONDITIONS					
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.					
120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)					
15' EXTENSION CORD	_____		26.00	26.00	_____
POWER STRIP	_____		26.00	26.00	_____
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM			TOTAL		
PRINT NAME:					
EMAIL:			PHONE:		

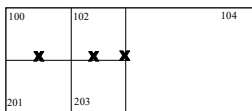
Please call for information on any services you require that are not listed here.

TERMS & CONDITIONS

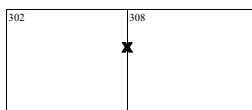
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

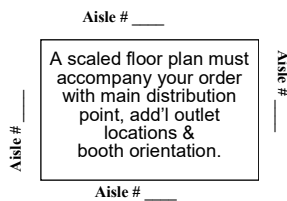
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



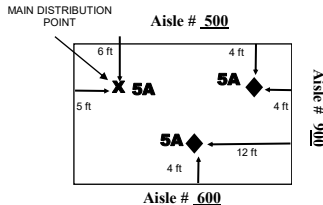
(IN-LINE BTHS) (PENINSULA)



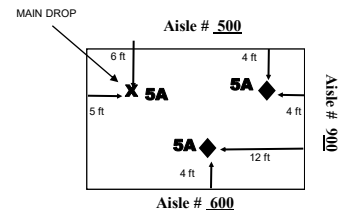
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/05/18



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 10/05/18



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
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EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
 - A. The electrical layout must indicate each power outlet and its location with exact measurements.
 - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
 - A. Date: _____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - A. Describe flooring: _____
 - B. Estimated date and time flooring installation will begin. Date: _____ Time: _____
4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____ ST	\$127.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	_____ OT	\$250.00	_____
LIFT RENTAL				
		HOURS	RATE	TOTAL
		_____	\$150.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM	ESTIMATED TOTAL	
--	-----------------	--

AUTHORIZATION

PRINT NAME:	DATE:
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ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 10/05/18



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
 Phone: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$127.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$250.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$150.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
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AUTHORIZATION

PRINT NAME: _____ DATE: _____

LIGHTING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
 Phone: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

E M

Advance Payment Deadline Date: 10/05/18

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost. Pricing = Light rental + Lift rental + Labor to install, remove & focus once.

* Par can lights are attached to ceiling structure of the venue. If a lift is required to hang the light, 2 electrician's are needed.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	50.00	75.00		N/A		381.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost. Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Pole lights are placed along the side rail or back wall of inline booths.
 * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		127.00						
8 FT POLE WITH 2 LIGHTS	60.00	90.00		127.00						



* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		127.00						

FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE:

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
 Phone: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

E M

Advance Payment Deadline Date: 10/05/18

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. PSI

	ADVANCE	REGULAR	TOTAL
_____ Air Outlet (call for a quote for 24-hour Air)	440.00	660.00	_____
_____ Additional Connections within 20' of Outlet	213.00	320.00	_____

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate 10.00	= _____
Total CFM _____ x REGULAR Rate 15.00	= _____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

_____ Water Outlet	440.00	660.00	_____
_____ Additional Connections within 20' of Outlet	213.00	320.00	_____

of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

_____ Drain Outlet	440.00	660.00	_____
_____ Additional Connections within 20' of Outlet	213.00	320.00	_____

Number of connections required: _____ Size of connection required: _____

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 50 Gallons	128.00	192.00	_____
_____ 51 – 200 Gallons	340.00	510.00	_____
_____ 201 – 500 Gallons	425.00	638.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	43.00	128.00	_____

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL
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PRINT NAME:

EMAIL:

PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 10/05/18



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015
 Phone: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Rock n Roll Half Marathon Los Angeles		
FACILITY:	Los Angeles Convention Center		
DATES:	October 26-27, 2018	EVENT #	108013LA

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$90.00	_____
_____ OT	\$180.00	_____

ESTIMATED TOTAL	_____
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TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION

PRINT NAME: _____

DATE: _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

LEVY RESTAURANTS / LACC AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution



Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Los Angeles Convention Center (LACC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the Convention Center. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
 - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender. Handling fees may apply, please contact your Catering Sales Manager.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Los Angeles Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all applicable booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or LACC services and fees.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the LACC and **Show Management** is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than .
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants. If these services are required the following charges will assessed:

1. \$200.00 per day/per pallet storage fee
2. \$200.00 for a small visi cooler
3. \$400.00 for a large double visi cooler
4. \$75.00 per pallet delivery
5. \$25.00 per 20 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and AEG/Los Angeles Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

Information must be received no later than close of business (5:00 PM EST) on _____.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Date

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ kh _____ Cell _____

Please include: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

Date _____

PLEASE RETURN BOTH PAGES OF FORM AND CERTIFICATE OF INSURANCE TO LEVY RESTAURANTS SEND TO YOUR SALES MANAGER LISTED BELOW BY _____, 2018 TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

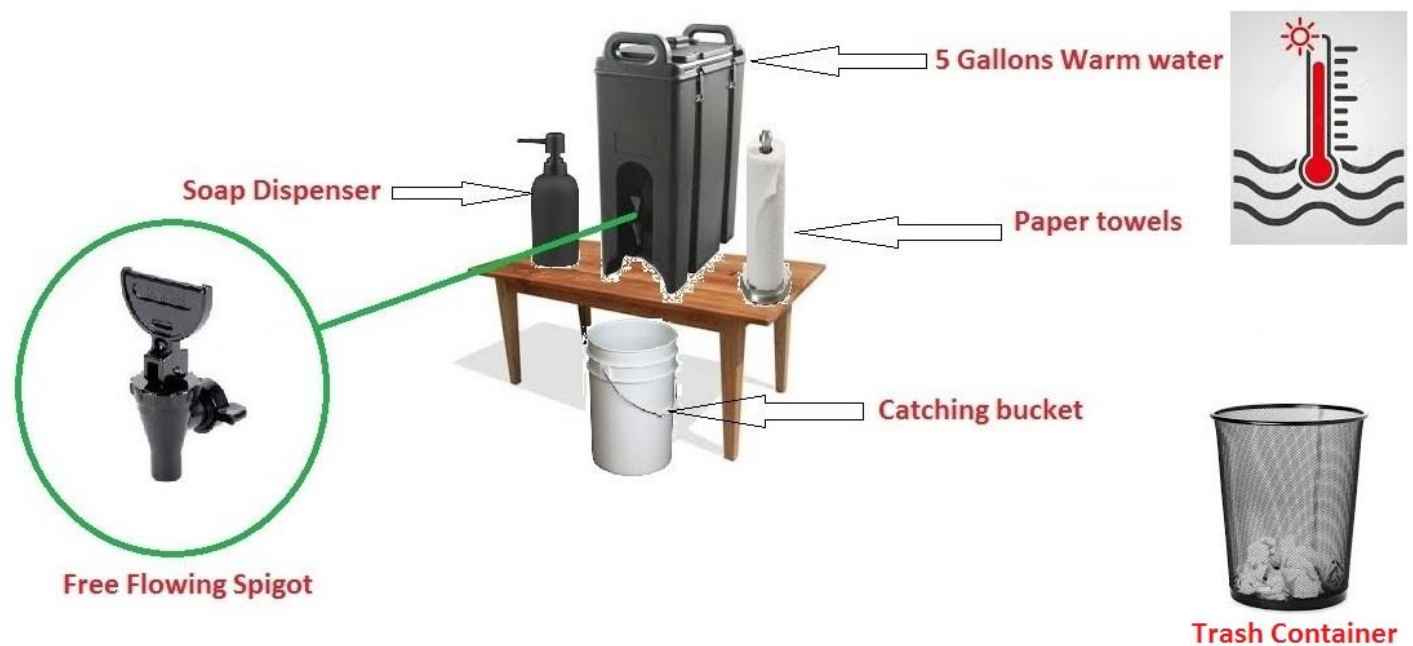
Levy Restaurants

1201 S. Figueroa St. | Los Angeles, CA 90015

tasteofla@levyrestaurants.com

Telephone 213-765-4480 | Fax: 213-765-4476

Hand Washing Station at Community Event for 3 days or less



Hand washing sink:

- 1) A self-contained portable sink with 5 gallons of warm water (100°F), liquid soap, single use towels, and a trash container are available in the TFF.
- 2) For events of three days or less a gravity-fed container (with a catch basin) that can provide a continuous stream of warm water (100°F) may be used in place of a portable sink.



Items dispensed are limited to products *Manufactured, Processed or Distributed* by exhibiting companies

Things to look for when filling out your sampling authorization form

- Sampling sizes
 - Food 2oz. or less
 - Non-alcoholic beverages – 4oz. or less
 - Any alcoholic beverage needs to be coordinated with Levy directly
- Certificate of insurance
 - Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.
- Forward any sampling authorization forms to our Sales Manager Ben Berard
 - Ben Berard – bberard@levyrestaurants.com
- Health Department Contact
 - **Magdy Wahba, REHS**
Environmental Health Specialist III
Los Angeles County, Department of Public Health
Bureau of Specialized Surveillance and Enforcement
Specialized Food Services Program
5050 Commerce Dr.
Baldwin Park, CA 91706
Direct Line: 626-430-5468
Main Office: 626-430-5421
Fax: 626-813-3017
Email: mwahba@ph.lacounty.gov
 - Please review the Health Code Requirements for Community Events in LA County
 - Contact the Los Angeles County Health Department regarding any questions, procedures, or requirements.





FOOD & BEVERAGE SAMPLING GUIDELINES

LOS ANGELES DEPARTMENT OF ENVIRONMENTAL HEALTH

Every exhibitor that plans to sample food and/or beverage must have a valid Community Event/Seasonal Event Permit. The permit is only valid for the specified site, dates, and business or organization. Each permit is limited to one food facility (exhibitor) operated by one owner. Two or more businesses or organizations operating in a contiguous area may not combine their booths for the purpose of obtaining a single permit. To obtain a permit, you must submit a Temporary Food Facility Application and permit fee.

The event organizer will be responsible for collecting all applications and permit fees and submitting everything at once to the Department of Health. Each exhibitor will be responsible for sending their application.

Please read over the full community event health department requirements (especially as it relates to hand washing and ware washing sinks). Sampling exhibitors are all required to provide their own hand washing sink.

LOS ANGELES CONVENTION CENTER – TASTE OF LA by LEVY RESTAURANTS

Taste of LA by Levy Restaurants is the exclusive provider of food and beverage operations at the Los Angeles Convention Center. All exhibitors must adhere to the following guidelines:

1. No outside food and beverage can be brought in and consumed in the Center at any time without the written approval of Taste of LA by Levy Restaurants.
2. All arrangements for food and beverage must be contracted directly with Taste of LA by Levy Restaurants.
3. Sampling of food and beverage items is allowed contingent on the following conditions:
 - a. Taste of LA by Levy Restaurants must approve all food & beverage sampling programs in writing.
 - b. Sampling is limited to tradeshow, conventions or food-specific consumer shows.
 - c. Product being sampled must be germane to the exhibitor's line of business.
 - d. **Food** sample size is limited to **2 oz. portion** of pre-packaged food.
 - e. **Non-alcoholic beverage** samples are limited to **4 oz. portions**.
 - f. In accordance to LA County Public Health Department, Licensee and exhibitors are jointly responsible for meeting outlined requirements and securing all necessary license, permits, etc.
 - g. Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
 - h. Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges.
4. Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.



EXHIBITOR CHECKLIST

- Temporary Food Facility Application – Must be sent to **Health Department**. Please email completed application to Event Manager.
- Sampling Authorization Form – Must be sent to **Taste of LA by Levy Restaurants**.
- Certificate of Insurance – Must be sent to **Taste of LA by Levy Restaurants**.

CONTACT INFORMATION

Taste of LA by Levy Restaurants –

Levy Restaurants – Los Angeles Convention Center
1201 S Figueroa St
Los Angeles, CA 90015
Phone (213) 765-4488
Fax (213)765-4476
Benjamin Berard (bberard@levyrestaurants.com)

Health Department -

Should you have any questions regarding specific rules/regulations, please call the Department Of Environmental Health directly at (626) 430-5421 or (626) 430-5468



COMMUNITY EVENT TEMPORARY FOOD FACILITY APPLICATION

(*Submit 30 days in advance of the event)



Application submitted less than 14 calendar days prior to the start of the event will be subjected to an expedited processing fee (\$ 50.00 or 25% whichever is greater).
All payments shall be submitted 1 week prior to the event.

Name of Event: _____ Date(s) of the Event: _____ to: _____

Name of Facility: _____ Event Organizer: _____

Facility Operator: _____ Booth #: _____ # of Food Employees: _____

Mailing Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Event Address: _____ City: _____ Zip: _____

On-site Phone: _____

For-Profit Non-Profit (Attach copy of approved Exemption Certification for Community Event Form)

TEMPORARY FOOD FACILITY TYPE:

Food Booth Food Truck Food Cart Annual Food Booth

FOOD OPERATION TYPE:

Selling Pre-packaged Selling Pre-packaged with Sampling Sampling only /Demonstration Food Preparation / Cooking

FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or at a permitted food facility

List food items to be sold/served: (teriyaki chicken, burrito, popcorn, etc.)	Check if commercially pre-packaged: (unopened, original containers)	Identify types of preparation at other location: (cutting, washing, cooking, etc.)	Identify types of preparation at booth: (assembly, portioning, cooking, etc.)	Identify means of temperature control at booth: (steam table, refrigerator, ice chests, etc.)
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

OFFICE USE ONLY:

Date Received: _____ Amount Paid: _____ Receipt #: _____ Approved By: _____

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify any facility where advanced preparation will take place. **An agreement form must be submitted for food preparation at a permitted food facility.**

Name of Facility: _____ Permit #: _____

Address of Facility: _____

Method of food temperature control used during transportation: _____

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot or cold during hours of operation.

Cold Holding: Mechanical Refrigerator Ice Chest Cold Table
 Other (Specify): _____

Hot Holding: Steam Table Chafing Dishes Electric Soup Warmer
 Hot Holding Cabinet Hot Dog Roller Grill Electric Rice Cooker/warmer
 Other (Specify): _____

At the end of the operating day, all potentially hazardous foods that are held at 45°F **shall be disposed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be disposed.**

EQUIPMENT/UTENSILS USED

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation? Yes No

Identify all **equipment** that will be used in food preparation at the food booth:

Barbecue Grill Range Burner Deep Fryer Griddle Charbroiler Mixer Blender
 Other (Specify): _____

Identify all **utensils** that will be used in food preparation at the food booth:

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)

FOOD PROTECTION (Required when displaying open food samples for customers)

Identify methods of protecting foods from customer contamination.

Sneeze Guards Only pre-packaged food or bottled drink
 Hinged chafing dishes Prepared and stored away from the customers
 Other (Specify): _____

FOOD BOOTH CONSTRUCTION (Not applicable when operating inside building structure)

Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.

Pre-packaged food booths require a washable floor and overhead protection.

Floor Material: _____ Wall Material: _____

Ceiling Material: _____ Size of Pass through Window: _____

SINK REQUIREMENTS


Warewashing sink with hot and cold running water under pressure provided by:

- Event Organizer Pre-packaged only (not required)
 Temporary Food Facility Operator (complete Liquid Waste Disposal section)

*** Handwashing sink with warm and cold running water provided by (required when food is prepared by cutting/portioning/slicing.....etc.):**

- Event Organizer Pre-packaged only (not required)
 Temporary Food Facility Operator (complete Liquid Waste Disposal section)

Type of handwashing equipment:

- Permanently plumbed sink  Self-contained portable 
 Gravity fed unit equipped with free flow spigot

Water Source: _____ **Volume of Water:** _____ Gallons

LIQUID WASTE DISPOSAL

Liquid Waste Removal Provided By: Event Organizer TFF Operator

Method of Liquid Waste Removal: Connected to public sewer Waste tank _____ Gallons

Waste tank maintenance schedule: _____ per day _____ per hour

Provide the name, address and telephone number of Person(s) responsible for removal of liquid waste:

Name: _____

Address: _____

Telephone: _____

I agree to voluntarily disposed any and all potentially hazardous food(s) held at 45 F and/or held at or above 135 F at the end of the operating day in a manner approved by the enforcement agency.

Print Name: _____ Signature: _____

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.

I understand that failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

I understand that once the application is reviewed the application fee is non-refundable including any expedited processing fee.

Application completed by:

Print Name: _____ Telephone: _____

Signature: _____ CellPhone: _____

**TASTE
OF
LA**

2018

LACC CATERING MENU

Los Angeles Convention Center

1201 S. Figueroa Street

Los Angeles, CA 90015

213-765-4480

213-765-4476 fax

Levy
CONVENTION CENTERS

PLAN WITH EASE

The Levy Difference: Thousand Detail Dining

We believe that every occasion should be extraordinary. It's all about the food and the thousands of details that surround it.

Your dedicated catering sales manager will partner with you to shape an experience that stands out. Together we look forward to delivering the Levy Difference.

ALL ORDERS ARE DUE 3 WEEKS PRIOR TO THE EVENT

10% late fee applies to all orders received after this time.

A limited Day of Event Menu will be available on-site during the show.

Guarantees

In order to provide the highest quality and service, a guaranteed number of attendees and quantities of food is required 7 days prior to your event. Please refer to your catering agreement for more details.

If the guarantee is not received (7) business days prior to your event, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

Custom Menus

If you are unable to find what you are looking for on our menus, your Catering Sales Manager will be happy to assist with your custom menu needs. A 10% custom menu fee will be applied based on comparable menus.

China Service

China is included with services in all meeting rooms and any plated functions. Additional fees will apply for China service in all other spaces.

Taxes & Fees

Please note that all food and beverage items are subject to a 17.5% Service Charge and a separate 3.5% Administrative Fee, plus applicable sales tax. Tax is subject to change. Only the Service Charge is distributed to service employees.

No other fees or charges, including the Administrative Fee, represents tips or gratuities for employees and no such fees or charges are distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

MADE TO ORDER MORNINGS

12 PERSON MINIMUM

Traditional Continental Breakfast
 Orange Juice

LA Fruit Salad

Assorted Breakfast Breads & Pastries
 Butter & Fruit Preserves

Coffee and an assortment of hot teas

19 per person

Morning Commute
 Orange Juice

LA Fruit Stand with Assorted
 Whole Fruit

Scrambled Eggs
 Breakfast Sausage
 Country Potatoes

Assorted Breakfast Breads & Pastries
 Butter & Fruit Preserves

Coffee and an assortment of hot teas

29.75 per person

Taste of LA Signature Smoothie
 Avocado, Pineapple, Banana, Honey
 Made with Almond Milk

10.95 each

Fresh Baked Breakfast Pastries
 Assorted breakfast breads and pastries
 Butter & Fruit Preserves
 52 per dozen

Vegan Raspberry Coconut Scones
 75 per 2 dozen

Assorted Bagels & Cream Cheese
 Butter & Fruit Preserves
 52 per dozen

Assorted Donuts
 52 per dozen

Oatmeal
 Brown Sugar, Dried Fruits
 and Fresh Berries
 6.95 per person

Yogurt Parfait Jar
 Low Fat Greek Yogurt
 Housemade Granola, and Fresh Berries
 6.95 per person

Muesli Jar
 Almond Milk, Chia seeds and Fresh Berries
 6.95 per person

Cold Cereal Bar
 Served with 2% and Almond Milk
 6.75 per person

Individual Fruit Flavored Yogurt
 Assorted Flavors
 3 each

Whole Fresh Fruit
 3 each

LA BAGEL BAR

Assorted bagels and spreads!
Choose 4

Cream Cheese: plain, funfetti, spinach artichoke, cinnamon walnut raisin, goat cheese and herb sundried tomato, strawberry, red velvet, and cucumber dill

Butter: honey butter, cinnamon butter, strawberry butter

17.95 per person (25 person minimum)



ENHANCEMENTS

12 PERSON MINIMUM

Taste of L.A. Breakfast Burrito
 Filled with fresh scrambled eggs
 tater tots, breakfast sausage
 and queso fundido with chorizo
 10 each

Vegan & Gluten Free Breakfast Burrito
 Tofu scramble with black beans
 roasted corn and tater tots
 wrapped in a gluten free tortilla
 10 each

Breakfast Sandwiches
 Cheddar cheese and scrambled eggs
 on a croissant
 Add Bacon or Sausage!
 10 each

TASTE OF LA

**Breakfast
 Bruschetta Bar**

Freshly Baked Bread
 grilled with olive oil

Toppings Include:
 Smashed Avocado
 Feta & Sundried Tomatoes
 Caramelized Onions & Bacon Jam
 Chopped Egg Salad
 Prosciutto, Goat Cheese, Fig Jam

18.95 per person

PLATED BREAKFAST

25 PERSON MINIMUM

*All served with a basket of fresh baked breakfast breads and pastries
 butter and fruit preserves, fresh squeezed orange juice, coffee and hot teas.*

<p>Choose One Entree</p> <p>Egg White Frittata Goat cheese, Spinach & Sundried Tomatoes</p> <p>Brioche French Toast Seasonal Berry Compote</p> <p>Biscuits & Buttermilk Gravy</p> <p>Tofu Scramble Spinach, Tomatoes & Black Beans</p> <p>Individual Quiche Black Forest Ham & Smoked Cheddar</p>	<p>Choose Two Sides</p> <p>LA Fruit Salad</p> <p>Pork Sausage Links</p> <p>Applewood Smoked Bacon</p> <p>Turkey Bacon</p> <p>Breakfast Potatoes</p> <p>Scrambled Eggs</p> <p>Chicken Apple Sausage</p>
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28 per person



LUNCH WITH PERSONALITY

12 PERSON MINIMUM

Sandwich Platters
Choose Three Sandwiches

<p>Roasted Turkey & Gouda Applewood Smoked Bacon Romaine, Tomatoes, Herbed Aioli on a Kaiser Roll</p> <p>Classic Italian Prosciutto, Ham, Salami, Provolone Arugula, Pepperoni, Tomatoes Balsamic Vinaigrette on Ciabatta</p> <p>Grilled Chicken Caesar Salad Wrap Romaine, Parmesan, Caesar Dressing on a Sundried Tomato Tortilla</p> <p>Cuban Braised Pork, Sliced Ham Swiss Cheese, Mustard on a Pretzel Bun</p>	<p>Grilled Chicken & Swiss Mixed Greens, Roasted Red Peppers Sundried Tomato Aioli on a French Baguette</p> <p>Roast Beef & Cheddar Mixed Greens, Roasted Tomatoes Horseradish Cream on a Pretzel Bun</p> <p>Caprese Wrap Buffalo Mozzarella, Sliced Tomatoes Arugula, Pesto Aioli on a Spinach Tortilla</p> <p>Mediterranean Grilled Vegetable Wrap Hummus, Lettuce, Cucumber Tomatoes, Kalamata Olives on a Flour Tortilla</p>
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20.95 per person
Make any Sandwich or Wrap Gluten Free for an additional 2.00

ENHANCEMENTS

12 PERSON MINIMUM

Sides	Sweet Endings
Kettle Style Chips & Dip	Fudge Brownies
Classic Potato Salad	Assorted Cookies
Pesto Pasta Salad	LA Fruit Salad
California Mixed Greens	Gourmet Dessert Bars

5.50 per side/per person



GOURMET DELI PLATTER

12 PERSON MINIMUM

A Selection of Fresh Breads and Rolls

Deli Meats

Shaved Roasted Turkey, Roast Beef and Ham

House made Sandwich Salads

Chicken Tarragon Salad and Classic Egg Salad

Assorted Domestic Cheeses

Pepper Jack, Provolone and Cheddar

Traditional Condiments

Mayonnaise, Deli Mustard, Pesto Aioli, Lettuce, Tomato, Sliced Cucumber and Pickles

Kettle Potato Chips

Assorted Cookie and Brownie Platter

17.95 per person

MARKETPLACE SALADS

12 PERSON MINIMUM

Choose Four Salads

Served with a basket of fresh breads and rolls and s'mores cannolis!

Vegan

Avocado & Cherry Tomatoes with Pine Nuts and Lime Cilantro Vinaigrette

Tuscan Kale & Tangerine with Button Mushrooms and Tangerine Vinaigrette

Vegetarian

Pickled Beets & Honey Tangerines with Tarragon and Feta Cheese

Bowtie Pasta & Cherry Tomatoes with Mozzarella and Chimichurri

Protein

Pineapple Chicken & Green Beans with Toasted Coconut, Jalapenos, and Jerk Dressing

Chopped Antipasto Salad with marinated artichoke hearts, roasted red peppers, olives natural deli meats, rich cheeses, and Italian Vinaigrette

Fresh Albacore Tuna Salad with mayonnaise, celery, red onion sweet pickle relish

24.95 per person



Prices are subject to change without notice

BOXED LUNCHES

12 PERSON MINIMUM

BOXED LUNCH INCLUDES

Whole fruit, pasta salad or potato, bag of kettle style chips
fresh baked cookie and a bottle of water.

Sandwiches

30 per person

Salads

32 per person

SANDWICHES

Roasted Turkey & Gouda—Applewood Smoked Bacon, Romaine, Tomatoes, Herbed Aioli on a Kaiser Roll

Roast Beef & Cheddar—Mixed Greens, Roasted Tomatoes, Horseradish Cream on a Pretzel Bun

Grilled Chicken & Swiss—Mixed Greens, Roasted Red Peppers, Sundried Tomato Aioli on a French Baguette

Classic Italian—Prosciutto, Ham, Salami, Provolone, Arugula, Pepperoni, Tomatoes, Balsamic Vinaigrette on Ciabatta

SALADS

Grilled Chicken Caesar Salad—Romaine, Shaved Parmesan, Housemade Croutons, Creamy Caesar Dressing

California Salad—Mixed Greens, Candied Walnuts, Dried Cranberries, Green Beans, Balsamic Vinaigrette

Chinese Chicken Salad—Napa Cabbage, Mandarin Oranges, Shredded Carrots, Crispy Wontons, Asian Vinaigrette

Farro Salad—Seasonal Grilled Vegetables, Dijon Mustard Vinaigrette

MINIMUM OF 12 PER SELECTION



Prices are subject to change without notice

CHEF'S TABLES

25 PERSON MINIMUM

Olvera Street

Tortilla Chips and Salsa Fresca

Cesar Chavez Salad

Chicken Tinga

Cheese Enchiladas

Cilantro Lime Rice

Black Beans

Corn and Flour Tortillas

Churros Chips with Chocolate Sauce

Iced Tea & Coffee Service

Griffith Park

Kale and Quinoa Salad

Buffalo Cauliflower Salad

BBQ Beef Brisket

Fried Chicken

Honey Biscuits

Seasonal Grilled Vegetables

Three Cheese Macaroni & Cheese

Vegetarian Baked Beans

LA Fruit Salad

Iced Tea & Coffee Service

The Pier

California Salad

Farro, Apple & Pecan Salad

Lemon Chicken with Lemon Oregano Sauce

Santa Monica Brew Works

Beer Battered Fish n' Chips

Housemade Kettle Chips

Roasted Broccoli with Parmesan

Assorted Breads, Dinner Rolls, and Butter

Cheesecake Bites

Iced Tea & Coffee Service

The Beverly

Mixed Greens Salad

Chopped Antipasto Salad

Baked Ziti with Bolognese

Tuscan Chicken

Sundried Tomatoes & Spinach

Pesto Bowtie Pasta

Marinated Grilled Vegetables

Garlic Knots

Mini Cannoli with Cinnamon Filling

Iced Tea & Coffee Service

China Town

Asian Chicken Salad

Cold Vegetable Spring Rolls

Kung Pao Chicken

Beef and Broccoli

Vegetable Fried Rice

Vegetable Chow Mein

Green Tea Crème Brulee

Iced Tea & Coffee Service

**CHOOSE ONE
MENU**

45 PER PERSON



PLATED MEALS

25 PERSON MINIMUM

Our freshly prepared entrees are hand-crafted and served with signature rolls and sweet butter.
Round out your entree option with gourmet salads and desserts!

ENTREES

Citrus Herb Chicken

Pan Roasted Brick Chicken, Olive Oil Roasted Potatoes, Buttered Asparagus, Sweet Garlic Jus

Airline Chicken Breast

Parmesan Reggiano Risotto
Artichoke Bruschetta ,Tomato Confit
Broccolini

Braised Short Ribs

Garlic Parmesan Polenta, Braised Carrots, Parsnips, Truffle Reduction

Petite Filet Mignon

Sautéed Spinach, Rosemary
Fingerling Potatoes, Cipollini Onions
Three Peppercorn Sauce

Miso Glazed Salmon

Coconut Jasmine Rice, Baby Bok Choy

Jumbo Shrimp Pappardelle

Artichoke, Arugula, Tomato
Bruschetta, Lemon Parmesan Alfredo

Rigatoni Alla Bolognese

Basil, Ricotta

Waldorf Chicken Salad

Grapes, Green Apples, Candied Walnuts
Crisp Celery, Field Greens, Gorgonzola
Dijon Balsamic Vinaigrette

Farmer's Market Vegetable

Ratatouille Purse
Vegan & Gluten Free

SALADS

House Salad

Baby Field Greens, Grape Tomatoes
Cucumbers, Shredded Carrots, Red Wine
Vinaigrette

Traditional Caesar Salad

Crisp Romaine Lettuce, Parmesan and Garlic
Croutons, Creamy Caesar Dressing

California Salad

Organic Field Greens, Blue Cheese Crumbles
Dried Cranberries, Candied Walnuts, Balsamic
Vinaigrette

Heirloom Tomato and

Buffalo Mozzarella

Wild Arugula, Aged Balsamic Vinaigrette

Little Gem Wedge

Tomatoes, Red Onions, Blue Cheese Crumbles
Crisp Bacon, Creamy Blue Cheese Dressing

DESSERTS

Taste of LA Dessert Trio

Chocolate Mousse in a Godiva Chocolate Cup
Mini Fresh Fruit Tart
Cheesecake Bite with Raspberry Sauce

Crème Brûlée Trio

Traditional, Green Tea, Lavender

Chocolate Ganache Tart

Salted Caramel, Raspberry Crème Fraiche

Rustic Apple Tart

Cinnamon Bourbon Crème Fraiche, Sesame
Brittle

Served with Coffee and a Selection of Hot Teas

50 per person



SWEET & SAVORY SNACKS

12 PERSON MINIMUM

Fresh Baked Cookies	52/dz	Assorted Greek Yogurt	6/each
Chocolate Fudge Brownies	52 /dz	Fruta Cups	6/each
Gourmet Dessert Bars	52 /dz	Crudite Snack Cup Ranch or Hummus	8/each
Novelty Ice Cream Bars	51 /dz		
Assorted Energy & Granola Bars	4.95/each		
Individually Packaged Snacks Assorted Chips, Cookies, Crackers, Pretzels	4.25/each		
Tortilla Chips & Salsa Fresca	5 per person		
Homemade Kettle Chips Roasted Garlic Parmesan Dip	7 per person		

LA

FRUIT CART

8 per person

BREAKS

12 PERSON MINIMUM

<p style="text-align: center;">Snack Attack</p> <p style="text-align: center;">Our signature snack mix, chocolate covered pretzels, crunchy vegetable chips, kettle style potato chips, onion and lemon tarragon dips 12 per person</p> <p style="text-align: center;">Create Your Own Trail Mix</p> <p style="text-align: center;">Mixed Nuts and Dried Fruits 9 per person</p>	<p style="text-align: center;">Taste of LA Signature Smoothies</p> <p style="text-align: center;">Avocado, Pineapple, Banana, Honey Made with Almond Milk 10 per person</p> <p style="text-align: center;">Popcorn Bar</p> <p style="text-align: center;">M&Ms, Peanuts, Skittles Mini Marshmallows 8 per person</p>
<p style="text-align: center;">Nacho & Salsa Bar</p> <p style="text-align: center;">Zesty beef chili, spicy queso sauce crispy corn tortilla chips and our house salsa verde, pico de gallo, salsa rojo and habenero salsa Served with sour cream, jalapeños and signature hot sauces 15 per person</p>	
<p style="text-align: center;">Artisan Bavarian Pretzels</p> <p style="text-align: center;">Traditional salted Bavarian pretzels served with assorted mustards 7 per person</p>	



RECEPTION STATIONS

12 PERSON MINIMUM

Bacon Station

Bacon Clothesline with Candied Bacon
 Bacon Wrapped Dates
 Pretzel Bites with Bacon Cream Cheese Dip
 Downtown Dog
 Bacon Wrapped Mini Hot Dog with
 Pico Mayonnaise Served on a Split Top Bun
 Bacon Beignets
 28 per person

Downtown Dojo

Chicken and Pork Shanghai Dumplings
 Sesame Chicken Meatballs
 Vegetable Egg Rolls
 Korean BBQ Beef Tacos
 With Queso Fresco, Pickled Onions
 and Cilantro
 24 per person

Dipping Station

Edamame Hummus
 Sundried Tomato Hummus
 Roasted Garlic Hummus
 Cucumber, Carrots, Celery, Snap Peas
 Grilled Pita and Breadsticks
 Our Signature Giant Bread Bowl
 With Spinach and Kale Dip
 16 per person

Down South

*200 person minimum
 Traditional Jambalaya in our show stopping
 GIANT Paella Pan!
 Cajun Style Dirty Rice, Andouille Sausage
 Chicken, Cajun Shrimp, Peppers, Tomatoes
 and Sauteed Onions
 Mini Shrimp Po'Boys
 30 per person

LA Street Tacos

Carne Asada and Chicken
 Jalapenos, Pico de Gallo, Chipotle Crema
 Guacamole, Tomatillo Salsa, Corn Tortillas
 Corn Tortilla Chips
 22 per person

Game Day Chili Station

Beef and Vegetarian Chili
 Cornbread and Corn Tortilla Chips
 Guacamole, Salsa Roja, Pico de Gallo
 Shredded Cheddar and Warm Nacho Cheese
 20 per person

Philly Cheesesteak Station

*Chef Attendant Included
 Mini Classic Philly Cheesesteaks
 With Cheese Raclette Action Station
 Grilled Peppers and Onions
 Sour Cream and Onion Kettle Chips
 27 per person

Pub

Santa Monica Brew Works
 Beer Battered Fish n' Chips
 Mini Brats with Stout Mustard
 Mini Chicken and Beef Pot Pies
 Mac n' Cheese Bites
 26 per person

Santa Maria BBQ

BBQ Beef Brisket and Homestyle Biscuits
 Coleslaw
 Corn Cobettes
 Salt and Vinegar Kettle Chips
 25 per person

SMALL BITES STATION OR TRAY PASSED**PRICED PER PIECE UNLESS OTHERWISE NOTED. MINIMUM OF 12 PIECES PER ITEM.***TRAY PASSED AVAILABLE UPON REQUEST. ADDITIONAL LABOR FEES WILL APPLY.***Hot Hors d' Oeuvres**

Crab Cakes with Homemade Rémolade 6.50

Cheese Quesadilla with Avocado Crema 6

Mini Pretzel Bites with Gourmet Mustards 4.50

Spanakopita 4.50

Mini Beef Wellington 6

Vegetable Samosas with Potatoes, Peas in Curry Triangle 5.50

Coconut Shrimp with Spicy Mango Chutney 7

Bacon Wrapped Scallops 7.50

Chicken Pot Stickers 4.50

Duck Confit Quesadilla with Caramelized Red Onions and Mango Papaya Relish 6.50

Peppered Tenderloin on Blue Cheese Bread Pudding with Crispy Mushrooms and Romesco Sauce 7.50

Goat Cheese, Roasted Grapes, Balsamic Figs, and Fresh Herbs in a Phyllo Cup 6.50

Seared Scallop, Spicy Chorizo, and Roasted Tomato Compote on a Toasted Crostini 7.50

Braised Pork Belly on a Polenta Cake with Sriracha Hoisin and Pickled Cucumber 7.50

Jerk Chicken with a Mango Coconut Salsa on a Plantain Chip 6.50

Cold Hors d' Oeuvres

Cilingini Mozzarella with Sundried Tomato on Focaccia Round 6.50

Hummus with Kalamata Olive and Red Pepper Diamond in Mini Bouche 6.50

Smoked Salmon Rose with Cream Cheese, Dill and Caper on Pumpnickel Round 7.50

Tall Shrimp with Pesto Cheese on Multi-Grain Baguette 7.50

Chicken Thai Spring Rolls 5.50

Peking Duck Spring Rolls 5.50

Beef Tenderloin Cumin, Rubbed and Seared with Seasonal Cream Cheese and Red Pepper Diamond on Focaccia Round 7.50

Spicy Ahi Tuna Poke in a Seaweed Cone 7.50

Buffalo Deviled Eggs 5.50

Endive Spear with Grilled Apples, Ricotta and Blue Cheese and Candied Walnuts 6.50

Farmer's Market Vegetable Confit with Sundried Tomato Pesto in a Crispy Basil Basket 5.50



PLATTERS

12 PERSON MINIMUM

Garden Fresh Vegetables

Chef's colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus
10 per person

California Artisan Cheeseboard

Artisan selection of hand crafted cheeses accompanied by house made chutneys honey, artisan breads and crackers
12 per person

Antipasti

Imported cured meats, cheeses, local seasonal vegetables, marinated olives served with a variety of flat breads crostini's and breadsticks
13 per person

Fresh Fruit

Seasonal local fresh fruits and berries served with vanilla yogurt dip
14 per person

DESSERT STATIONS

12 PERSON MINIMUM

Signature Dessert Waffle Sticks

S'more, Milk Chocolate with Chopped Nuts
White Chocolate with Rainbow Sprinkles
Choose 2—12 per person

Donut Hole Cones

Individual cones filled with donut holes served with chocolate, raspberry and espresso dipping sauces
14 per person

Cereal Rice Krispy Bars

Captain Crunch, Fruit Loops, Coco Puffs
Fruity Pebbles, Cinnamon Toast Crunch
Choose 2—10 per person

Pie Bar

Assorted fruit and cream filled whole pies
mini pies, hand pies and pie pops!
15 per person

Mini Dessert Station

Choose from our selection of mini desserts below to customize your own dessert station!

Fruit Tarts, Cake Pops, Cupcakes, Beignets, Assorted Cookies, Crème Brûlée Verrines

Macarons, Donuts, Injectable Donut Holes

S'mores Cannolis, Cheesecake Bites

Choose 2—12 per person

Choose 4—21 per person



SHOW STOPPERS

PLEASE ALLOW 3 WEEKS LEAD TIME FOR ALL SPECIALTY SERVICES.

Espresso Service

6 Hours of Service (attendant included)

3,000 per day (400 - 6 oz. servings)

4.50 per serving after 400 (bought in increments of 100)

Espresso, Cappuccino

Mocha, Latte & Americano

Specifications: 100 lbs

Requirements: Electrical and

5' x 6' operating space

**Exhibitor to provide: TWO
dedicated 110 volt, 20 amp circuits**

Smoothie Service

6 Hours of Service (attendant included)

3,000 per day - (400 - 7 oz servings)

4.50 per serving after 400 (bought in increments of 100)

Strawberry or Mango

Specifications: 50 lbs

Requirements: Electrical and

5' x 6' operating space

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuits**

Single-Cup Gourmet Coffee Brewer

Brew your favorite cup in seconds!

75 rental per day

60 per Box of 24 Cups

Regular Coffees:

Breakfast Blend, or French Roast

Flavored Coffees:

French Vanilla or Hazelnut

Decaffeinated Coffees:

Breakfast Blend

Teas: Earl Grey or Green Tea

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuit**

Nespresso Espresso & Coffee Brewer

Brew fresh on the spot espresso

100 rental per day

75 per box of 24 pods

Espresso:

Diavolitto, Altissimo or Voltesso

Regular Coffees:

Intenso or Odacio

Flavored Coffees:

Hazelino or Vanizio

Decaffeinated Coffees: Decaffeinato

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuit**

Logo Sheet Cake

300 Full Sheet (serves 90)

180 Half Sheet (serves 45)

200 Logo Artwork Set-up Fee, two-color artwork

Custom Cookies, Cake Pops, and Donuts

Starting at 6 per piece

BEVERAGE SERVICE

BILLED BASED ON CONSUMPTION

Hot

Gourmet Regular or Decaf Coffee	75/gallon
Gourmet Hot Tea (includes tea bags)	75/gallon
Add Soy or Almond Milk	5/gallon

Cold

Fresh Orange Juice	42.50/gallon
Lemonade or Fruit Punch	42.50/gallon
Assorted Bottled Juices	4.25 each
Assorted Soft Drinks	4.25 each
Fuze Iced Tea – Sweetened (can)	4.25 each
Unsweetened Iced Tea (bottled)	5.25 each
Bottled Water (16 oz.)	4.50 each
Sparkling Bottled Water	5.50 each

Electric Water Cooler

Arrowhead 5-Gallon Water Jug	37/day
	47 each



Infused Water

- Ginger Lemon
- Watermelon Mint
- Lemon Cucumber
- Orange Lime

85/gallon



HOSTED BARS

BILLED BASED ON CONSUMPTION

175 PER BARTENDER & BARBACK LABOR FEES WILL BE APPLIED TO ALL BAR SERVICES

HOSTED BAR SELECTIONS

Includes disposable cups, napkins and mixers

Premium Bar Selection (House Selections)

Premium Cocktails	9
Premium Wine – by the glass	8

Deluxe Bar Selection

Deluxe Cocktails	12
Deluxe Wine – by the glass	11

Platinum Bar Selection

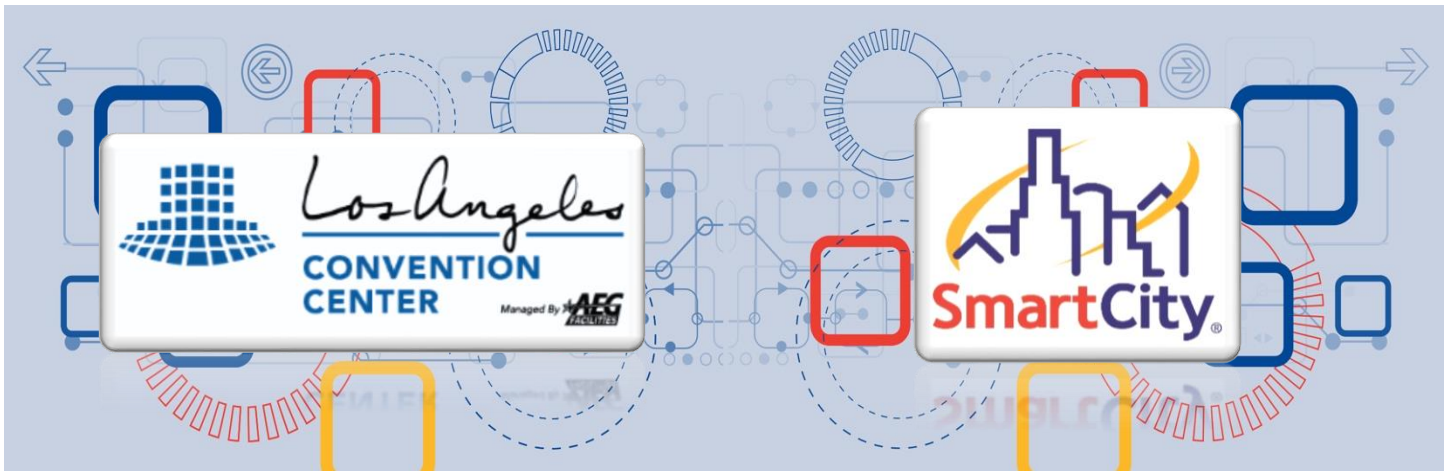
Platinum Cocktails	14
Platinum Wine – by the glass	13

ADDITIONAL SELECTIONS

Local Craft Beer	9
Imported Beer	9
Domestic Beer	8
Bottled Water	4.50
Sparkling Bottled Water	5.50
Assorted Soft Drinks	4.25
Craft beer by the keg	750 (starting price – may vary based on selection)
Imported beer by the keg	665 (starting price – may vary based on selection)
Domestic beer by the keg	525 (starting price – may vary based on selection)
Glassware upgrade	3 per person

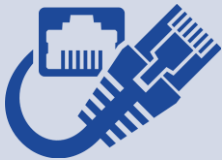
*Cash Bar Available Upon Request
Bartender Fee and Minimum Sales Required*





Order 21 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications and television service provider for the Los Angeles Convention Center.



Hardwired Internet Service

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Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



Smart City Wireless Services

Los Angeles Convention Center

Wifi Connection Guide

1

CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2

OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3

BUY NOW

If this is your initial purchase click BUY NOW. Follow prompts to complete your purchase. Refer to service options and limitations shown to the right.

4

LOGIN

If you have already created an account and are returning for additional sessions, enter your username and password, then click LOGIN.



Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported **only in the areas designated below**. Choose the option which best suits your location and requirements.

Exhibitor Internet

Available throughout the convention center

*Connectivity speeds up to 1.54Mbps up/down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97
5% discount

5 day for \$359.95
10% discount

Instant Internet

Available throughout the convention center with the exception of the Exhibit Halls

*Connectivity speeds up to 768k up/down

1 day for \$12.95

Complimentary Internet

Available throughout all public spaces

*Connectivity speeds up to 256k up/down

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 213-765-4647 or visit us online at www.smartcitynetworks.com



Hotspot Options



Los Angeles Convention Center

STANDARD (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	\$2,339	\$2,807	\$3,368
15	\$4,133	\$4,960	\$5,952
30	\$6,762	\$8,114	\$9,737

PREMIER No User Rate Limit				
Device Limit	Incentive	Base	On-Site	Max Bandwidth
5	\$3,450	\$4,140	\$4,968	2Mbps
15	\$7,245	\$8,694	\$10,433	4Mbps
30	\$10,350	\$12,420	\$14,904	6Mbps

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page Design can be found at:

<https://orders.smartcitynetworks.com/SplashPageDesign.aspx>

All Hotspot products required a completed Network Security Declaration and Floor Plan when submitting your order.

SSID (name of network): _____

Password (must be 8 characters): _____