

# THE EXPO GROUP



Dear Exhibitor:

The Expo Group understands **Toyota Rock 'n' Roll Las Vegas** 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 16, 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](mailto:cgobber@theexpogroup.com)

**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**

Wednesday	November 7, 2018	10:00 am - 5:00 pm
Thursday	November 8, 2018	8:00 am - 2:30 pm

**Show Hours**

Thursday	November 8, 2018	3:00 pm - 6:00 pm
Friday	November 9, 2018	11:00 am - 7:00 pm
Saturday	November 10, 2018	9:00 am - 6:00 pm

**Exhibitor Move-Out**

Saturday	November 10, 2018	6:01 pm - 10:00 pm
----------	-------------------	--------------------

**Dismantle**

All Booths must be dismantled by Saturday, November 10, 2018 by 8:00 pm.  
All carriers other than the official show carriers must check in at the freight desk by 8:00pm on Saturday, November 10, 2018, otherwise exhibitor shipments will be subject to rerouting.

**Important  
Dates**

**Expedite Fees**

*Rental Exhibits and Graphics*  
50% Expedite Fee if ordered after October 16, 2018.  
100% Expedite Fee if ordered after October 23, 2018.

#### Shipping Information

#### Advance Receiving at the Warehouse

Address: c/o The Expo Group  
c/o YRC  
5049 W Post Road  
Las Vegas, NV 89118

- Advance Shipments will be accepted between Tuesday, October 16, 2018, through Friday, November 2, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

#### Direct Shipments to Las Vegas Convention Center - Hall S1

Address: Las Vegas Convention Center - Hall S1  
c/o The Expo Group  
3150 Paradise Road  
Las Vegas, NV 89109

Direct shipments must arrive at show-site beginning at 10:00 am on Wednesday, November 7, 2018 through Saturday, November 10, 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	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
<input type="checkbox"/> Credit Card Authorization	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
<input type="checkbox"/> Terms and Conditions	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
<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	\$ _____
<b>Total Amount Due:</b>	\$ _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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.

**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 \_\_\_\_\_



**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 \_\_\_\_\_

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: \_\_\_\_\_

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

By (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

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:

**EAC FOR:**

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM 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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ 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**
**CANCELLATION**

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

 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

### 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:**

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

**Products:**

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> 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: _____	City/State/Zip: _____
Address: _____	Fax Number: _____
EAC Company Phone: _____	Contact Cell: _____
EAC Contact Name: _____	
EAC Contact Email: _____	

Product/Service Description: \_\_\_\_\_

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



		Total Sq. Ft.	Advance Price	Standard Price	Total
Visqueen and	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

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.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

Taxes and Fees Multiplied by 8.25% \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

<b>Carpet Cleaning</b>	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.			
	<b>A. One-Time Only Cleaning (First day only - 100 square feet minimum)</b>			
	<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
One Time Vacuuming of Booth	_____ X	\$0.60 per sq. ft.	\$0.86 per sq. ft. =	_____
<b>B. Daily Cleaning (Every show day - 100 square feet minimum)</b>				
	<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
Daily Vacuuming (Three Days)	_____ X	\$1.65 per sq. ft.	\$2.37 per sq. ft. =	_____

<b>Porter Service</b>	Porter service (empty wastebaskets, police floor area at 2-hour intervals during show hours). Vacuuming not included.			
	Indicate Days: <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
	<b># of Days</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
Up to 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 _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_





Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Stanchion  
(includes 7' retractable cord)



Tripod Easel



Garment Rack



Raffle Drum



Wastebasket



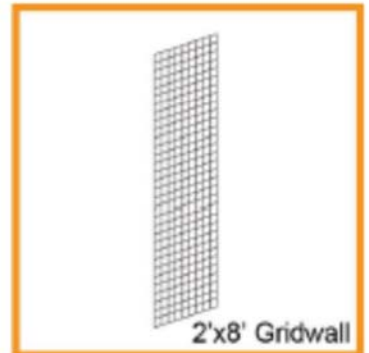
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall

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. <b>Please circle the color of your choice.</b>								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	=
<b>*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables</b>												
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 8.25% \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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							\$ 18.00	\$ 23.50	=
3' high drape - side rail (per linear foot)					X							\$ 14.50	\$ 19.00	=
End Cap					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

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

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

Taxes and Fees Multiplied by 8.25% \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



**PACKAGE A**



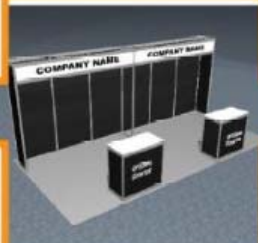
**PACKAGE D**



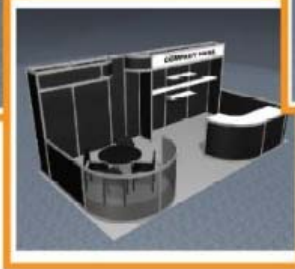
**PACKAGE G**



**PACKAGE B**



**PACKAGE C**



**PACKAGE E**



**PACKAGE F**



**PACKAGE H**

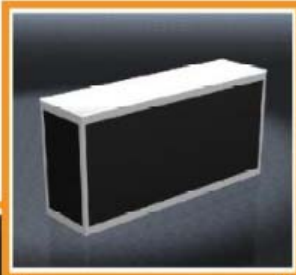
## ACCESSORIES

**ARM LIGHT**



**SHELF**

**1M COUNTER**



**2M COUNTER**

**CURVED COUNTER**



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 8.25% of Subtotal _____
	<b>TOTAL</b> _____

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.

--	--	--	--	--

**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 8.25% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**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
	<b>50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in</b>	
	<b>100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in</b>	
	Subtotal	
	Taxes & Fees Multiplied by 8.25% of Subtotal	
	<b>TOTAL</b>	

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.

**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 16, 2018 to November 2, 2018**

	Price Per CWT	200lb. Minimum
Warehouse .....	\$109.20/ CWT	\$ 218.40
Additional Handling .....	\$141.96/ CWT	\$ 283.92

*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
--	--------------	------------

*\*In addition to above charges.*

**•Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: November 7, 2018**

Direct .....	\$112.45/ CWT	\$ 224.90
Additional Handling .....	\$146.19/ CWT	\$ 292.37
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 * .....	\$ 32.76/ CWT	\$ 65.52
------------------------	---------------	----------

**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:

<u>3 Separate Shipments</u>	<u>1 Consolidated Shipment</u>
54lbs. charged @ 200lbs. \$218.40	3 pieces (1 shipment)
59lbs. charges @ 200lbs. \$218.40	185lbs. @ 200lbs. = \$218.40
72lbs. charges @ 200lbs. \$218.40	<b>Total Savings: \$436.80</b>
<b>Total: 185lbs. Total Cost: \$655.20</b>	

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

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

### 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: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

### CALCULATING YOUR TOTAL

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



### 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

Advance Shipments Deadline Date:  
November 2, 2018

**To: (Exhibiting Company Name and Booth #)**

**For: Toyota Rock 'n' Roll Las Vegas 2018**

**c/o The Expo Group  
YRC  
5049 W Post Road  
Las Vegas, NV 89118**

#### Direct Shipments to Show Site

First Day of Direct Shipments:  
November 7, 2018

**To: (Exhibiting Company Name and Booth #)**

**For: Toyota Rock 'n' Roll Las Vegas 2018**

**c/o The Expo Group  
Las Vegas Convention Center - Hall S1  
3150 Paradise Road  
Las Vegas, NV 89109**

#### • Receiving Information

Advance shipments are accepted from:

- October 16, 2018 to November 2, 2018.

#### • Receiving Information

Direct shipments will be accepted from:

- November 7, 2018 at 10:00 am until Saturday, November 10, 2018.
- Unfortunately any shipment arriving prior to November 7, 2018 may not be accepted and is subject to additional handling fees.

5931 West Campus Circle Drive, Irving, Texas 75063

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

Toyota Rock 'n' Roll Las Vegas  
November 8-10, 2018  
Las Vegas Convention Center  
Las Vegas, NV

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

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

<b>Shipping Information</b>	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: _____

<b>Transportation</b>	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): _____
	_____
	_____
	_____
<b>Number of Pieces to be shipped:</b>	
<b>Largest Piece:</b>	<b>Size:</b> _____ <b>Weight:</b> _____
<b>Type of Packing:</b>	<b>Crated:</b> _____ <b>Uncrated:</b> _____
	<b>Machinery:</b> _____ <b>Misc.</b> _____
<b>Estimated Total Weight of Booth:</b> _____	

<b>Shipping Problems</b>	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  
5049 W Post Road  
Las Vegas, NV 89118**

Name of Convention:  
**Toyota Rock 'n' Roll Las Vegas 2018  
Must Arrive by November 2, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

## Warehouse Shipments **EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**c/o The Expo Group  
YRC  
5049 W Post Road  
Las Vegas, NV 89118**

Name of Convention:  
**Toyota Rock 'n' Roll Las Vegas 2018  
Must Arrive by November 2, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

## Warehouse Shipments **EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**c/o The Expo Group  
YRC  
5049 W Post Road  
Las Vegas, NV 89118**

Name of Convention:  
**Toyota Rock 'n' Roll Las Vegas 2018  
Must Arrive by November 2, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

## Warehouse Shipments **EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**c/o The Expo Group  
YRC  
5049 W Post Road  
Las Vegas, NV 89118**

Name of Convention:  
**Toyota Rock 'n' Roll Las Vegas 2018  
Must Arrive by November 2, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**Las Vegas Convention Center - Hall S1  
c/o The Expo Group  
3150 Paradise Road  
Las Vegas, NV 89109**

Name of Convention:

**Toyota Rock 'n' Roll Las Vegas 2018**

**Do Not Deliver Prior to November 7, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**Las Vegas Convention Center - Hall S1  
c/o The Expo Group  
3150 Paradise Road  
Las Vegas, NV 89109**

Name of Convention:

**Toyota Rock 'n' Roll Las Vegas 2018**

**Do Not Deliver Prior to November 7, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**Las Vegas Convention Center - Hall S1  
c/o The Expo Group  
3150 Paradise Road  
Las Vegas, NV 89109**

Name of Convention:

**Toyota Rock 'n' Roll Las Vegas 2018**

**Do Not Deliver Prior to November 7, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**Las Vegas Convention Center - Hall S1  
c/o The Expo Group  
3150 Paradise Road  
Las Vegas, NV 89109**

Name of Convention:

**Toyota Rock 'n' Roll Las Vegas 2018**

**Do Not Deliver Prior to November 7, 2018**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

To assist you in planning for your participation in Toyota Rock 'n' Roll Las Vegas, we know you will appreciate knowing that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the union has in Las Vegas, we ask that you read the following:

### Exhibit Labor

Teamsters Union Local # 631 has jurisdiction for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card, payroll stub, or business card.

This rule prohibits the utilization of workers hired from a non-union agency or company.

### Freight Handling

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

The Expo Group has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. The Expo Group will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

### Gratuities

The Expo Group requests that exhibitors do not tip any supplier employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid morning and mid afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately. All employees are paid an excellent wage, and tipping is not an accepted company policy.

### General Information

Craftsmen at all levels have been instructed to refrain from expressing any grievances to or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a TEG representative.

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	<b>Straight Time</b>	Monday - Friday. 8:00 am - 5:00 pm	\$102.00/ Hour
	<b>Overtime</b>	Monday - Friday, 5:00 pm - 8:00 am; All Day Saturday, Sunday and Holidays	\$144.00/ Hour
			\$ 137.14/Hour \$205.71/ 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.

<b>Company Contact</b>	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
<b>TEG Supervised Labor</b>	<b>Straight Time</b>	<b>Monday - Friday, 8:00 am - 5:00 pm</b>	\$125.00/ Hour
	<b>Overtime</b>	<b>Monday - Friday, 5:00 pm - 8:00 am;</b>	\$187.50/ Hour
		<b>All Day Saturday, Sunday and Holidays</b>	\$267.86/ 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 _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Complete only if ordering The Expo Group Supervised Labor.**

<b>Inbound Shipping Information</b>	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) _____

<b>Set-Up Information</b>	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	

<b>Outbound Shipping Information</b>	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: ( ) - _____
<b>NOTE:</b> 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 - 5:00 pm	\$325.00/ Hour	\$325.00/Hour
	Overtime	Monday - Friday, 5:00 pm - 8:00 am;	\$422.50/ Hour	\$422.50/ Hour
		All Day Saturday, Sunday and Holidays		

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

All Orders placed after 10/16/2018 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 \_\_\_\_\_ 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: \_\_\_\_\_



# EXHIBITOR KIT

## TABLE OF CONTENTS

AEROSOL CANS .....	2
ANIMALS.....	2
BALLOONS.....	2
BOOTH SET-UP.....	3
BUSINESS CENTER.....	3
CHEMICALS .....	3
CONTRACTOR & VENDOR REQUIREMENTS .....	3
FOOD AND BEVERAGE .....	4
PREPARATION WITHIN EXHIBITS.....	4
FOOD SAMPLING INFORMATION .....	4
FIRE PREVENTION EXHIBIT GUIDELINES.....	5
HALOGEN LAMP RESTRICTIONS.....	6
HAND CARRY.....	<b>Error! Bookmark not defined.</b>
MEETING ROOMS.....	7
MULTI-LEVEL AND/OR COVERED EXHIBITS .....	8
OUTDOOR EXHIBITS.....	8
PARKING .....	9
PERMITS .....	10
PERSONAL MOBILITY DEVICES.....	10
REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/UNMANNED AERIAL VEHICLES (UAVs)/DRONES GUIDELINES.....	10
ROOF ACCESS .....	11
SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS.....	11
VEHICLES ON DISPLAY INDOORS.....	11
WEAPONS.....	12

## **AEROSOL CANS**

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases, are prohibited inside the building unless prior review and approval is obtained.

## **ANIMALS**

- Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the Convention Services Manager (CSM).
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- With the exception of Fish animals are not allowed in the building overnight.
- A trainer must accompany animals at all times.

## **BALLOONS**

Show management and your Convention Services Manager (CSM) must approve the use of balloons.

### **INDOORS**

- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Balloons may be used outside but must be tethered and may require FAA approval.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released outdoors due to airport flight patterns in the area.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the official services contractor, cleaning contractor or the facility.

### **OUTDOORS**

Moored balloons (to include hot air balloons), and kites are permitted on facility campuses with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM)
- Balloons/kites must be moored and can only be used for displays. Must submit mooring plan to the Las Vegas Convention Center.
- Balloons/kites must not protrude higher than the building structure of the facility

### **HOT AIR BALLOON OPERATIONS**

- Any hot air balloon that is inflated and standing must have a FAA certified pilot, with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on facility campuses due to the proximity to the local airports, this is an FAA regulation.
  - McCarran International Airport is less than 5 miles from LVCC
  - North Las Vegas Airport is less than 5 miles from Cashman Center

- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in a location selected by LVCVA staff outside of the building

### **RUNAWAY BALLONS**

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned balloon must report the runaway balloon to air traffic control with the estimated position of the balloon and the time it escaped its mooring.

## **BOOTH SET-UP**

If approved by Show management an exhibitor has the option of contracting the set-up of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full time employees of the exhibiting company and provide credentials.

## **BUSINESS CENTER**

FedEx Office operates 3 business center locations within the Las Vegas Convention Center. They are located near the main entrance of Central Hall, in the grand lobby across from Central Hall 3 and in South Hall next to the restaurant. Services range from premium printing, copying and binding services, fax services, packing and shipping, equipment rental, internet access and an array of office supplies. The FedEx Business Center is also the exclusive provider for coat and bag check and scooter rental. The Business Center near the main entrance of Central Hall also has a Board Room that can be rented out to help facilitate business while at the Las Vegas Convention Center.

The Business Center is open 8 a.m.–5 p.m., 7 days a week, however hours are subject to change based on event need. Please contact the FedEx Office Business Center at (702) 733-2898 for additional information. Or visit [FedEx's Website](#) for information and to submit your print projects on line.

## **CHEMICALS**

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable SDS – Safety Data Sheet. The SDS must be submitted at the time floor plans are submitted.
- A list of chemicals must be included with your booth plan submittal to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines or drains of the facility.

## **CONTRACTOR & VENDOR REQUIREMENTS**

- Any show-appointed and/or exhibitor-appointed contractor (EAC's) providing a service during conventions, trade shows and events at the Las Vegas Convention Center must obtain an annual permit prior conducting any work on property.
- To apply for an EAC permit have your contractor contact the Las Vegas Convention Center at [EACPermit@lvcva.com](mailto:EACPermit@lvcva.com).

### **BADGING REQUIREMENTS**

- All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property.
- All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have trade issued photo identification displayed at all times.
- Show staff, exhibitors and attendees must have the show-issued credential.
- To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link here to start the process. <https://wis.esca.org/>

## **EMERGENCY PROCEDURES**

The Las Vegas Convention Center security staff is trained to handle emergency situations. To report an emergency, please call our 24-hour Control Center at **(702) 892-7400**.

## **FOOD AND BEVERAGE**

Centerplate Catering retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Outside food and beverage may not be brought into the facility for consumption or to be distributed without prior approval. Fees may apply.

## **PREPARATION WITHIN EXHIBITS**

Whenever food or beverage is prepared within an exhibit, a Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com). Upon receipt of this form, your Convention Services Manager will approve and/or forward the information to the Las Vegas Convention Center Fire Prevention Office and Centerplate. Approval from both the LVCC and Centerplate must be received prior to finalizing your plans

## **EXHIBITION AND DISPLAY COOKING**

Temporary exhibition and display cooking is only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches (2 square feet) that produces grease laden vapors must have a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
  - Metal lids sized to cover the horizontal cooking surface are to be provided.
  - The cooking surface is limited to 288 square inches (2 square feet).
  - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
  - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
  - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
  - The volume of cooking oil per appliance is not to exceed 3 gallons.
  - The volume of cooking oil per booth is not to exceed 6 gallons.
  - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

## **FOOD SAMPLING INFORMATION**

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows.

Exhibitors who are giving away free, open food or beverage a Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com). Upon receipt of this form, your Convention Services Manager will approve or forward for approval to the Las Vegas Convention Center Fire Prevention Office. A member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.

- Non-alcoholic beverages: 3 oz.
- Food items: 2 oz.
- Any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required.
- Hand washing and sanitation stations may be purchased through Centerplate or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to their website for the requirements, [southernnevadahealthdistrict.org](http://southernnevadahealthdistrict.org).
- Hot water for hand washing will be provided by Centerplate. Hot water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Centerplate and follow the NV Department of Taxation guidelines regarding liquor at tradeshow. All alcoholic beverages must be served by a Centerplate union employee and TAM certified bartender. Some exceptions may apply.
- 

If you have any questions, contact Centerplate at (702) 943-6779 or email [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com)

## **FIRE PREVENTION EXHIBIT GUIDELINES**

- Exhibit booth construction shall meet all building requirements.
- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to [Boothplans@lvcca.com](mailto:Boothplans@lvcca.com).
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.



## HALOGEN LAMP RESTRICTIONS

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer

### APPROVED HALOGEN BULBS - 75 WATTS MAX



### DISAPPROVED HALOGEN BULBS





- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts & dollies is not permitted.

Four wheel dollies

Two wheel dollies

Four wheel push carts



## MEETING ROOMS

- Floor coverings can be laid over building carpet in the meeting rooms with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the covering being installed, using only non-residue tape.
- Air walls must be configured prior to laying covering over building carpet.
- Movement of meeting room air walls must be handled by Las Vegas Convention Center personnel.
- Exhibitor crates and pallets must be placed on rollers or Visqueen.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls, air walls or doors.
- No structures erected in these rooms may have any type of ceiling. All structures must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, facility system controls must remain accessible.
- Closet and utility rooms are for the Las Vegas Convention Center use only.
- Electrical service is limited to the existing power within the room.

## **MULTI-LEVEL AND/OR COVERED EXHIBITS**

### **BOOTH PLAN SUBMITTALS**

- All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 45 days prior to the show.
- Plans must be submitted in .dwf, .dwg or .pdf format via e-mail to: [Boothplans@lvcva.com](mailto:Boothplans@lvcva.com).
- Previously approved plans must be resubmitted each year.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply:
  - The exhibit is used in an event where the duration is 7 calendar days or longer.
  - The exhibit contains display vehicles.
  - The exhibit contains open flame.
  - The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two means of egress.
- Spiral stairways are not an approved means of egress.
- Multi-level, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Any covered area that is also enclosed, regardless of the size of the area, will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.

### **FIRE WATCH**

Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

## **OUTDOOR EXHIBITS**

- Parking lots used for exhibits that have tents, pavilions, trailers or sprung structures must have 24-foot clearance around it, for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must have a 10-foot wide aisle.
- Temporary Assembly Structures are structures that have either membrane or solid (hard shell or glass) sides that exceed 4,500 square feet. These structures have additional requirements set by Clark County. Refer to Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- The use of pipe and drape or modular wall systems must have advanced approval from the CSM. Pipe and drape or modular wall systems can be used inside fully enclosed structures.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- See Food Preparation within Exhibits for information on exhibition and display cooking.
- See Fire Prevention Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit.
- LVCVA management reserves the right to make changes on site that is deemed necessary without advanced notification, for safety concerns.
- Power for any exhibit/structure must be provided by the official electrical contractor.

## **GENERATORS**

- Temporary use of portable generators must be installed/operated by the official electrical contractor. A Clark County permit is required where applicable.
- Vehicle mounted generators, i.e. car haulers, RV etc. as part of an exhibit or utilized during move-in/out are not permitted.
- Generators being displayed or part of a product line may be operated with approval from the Convention Services Manager. Refueling and fuel storage rules must be followed and the generator may not power the booth.

## **TENTS AND CANOPIES**

- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed Contractor (EAC)
- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 30 days prior to show open. Submit staking plans to [staking@lvcva.com](mailto:staking@lvcva.com) See additional staking rules below.
- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit.
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit.
- Self-installed pop-up canopies require either weights or stakes and must be lowered every evening at close of show. Weather conditions may require pop-up canopies to be taken down. This will be determined by the facility on site.

## **STAKING**

- All staking must to be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without prior approval from your Convention Services Manager.
- The asphalt must be returned back to its original condition. LVCVA standards are:
  - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
  - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt, tamp until solid.
  - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.

## **TRUSS STRUCTURES**

- All truss structures require plans to be submitted to Fire Prevention at [boothplans@lvcva.com](mailto:boothplans@lvcva.com), 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21.
- Depending on the size, attachments and weight, the facility may require a 3<sup>rd</sup> party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense.
- If an exhibitor has their own ballast (weight) but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official services contractor at their own expense.

## **PARKING**

- The current parking fee is \$10.00 (cash or credit cards accepted) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.

## **PERMITS**

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or [boothplans@lvcva.com](mailto:boothplans@lvcva.com)

Permits from Clark County Building and Fire Prevention are required for:

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies over 700 square feet
- Outdoor temporary structures over 4,500 square feet
- Hot work
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches
- Flame effects and pyrotechnics
- Carnivals

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management.

## **PERSONAL MOBILITY DEVICES**

The use of Segway's, skateboards, hover boards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on the Las Vegas Convention Center property. This includes all non-ADA approved mobility devices.

## **REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/UNMANNED AERIAL VEHICLES (UAVs)/DRONES GUIDELINES**

RPAS/UAVs/Drones are permitted. The following guidelines must be strictly adhered to:

- Exhibitors have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- A form must be completed and submitted.
- All Federal Aviation Administration (FAA) and Department of Homeland Security guidelines must be observed.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS must weigh less than 55 pounds.

### **EXHIBIT HALLS/MEETING ROOMS/OUTDOORS**

- RPAS are restricted to within your defined booth space only.
- RPAS must be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- RPAS are prohibited from flying over populated areas.
- RPAS are prohibited from flying within 18" of any building structure including sprinklers.

### **OUTDOORS**

- FAA regulation restrict RPAS from being flown within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS's are prohibited from flying outside on any LVCVA campus. Waivers obtained through the FAA must be provided to the Convention Services Manager.

## **ROOF ACCESS**

- Roof access is by appointment only.
- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com).
- Once written approval has been given, go to the Engineering Department on the specified installation date and time to complete the process. Anyone requiring a roof pass on the weekend must go to 1Call (located inside freight door 13).
- Roof access times are 7:30 am – 4:30 pm, (winter hours may vary due to weather conditions and day light savings time).
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited. Exceptions are made on a case by case basis and in designated areas only.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- All items, such as wiring, satellite dishes etc., placed on the roof for a show, must be placed on designated platforms unless Engineering management gives approval in advance for another location.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Equipment must be removed during move-out of show

## **EQUIPMENT INSTALLATION**

- Satellite pads are available on the roof of Halls C1-C5, N1-N4, and S3-S4 (LVCC). Any contractor or exhibitor requiring access to roof must first obtain permission from show management and the Convention Services Manager as well as obtain a roof access pass.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather. No work is permitted on the roof after 5:00 p.m. All roof hatches will be secured at this time.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a ¾" carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your Convention Services Manager for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of all equipment and any debris prior to the conclusion of the event's final day of move-out.
- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum clad Flooded Jacked Cable is not permitted.

## **SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS**

The Las Vegas Convention Center does not accept exhibitor freight. Please contact your official services contractor for your freight needs.

## **VEHICLES ON DISPLAY INDOORS**

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- Batteries must be disconnected.
- Auxiliary batteries not connected to engine starting system may be left connected.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.

- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM and leak protection.

## **WEAPONS**

- Personal weapons of any type are not permitted on property.



*Las Vegas*

# BUILDING USERS MANUAL

2017

LAS VEGAS CONVENTION CENTER • CASHMAN CENTER



Las Vegas Convention and Visitors Authority  
3150 Paradise Road, Las Vegas NV 89109-9096  
702-892-0711 • Fax: 702-892-2824  
LVCVA.com • VegasMeansBusiness.com



# FORMS



## Food and Beverage Sampling / On-Site Preparation Approval Form

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the Catering Department at the LVCC requires specific information for all on-site food and beverage preparation and dispensing.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact/Title: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_ On-Site Contact Number: \_\_\_\_\_

Proprietary Product to be Prepared/Sampled: \_\_\_\_\_

*Non-Alcoholic Beverages are limited to a maximum 3oz containers. All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your catering sales manager for further information.*

*Food items are limited to a sample size not more than 2oz.*

Portion Size to be Dispensed      2oz       3oz

*Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage.*

*You may provide your own station or purchase from Centerplate.*

Will you be purchasing a hand washing and sanitation kit from Centerplate? Yes  No

*If yes, a member of the Catering Department at the LVCC will be in contact.*

Will you be heating or cooking food? Yes  No

*If yes, an LVCVA Fire Prevention coordinator will be in contact*

Please list the heating or cooking equipment to be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

**Approval from both LVCC and the Catering Department at LVCC must be received prior to finalizing your plans. Email completed form to: [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com)**

**All aforementioned policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health District. Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities.**



## EXHIBITOR APPOINTED CONTRACTOR & VENDOR REQUIREMENTS

**Any** show-appointed and/or exhibitor-appointed company providing a service in a supervisor or non-supervisory role during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE                      \$250.00

2. CERTIFICATE OF INSURANCE

- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.** Contractor shall annually provide the LVCVA with a certificate evidencing such insurance. **The “Insured” listed on the Certificate of Insurance must exactly match the “Name of Company” set forth on page 2.**
- Workers’ Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. **If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com)**

3. ESCA BADGE REQUIREMENT

- **All company employees MUST have \*WIS/ESCA ID Badges** in order to work at either facility.

4. LEGAL COMPLIANCE

- For an in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC and/or Cashman Center. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

Please select which category of business your company performs (select all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Audio Visual/Lighting            | <input type="checkbox"/> Fire Protection                   | <input type="checkbox"/> Production                      |
| <input type="checkbox"/> Cleaning                         | <input type="checkbox"/> Floral/Plants                     | <input type="checkbox"/> Supervisory                     |
| <input type="checkbox"/> Computer Rentals                 | <input type="checkbox"/> Flooring                          | <input type="checkbox"/> Security/Private Investigator   |
| <input type="checkbox"/> Destination/Event Management     | <input type="checkbox"/> General Contractor                | <input type="checkbox"/> Temporary Staffing              |
| <input type="checkbox"/> Display/Design                   | <input type="checkbox"/> Install/Dismantle (I & D)         | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Entertainment/Talent/Modeling    | <input type="checkbox"/> Labor                             | <input type="checkbox"/> Theatrical/Rigging              |
| <input type="checkbox"/> Equipment/Furniture Rental       | <input type="checkbox"/> Medical                           | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Photography/Videography/Recording | <input type="checkbox"/> Misc./Other*                    |

\*Misc./Other selected, please list the category(s) here: \_\_\_\_\_

\_\_\_\_\_

**I agree to provide all required payments and evidence of compliance with requirements set forth herein. Further, I agree to the terms and conditions set forth in Section 4 hereof.**

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

DBA (if applicable): \_\_\_\_\_

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

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

EAC Contact: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Payment Method:** Check attached  **OR** To pay with a credit card via Square\*, please provide email address of CC holder: \_\_\_\_\_

*\*An invoice will be emailed via Square to complete credit card information.*

- **By submitting this form with payment option selected above, payee acknowledges application is valid and enforceable**
- I understand the \*WIS/ESCA badge requirement
- Include certificate of insurance for general liability and worker's compensation as described in section 2
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Sr. Director of Convention Services  
Las Vegas Convention and Visitors Authority  
3150 Paradise Road  
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA  
Phone: (702) 892-2860 Email: [eacpermit@lvca.com](mailto:eacpermit@lvca.com)

- Completed Form
- \$250.00 Contractor Fee
- Certificate of Insurance with appropriate coverage
- I understand the \*WIS/ESCA badge requirement

**All documents must be received BEFORE work may commence on the property of the Las Vegas Convention Center or Cashman Center**

**ALL CONTRACTORS MUST OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER.** Please click <http://www.clarkcountynv.gov/business-license/Pages/BusinessLicenseServiceSpotlight.aspx> or contact the following entities below for further information:

Clark County Department of Business License  
500 Grand Central Parkway, Third Floor  
Las Vegas, NV 89155  
702-455-0174  
[www.clarkcountynv.gov](http://www.clarkcountynv.gov)

Business Licensing Division Planning Department  
333 North Rancho Drive  
Las Vegas, NV 89106  
702-229-6281  
[www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)



## HELICOPTER LANDING REQUEST FORM

Name of Show: \_\_\_\_\_

Name of Exhibiting Company \_\_\_\_\_

Exhibit Hall: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed landing date, if known: \_\_\_\_\_

Proposed landing location, if known: \_\_\_\_\_

Type of helicopter: \_\_\_\_\_

This is an initial form of contact only. Once received, the Las Vegas Convention and Visitor's Authority will contact you and advise you of insurance requirements. You will then work with the LVCVA to finalize the details.

Please complete this form and email it to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com) for approval.  
**Helicopters will not be permitted to land without prior authorization.**

*This area for LVCVA use, please do not write below*

Final landing date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Contractor Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

On-site exhibitor contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

Take-off date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

For info phone: (702) 892-0711  
LVCVA reserves the right to update or change this policy without written notice

# SAMPLE INSURANCE CERTIFICATE

## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE BROKER/AGENT	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Carrier A Must have an AM Best Rating of A-VII or Better	
	INSURER B : Carrier A Must have an AM Best Rating of A-VII or Better	
INSURED COMPANY NAME (must match lease holder) ADDRESS CITY, STATE, ZIP	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY		<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Each occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GENL AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT (Each accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Perperson) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Peraccident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
A	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES:**  
 Each liability policy shall be endorsed to include the Las Vegas Convention and Visitors Authority, its officers, employees, and volunteers as additional insureds. These policies shall be primary and any other insurance carried shall be excess and non-contributing. (All deductibles and self-insured retentions shall be fully disclosed.)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
LAS VEGAS CONVENTION AND VISITORS AUTHORITY 3150 PARADISE ROAD LAS VEGAS, NV 89109	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> Must be signed by person authorized by insurer and licensed by the State of Nevada



## Roof Access for Equipment Installation

Name of Show: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_ Exhibit hall: \_\_\_\_\_

Exhibitor  EAC  EAC company: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Install Date: \_\_\_\_\_ Install Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Removal Time: \_\_\_\_\_

Description of equipment to be installed:

All equipment placed on the roof must be labeled with the contractor's name, booth number, and show name.

**Will you require cabling?** Yes  No

Cox Business is the exclusive provider of transport services for the LV Convention Center. They can extend or provide cabling from the roof pad to your booth or exhibit area. Please contact them directly for pricing: Lvcc.orders@cox.com or (855) 519-2624

Cox order #: \_\_\_\_\_

Please complete this form and email it to [conventionservices@lvva.com](mailto:conventionservices@lvva.com) for approval.

### RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited.
- Fall protection is required for all persons accessing the roof:
  - When on a sloped roof;
  - When within 10 feet of the edge of a flat roof;
  - When within 10 feet of an unprotected skylight; or
  - When otherwise required by OSHA 1926 Subpart M.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Hours may vary due to weather conditions and day light savings time. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.

**LAS VEGAS CONVENTION AND VISITORS AUTHORITY  
CUSTOMER SAFETY DEPARTMENT**

WEAPONS REQUEST FORM  
3150 PARADISE ROAD  
LAS VEGAS, NV 89109-9096  
(702) 892-7400 FAX: (702) 892-7410

DATE: \_\_\_\_\_

TO: LAS VEGAS CONVENTION AND VISITORS AUTHORITY, EXECUTIVE DIRECTOR OF CUSTOMER SAFETY

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

SUBJECT: WEAPONS REQUEST

We are requesting Security Officer \_\_\_\_\_ be permitted  
(Please Print Name)

to wear the below listed firearm at:

Las Vegas Convention Center       Cashman Center

For the following convention or event: \_\_\_\_\_  
(Please Print)

the above named officer will be located at \_\_\_\_\_

for the following reasons: \_\_\_\_\_

**FROM:**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

Please check one:  In Uniform     In Civilian Clothes *(If concealed, CCW permit is required)*

The following must be submitted with this request:

State of Nevada ~ Private Investigators Licensing Board (PILB) # \_\_\_\_\_

Expiration Date \_\_\_\_\_

State of Nevada Firearm Safety Course # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Firearm Serial # \_\_\_\_\_ Manufacturer \_\_\_\_\_

Caliber \_\_\_\_\_ Type \_\_\_\_\_ Color \_\_\_\_\_

Copy of the PLIB identification card and proof of completing a Firearm Safety Course are attached. Submission of this form must also include proof of insurance, which reflects that the security company, who is providing armed security, has a current insurance liability policy covering armed personnel. This is in addition to show management's approval.

**THIS REQUEST MUST BE SUBMITTED TO THE LVCVA SECURITY DEPARTMENT 72 HOURS PRIOR TO THE DATE REQUESTED TO BE ON LVCVA PROPERTY.**

COMPANY REPRESENTATIVE: \_\_\_\_\_ PRINT NAME / TITLE & SIGNATURE \_\_\_\_\_

SHOW MANAGER APPROVAL \_\_\_\_\_

\_\_\_\_\_  
Approved      Disapproved

\_\_\_\_\_  
LVCVA Executive Director of Customer Safety





## **REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/ UAV/ DRONES**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Booth #: \_\_\_\_\_ Meeting Room #: \_\_\_\_\_

Name of Exhibiting Company \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Power Source:  Battery or  Other: \_\_\_\_\_

- Weighs less than 55 lbs.
- Will be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- The demonstration will stay restricted to the booth space.
- Will maintain a distance of 18 inches away from any building structure including sprinklers.

### **RPAS/UAV/Drone Guidelines**

- Exhibitors must have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- This form must be completed and submitted.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS are prohibited from flying over populated areas.

### **Outdoors**

- FAA regulations restrict RPAS from being flown outdoors within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS are prohibited from flying outside on any LVCVA campus. Waivers can be obtained through the FAA but must be provided to the Convention Services Manager in advance of the event.

I have read the RPAS/UAV/Drone guidelines



**APPLICATION FOR COMBUSTIBLE OR EXPLOSIVE PRODUCTS TO BE SOLD, DISPLAYED, OR KEPT WITHIN EXHIBITS**

This application is to ensure that those products listed below shall be fully compliant with all applicable Federal, State, local and facility statutes, codes and ordinances, rules and regulations, for the handling, exhibition and storage of combust and explosive materials.

Dates of Event: \_\_\_\_\_ Booth / Table Number: \_\_\_\_\_

Name of Exhibiting Company: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

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

Email: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

Indicate all combustibles and explosives that will be present within the booth during the gun show event:  
*(Please print or type legibly. Unreadable applications cannot be processed and approved.)*

Product	Amount	Separation	Approved	Denied	Pending
Binary Explosives <i>(Limit: 5 lbs., per ingredient; ≥ 10 lbs. total)</i>		≥ 10 ft.			
Black Powder <i>(Limit: 1 lb., per entire exhibit hall)</i>					
Smokeless Powder <i>(Limit: 20 lbs., per entire exhibit hall)</i>					
Primers <i>(limit: 10,000 primers, per entire exhibit hall)</i>		≥ 15 ft.			
Flares <i>(Limit: 1 lb.)</i>					
Magnesium Fines <i>(Limit: 1 lb.)</i>					
Pyrotechnic Propellants <i>(Limit: 1 lb.)</i>					
Magnesium Fire Starters <i>(For Display, Only)</i>					
Hydrocarbon Solids Fire Starters <i>(For Display, Only)</i>					
Thermite <i>(Not allowed in the facility)</i>					

Items that are pending may require additional information from exhibitors. Contact Fire Prevention Office.

**NOTE: Open flames are not permitted inside the exhibit hall during gun show events.**

Please email, fax or deliver this form to:

Fire Prevention Office  
 Las Vegas Convention & Visitors Authority  
 3150 Paradise Road  
 Las Vegas, Nevada, 89109  
 FAX: (702) 892-2919  
 24/7: (702) 892-7400  
 Email: [boothplans@lvcva.com](mailto:boothplans@lvcva.com)

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 10/20/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	ROCK N ROLL HEALTH & FITNESS EXPO 2018		
FACILITY:	LAS VEGAS CONVENTION CENTER		
DATES:	NOVEMBER 10-11, 2018	EVENT #	118001LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW IN PLACING YOUR 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

### 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. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

### 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: 10/20/18**



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ROCK N ROLL HEALTH &amp; FITNESS EXPO 2018</b>		
<b>FACILITY:</b>	<b>LAS VEGAS CONVENTION CENTER</b>		
<b>DATES:</b>	<b>NOVEMBER 10-11, 2018</b>	<b>EVENT # 118001LV</b>	

### 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: WFBIUS6S Acct: 4122636046

**\* \$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.

**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.

VISA    MASTERCARD    AMEX    DISCOVER

### CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:											
CHECK #:											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL: <span style="float: right;">THIRD PARTY PAYMENT? YES or NO</span>											

### 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. ESTIMATED SIGN ORDER	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
<b>TOTAL DUE</b>	

AUTHORIZATION	
AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.**

# ELECTRICAL ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

E  M

**Advance Payment Deadline Date: 10/20/18**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ROCK N ROLL HEALTH &amp; FITNESS EXPO 2018</b>		
<b>FACILITY:</b>	<b>LAS VEGAS CONVENTION CENTER</b>		
<b>DATES:</b>	<b>NOVEMBER 10-11, 2018</b>	<b>EVENT #</b>	<b>118001LV</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS
<p><b>INLINE AND PENINSULA DELIVERY</b>                  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).</p>
<p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b>                  Island booths that only need power delivered to one location incur (1) hour labor charge for installation &amp; removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>
<p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b>                  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.</p>
<p><b>208/480V POWER DELIVERY AND CONNECTIONS</b>                  Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.</p>
<p><b>24 HOUR SERVICES</b>                  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.</p>
<p><b>CANCELLATIONS</b>                  Credits will not be issued for services delivered and not used. See #13, 19 &amp; 20 on back of form for additional details.</p>
<p><b>TERMS &amp; CONDITIONS</b>                  I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>

<b>ELECTRICAL OUTLETS</b> Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event
---

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	129.00	192.00	_____
1000 WATTS (10 AMPS)	_____	_____	236.00	354.00	_____
1500 WATTS (15 AMPS)	_____	_____	262.00	393.00	_____
2000 WATTS (20 AMPS)	_____	_____	315.00	473.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	560.00	840.00	_____
30 AMPS	_____	_____	650.00	975.00	_____
60 AMPS	_____	_____	870.00	1305.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	699.00	1049.00	_____
30 AMPS	_____	_____	866.00	1299.00	_____
60 AMPS	_____	_____	1100.00	1650.00	_____
100 AMPS	_____	_____	1450.00	2175.00	_____
200 AMPS	_____	_____	2350.00	3525.00	_____
400 AMPS	_____	_____	3400.00	5100.00	_____
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

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

<b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b>
---

15' EXTENSION CORD	_____		26.00	
POWER STRIP	_____		26.00	

<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
---	--------------	--

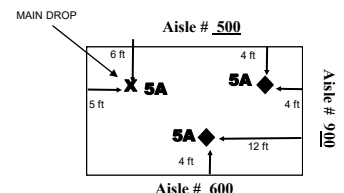
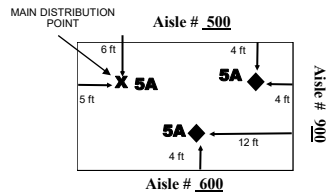
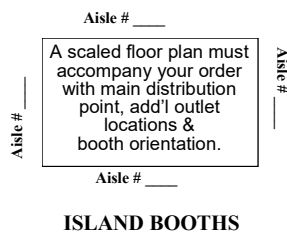
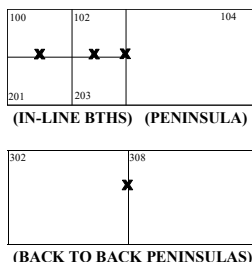
PRINT NAME:	
EMAIL:	PHONE:

# 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. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

## 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.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/20/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	ROCK N ROLL HEALTH & FITNESS EXPO 2018		
FACILITY:	LAS VEGAS CONVENTION CENTER		
DATES:	NOVEMBER 10-11, 2018	EVENT #	118001LV

## 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 Forms

There are 3 different forms 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.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

### 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. Electrical distribution under carpet
2. Data/network cable under carpet that is owned by an exhibitor or I&D house
3. Connection of all 208 volt or higher services
4. Assembly and disassembly of electrical hanging signs, including rotation and header signs.
5. Installation of all lighting including lights that require tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & installation of lighting of static lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus
10. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls.

## 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: 10/20/18**



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ROCK N ROLL HEALTH &amp; FITNESS EXPO 2018</b>		
<b>FACILITY:</b>	<b>LAS VEGAS CONVENTION CENTER</b>		
<b>DATES:</b>	<b>NOVEMBER 10-11, 2018</b>	<b>EVENT #</b>	<b>118001LV</b>

### 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.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - 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.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- 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.
- 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		
<b>Labor Minimums</b>	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.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$119.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$238.00	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$250.00	_____
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		
		_____		

### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 10/20/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ROCK N ROLL HEALTH &amp; FITNESS EXPO 2018</b>		
<b>FACILITY:</b>	<b>LAS VEGAS CONVENTION CENTER</b>		
<b>DATES:</b>	<b>NOVEMBER 10-11, 2018</b>	<b>EVENT #</b>	<b>118001LV</b>

### 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 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 \_\_\_\_\_

#### Installation of Booth Lighting

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

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

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

#### General Booth Work (Any other work not described above where an electrician is required)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

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

#### Installation, Removal & Wiring of Overhead Signs (Complete Hanging Sign & Overhead Sign Placement 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		
<b>Labor Minimums</b>	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.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$119.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$238.00	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$250.00	_____

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	_____
---	------------------------	-------

### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



Event Name:	_____
Event Start Date:	____ / ____ / ____
Event End Date:	____ / ____ / ____
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	
Billing Contact Email Address:	_____	

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Internet/Network Services

**Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products**  
(Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

Service Description	Price	Quantity
<b>Business Professional: Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	\$1,495.00	<input type="checkbox"/>
<b>Business Select: Up to 10 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="checkbox"/>
<b>Business Starter: Up to 3 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="checkbox"/>

#### Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

<b>High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available</b>	Call for pricing	<input type="checkbox"/>
<b>Business Professional Plus: 200 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<input type="checkbox"/>
<b>Business Professional Plus: 100 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	<input type="checkbox"/>
<b>Business Professional Plus: 50 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
<b>Business Professional Plus: 25 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="checkbox"/>
<b>Business Select Plus: 10 Mbps</b> Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="checkbox"/>
<b>Business Starter Plus: 3 Mbps</b> Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="checkbox"/>

### Additional Products and Services

<b>Patch cables</b> - Ethernet Cat 5 Cable	\$80.00 each	<input type="checkbox"/>
<b>Switch rental</b> - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="checkbox"/>
<b>Additional IP address</b>	\$164.00 each	<input type="checkbox"/>
<b>Additional Locations</b> - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="checkbox"/>
<b>Labor/Floor work</b> - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="checkbox"/>
<b>Outside Distance Fee</b>	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

**Total:** \_\_\_\_\_

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.