

Exhibitor Services



**Westgate Las Vegas Resort & Casino
Las Vegas, Nevada
May 8-9, 2019**

Services Provided By...



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

**Advance Order Cut-Off Date:
Wednesday, April 24, 2019**



**TacOps West 2019
Westgate Las Vegas Resort & Casino
Las Vegas, Nevada
May 8-9, 2019**

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TacOps West 2019
Las Vegas, NV
May 8-9, 2019



Dear Exhibitor:

Advantage Expo is pleased to be the general services contractor for the upcoming TacOps West 2019 in Las Vegas, NV.

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

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

Ordering: Completed forms are to be returned via fax to 410-789-5564 or e-mailed to

Customerservice@advantageexpo.com - except internet and electric orders, which go to the fax number on those order forms.

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

Booths

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

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

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

No substitution to the deluxe booth package is allowed, however, additional furnishings may be rented at the rates stated in this Service Manual. Your exhibit space **IS** carpeted. However, if you would like to order a specific carpet color for your exhibit space, please refer to our **FURNITURE RENTAL ORDER FORM** for available colors and pricing.

Advance Shipments

The hotel does not receive exhibit freight. All show freight should be shipped to the **advance warehouse**. When shipping materials, to ensure that your materials are delivered to your assigned booth space, please make sure that **ALL** items are clearly marked with your **company name, show name and booth number**. Use the enclosed shipping label.

Show Dates/Times

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Tuesday, May 7 Wednesday, May 8	1:00pm 7:00am	6:00pm 10:30am
Show Hours	Wednesday, May 8 Thursday, May 9	11:00am 11:00am	5:00pm 3:00pm
Dismantle	Thursday, May 9	3:00pm	8:00pm
Outbound Freight*	Thursday, May 9	6:00pm	N/A

For exhibitors shipping freight out at the close of the expo by means other than **Advantage Conference & Expo, please note that all shipments must be out by 6:00 pm or it will be **forced**.*

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

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

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

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

Method of Payment Form

This Form MUST Accompany ALL Order Forms



TacOps West 2019
Las Vegas, NV
May 8-9, 2019

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

Advance Order Deadline*: Wednesday, APRIL 24, 2019

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

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

☐ **Cash**

☐ **Company Check** - Please make checks payable to **ADVANTAGE CONFERENCE & EXPO, LLC**

☐ **Credit Card** - For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, as well as any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

Information required to process your order; Please PRINT or TYPE

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

Credit Card Type: ☐ American Express ☐ MasterCard ☐ Visa

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

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

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

Name of Person Ordering: _____ Date: _____
Please Print

Phone Number: _____

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form

TacOps West 2019
Las Vegas, NV
May 8-9, 2019

Advance Order Deadline:
WEDNESDAY, APRIL 24, 2019

Advantage
Conference & EXPO
Nationwide Tradeshow Services

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

Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	130.00	156.00
	Folding Chair	45.00	54.00		2'x4' Undraped	75.00	90.00
	Padded Chair	55.00	66.00		2'x6' Undraped	90.00	115.00
	Padded Chrome Counter Stool with Back	90.00	108.00		2'x8' Undraped	105.00	135.00
					2'x4' Draped	100.00	120.00
					2'x6' Draped*	125.00	145.00
					2'x8' Draped*	140.00	165.00
				42" High Display Tables			
					30" Round Undraped	149.50	180.00
					2'x4' Undraped	86.25	103.50
					2'x6' Undraped	115.00	135.00
					2'x8' Undraped	130.00	150.00
					2'x4' Draped	115.00	138.00
					2'x6' Draped*	145.00	165.00
					2'x8' Draped*	165.00	185.00
Miscellaneous				*tables are draped on 3 sides only			
	Wastebasket	30.00	36.00		Add 4 th side table draping	35.00	50.00
	Easel	40.00	48.00	Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR(blue)			
	Black Stanchions (6' Section)	65.00	N/A	<input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White			
	Sign Holder- Double Sided (22" x 28")	65.00	N/A	Booth Carpeting			
	Literature Rack	90.00	108.00		10' x 10'	160.00	210.00
	Bag Stand	90.00	N/A		10' x 20'	320.00	380.00
					10' x 30'	480.00	550.00
Display					10' x 40'	640.00	N/A
	Table Top Riser: 4' Long (1' H x 1' D)	65.00	N/A		Padding (Price Per Square Foot)	1.25	N/A
	Table Top Riser: 6' Long (1' H x 1' D)	75.00	N/A	Carpet pricing includes taping of front edge only			
	Steel Grid Wall 2' x 8' (No Legs) need 2	110.00	N/A	Specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Black			
	Steel Grid Wall 2' x 8' (With Legs)	150.00	N/A				
	Display Case (6') Illuminated	500.00	N/A				
	Wood Slat Wall 3'x8' Section w/shelves	500.00	N/A				

Company Name: _____

Booth #: _____

Union Regulations & Exhibitor Rights



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E-Mail:
CustomerService@AdvantageExpo.com

Union Regulations and Exhibitor Rights

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

Freight/Material Handling (Drayage)

Teamsters have jurisdiction over the the operation of all material handling equipment, loading and unloading of all trucks, trailers, common carriers, cargo vans as well as the delivery of freight to and from exhibit hall floor. Teamsters will remove empty containers after booth set and return empties at show dismantle. Teamsters will deliver all freight sent to the Advance Warehouse as well as freight arriving at show site during set up.

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

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

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

Exhibit Erection & Dismantling

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

Safety

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

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

Freight FAQs, Handling Hints and Ways to Save



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CustomerService@AdvantageExpo.com

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

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

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

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

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

Tips on how you can save money. – Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, a surcharge will be assessed.

Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site.

Freight FAQs, Handling Hints and Ways to Save



TacOps West 2019

Las Vegas, NV
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5187 Raynor Avenue
Linthicum, Maryland 21090

Phone: 410.789.5000

Fax: 410.789.5564

E-Mail:

CustomerService@AdvantageExpo.com

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

Advance shipments versus show site shipments. — In general it is best to ship your materials in advance to the advance warehouse. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping to show site, if there is a problem, there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

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

Always be aware of freight receiving deadlines. - You will be assessed a late charge if your shipment arrives after the advance order cut off date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated. — Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. - All pieces should have the recipient's name, address, the show name, your company name, and your booth number. Use the label we provide in the service kit. Make copies as needed.

Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc.

Material Handling Service Rates

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ADVANCE ORDER CUT-OFF DATE: Wednesday, APRIL 24, 2019

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

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

Material Handling Rates		
Overtime /Overtime Rate	\$140.00 cwt.	\$260.00 (Minimum Charge)
Small Package Fee	\$60.00	Up to 2 pieces with a maximum weight of 50 lbs. (Pieces must arrive at the same time to qualify.)

Your show sets on straight time and dismantles on overtime.

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

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

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

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

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

Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form



TacOps West 2019

Las Vegas, NV

May 8-9, 2019

5187 Raynor Avenue

Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

E-Mail:

CustomerService@AdvantageExpo.com

Website: www.AdvantageExpo.com

Advance Order Deadline: Wednesday, APRIL 24, 2019

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

ADVANCE WAREHOUSE SHIPMENTS: Advance warehouse shipments should be sent to the address shown on the enclosed ADVANCE WAREHOUSE SHIPMENT label. Make copies of this label and affix to all freight. The advance order cut-off date for receiving shipments at the warehouse without incurring additional charges is **Wednesday, April 24, 2019**. Shipments arriving after this date will be received but are subject to additional charges.

SHOW SITE SHIPMENTS: Shipments sent to show site **will only be received on Tuesday, May 7, 2019**. Use the enclosed SHOW SITE SHIPPING LABEL, make copies if necessary. Shipments sent to show site prior to that date will be refused. Hotel will not accept or store show freight.

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

Shipping to: ☐ **Advance Warehouse** ☐ **Show Site**

Shipped from (CITY): _____

Carrier: _____

Date Shipped: _____ Approx. Arrival Date: _____

Total Pieces: _____ Total Weight: _____

Company: _____ Booth #: _____

Show Representative: _____ Phone #: _____

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

Estimated Costs

Total Weight* _____ lbs. Divided by 100 _____ multiplied by (see below for rate) \$ _____

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

MATERIAL HANDLING RATE **\$140.00/Per cwt. (Min. Charge: \$280.00)

****See page 8 for further pricing information**

Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a Twenty Dollar (\$20.00)

Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge) in addition to the above rates. **Use attached shipping label to avoid these fees.**

CART SERVICE ORDER FORM



TacOps West 2019

Las Vegas, NV

May 8-9, 2019

5187 Raynor Avenue
Linthicum, Maryland 21090

Phone: 410.789.5000

Fax: 410.789.5564

E-Mail:

Maximum Weight 200 lbs.

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

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



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

_____ **Round Trip cart service \$85.00 each way.**

_____ **Booth #** _____

_____ **Company Name (print)**

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

ADVANCE WAREHOUSE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

TacOps West 2019
Advantage Conference & Expo
c/o Las Vegas Expo
4075 E Post Road
Las Vegas, NV 89120

Exhibitor Name:

Booth #:

PIECE # _____ OF _____

MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

SHOW SITE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

TacOps West 2019
c/o ADVANTAGE CONFERENCE & EXPO, LLC
Westgate Las Vegas Resort & Casino
Ballrooms A-C
3000 Paradise Road
Las Vegas, NV 89109

Exhibitor Name:

Booth #:

PIECE # _____ OF _____

MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

Booth Labor Order Form

Method of Payment Form MUST Accompany This Order Form



TacOps West 2019

Las Vegas, NV

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ADVANCE ORDER CUT-OFF DATE: WEDNESDAY, APRIL 24, 2019

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

For orders placed at show site, add 20%

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

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

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

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

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

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

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

Company: _____ Booth #: _____

Contact Person: _____ Phone: _____

Exhibitor Appointed Contractor

TacOps West 2019
Las Vegas, NV
May 8-9, 2019



ADVANCE ORDER CUT-OFF DATE: WEDNESDAY, APRIL 24, 2019

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

- | | |
|---|--|
| A.) Exhibitor must notify Show Management and ACE in writing no later than WEDNESDAY, APRIL 24, 2019 . | G.) The EAC may not, under any circumstances, solicit business on the show floor. |
| B.) Exhibitor must ensure that their contractor provide ACE with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, at least 15 days prior to show installation. | H.) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area. |
| C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc. | I.) Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations. All work must be done by the correct union labor. |
| D.) The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City Governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request. | J.) The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with ACE. |
| E.) The EAC shall share with ACE all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. | K.) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, material handling, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space. |
| F.) The EAC must provide ACE and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times. Anyone without proper ID will be asked to leave the show floor. | |

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

Please complete the following:

Company Name: _____ Booth #: _____

Exhibitor Contact: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____

City/State/Zip: _____

Contractor/Display House: _____ Phone: _____

Description of Proposed Service for Exhibitor: _____

Vehicle Spotting Order Form

Method of Payment Form *MUST* Accompany This Order Form



TacOps West 2019
Las Vegas, NV
May 8-9, 2019

ADVANCE ORDER CUT-OFF DATE: WEDNESDAY APRIL 24, 2019

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

SPOTTING FEE:

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

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

VEHICLE RULES:

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

SCHEDULING:

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

# VEHICLES	COST PER VEHICLE	TOTAL COST

Company: _____ Booth # _____

Person to contact for scheduling: _____ Cell # _____

Accessible Storage Order Form

Method of Payment Form MUST Accompany This Order Form



TacOps West 2019

Las Vegas, NV

May 8-9, 2019

ADVANCE ORDER CUT-OFF DATE: WEDNESDAY, APRIL 24, 2019

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

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

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

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

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

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

LABOR RATE:

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

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

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

Company Name: _____ Booth # _____

Contact Person

at Show Site: _____ Cell # _____

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

Booth Cleaning Order Form

Method of Payment Form MUST Accompany This Order Form



TacOps West 2019

Las Vegas, NV

May 8-9, 2019

ADVANCE ORDER CUT-OFF DATE: WEDNESDAY, APRIL 24, 2019

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

Please complete the following for Booth Cleaning services:

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

☐ My exhibit booth will require cleaning prior to show opening.

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

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

Outbound Shipping Services

Method of Payment Form MUST Accompany This Order Form



TacOps West 2019
Las Vegas, NV
May 8-9, 2019

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

Advance Order Deadline: WEDNESDAY, April 24, 2019

SAVE TIME at the end of the expo by ordering outbound shipping in advance.

OUTBOUND SHIPPING SERVICES

Materials will ship **ECONOMY unless otherwise noted.*

Shipping Requested: ☐ **Overnight** ☐ **2 Day** ☐ **Economy**

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

PLEASE NOTE: A minimum charge of \$240.00 per shipment to be charged to credit card on file. Optional insurance coverage is additional. Service includes pre-printed Bill of Lading and pre-printed shipping labels (Advance Orders only), palletizing, shrink wrapping, and tagging of materials. Please call for estimate.

On the last day of the show, a representative of Advantage Expo will deliver a shipping documents to your booth consisting of your completed Bill of Lading and shipping labels

SHIP TO:

Company _____

Contact: _____

Address: _____

City/State/Zip _____

Phone: _____

LIMITS OF LIABILITY



**TacOps West 2019
Las Vegas, NV
May 8-9, 2019**

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

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

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

Order Recap Form

TacOps West 2019
Las Vegas, NV
May 8-9, 2019



ADVANCE ORDER CUT-OFF DATE: WEDNESDAY, APRIL 24, 2019

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

Please total your order below:

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

Please Note

Electric orders should be sent to TSE Electric.

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

Company Name: _____ Booth #: _____

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

Payment and Credit Card Charge Authorization

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

Tacops WEST
Westgate Las Vegas Resort and Casino
May 8 - 9, 2019

Form Deadline Date:
April 16, 2019

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with TSE.
Only submitting your Credit Card Authorization? Do it online: <http://e.tseordering.com/011695344/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- TSE will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with TSE payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

Beneficiary: GES
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$
\$

Review and Return

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

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

Tacops West

Westgate Las Vegas Resort and Casino

May 8 - 9, 2019

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

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E-1b 100417

Electrical Outlets Order Form

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

Tacops West
Westgate Las Vegas Resort and Casino
May 8 - 9, 2019

Discount Deadline Date:
April 16, 2019

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



Easy Ordering Tips:

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

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	141.75	197.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	254.75	354.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	308.00	428.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	378.25	526.00		\$
700005	030 Amp, 1 HP 120V	530.00	736.50		\$

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

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	563.00	782.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	787.50	1,095.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,013.00	1,408.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,350.00	1,876.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,744.00	2,424.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,813.00	3,910.00		\$

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

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.50	10.50		\$

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

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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010819
E-2 101918

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

**Reminder:**

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



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

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

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

TELECOMMUNICATIONS / INTERNET SERVICES FORM

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

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

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

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

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

* **LABOR IS INCLUDED WITH ORDERED SERVICES**

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

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE

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

SERVICE TOTAL

10% Service Fee

SUBTOTAL

* **LABOR FEE**

GRAND TOTAL

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

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF WESTGATE RESORT

Prices Subject to change without Notice

Rev 3/1/15

Terms and Conditions:

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

Wireless (802.11) Internet Declaration

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

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

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

AUTHORIZED SIGNATURE:



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

rev. 3/1/15