



16th National Advanced Practice Neonatal Nurses Conference

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S, Suite 271
Seattle, WA 98168
Tel: 253 437 0031 Fax: 253 437 0032

LOCATION:

Hyatt Regency Indian Wells Resort
44600 Indian Wells Ln.
Indian Wells, CA 92210

EXHIBITOR MOVE IN:

Wednesday, May 29, 2019 1:00 pm – 6:00 pm

SHOW HOURS:

Thursday, May 30, 2019
Exhibits/Coffee Service: 10:00 am – 11:15 am
Exhibits Open/Lunch Concession: 12:15 pm – 1:30 pm
Exhibits Open/Refreshment Break: 2:30 pm – 3:30 pm

Friday, May 31, 2019
Exhibits/Breakfast Concession: 7:00 am – 8:00 am
Exhibits Open/Coffee Service: 10:00 am – 11:15 am

DISMANTLE HOURS:

Friday, May 31, 2019 11:15 am – 4:30 pm
Please note that all carriers must check in no later than 1:00 pm on Friday, May 31, 2019.

BOOTH EQUIPMENT:

Each 10' X 10' booth space comes with the following:
8' high drapery backwall – white/teal/white/teal
3' high drapery sidewalls – teal
1 – 7" x 44" booth identification sign

BALLROOM CARPET:

The exhibit floor will be carpeted in ballroom grade carpeting.

DISCOUNT PRICE DEADLINE:

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **May 7, 2019**.

SHIPMENTS:

Please see the Material Handling order form and invoice in this manual for further information and associated costs.

Please note: Downloadable shipping labels are located in the Advance Freight and Show Site Freight sections of Levy Online Ordering.



All **ADVANCE** air and ground shipments should arrive at the advance warehouse between **April 29 – May 22, 2019** and should be consigned as follows:

16th National Advanced Practice Neonatal Nurses Conference
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS, NV
18298 Slover Ave
Bloomington, CA 92316

All **DIRECT** shipments should not arrive prior to **8:00 am** **Wednesday, May 29, 2019** and should be consigned as follows:

16th National Advanced Practice Neonatal Nurses Conference
COMPANY NAME & BOOTH #
Hyatt Regency Indian Wells Resort
c/o Levy Exposition Services Inc.
44600 Indian Wells Ln.
Indian Wells, CA 92210

QUICK FACTS

UNION REGULATIONS

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

DECORATORS UNION

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

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carry able by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. All hand carts must have neoprene or non-marking tires. Metal or rubber wheels must not have direct contact with lobby carpet.

ELECTRICAL UNION

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

SAFETY

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

TIPPING

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

LABOR & CONDITIONS



Fax: 253 437 0032
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 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY	BOOTH NUMBER	All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.
ADDRESS	street city state/province zip/postal code country	
PHONE	FAX PO # E-MAIL	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT DATE	
X		

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS		city		state/province		zip/postal code		country	
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PLEASE PRINT							
X									

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

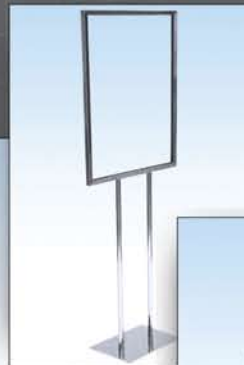
		TOTAL FROM EACH ORDER FORM
Carpet, Drape, & Complements Rental Order Form	\$	<input style="width: 100%;" type="text"/>
Custom Carpet Order Form.....	\$	<input style="width: 100%;" type="text"/>
Table and Chair Rental Order Form	\$	<input style="width: 100%;" type="text"/>
Specialty Accessories Rental Order Form.....	\$	<input style="width: 100%;" type="text"/>
Rental Exhibits Order Form	\$	<input style="width: 100%;" type="text"/>
Table Top Exhibit & Cabinets Order Form.....	\$	<input style="width: 100%;" type="text"/>
Graphics & Sign Order Form	\$	<input style="width: 100%;" type="text"/>
Exhibit Booth Cleaning Order Form.....	\$	<input style="width: 100%;" type="text"/>
In-Booth Forklift Order Form.....	\$	<input style="width: 100%;" type="text"/>
Labor Order Form	\$	<input style="width: 100%;" type="text"/>
Material Handling Order Form	\$	<input style="width: 100%;" type="text"/>
FULL PAYMENT IN US FUNDS	\$	<input style="width: 100%; border: 2px solid black;" type="text"/>

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check no. Dated in the amount of \$

Furniture & Accessories



~~Table Drapes Samples~~



Burgundy



Red



Peach



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Drape Samples~~



Burgundy



Red



Peach



Light Beige



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Custom Carpet Samples~~



Peony



Red



**French
Beige**



Jade



Emerald



**Colony
Blue**



Blue Mist



Black



Charcoal



**Grey
Pearl**

~~Standard Carpet Samples~~



Burgundy



Red



Teal



Blue



Purple



Black



Grey

LEVY RENTAL EXHIBITS

Plan A



Plan B



Plan C



Plan D



--- Plan A ---

10' N-Line

Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---

20' N-Line

Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---

20' N-Line

Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

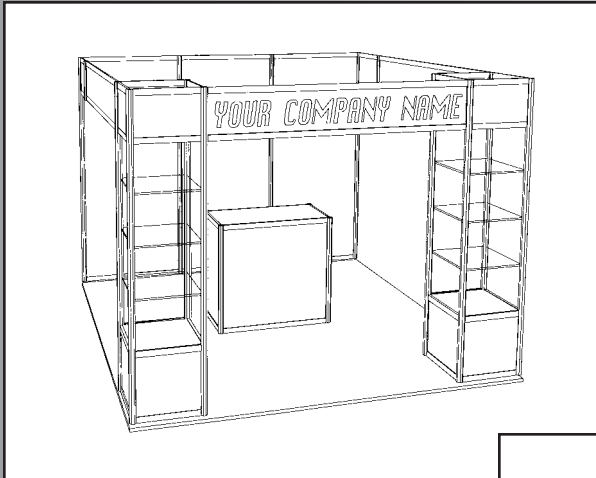
--- Plan D ---

20' x 20' Island

Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



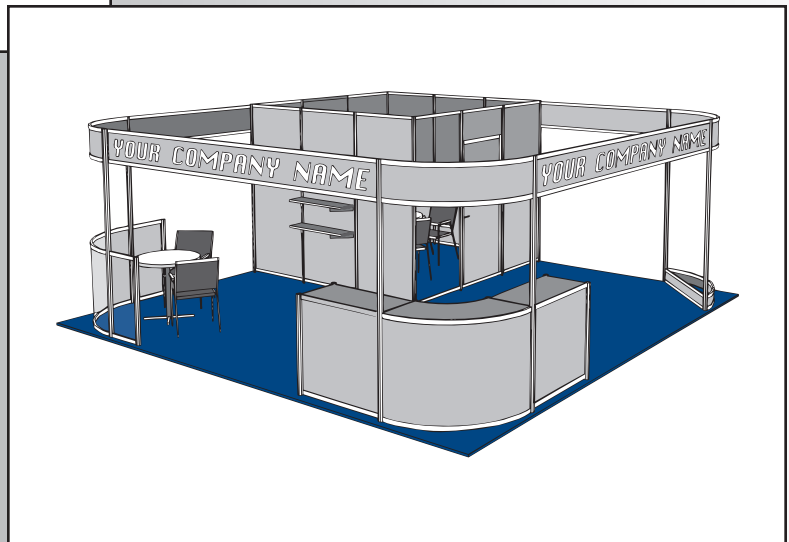
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.

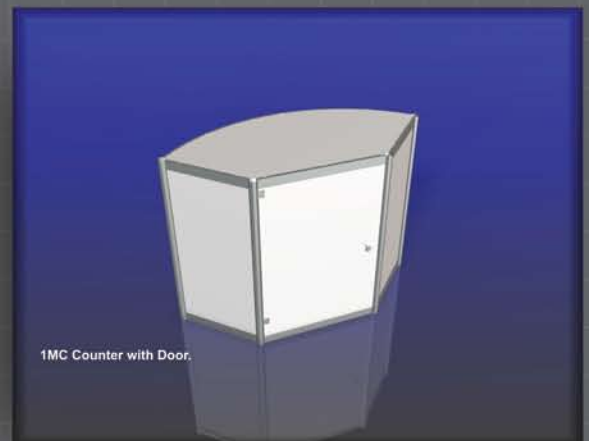
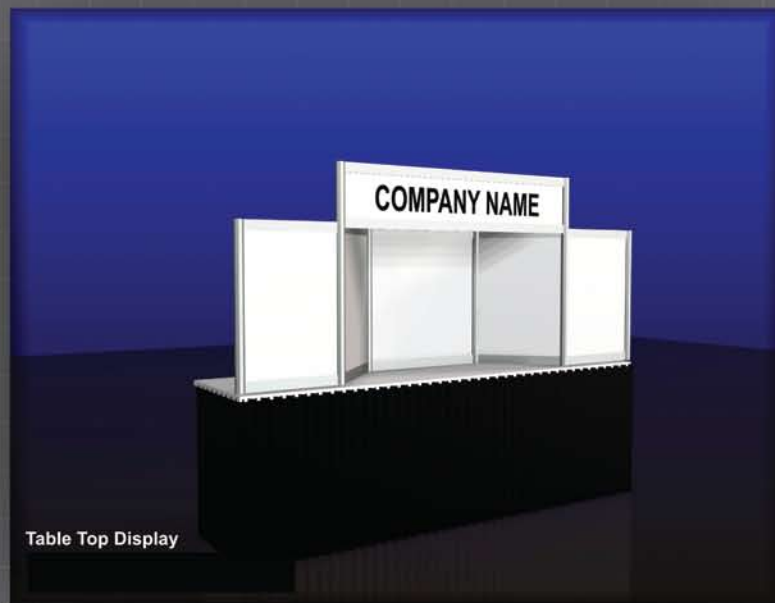
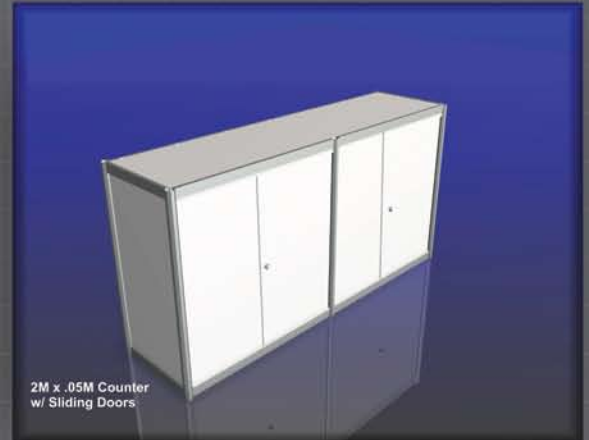
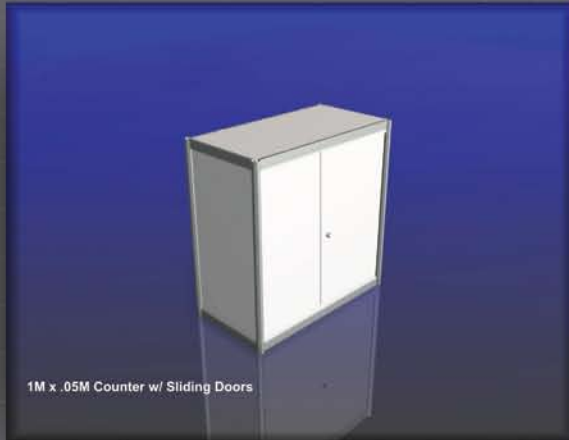


Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj 1: made or performed according to personal order
2: specializing in custom work or operation

LEVY
EXPOSITION SERVICES INC.

Counters & Displays





Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 9 ft. X 10 ft.	230.00	330.00	
9 ft. X 20 ft.	460.00	660.00	
9 ft. X 30 ft.	690.00	990.00	
9 ft. X 40 ft.	920.00	1,320.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	3.85	5.00	

- Blue Red Burgundy Hunter Green
 Black Grey

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.87	2.44	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.33	1.72	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.75/ft	\$11.38/ft	
_____ lin. ft. of 8' high drape	\$11.05/ft	\$14.37/ft	

- Blue Red Silver White Black Burgundy
 Hunter Green

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	30.00	38.00	
	Chrome coat tree	105.60	136.80	
	Aluminum easel	44.00	57.00	
	Chrome sign holder 22" X 28"	121.00	157.80	
	Tropical plants - 4'	75.00	99.60	
	Potted flowers	44.00	57.00	
	Chrome stanchions	31.00	41.00	
	Velvet stanchion ropes - blue	31.00	41.00	

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)			
25% CANCELLATION FEE (OFFICE USE ONLY)			
SUBTOTAL			
7.75% SALES TAX			
TOTAL US DOLLARS			

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **May 7, 2019**. We reserve the right to adjust orders calculated incorrectly.

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2018 OR XPO/carpet-drape9X10.cdr



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CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | | | | | |
|---|--------------------------|------------|---|--------------------------|----------|
| A | <input type="checkbox"/> | Royal Blue | F | <input type="checkbox"/> | Burgundy |
| B | <input type="checkbox"/> | Navy Blue | G | <input type="checkbox"/> | Grey |
| C | <input type="checkbox"/> | Black | H | <input type="checkbox"/> | Purple |
| D | <input type="checkbox"/> | Red | I | <input type="checkbox"/> | Teal |
| E | <input type="checkbox"/> | Tan | J | <input type="checkbox"/> | Green |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **May 7, 2019** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	____ ft. x ____ ft. = _____ sq. Ft. at	\$5.20 per sq. ft.	\$6.79 per sq. ft. =\$ _____
Carpet Pad	____ ft. x ____ ft. = _____ sq. Ft. at	\$1.65 per sq. ft.	\$2.22 per sq. ft. =\$ _____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE




TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		249.00	320.00	
6' x 2' Skirted		231.00	283.00	
4' x 2' Skirted		194.00	247.00	
Fourth side of table skirted		53.00	69.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		72.00	92.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		298.00	384.00	
6' x 2' Skirted		265.00	341.00	
4' x 2' Skirted		226.00	291.00	
Fourth side of table skirted		60.00	78.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		79.00	102.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

 BLACK PEDESTAL TABLE - 30" DIAMETER				
27" Table height		154.00	198.00	
40" Counter height		184.00	237.00	

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		140.00	175.00	
 FABRIC ARMCHAIR - GREY		140.00	175.00	
 PADDED HIGH BACK STOOL - GREY		165.00	207.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

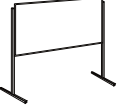

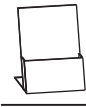

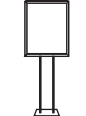
ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **May 7, 2019**. We reserve the right to adjust orders calculated incorrectly.





A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE




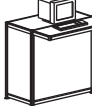
DISPLAY UNITS

	FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical	158.00	205.00	
	POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black	1,705.00	2,249.00	
	PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount	29.70	38.00	
	ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	44.00	57.20	
	CHROME SIGN HOLDER 22" x 28"	121.00	157.00	

ACCESSORIES

	TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall	85.00	111.00	
	WHITE BAR FRIDGE 1.7 cubic ft.	206.00	268.00	
	CHROME BAG HOLDER OR CLOTHING STAND	105.00	136.00	
	CHROME COAT TREE	105.00	136.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 WHITE COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		445.00	578.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		555.00	730.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		622.00	810.00	
 COMPUTER COUNTER 12" keyboard extension Sliding doors & storage shelf base - 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		486.00	625.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

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HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

10' x 10' BOOTH PACKAGES

Description	Quantity	Discount Rate	Standard Rate	Total
MODEL 110 Basic - 1 straight header sign Deluxe - Basic plus 2 shelves, 1 white counter		2,010.00 2,390.00	2,613.00 3,107.00	
MODEL 120 Basic - Corner booth with oversize counter, 1 curved header sign Deluxe - Basic plus 1 enclosed corner counter top		2,700.00 2,870.00	3,510.00 3,731.00	
MODEL 130 Basic - 1 straight header sign Deluxe - Basic plus 2 shelves, 1 white counter		2,240.00 2,670.00	2,912.00 3,471.00	
MODEL 140 Basic - 1 oversize curved header sign, 2 built in counters with sliding doors Deluxe - Basic plus 2 shelves, 1 white counter		2,920.00 3,210.00	3,796.00 4,173.00	

10' x 20' BOOTH PACKAGES

MODEL 210 Basic - 2 straight header signs Deluxe - Basic plus 2 shelves, 1 white counter		3,760.00 4,170.00	4,888.00 5,421.00	
MODEL 220 Basic - 1 straight & 2 angled header signs, storage area, front angled counters Deluxe - Basic plus 2 white counters, 1 door with lock for storage		4,410.00 5,100.00	5,733.00 6,630.00	
MODEL 230 Basic - 1 extended straight header sign, angled backwall, 2m wide white centre counter Deluxe - Basic plus 4 shelves, 1 full height panel of white slat wall		4,300.00 4,610.00	5,590.00 5,993.00	
MODEL 240 Basic - 1 oversize curved header, 3 built in counters with sliding doors Deluxe - Basic plus 3 shelves, 1 white curved front display counter		4,505.00 5,200.00	5,856.00 6,760.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION
 White

FABRIC PANEL COLOR SELECTIONS (a 25% surcharge applies)
 Blue Silver Black

CARPET COLOR SELECTIONS
 Blue Red Green Grey Black Purple

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		44.00	57.20	
Angled shelf, .25m deep x 1m long		56.00	72.80	
150 watt chrome arm light, power NOT included		62.00	80.60	
2m white curve counter WITH inside shelf, NO doors		410.00	533.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		122.00/m	159.00/m	

COST SUMMARY

PANEL SURCHARGE (25%)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

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HARDWALL SYSTEM 10' x 10' EXHIBITS

MODEL 110 - 10'x10' CORNER OR INLINE



BASE PACKAGE:
1 - straight header (with copy)
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

MODEL 120 - 10'x10' CORNER



BASE PACKAGE:
1 - curved header (with copy)
1 - curved front display counter
DELUXE PACKAGE: (as shown)
1 - enclosed corner counter

MODEL 130 - 10'x10' CORNER OR INLINE



BASE PACKAGE:
1 - straight header (with copy)
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

MODEL 140 - 10'x10' CORNER OR INLINE



BASE PACKAGE:
1 - oversize curved header (with copy)
2 - .5m(20") x 1m(39") x 1m(39") white counters
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
Please fill in carpet color selection on order form

- Furniture
One pedestal table & two chairs
- Header assembly
Graphics - block lettering only (logo extra)
Please fill in header sign info. on order form



HARDWALL SYSTEM 10' x 20' EXHIBITS

MODEL 210 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

2 - straight headers (with copy)

DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves

1 - .5m(20") x 1m(39") x 1m(39") white counter

MODEL 220 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

1 - straight & 2 angled headers (with copy)

1 - storage area with drape door

2 - white front corner counters

DELUXE PACKAGE: (as shown)

2 - .5m(20") x 1m(39") x 1m(39") white counters

1 - door with lock for storage area

MODEL 230 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

1 - straight header (with copy)

2 - .5m(20") X 1m(39") x 1m(39")

built-in white counters

DELUXE PACKAGE: (as shown)

1 - full height panel of white slat wall

4 - .25m(10") deep shelves

MODEL 240 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

1 - oversize curved header (with copy)

3 - .5m(20") X 1m(39") x 1m(39")

built-in white counters

DELUXE PACKAGE: (as shown)

3 - .25m(10") deep shelves

1 - 2m curved front display counter

STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
- Please fill in carpet color selection on order form

- Furniture
- One pedestal table & two chairs
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form





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**16th National Advanced Practice
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 May 29 - June 1, 2019
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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	35.00	45.50	
	7" x 44"	44.00	57.20	
	11" x 14"	51.00	66.30	
	14" x 22"	68.00	88.40	
	22" x 28"	91.00	118.30	
	28" x 44"	128.00	166.40	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$17.25	\$25.90	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical
 Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

Blue
 Red
 Green
 Teal
 Black
 Purple

Black lettering will be provided unless otherwise specified.

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **May 7, 2019**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
_____ <small>100 Square Feet Minimum Order</small>	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day _____ X _____ X \$0.72 = _____ <small style="margin-left: 50px;">Total Number of Days</small>		

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
_____ <small>100 Square Feet Minimum Order</small>	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day _____ X _____ X \$0.85 = _____ <small style="margin-left: 50px;">Total Number of Days</small>		

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **May 7, 2019**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.
 The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc. **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

RATES

DESCRIPTION	RATE	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$202.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$145.00 per Hour	
OVERTIME 4:30 PM - Midnight Monday to Friday, (Includes 5000 lb Forklift and operator) Saturday 8:00 AM - Midnight	\$291.00 per Hour	
OVERTIME 4:30 PM - Midnight Monday to Friday, (Foreman) Saturday 8:00 AM - Midnight	\$255.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	RATE	TOTAL	
STRAIGHT TIME _____ Forklift _____ Hours	\$202.00 per Hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVERTIME _____ Forklift _____ Hours	\$291.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	RATE	TOTAL	
STRAIGHT TIME _____ Forklift _____ Hours	\$202.00 per Hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVERTIME _____ Forklift _____ Hours	\$291.00 per Hour	\$ _____ Total	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **35% (\$50.00 minimum) Surcharge** will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$169.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$280.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$169.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$280.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$169.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$280.00 per Hour	\$ _____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.



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 Seattle, WA
 USA 98168

Outbound Shipping Instructions

Show Name **16th National Advanced Practice Neonatal Nurses Conference**

Show Dates **May 29 - June 1, 2019**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Outbound Shipping Instructions

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address: If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Please complete this section if Levy will be supervising booth labor.

Company/Show: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

▪ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of exhibitor's choice

Name of Carrier: _____

Ship via official show freight carrier

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ Shipper (print name): _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City/State/Zip: _____

Telephone: _____ Attention: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability contained herein.

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF CALIFORNIA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

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.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



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 E-mail: operations@levyshow.com

**16th National Advanced Practice
 Neonatal Nurses Conference**
 May 29 - June 1, 2019
 Hyatt Regency Indian Wells Resort
 Indian Wells, CA

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

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

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS and all Van Lines are included in this category due to their delivery procedures.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

Straight Time - 8:00 A.M. To 4:30 pm Monday through Friday

Overtime - 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**** Please be advised that overtime charges may apply during move-in or move-out.****

DESCRIPTION	CWT Price	Minimum
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 165.00	\$ 330.00
Special Handling Shipment.....	195.00	390.00
Uncrated or Pad Wrapped Shipment.....	215.00	430.00
Small Package Shipment (shipments less than 30 lbs. per piece).....	35.00	35.00
Advance Shipment		
Crated or Skidded Shipment.....	\$ 175.00	\$ 350.00
Special Handling Shipment.....	189.00	378.00
Late to Warehouse (In Addition to Base Rate).....	42.00	84.00
Small Package Shipment (shipments less than 30 lbs. per piece).....	35.00	35.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 31.25	\$ 62.50
Special Handling Shipment.....	31.25	62.50
Uncrated or Pad Wrapped Shipment.....	31.25	62.50
Overtime Charge (Outbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 31.25	\$ 62.50
Special Handling Shipment.....	31.25	62.50
Uncrated or Pad Wrapped Shipment.....	31.25	62.50

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS ÷ 100	= 12	\$175.00	\$2,100.00
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
TOTAL			U. S. DOLLARS	

PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

**16th National Advanced Practice
Neonatal Nurses Conference**
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Hyatt Regency Indian Wells Resort
Indian Wells, CA

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

16th National Advanced Practice Neonatal Nurses Conference
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS, NV
18298 Slover Ave
Bloomington, CA 92316

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **April 29, 2019** and no later than **May 22, 2019**. **Please note that shipments received at the advance warehouse prior to April 29 or after May 22, 2019 will incur a \$35.00 per hundred pounds surcharge.**

Shipments must include an official weight ticket or bill of lading.

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



Fax: 253 437 0032
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SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

16th National Advanced Practice Neonatal Nurses Conference
COMPANY NAME & BOOTH #
Hyatt Regency Indian Wells Resort
c/o Levy Exposition Services Inc.
44600 Indian Wells Ln.
Indian Wells, CA 92210

PLEASE NOTE THAT SHIPMENTS WILL NOT BE RECEIVED AT THE HYATT REGENCY INDIAN WELLS RESORT PRIOR TO 8:00 AM WEDNESDAY, MAY 29, 2019. SHIPMENTS THAT ARRIVE PRIOR TO THIS WILL BE REFUSED.

Shipments must include an official weight ticket or bill of lading.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

TERMS & CONDITIONS

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF CALIFORNIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN INDIAN WELLS, CA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



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ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS, NV
18298 Slover Ave
Bloomington, CA 92316

EVENT: 16th National Advanced Practice Neonatal Nurses Conference
BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____



ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS, NV
18298 Slover Ave
Bloomington, CA 92316

EVENT: 16th National Advanced Practice Neonatal Nurses Conference
BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.

16th National Advanced Practice
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SHOWSITE

To: _____
EXHIBITOR NAME

Hyatt Regency Indian Wells Resort
c/o Levy Exposition Services Inc.
44600 Indian Wells Ln.
Indian Wells, CA 92210

EVENT: 16th National Advanced Practice Neonatal Nurses Conference
BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----



SHOWSITE

To: _____
EXHIBITOR NAME

Hyatt Regency Indian Wells Resort
c/o Levy Exposition Services Inc.
44600 Indian Wells Ln.
Indian Wells, CA 92210

EVENT: 16th National Advanced Practice Neonatal Nurses Conference
BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.
If more labels are needed, copies are acceptable.



LibertyCFS NV[®] Inc.

The Liberty Advantage

*Trust the shipping of your exhibit materials
to LibertyCFS NV[®] Inc.*

*No agonizing, we do all the organizing
...we deliver peace of mind
...we deliver freedom*

LibertyCFS NV[®] Inc.

100% dedicated to the
Convention and Trade Show
Industry

We are.....

... *service driven* specialists,
focused on getting you to and from
your event with door-to-door service

... a *single point* of contact

... *all day – every day*

**TEAMWORK
TRUST
ACCOUNTABILITY**

TRANSPORTATION SERVICES...

Overnight / 2nd Day Service

Economy Air

Liberty Saver Express or Ground

Exclusive Use Full Trailer

International Freight Forwarding

Customs Brokerage Services

We design solutions tailored to fit
your shipping and customs needs

Need more information?

T: (905) 338-3993

www.libertycfs.com

F: (905) 338-1092

"Delivering Freedom[®]"

Las Vegas • Toronto



1. Please accept this form as your authority to provide Customs and/or Transportation services.
We wish to use LibertyCFS NV, Inc. for the following:

Customs & Transportation Customs Only Transportation Only **Return Only**

2. Pick-up Location	Company			3. Destination	Exhibitor		Booth	
	IRS # Tax ID <i>Int'l Shipments Only</i>				Show Name			
	Address 1				Address 1			
	Address 2				Address 2			
	City	State	Zip		Address 3			
	Contact				City	State	Zip	
	Phone	Fax			Show Contact		Cell	
<input type="checkbox"/> Shipper Other:				<input type="checkbox"/> Shipper Other:				
4. Billing Address	Address 1			5. Return Freight to:	Address 1			
	Address 2				Address 2			
	City	State	Zip		City	State	Zip	
	Contact				Contact		Phone	
	Phone	Fax			PU Date		Arrive by	
6. Credit Card	Card Number:				Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX			
	Expiry Date:		Security Code:		E-mail Address:			
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name			
				Signature <i>(Hand Written)</i>				
7. Transportation Info				8. Service Requested:				
Pick up	Date	Hours - From		To	<input type="checkbox"/> Express <input type="checkbox"/> Ground LTL 5-7 Day <input type="checkbox"/> Int'l			
Delivery	Date	Time			<input type="checkbox"/> Inside Pickup <input type="checkbox"/> Inside Delivery			
				<input type="checkbox"/> Liftgate for pickup <input type="checkbox"/> Liftgate for delivery				
				<input type="checkbox"/> Other (Specify below)				
Description of Packages/Contents				Declared Value for Carriage				
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)		The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% of value, Min \$40.				
<input type="checkbox"/>	Vinyl Cases			Enter Amount \$ _____				
<input type="checkbox"/>	Wooden Crates			FAA/DOT Security Approval: Known/Unknown				
<input type="checkbox"/>	Flat Pieces	Description of Goods		Shipper Security and Hazardous Material Declaration				
<input type="checkbox"/>	Skids or Pallets			I certify that this shipment does not contain any hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT				
<input type="checkbox"/>	Trunks			Signature _____				
<input type="checkbox"/>	Tubes	Weight						
<input type="checkbox"/>	Other							
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos					

Please note: When shipping to a second conference, please complete a second form

Signs, Displays and Decorations- All signs, displays or decorations proposed by the client are subject to the Hotel's approval. All registration, directional or advertisement signs must be printed in a professional manner. No signs, banners, displays or exhibits will be permitted in the public areas of the Hotel without prior Hotel approval. All decorations must meet approval of the Fire Department. Flammable substances are not permitted in the building or anywhere on the Hotel's premises. The Hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, adhesives or any other substance without prior Hotel approval.

Materials sent to the Hotel- Due to the layout of the Hotel, it is not possible to store display materials and/or show materials more than three days prior or post to your event. Please follow the instructions below:

- Hotel must be notified in advance that materials are being sent. The Hotel must be informed ten (10) working days in advance of the delivery.
- Each piece received must be labeled with name of function, date of function, 1 of 2, 2 of 2, etc. and contact's name. Groups must make arrangements to ship their materials out of the hotel.
- The guest or organization is responsible for sealing and labeling boxes and contacting the shipping company to make the shipping and billing arrangements.
- The hotel will store properly sealed and labeled materials for up to two (2) days following the function.
- Charges will apply for moving or storing large amounts of material.

Storage fees are as follows: no charge up to 3 days, prior to or after the conclusion of an event. A \$25 charge will be incurred and \$5 for each day thereafter.

Shipping & Receiving Handling- Fees are listed for one way, charges would be applied for both Shipping into the Hotel and Shipping out.

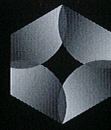
Flat envelopes- \$5

Small/Medium Boxes- \$10

Large Boxes- \$20

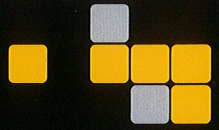
Large cases- \$35

Pallets \$500



HYATT
REGENCY®

INDIAN WELLS RESORT & SPA



AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.



POPULAR PACKAGES

Meeting Room Projector Package - \$640

- AV Cable Lot
- LCD Projector
- Projection Stand
- Tripod Screen

Projection Support Package - \$185

- AV Cable Lot
- Projection Stand
- Tripod Screen

Podium Microphone Package – House Sound - \$255

- Podium Microphone
- Meeting Room House Sound
- 4-Channel Mixer

Flip Chart Package - \$65

- Flip Chart Easel
- Flip Chart Pad
- Markers

Post-it® Flip Chart Package - \$85

- Flip Chart Easel
- Post-it® Flip Chart Pad
- Markers



POPULAR COMPONENTS

Conference Speaker Phone	\$170
Laptop Computer	\$230
LED Wash Light	\$80
Powered Speaker	\$110
Presidential Microphone	\$80
Wired Microphone	\$65
Wireless Microphone	\$185
4-Channel Mixer	\$70
12-Channel Mixer	\$140
32" LCD Monitor	\$250
46" LCD Monitor	\$495
8' Tripod Screen	\$90
6' x 8' Fast-Fold® Screen	\$235
7' 6" x 10' Fast-Fold® Screen	\$270
9' x 12' Fast-Fold® Screen	\$310
10' 6" x 14' Fast-Fold® Screen	\$365
6' x 10' 5" Fast-Fold® Screen	\$345
7' 6" x 13' 4" Fast-Fold® Screen	\$380
9' x 16' Fast-Fold® Screen	\$420
10' 6" x 18' 8" Fast-Fold® Screen	\$575



STANDARD LABOR RATES

Setup / Strike	\$75/hr.
Event Operation	\$90/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 760.776.7990
or visit us on the Web at: psav.com/hyattregencyindianwells





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Form Submission – Email completed forms to: dzengler@psav.com

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

MONITORS

- | | QTY. | |
|-------------------|-------|-------|
| ■ 32" LCD monitor | _____ | \$350 |
| □ Table stand | | |
| ■ 55" LCD monitor | _____ | \$690 |
| □ Dual-post stand | | |
| ■ 70" LCD monitor | _____ | \$950 |
| □ Dual-post stand | | |

MONITOR ACCESSORIES

- | | QTY. | |
|-------------------------|-------|-------|
| ■ Blu-ray player w/HDMI | _____ | \$125 |
| ■ Laptop | _____ | \$250 |

PROJECTION

- | | QTY. | |
|---|-------|-------|
| ■ LCD projector | _____ | \$455 |
| ■ 42"-54" Rolling cart with black skirt | _____ | \$30 |
| ■ Tripod screen | _____ | \$90 |
| □ 6' □ 8' | | |





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



INTERNET

	QTY.	
■ Wired internet connection	_____	\$180
■ Wireless internet connection	_____	\$50
■ Dedicated bandwidth	Please contact PSAV for quote	

POWER

	QTY.	
■ 120V – 10 AMP	_____	\$90
■ 208V Single phase – 20 AMP	_____	\$120

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

CUSTOM ITEMS

	QTY.	
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

Donavon Zengler
Director of Sales - PSAV®
 Hyatt Regency Indian Wells
 44600 Indian Wells Lane, Indian Wells, CA 92210
 ■ office: 760.776.7990 ■ email: dzengler@psav.com





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



HYATT
REGENCY

INDIAN WELLS
RESORT & SPA

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

Donavon Zengler
Director of Sales - PSAV®
Hyatt Regency Indian Wells
44600 Indian Wells Lane, Indian Wells, CA 92210
■ office: 760.776.7990 ■ email: dzengler@psav.com

