

TABLES • CHAIRS • WASTEBASKETS • SHELVES • GRIDWALLS • LITERATURE RACKS • COUNTERS • STOOLS • EASELS • GARMENT RACKS
BAG RACKS • CUSTOM SIGNS • SIGN HOLDERS • HANGING SIGNS • SHOWCASES • PEGBOARDS • TACKBOARDS • CARPET • BOOTH CLEANING
LITERATURE RACKS • COUNTERS • STOOLS • CHAIRS • WASTEBASKETS • SHELVES • GRIDWALLS • EASELS • GARMENT RACKS • TABLES
PEGBOARDS • TACKBOARDS • BOOTH CLEANING • CARPET • HANGING SIGNS • SHOWCASES • BAG RACKS • CUSTOM SIGNS • SIGN HOLDERS
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LAS VEGAS EXPO
COMPLETE SHOW SERVICES

VapExpo 2019

**Las Vegas Convention Center
South Hall**

November 22-23, 2019

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SHOW INFORMATION

We are pleased that LAS VEGAS EXPO has been selected as your Official Service Contractor. Our goal is to make sure your participation is a success.

BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
HALL FLOORING	Exhibit Hall is NOT Carpeted - CARPET ORDER IS REQUIRED FOR ALL BOOTHS		

BOOTH EQUIPMENT

Please choose a booth package from the Sellable Services provided in your Exhibitor Account with Map-Dynamics! It is mandatory to choose a package by or before September 16, 2019 For questions regarding the booth package contact Yani via email at: yani@cbd.io

**All other items must be ordered by the Exhibitor.
Orders to be sent to Exhibitorservices@lvexpo.com**

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Wednesday, November 20, 2019	1:00 PM	8:00 PM	VIP Exhibitor Install
Thursday, November 21, 2019	8:00 AM	8:00 PM	Exhibitor Install
Friday, November 22, 2019	8:00 AM	11:00 AM	Exhibitor Install
Friday, November 22, 2019	11:00 AM	7:00 PM	Show Open
Saturday, November 23, 2019	11:00 AM	7:00 PM	Show Open
Saturday, November 23, 2019	7:00 PM	10:00 PM	Exhibitor Dismantle
Sunday, November 24, 2019	10:00 AM	8:00 PM	Exhibitor Dismantle

ALL FREIGHT CARRIERS MUST CHECK IN WITH LAS VEGAS EXPO BY:

3:00 PM on Sunday, November 24, 2019

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:

8:00 PM on Sunday, November 24, 2019

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

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SHOW INFORMATION CONTINUED

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS

WAREHOUSE SHIPMENTS

WAREHOUSE RECEIVING BEGINS	Tuesday, October 15, 2019	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS
STANDARD RECEIVING RATE DEADLINE	Monday, November 11, 2019	
WAREHOUSE RECEIVING DEADLINE	Thursday, November 21, 2019	
All shipments are required to have certified weight tickets	Crated, skidded or boxed materials only	
No COD or collect shipments	Must submit payment authorization form with all orders	
All inbound shipments must be sent to the warehouse	No pad wrapped shipments will be accepted at the warehouse	

WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	VapExpo 2019	BOOTH #	
	COMPANY		C/O	LVE - IT VEGAS
	ADDRESS	4075 EAST POST ROAD, LAS VEGAS NV 89120		

If exhibit material is shipped to the facility, the facility will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to facility charges.

Overtime will be charged on all outbound shipments

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING

DAY/DATE	START TIME	END TIME
Wednesday, November 20, 2019	1:00 PM	6:00 PM
Thursday, November 21, 2019	8:00 AM	6:00 PM
Friday, November 22, 2019	8:00 AM	11:00 AM

Do not consign shipments to the receiving facility.

All shipments must be consigned c/o Las Vegas Expo

Material shipped direct to the facility will be turned over to LVE and incur additional charges.

Do not ship your materials to arrive prior to the dates above.

SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	VapExpo 2019	BOOTH #	
	COMPANY		C/O	Las Vegas Expo
	ADDRESS	LVCC - South Hall 3150 Paradise Road, Las Vegas, NV 89109		

The Payment Authorization Form must be completed and submitted to LAS VEGAS EXPO prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$150.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

The use of hand carts & dollies is NOT permitted.

Las Vegas Expo has been contracted to assist with all unloading/loading of materials. All loading and unloading must be done in the designated areas.

See Material Handling and Cart Service guidelines within this Exhibitor Service Manual for rates.

Four wheel dollies



Two wheel dollies



Four wheel push carts



HAND CARRY IS LIMITED TO:

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

All hand carry must be done through the front doors.

WELCOME LETTER

Dear Exhibitor,

Las Vegas Expo Complete Show Services is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LAS VEGAS EXPO requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LAS VEGAS EXPO.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 702-248-6200 ext 602 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LAS VEGAS EXPO

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PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with Las Vegas Expo. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

CONTACT	COMPANY NAME			CLIENT NAME		
	ADDRESS			BOOTH #		
	CITY	STATE	ZIP	PHONE		
	EMAIL			FAX		

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*		X _____					
	CARDHOLDER'S NAME (PLEASE PRINT)							

*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual.
 All credit card information will be kept on file to be used for future shows and all outstanding balances.
 Signer authorizes agent/employees to sign off and create order for the company.

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET IS REQUIRED TO BE ORDERED
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			OTHER EXPO SERVICES
		TAX	
	TOTAL (If received by deadline)	TOTAL	ALL FREIGHT SHIPPING CHARGES WILL SHOW ON YOUR CREDIT CARD STATEMENT AS Elite Expo.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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COMPANY NAME	BOOTH #
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FURNITURE ORDER

ORDER ONLINE online.completeshow.com		QUANTITY	DISCOUNT DEADLINE 11/4/2019	STANDARD PRICE	TOTAL	
CHAIRS	SIDE CHAIR		\$ 65.00	\$ 84.50		
	ARM CHAIR		\$ 85.00	\$ 110.50		
	STOOL COUNTER HEIGHT		\$ 95.00	\$ 123.50		
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 96.00	\$ 124.80		
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 105.00	\$ 136.50		
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 130.00	\$ 169.00		
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 60.00	\$ 78.00		
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 75.00	\$ 97.50		
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 90.00	\$ 117.00		
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 110.00	\$ 143.00		
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 135.00	\$ 175.50		
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 160.00	\$ 208.00		
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 80.00	\$ 104.00		
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 95.00	\$ 123.50		
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 110.00	\$ 143.00		
CAFÉ	TABLE ROUND 36"W x 30"H		\$ 145.00	\$ 189.00		
	TABLE ROUND 36"W x 42"H		\$ 165.00	\$ 214.50		
ACCESSORIES	4th SIDE TABLE SKIRT*		\$ 43.00	\$ 55.90		
	4th SIDE COUNTER SKIRT*		\$ 48.00	\$ 62.40		
	RISER FOR TABLE TOP 4'L x 14"H		\$ 65.00	\$ 84.00		
	RISER FOR TABLE TOP 6'L x 14"H		\$ 85.00	\$ 109.00		
*SELECT DRAPE COLOR - If no drape color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	<input type="checkbox"/> Navy
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.
Items cancelled after the discount deadline date will be charged at 50% of ordered price.
No credit will be given after close of event on items or services ordered but not received.


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COMPANY NAME		BOOTH #	
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ADDITIONAL FURNISHINGS ORDER

		QUANTITY	DISCOUNT DEADLINE 11/4/2019	STANDARD PRICE	TOTAL
ACCESSORIES	WASTEBASKET		\$ 17.00	\$ 22.00	
	EASEL		\$ 40.00	\$ 52.00	
	BAG RACK		\$ 78.00	\$ 101.40	
	GARMENT RACK		\$ 78.00	\$ 101.40	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 92.00	\$ 120.00	
	LITERATURE RACK (FREE STANDING)		\$ 130.00	\$ 169.00	
	SIGN HOLDER 22" x 28"		\$ 78.00	\$ 101.40	
	TACKBOARD 4' x 6' VERTICAL		\$ 145.00	\$ 188.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 145.00	\$ 188.00	
	GRID 2' x 8'		\$ 105.00	\$ 137.00	
	GRID 2' x 8' WITH LEGS		\$ 156.00	\$ 202.80	
	16" WATERFALL ARM FOR GRID		\$ 26.00	\$ 34.00	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 6.00	\$ 8.00	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 15.00	\$ 19.50	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 25.00	\$ 32.50	
12'-16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 15.00	\$ 19.50	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 21.00	\$ 27.30	

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

Silver
 Black
 White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.
Items cancelled after the deadline date will be charged at 50% of ordered price.
No credit will be given after close of event on items or services ordered but not received.

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SHOWCASE ORDER



FULL



HALF



QUARTER



CORNER HALF



CORNER QUARTER



TOWER



WALL CASE



SEE-THROUGH
WALL CASE

ALL UNITS COME STANDARD WITH FLORESCENT LIGHTING

ELECTRICAL OUTLET IS NOT INCLUDED

FULL, HALF OR QUARTER VIEW MUST BE SELECTED BELOW

<p>ORDER ONLINE online.completeshow.com</p>	QUANTITY	DISCOUNT DEADLINE	STANDARD PRICE	TOTAL
		11/4/2019		

SHOWCASES	BLACK 4'L (FULL HALF QUARTER) VIEW		\$ 535.06	\$ 658.08
	WHITE 4'L (FULL HALF QUARTER) VIEW		\$ 484.44	\$ 592.27
	BLACK 5'L (FULL HALF QUARTER) VIEW		\$ 585.06	\$ 708.08
	WHITE 5'L (FULL HALF QUARTER) VIEW		\$ 534.44	\$ 647.27
	BLACK 6'L (FULL HALF QUARTER) VIEW		\$ 635.06	\$ 758.08
	WHITE 6'L (FULL HALF QUARTER) VIEW		\$ 584.44	\$ 697.27
	BLACK CORNER (HALF QUARTER) VIEW		\$ 555.31	\$ 684.41
	WHITE CORNER (HALF QUARTER) VIEW		\$ 509.75	\$ 625.18
	BLACK TOWER 80"H x 20"W x 20"D		\$ 560.18	\$ 685.18
	WHITE TOWER 80"H x 20"W x 20"D		\$ 500.18	\$ 625.18
	BLACK WALL CASE 48"W		\$ 886.15	\$ 1,133.95
	WHITE WALL CASE 48"W		\$ 826.15	\$ 1,073.95
	BLACK WALL CASE 60"W		\$ 936.15	\$ 1,183.95
	WHITE WALL CASE 60"W		\$ 876.15	\$ 1,123.95
	BLACK WALL CASE 70"W		\$ 986.15	\$ 1,233.95
	WHITE WALL CASE 70"W		\$ 926.15	\$ 1,173.95
	BLACK SEE-THROUGH WALL CASE		\$ 898.82	\$ 1,150.48
	WHITE SEE-THROUGH WALL CASE		\$ 838.82	\$ 1,090.48
UPGRADED LED LIGHTING		\$ 110.50	\$ 143.64	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Cancellations after the deadline date will be charged at 50% of ordered price. After move-in begins will be charged 100% of order price.

No credit will be given after close of event on items or services ordered but not received.

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COMPANY NAME		BOOTH #	
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CARPET AND CLEANING ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT DEADLINE 11/4/2019		STANDARD PRICE	TOTAL
	10'		\$	155.00	\$	201.50
	20'		\$	310.00	\$	403.00
	30'		\$	465.00	\$	604.50
COLOR	CUSTOM SIZES - 100 sqft increments		LENGTH	WIDTH	TOTAL SQ FT	
			TOTAL SQ FT	DISCOUNT	\$ 3.00	STANDARD \$ 4.00
<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy						
<i>If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>						

PLUSH 26oz	10'		\$	250.00	\$	325.00
	20'		\$	500.00	\$	650.00
	30'		\$	750.00	\$	975.00
	COLOR	CUSTOM SIZES - 100 sqft increments		LENGTH	WIDTH	TOTAL SQ FT
		TOTAL SQ FT	DISCOUNT	\$ 4.00	STANDARD \$ 5.20	
<input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Emerald <input type="checkbox"/> Burgundy <input type="checkbox"/> Silky Beige <input type="checkbox"/> Blue Sea <input type="checkbox"/> Silver Moon <input type="checkbox"/> Slate <input type="checkbox"/> White						

ULTRA PLUSH	10'		\$	450.00	\$	585.00
	20'		\$	900.00	\$	1,170.00
	30'		\$	1,350.00	\$	1,755.00
	COLOR	CUSTOM SIZES - 100 sqft increments		LENGTH	WIDTH	TOTAL SQ FT
		TOTAL SQ FT	DISCOUNT	\$ 5.00	STANDARD \$ 6.50	
<input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Khaki <input type="checkbox"/> Sand <input type="checkbox"/> Graphite <input type="checkbox"/> Indigo <input type="checkbox"/> Midnight <input type="checkbox"/> Shadow <input type="checkbox"/> Sky Blue <input type="checkbox"/> White						

ACCESSORIES	PADDING PER SQ FT*		\$	1.30	\$	2.05
	VISQUEEN PER SQ FT*		\$	0.65	\$	0.80
	DOUBLE PADDING PER SQ FT*		\$	2.60	\$	4.10
* 100 Square Feet Minimum Order						

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES (per 100 sq.ft.)	DISCOUNT DEADLINE 11/4/19	STANDARD PRICE	TOTAL BOOTH SQ FT	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 0.65	\$ 0.80	X _____	= _____
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 0.90	\$ 1.20	X _____	= _____

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.
Items cancelled after show move-in begins will be charged 100% of ordered price.
No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.

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GRAPHICS & SIGNS
DEADLINE DATE: 11/4/2019

Las Vegas Expo has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

Minimum order \$50.00 Double sq. Ft. for double-sided graphics Round sq. Ft. to next whole increment File conversion, retouching, cloning or color correcting may incur additional labor charges.	<table border="1" style="width:100%"> <tr> <td style="width:20%">sq. Ft.</td> <td style="width:20%">L X</td> <td style="width:20%">W =</td> <td style="width:20%">sq. Ft.</td> </tr> <tr> <td></td> <td></td> <td>X RATE =</td> <td></td> </tr> </table>	sq. Ft.	L X	W =	sq. Ft.			X RATE =	
sq. Ft.	L X	W =	sq. Ft.						
		X RATE =							

MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
1/4" PLEXIGLAS	\$ 30.00	\$ 36.00	3mm SINTRA	\$ 14.00	\$ 18.00
3/16" FOMECOR	\$ 13.00	\$ 17.00	6mm SINTRA	\$ 16.00	\$ 20.00
VINYL BANNER	\$ 8.00	\$ 12.00	FLOOR DECALS	\$ 18.00	\$ 22.00

DIGITAL GRAPHICS

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME					MATERIAL (Choose Below)
PMS COLOR		<input type="checkbox"/> FOMECOR	<input type="checkbox"/> PVC	<input type="checkbox"/> PLEXI	<input type="checkbox"/> GATORFOAM
APPLICATION		<input type="checkbox"/> ECO-BOARD*	<input type="checkbox"/> ULTRA-BOARD*	<input type="checkbox"/> OTHER	
*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.					
SPECIAL INSTRUCTIONS					

STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 11/4/2019	STANDARD PRICE	TOTAL
FOMECOR w/Easel Back 12" x 18" - single sided		\$ 45.00	\$ 58.00	
FOMECOR SIGN 22" x 28" - single sided		\$ 52.00	\$ 68.00	
FOMECOR SIGN 28" x 44" - single sided		\$ 103.00	\$ 134.00	
FOMECOR SIGN 24" x 36" - single sided		\$ 72.00	\$ 94.00	
FOMECOR SIGN w/Base 38" x 87" - single sided		\$ 275.00	\$ 358.00	

File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See below for graphic guidelines.

STANDARD SIZES
ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: graphics@lvexpo.com

FTP SITE INFORMATION:	ADDRESS: onlinefilefolder.com	USER NAME: lvexpo	PASSWORD: Upload1!
------------------------------	--------------------------------------	--------------------------	---------------------------

SIZE / SCALE - 10% Scaling Factor Scale your finished artwork so that 1" = 0.1" (EXAMPLE: FOR A HEADER THAT MEASURES 77.5"W X 12"H IN REAL SIZE, THE GRAPHIC FILE WILL BE DESIGNED AT 7.75" W X 1.2"H) DO NOT include bleeds or gutters. DO include a die line for any router cuts needed.

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

COLOR MODE - CMYK (Before submitting your artwork to us, please make sure you convert the color mode to CMYK.)

FORMAT - TIFF, flattened (We require the use of flattened TIFFs for all artwork.) PLEASE BE ADVISED - FAILURE TO ADHERE TO THESE REQUIREMENTS MAY PRODUCE UNPREDICTABLE RESULTS THAT MAY OR MAY NOT BE CORRECTABLE. FOR THIS REASON, WE WILL CONVERT/ADJUST ANY NON-.TIFF FILES TO MEET THESE REQUIREMENTS, AND BILL THE CUSTOMER AT A RATE OF \$125.00/HR

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

Las Vegas Expo will not offer any refunds on graphics ordered and produced.

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DISPLAY LABOR ORDER

DEADLINE DATE: 11/4/2019

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR		TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum			\$	92.00	
	OVERTIME (OT) - One Hour Minimum			\$	138.00	
	DOUBLE TIME (DT) - One Hour Minimum			\$	184.00	
<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>						
STRAIGHT TIME - After 8:00 AM and prior to 5:00 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 5:00 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.						
EQUIPMENT	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL	
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 225.00	\$ 337.50	\$ 450.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote.					
	<i>If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.</i>					

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.	
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): Las Vegas Expo will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$65.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.	

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE		<input type="checkbox"/> SHOW SITE	
SPECIAL INSTRUCTIONS							
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CONSIGNEE (Where your freight is being shipped to when the show closes)				BILLING INFORMATION (Responsible party paying your carrier's shipping charges)			
CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY		STATE	ZIP	CITY		STATE	ZIP
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

*Labor orders need to be placed in advance. Orders need to be sent in by the deadline date to ensure labor availability.
 Onsite orders will be handled on a first come first serve basis and upon availability.*

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RENTAL EXHIBIT PACKAGES

DEADLINE DATE: 11/4/2019



10' EXHIBIT RENTAL

DISCOUNT PRICE \$ 1,945.00
STANDARD PRICE \$ 2,528.50

20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 3,890.00
STANDARD PRICE \$ 5,057.00

DISPLAY INCLUDES	DISPLAY INCLUDES
10' Free Standing Display	20' Free Standing Display
Silver Metals/Choice of Black, White or Gray Inserts	Silver Metals/Choice of Black, White or Gray Inserts
3 Meter Header w/Company Name	2 - 3 Meter Header w/Company Name
2 Arm Lights	4 Arm Lights
3 Shelves	6 Shelves
1 Meter Counter OPTIONAL - see additional price below	1 Meter Counter OPTIONAL - see additional price below
Carpet Gray	Carpet Gray
Installation and Dismantle	Installation and Dismantle

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor

Please select a PANEL COLOR OPTION

GRAY

BLACK

WHITE

If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.

HEADER

Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.

HEADER COPY:

OPTIONAL ACCESSORIES

	QUANTITY	DISCOUNT DEADLINE 11/4/2019	REGULAR PRICE	TOTAL
1 Meter Counter		\$ 225.00	\$ 292.00	
2' x 8' Grid		\$ 105.00	\$ 137.00	
Shelves		\$ 40.00	\$ 52.00	
Slat Wall		\$ 125.00	\$ 162.00	
Light		\$ 55.00	\$ 71.00	
10' Package		\$ 1,945.00	\$ 2,528.50	
20' Package		\$ 3,890.00	\$ 5,057.00	

Contact Exhibitor Services for Custom Booth Packages at 702.248.6200 or email us at exhibitorservices@lvexpo.com

CANCELLATION POLICY

Items cancelled after orders have been received will be charged 50% of the ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of Las Vegas Expo.

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WORK AUTHORIZATION

DEADLINE DATE: 11/4/2019

All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by Las Vegas Expo no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH #(S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSURED: Las Vegas Expo, Inc. (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

CERTIFICATE HOLDER: Must be Las Vegas Expo, Inc

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer

ACORN CERTIFICATE OF LIABILITY INSURANCE

Phone: 222-333-4444 Fax: 222-333-4444

Policy Number: 2335507 Effective Date: 09/15/19 Expiration Date: 09/15/19

COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER	AMOUNT
A. General Liability (occurrence)	2335507	09/15/19	1,000,000
B. Auto Liability (occurrence)	2335507	09/15/19	1,000,000
C. Professional Liability (occurrence)	2335507	09/15/19	1,000,000
D. Workers Compensation (occurrence)	2335507	09/15/19	1,000,000
E. Employer's Medical Payments (occurrence)	2335507	09/15/19	1,000,000
F. Pollution (occurrence)	2335507	09/15/19	1,000,000
G. Products/Completed Operations (occurrence)	2335507	09/15/19	1,000,000

CERTIFICATE HOLDER: Las Vegas Expo, Inc. 4075 East Post Road Las Vegas, NV 89120

SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <http://lvexpo.com/eacregistration/>

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THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize Las Vegas Expo Complete Show Services to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added.

EXHIBITING COMPANY NAME

EXHIBITING COMPANY

BOOTH #

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

THIRD PARTY COMPANY

PHONE

THIRD PARTY CONTACT

EMAIL

ADDRESS

CITY

STATE

ZIP

BOOTH #

DISCOVER

VISA

MASTERCARD

AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE REQUIRED

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

CITY

STATE

ZIP

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE*

X

*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.

 SERVICES TO BE INVOICED
 TO THIRD PARTY

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

THIRD PARTY'S CREDIT CARD

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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 72.25 Per 100 lbs	\$ 90.50 Per 100 lbs	\$ 93.60 Per 100 lbs	\$ 115.00 Per 100 lbs

Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE-IT/LAS VEGAS EXPO does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
SHOW-SITE	\$ 72.25 Per 100 lbs	\$ 90.50 Per 100 lbs	\$ 93.60 Per 100 lbs	\$ 115.00 Per 100 lbs

Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.

Overtime will be charged on all outbound shipments

OVERTIME

200 LBS MINIMUM	IN BOUND	OUT BOUND
OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)	\$ 25.00 Per 100lbs	\$ 25.00 Per 100lbs

Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate. See specifications below.

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL
SMALL PACKAGE	\$ 45.00	\$ 35.00	\$ 65.00	\$ 55.00

25% Late fee if received after deadline date **Maximum weight per shipment is 25lbs.**

Items received without documentation will be delivered without guarantee of piece count or condition.

TOTALS

WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

INSTRUCTIONS

All material handling rates include delivery to booth	All shipping charges must be prepaid
Materials must arrive during published dates to avoid additional charges	No collect shipments. "COD"
Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	

SPECIAL HANDLING

UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights	Materials with no pick points received

OVERTIME (OT)

Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 5:00 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.

Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$85 per 100 lbs = minimum charge of \$ 170.00

Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$ 85.00 = \$ 340.00



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Tuesday, October 15, 2019 - Monday, November 11, 2019

TO: _____
EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 EAST POST ROAD
LAS VEGAS, NV 89120

EVENT: **VapExpo 2019**

NO. _____ OF _____ PIECES

BOOTH #: _____



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Tuesday, October 15, 2019 - Monday, November 11, 2019

TO: _____
EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 EAST POST ROAD
LAS VEGAS, NV 89120

EVENT: **VapExpo 2019**

NO. _____ OF _____ PIECES

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Wednesday, November 20, 2019 : 1:00 PM - 6:00 PM
Thursday, November 21, 2019 : 8:00 AM - 6:00 PM

TO: _____
EXHIBITOR NAME

C/O: Las Vegas Expo
LVCC - South Hall
3150 Paradise Road
Las Vegas, NV 89109

EVENT: **VapExpo 2019**

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Wednesday, November 20, 2019 : 1:00 PM - 6:00 PM
Thursday, November 21, 2019 : 8:00 AM - 6:00 PM

TO: _____
EXHIBITOR NAME

C/O: Las Vegas Expo
LVCC - South Hall
3150 Paradise Road
Las Vegas, NV 89109

EVENT: **VapExpo 2019**

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

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OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Form that must be completed on site.

Exhibitors must pickup, complete and return the Outbound Material Handling Form to the LVE Exhibitor Services desk onsite. Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.

IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

"Overtime will be charged on all outbound shipments"

In the event your selected carrier does not show please select one of the following here below.

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS OR RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. Las Vegas Expo will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that Las Vegas Expo shall not be responsible for loss, theft or damage to any display installed or dismantled under Las Vegas Expo's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Las Vegas Expo with complete and accurate written instructions for the packing and/or shipping of said display by Las Vegas Expo supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____

PRINT: _____

DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. Las Vegas Expo will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE

Rates include delivery of shipment at close of show to LVE-IT VEGAS warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.

OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.

DRAYAGE TO WAREHOUSE	\$ 15.00	per 100 lbs.
WAREHOUSE HANDLING	\$ 7.00	per 100 lbs.

All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$66.00. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

STORAGE

MONTHLY STORAGE RATE	\$5.00	per 100 lbs.
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Monthly storage rate is billed quarterly, at \$15.00 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE-IT VEGAS reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

ADVANTAGES OF STORING WITH LAS VEGAS EXPO

Save on expensive shipping charges.

Storage freight is delivered to the show in advance of direct shipment.

No Marshalling Yard, Check-in, or waiting

Warehouse facilities and services are located in Las Vegas for year round access.

30 Days free storage included in LVE-IT VEGAS advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

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NON-ELECTRICAL HANGING SIGN LABOR & EQUIPMENT

ADVANCE DATE: 11/4/2019

- | | |
|---|---|
| • Must be shipped separate | • Clearly marked with enclosed hanging sign label |
| • Received by discount receiving deadline | • Payment form must be included with this form |

Above conditions must be met to receive advance pricing.

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead hanging signs must be assembled and installed by Las Vegas Expo
- Set up instructions must be provided for signs needing assembly
- Hanging anchor points must be pre-fabricated and ready for use
- Show site prices will apply to all labor orders placed at show site
- Rates are per hour per sign
- Condor and Crew consists of condor, operator and rigger
- Assembly and Ground Labor is an additional charge
- Additional crew and/or equipment will be used if deemed necessary by Las Vegas Expo for install and/or dismantling of a job and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle
- Las Vegas Expo components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly

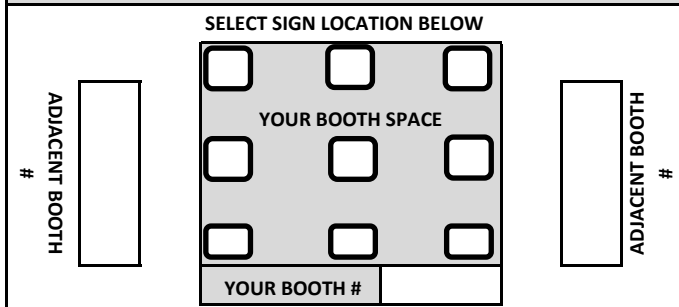
SIGN DESCRIPTION, SIZE & WEIGHT	RATES	ADVANCE	REGULAR	SHOW
<ul style="list-style-type: none"> • For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined. 	HANGING SIGN	\$ 475.00	\$ 650.00	\$ 875.00
		# OF SIGNS	RATE	TOTAL

TYPE	<input type="checkbox"/> CLOTH BANNER	<input type="checkbox"/> METAL OR WOOD	<input type="checkbox"/> OTHER						
	HANGING LABOR ESTIMATE								
SHAPE	<input type="checkbox"/> SQUARE	<input type="checkbox"/> TRIANGLE	<input type="checkbox"/> RECTANGLE			ST	OT	DT	
	<input type="checkbox"/> OTHER					\$ 92.00	\$ 138.00	\$ 184.00	ASSEMBLY LABOR
		APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST					
Hanging Sign rates are blended to include any overtime necessary to accomplish the hanging of all signs in a timely manner prior to the opening of the show.									

SIZE	HEIGHT	LENGTH	WIDTH			
				INSTALLATION		
				APPROX. HOURS	HOURLY RATE	TOTAL EST. COST

WEIGHT OF SIGN						
DOES YOUR SIGN REQUIRE ASSEMBLY:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DISMANTLE			
			APPROX. HOURS	HOURLY RATE	TOTAL EST. COST	

<p>PLACEMENT DIAGRAM</p> <ul style="list-style-type: none"> • Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. • The ceiling structure and relation to the support beams may require your sign to be moved from your specified location. 	<p>• Dismantle charges ("Labor Out") are billed at 1/2 of the installation time for condor crew, and is automatically applied to your invoice. Minimum of 1 hour.</p>
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If specific requirements are needed for placement of hanging sign, please submit them with this request form.

STRUCTURAL INTERGITY STATEMENT MUST ACCOMPANY ORDER

PLEASE NOTE:

- Las Vegas Expo will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received, shipped separately from other freight, not clearly marked/labeld by the deadline date, show site rates will apply and the sign will be hung when the equipment and labor become available.

CANCELLATION POLICY

Written cancellation must be received 72 hours prior to exhibitor move in or a cancellation charge of 50% of the original order will be applied

All onsite cancellations will be charged 100% of the original order

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STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

	_____, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.	
	We hereby release, indemnify and forever hold harmless Show Management, the facility, Las Vegas Expo, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.	

EXHIBITOR	EXHIBITING COMPANY		BOOTH #	
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

BUILDER	DISPLAY HOUSE/BUILDER (IF APPLICABLE)			
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Tuesday, October 15, 2019 - Monday, November 11, 2019

TO: _____
EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 EAST POST ROAD
LAS VEGAS, NV 89120

EVENT: VapExpo 2019

NO. _____ OF _____ PIECES

BOOTH #: _____



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Tuesday, October 15, 2019 - Monday, November 11, 2019

TO: _____
EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 EAST POST ROAD
LAS VEGAS, NV 89120

EVENT: VapExpo 2019

NO. _____ OF _____ PIECES

BOOTH #: _____



We Deliver Exceptional Service On Time & Damage Free Local & Worldwide

LVE Logistics provides complete shipping and freight services.

You can expect great rates and reliable service when shipping with LVE Logistics. We skillfully manage the transportation process by offering a wide array of shipping options that save time and resources. We give all shipments priority handling and only work with experienced carriers who specifically cater to the trade show industry.

LVE Logistics is also fully integrated with all other Las Vegas Expo services to provide a convenient show experience. There are no boundaries, shipment size, or equipment requirements we cannot handle.

- **FTL Logistics**
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ASK ABOUT OUR EXCLUSIVE SHOW RATES

FOR INQUIRIES

INFO@LVELOGISTICS.COM

**ASK US ABOUT OUR STORAGE RATES
AND NATIONWIDE WAREHOUSE NETWORK**



VapExpo 2019

November 22-23, 2019

LVCC - South Hall

COMPANY NAME		BOOTH #	
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VEHICLE SPOTTING

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must obtain a permit from Fire Department. See options below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by Deadline Date: Tuesday, October 15, 2019

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

- | | |
|---|--|
| 1. Company name and booth number | 4. A picture of each vehicle to be displayed |
| 2. Contact name, email address, and cell phone | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed | |

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER 6 WEEKS: Exhibitors who do not make the deadline, must apply for the permit directly with Fire Department and pay the fees. To access the form online visit: www.lvexpo.com

If exhibitors do not make the deadline, they must apply for the permit directly with Fire Department and pay the fees. To access the form online visit: www.lvexpo.com

Fire Department guidelines for vehicles can accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LAS VEGAS EXPO labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LAS VEGAS EXPO will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply:

\$	240.00	For each four wheel vehicle
\$	30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	185.00	Fire Marshal Permit Fee

Exhibitors will be responsible for the following vehicle requirements:

A set of keys must be left with Exhibitor Services

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.)

Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways

Vehicles shall not exhibit any leaks of any fluids

VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LAS VEGAS EXPO WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

VEHICLE PREPARATION & SPOTTING FEE

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LAS VEGAS EXPO without notice. LAS VEGAS EXPO assumes no liability in connection with Client's use and Client's supervision of union labor provided by LAS VEGAS EXPO. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LAS VEGAS EXPO and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LAS VEGAS EXPO reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LAS VEGAS EXPO, and for all amounts incurred in connection with the transaction with LAS VEGAS EXPO which involve the event. Parties agree that the credit card provided to LAS VEGAS EXPO may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LAS VEGAS EXPO to charge its credit card and agrees that LAS VEGAS EXPO may charge the credit card provided to LAS VEGAS EXPO by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LAS VEGAS EXPO to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LAS VEGAS EXPO prior to the deadline. After the conclusion of the event, LAS VEGAS EXPO will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LAS VEGAS EXPO.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LAS VEGAS EXPO has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LAS VEGAS EXPO's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LAS VEGAS EXPO in its sole discretion. Upon participation of any LAS VEGAS EXPO show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LAS VEGAS EXPO has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LAS VEGAS EXPO or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LAS VEGAS EXPO and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LAS VEGAS EXPO; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LAS VEGAS EXPO or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LAS VEGAS EXPO and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LAS VEGAS EXPO or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LAS VEGAS EXPO and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LAS VEGAS EXPO in time to obtain the proper equipment.

5) LAS VEGAS EXPO and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LAS VEGAS EXPO and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LAS VEGAS EXPO shall not be responsible for damage to shrink wrapped items.

7) LAS VEGAS EXPO and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LAS VEGAS EXPO does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LAS VEGAS EXPO under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LAS VEGAS EXPO or from the negligence of LAS VEGAS EXPO, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LAS VEGAS EXPO and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LAS VEGAS EXPO will not be bound to honor any claim or action brought against LAS VEGAS EXPO or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED

III. LIMITATION OF LIABILITY

1) LAS VEGAS EXPO AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LAS VEGAS EXPO and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LAS VEGAS EXPO or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LAS VEGAS EXPO or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LAS VEGAS EXPO and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LAS VEGAS EXPO Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LAS VEGAS EXPO and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

5) In order to expedite removal of freight from the show site, LAS VEGAS EXPO shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LAS VEGAS EXPO and the Client agrees to be responsible for payment charges relating to such handling and shipping. LAS VEGAS EXPO assumes no liability as a result of such rerouting or handling.

6) Dry and Cold Storage – Client stores products at its own risk. LAS VEGAS EXPO assumes no liability or responsibility for dry or cold storage.

7) The Client agrees, in the event of a dispute with LAS VEGAS EXPO or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LAS VEGAS EXPO for freight handling services or any other services provided by LAS VEGAS EXPO or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LAS VEGAS EXPO prior to the close of the show for all such charges and further agrees that any claim the Client may have against LAS VEGAS EXPO or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LAS VEGAS EXPO and LAS VEGAS EXPO's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LAS VEGAS EXPO, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LAS VEGAS EXPO shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LAS VEGAS EXPO under or in connection with this Agreement or transaction with LAS VEGAS EXPO, or any of the forms or Contract Documents involving LAS VEGAS EXPO providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to Las Vegas Expo, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES

**** ATTENTION ****

UNION JURISDICTION

To simplify show preparation, 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 show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

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

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

VapExpo 2019

November 22-23, 2019

LVCC - South Hall

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

This is limited to only **ONE** exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

The use of wheeled carts or dollies is **NOT** permitted.

The exhibitor must use the front entrance; the freight doors are **NOT** allowed.

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

A personal vehicle (POV) is defined as a small passenger car.

You must hire a teamster and cart to unload vehicle.

Entire load must weigh less than 200 pounds to qualify for POV fees.

Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)

Payment must be provided in advance or at the time of service.

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$ 120.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 5:00 PM, excluding holidays.
\$ 175.00	OVERTIME (OT): Before 8:00 AM or after 5:00 PM, Monday through Friday and weekends, excluding holidays.
\$ 240.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$150.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LAS VEGAS EXPO's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (702) 248-6200 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE-IT VEGAS.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored 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.

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

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.

Chairs



CH100 JACOBSON CHAIR
Black, White
18"Wx17"Dx18"H



CH101 DELTA CHAIR
Black
23"Wx22"Dx18"H



CH102 MONACO CHAIR
Black
23"Wx23"Dx18"H



CH103 CAZMA CHAIR
Black, Red
22"Wx22"Dx18"H



CH104 TOLEDO CHAIR
Natural/Chrome
17"Wx19"Dx18"H



CH106 CRISS CROSS
White/Chrome
17"Wx19"Dx18"H



CH07 PARIS CHAIR
White
19"Wx22"Dx18"H



CH109 LIQUID CHAIR
Blue, Clear, Green, Grey, Red, White
20"Wx18"Dx18"H



CH111 TICINO CHAIR
White
18"Wx19"Dx18"H



CH113 LESLIE CHAIR
White
19"Wx21"Dx18"H



CH114 TENDY CHAIR
Black, Walnut, White
17"Wx18"Dx18"H



CH115 SHEN CHAIR
Black, White
18"Wx20"Dx18"H



CH117 GENEVA CHAIR
White
17"Wx19"Dx18"H



CH118 EURO CHAIR
Black, Grey, White
22"Wx21"Dx18"H

Bar Stools



ST201 DELTA STOOL
Black
20"Wx19"Dx28"H



ST202 MONACO STOOL
Black
23"Wx23"Dx30"H



ST203 EQUINO STOOL
Black, Red, White - Adj.
14"Wx17"Dx26-30"H



ST204 TOLEDO STOOL
Natural/Chrome
19"Wx19"Dx30"H



ST205 KOOL STOOL
Black, Green, Orange, White, Yellow
16"Wx17"Dx26-30"H



ST206 CRISS CROSS STOOL
White/Chrome
15"Wx19"Dx29"H



ST207 PARIS STOOL
White
19"Wx18"Dx30"H



ST208 TICKLE STOOL
Orange, Red, White - Adj.
19"Wx21"Dx23-31"H



ST209 LIQUID STOOL
Black, Blue, Clear, Green, Grey, Red, White
19"Wx20"Dx30"H



ST210 OTTO STOOL
Black, White
16"Wx18"Dx24-30"H



ST211 TICINO STOOL
White
17"Wx20"Dx30"H



ST212 RETRO STOOL
Steel
17"Wx17"Dx30"H



ST213 ENZO STOOL
Black
16"Wx16"Dx30"H



ST214 TENDY STOOL
Black, Walnut, White
17"Wx17"Dx30"H



ST215 SHEN STOOL
Black, White
17"Wx18"Dx30"H



ST217 PLUTO STOOL
Black, White
22"Wx18"Dx24-32"H



ST218 EURO STOOL
Black, Grey, White - Adjustable
20"Wx17"Dx24-33"H



ST219 TECH STOOL
White - Adjustable
15"Wx15"Dx22-32"H

Café Tables



CT300 PEDESTAL TABLE
Black, White
24"Dia.x30"H



CT301 PEDESTAL TABLE
Black, White
30"Dia.x30"H



CT302 CAFE TABLE
Black, Grey, White
36"Dia.x30"H



CT303 CAFE TABLE
Black, Grey, White
42"Dia.x30"H



CT304 SQUARE CAFE TABLE
Black, White
30"Sq.x30"H



CT305 SQUARE CAFE TABLE
Black, White
36"Sq.x30"H



CT306 TRAVE TABLE
Chrome/Glass
36"Dia.x30"H (Other sizes available)



CT307 BISTRO TABLE
Black, Natural, Walnut, White
30"Dia.x30"H



CT310 CHROMA TABLE
Aluminum
27sq.x30"H



CT311 CHROMA TABLE
Aluminum
27"Dia.x30"H



CT313 MARTINI TABLE
Chrome/Glass
36"Dia.x30"H



CT353 ALTOS TABLE
Chrome/Glass
60"Wx36"Dx30"H



CT355 ABBY TABLE
White
63"Wx36"Dx30"H



CT356 SPARK POWER TABLE
72"x30 Black, White
72"Wx30"Dx30"H



Bar Tables and Bars



BT400 / BT401 BAR PEDESTAL TABLE
Black, White
24"Dia.x42"H or 30"Dia.x42"H



BT402 BAR HIGH TABLE
Black, Grey, White
36"Dia.x42"H



BT404 / BT405 SQUARE BAR TABLE
Black, White
30"Sq.x42"H or 36"Sq.x42"H



BT406 TRAVE BAR TABLE
Chrome/Glass
32"Dia.x42"H (Other sizes available)



BT407 BRAVO BAR TABLE
Black, Natural, Walnut, White
30"Dia.x42"H



BT410 CHROMA BAR TABLE
Aluminum
23"Dia.x42"H



BT412 RETRO BAR TABLE
Steel
24"Sq.x42"H



BT413 MARTINI BAR TABLE
Chrome/Glass
32"Dia.x42"H



BT450 MANHATTAN BAR
Black/Stainless
62"Wx29"Dx42"H



BT451 INFORMATION COUNTER
Black, White - Locking
48"Wx20"Dx40"H



BT453 MILANO BAR
Black, White
48"Wx20"Dx42"H



BT454 BALI BAR
Black, White
56"Wx24"Dx40"H



BT454-P W/POWER
Black, White
56"Wx24"Dx40"H



BT456 Spark Power Bar Table
Black, White
72"Wx30"Dx42"H



Modular Bars and LED Pedestals



BT460 ITALIA CURVED BAR
White, with light
65"Wx24"Dx40"H



BT461 ITALIA BAR
White, with light
36"Wx32"Dx43"H



BT463 ITALIA DELUXE BAR
White, with light
68"Wx24"Dx44"H



BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL
White
21"Dia.x18"H 21"Dia.x30"H 21"Dia.x42"H



BT483 / BT484 MOD CUBE PEDESTAL
White
24"Sq.x24"H 21"Sq.x42"H



BT486 MULTI COLOR LIGHT BOX.
Order for use with BT480 Through BT485

Conference and Office Chairs



CO501 OTTO GUEST CHAIR
Black, White
22"Wx24"Dx18"H



CO502 OTTO CHAIR
Black, White
22"Wx24"Dx18-21"H



CO503 EXECUTIVE GUEST CHAIR
Black, White
25"Wx24"Dx18"H



CO504 EXECUTIVE MIDBACK CHAIR
Black, White
25"Wx24"Dx18-20"H



CO507 GUEST CHAIR
Black
25"Wx25"Dx18"H



CO508 MIDBACK CHAIR
Black
25"Wx24"Dx18-22"H



CO509 STACKABLE SIDE CHAIR
Black
20"Wx20"Dx18"H



CO510 STACKABLE ARM CHAIR
Black
24"Wx20"Dx18"H



CO512 TASK CHAIR
Black
19"Wx22"x18-22"H



CO513 TASK STOOL
Black, Adjustable
19"Wx22"Dx23-27"H



CO518 RECEPTION CHAIR
Black
21"Wx23"Dx18"H



CO520 ZURICH HIGHBACK CHAIR
White
26"Wx21"Dx18-22"H

Conference Tables



CF602 GLACIER CONFERENCE TABLE
White-Gloss
47"Dia.x30"H



CF603 CONFERENCE TABLE
Black, Cognac, Grey, Maple, White
48"Dia.x30"H



CF604 GLACIER CONFERENCE TABLE
White-Gloss
79"Wx40"Dx30"H



CF605 RECTANGULAR CONFERENCE TABLE
Black, Cognac, Maple, White
72"Wx36"Dx30"H



CF606 / CF608 CONFERENCE TABLE
Black, Grey, White
72"Wx36"Dx30"H or 96"Wx42"Dx30"H



CF609 RECTANGULAR CONFERENCE TABLE
Black, White
96"Wx42"Dx30"H

Additional conference table sizes, colors and power options available.
Contact your sales rep for information.

Office Furniture



OF650 DESK TWO DRAWER
Black - Locking
60"Wx30"Dx29"H



OF652 LATERAL FILE
Black - Locking
36"Wx24"Dx29"H



OF653 STORAGE CABINET
Black, White - Locking
37"Wx20"Dx29"H



OF654 COMPUTER WORKSTATION
Black
36"Wx24"Dx29"H



OF659 CREDENZA
White
48"Wx18"Dx29"H



OF660 GLACIER SIDEBOARD
White-Gloss
48"Wx18"Dx30"H



OF670 PARSON DESK
Grey, White
48"Wx24"Dx29"H

Lounge Seating



LG700 HAVANA SOFA
Brown
93"Wx38"Dx34"H



LG702 HAVANA CHAIR
Brown
43"Wx38"Dx34"H



LG703 MADRID LEATHER SOFA
Black
78"Wx33"Dx34"H



LG704 MADRID LEATHER LOVESEAT
Black
62"Wx33"Dx34"H



LG705 MADRID LEATHER CHAIR
Black
40"Wx33"Dx34"H



LG706 SCANDIC SOFA
Black, Red, White
82"Wx34"Dx30"H



LG707 SCANDIC LOVESEAT
Black, Red, White
59"Wx34"Dx30"H



LG708 SCANDIC CHAIR
Black, Red, White
38"Wx34"Dx30"H



LG712 SOLO SOFA
Black, Red
80"Wx35"Dx32"H



LG713 SOLO LOVESEAT
Black, Red
57"Wx35"Dx32"H



LG714 SOLO CHAIR
Black, Red
34"Wx35"Dx32"H



LG717 IBIZA CHAIR
Black, White
30"Wx33"Dx33"H



LG720 CAPRI SECTIONAL SOFA
Black, White
71"Wx35"Dx30"H



LG721 CAPRI SECTIONAL BENCH
Black, White
71"Wx35"Dx17"H



LG722 DANE SOFA
Grey
80"Wx41"Dx34"H



LG723 DANE CHAIR
Blue, Green, Orange, Taupe, Yellow
34"Wx41"Dx34"H



LG725 MADISON ARM CHAIR
Black, White
28"Wx28"Dx30"H



LG726 MADISON ARMLESS SECTIONAL
Black, White
23"Wx28"Dx30"H



LG727 MADISON CORNER SECTIONAL
Black, White
28"Wx28"Dx30"H



LG729 MIAMI CHAIR
Grey, White
27"Wx31"Dx30"H



LG730 SOHO CURVED BANQUETTE
White
60"Wx24"Dx48"H



LG731 SOHO CURVED BENCH
White
52"Wx22"Dx17"H



LG732 SOHO LOVESEAT
White
48"Wx24"Dx31"H



LG733 TRIBECA LEATHER SOFA
Grey
89"Wx36"Dx33"H



LG734 TRIBECA LEATHER LOVESEAT
Grey
61"Wx36"Dx33"H



LG735 TRIBECA LEATHER CHAIR
Grey
34"Wx36"Dx33"H



LG739 SURGE OTTOMAN
Black, White w/USB
60"Wx39"Dx16"H



LG740 SURGE SOFA
Black, White w/USB
72"Wx34"Dx28"H



LG741 SURGE CHAIR
Black, White w/USB
34"Wx34"Dx28"H



LG742 MAUI ARM CHAIR
White
35"Wx29"Dx27"H



LG743 MAUI ARMLESS
White
28"Wx28"Dx27"H



LG744-L MAUI CORNER
White
28"Wx28"Dx27"H



LG744-R MAUI CORNER
White
28"Wx28"Dx27"H



LG745 MAUI OTTOMAN
White
28"Wx28"Dx17"H



LG750 BENCH OTTOMAN
Black, White
60"Wx20"Dx17"H



LG755 BLOCK OTTOMAN
Blue Microfiber, Black, Red, White Leatherette
18"Wx18"Dx18"H



LG756 ANGLE OTTOMAN
Black, Silver, White Leatherette
48"Wx48"Dx18"H



LG757 RECTANGLE OTTOMAN
Black, Silver, White Leatherette
36"Wx18"Dx18"H



LG760 CAPRI OTTOMAN
Black, White
40 Dia.x18"H



LG763 Java Bench
Natural
72"Wx18"Dx15"H



LG780 STEN SWIVEL CHAIR
Black, Red, White
32"Wx32"Dx29"H



LG785 LARGO CHAIR
White
30"Wx26"Dx28"H



LG786 SWAN CHAIR
Black, White
29"Wx28"Dx35"H



Occasional Tables



OT800 MONZA SQ. COCKTAIL TABLE
Black
40"Wx40"Dx20"H



OT801 MONZA COCKTAIL TABLE
Black
50"Wx32"Dx18"H



OT802 MONZA END TABLE
Black
25"Wx25"Dx21"H



OT804 TUSCAN COCKTAIL TABLE
Teak
48"Wx21"Dx16"H



OT805 TUSCAN END TABLE
Teak
18"Wx18"Dx18"H



OT806 HILO COCKTAIL TABLE
Chrome/Glass
48"Wx24"Dx15"H



OT807 HILO END TABLE
Chrome/Glass
24"Wx24"Dx18"H



OT814 PALMA COCKTAIL TABLE
Walnut, White
47"Wx24"Dx16"H



OT815 PALMA END TABLE
Walnut, White
22 Dia.x22"H



OT816 PALMA SOFA TABLE
Walnut, White
47"Wx12"Dx32"H



OT817 KEMI COCKTAIL TABLE
Chrome/Glass
48"Wx24"Dx16"H



OT818 KEMI END TABLE
Chrome/Glass
22"Wx22"Dx22"H



OT819 KEMI SOFA TABLE
Chrome/Glass
48"Wx16"Dx31"H



OT821 VEGA TABLE 18" DIA.
Black, Blue, Green, Red, White, Yellow - Adjustable
18"Dia.x19-31"H



OT828 ABBY COCKTAIL TABLE
Grey, White
48"Wx24"Dx14"H



OT829 ABBY END TABLE
Grey, White
24"Wx24"Dx20"H



OT830 JUPITER SIDE TABLE
Black, White
18"Dia.x22"H



OT839 LINEAR COCKTAIL TABLE
Steel
46"Wx15"Dx16"H



OT840 LINEAR END TABLE
Steel
15"Wx15"Dx16"H



OT841 GIO COCKTAIL TABLE
Black, Espresso
44"Wx22"Dx15"H



OT842 GIO END TABLE
Black, Espresso
22"Wx16"Dx18"H



OT843 SPA COCKTAIL TABLE
Silver/Glass
36"Dia.x18"H



OT844 SPA END TABLE
Silver/Glass
24"Dia.x24"H



OT855 KLUB COCKTAIL TBL.
White
36"Wx36"Dx15"H



OT856 KLUB END TBL.
White
24"Wx24"Dx18"H



OT857 KLUB SOFA TABLE
White
36"Wx10"Dx30"H



OT858 KAI COCKTAIL TABLE
Black/Glass
36"Wx40"Dx15"H



OT859 KAI END TABLE
Black/Glass
26"Dia.x22"H



OT860 FIJI COCKTAIL TABLE
Chrome/Glass
36"Dia.x17"H



OT861 FIJI END TABLE
Chrome/Glass
20"Dia.x23"H

Custom Furniture Collection

Extras



XT199 FOLDING CHAIR
Black, Grey
19"Wx20"Dx18"H



XT900 REFRIGERATOR 4.1 CF
Black, White
19"Wx18"Dx32"H



XT904 TENSA BARRIER
Chrome/Black
72"Wx38"H



XT905 CHROME STANCHION/ XT906 ROPE
Black, Red
12"Wx39"H rope 6'



XT907 SIGN HOLDER
Chrome
22"Wx28"H



XT908 BAG STAND
Silver
42"H



XT910 COAT TREE
Steel
13"Wx69"H



XT913 6-POCKET LIT. RACK
Black
60"H



XT915 CURVED 6-POCKET LIT. RACK
Silver
15"Wx15"Dx50"H



XT916 COMPUTER PEDESTAL
Black, White - Locking
24"Wx24"Dx42"H



XT919 CUBE PEDESTAL
Black, White
24"Wx24"Dx42"H



XT922 LAURENCE SHELF
Black, White
35"Wx15"Dx72"H



XT923/XT924 METAL SHELVING
Black, Chrome
36"Wx14"Dx54"H or 36"Wx18"Dx72"H



XT925 CUBE SHELF
Grey, White
31"Wx15"Dx58"H



XT957 TWIST FLOOR LAMP
Silver
9"Wx9"Dx55"H



XT958 LINEN LAMP
White/Chrome
7"Wx19"H



XT959 LINEN FLOOR LAMP
White/Chrome
11"Wx58"H



XT962 SHADE LAMP
Grey
6"Wx6"Dx23"H



XT963 SHADE FLOOR LAMP
Grey
9"Wx9"Dx65"H



XT964 CLUB LAMP
White/Chrome
17"Wx28"H



XT965 CLUB FLOOR LAMP
White/Chrome
19"Wx61"H



XT970 PILLAR LIGHT
White - Multi color
16"Wx16"Dx77"H

PLEASE FAX COMPLETE
ORDER FORM TO:
847-378-8062

CUSTOM FURNITURE RENTAL

Provided by Angles On Design
9655 Soreng Avenue, Suite 300, Schiller Park, IL 60107
Fax: 847-378-8062 • Phone: 847-671-5494
6175 S. Sandhill Road, Suite 300, Las Vegas, NV 89120
Las Vegas Phone: 702-798-6433
www.anglesondesign.com

Show:
Show Dates:

Location:
Deadline:

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
CHAIRS						
CH100	JACOBSON CHAIR	BK WH	95	125		
CH101	DELTA CHAIR	BK	105	135		
CH102	MONACO CHAIR	BK	105	135		
CH103	CAZMA CHAIR	BK RD	125	165		
CH104	TOLEDO CHAIR	NAT	105	135		
CH106	CRISS CROSS CHAIR	WH	105	135		
CH107	PARIS CHAIR	WH	125	165		
CH109	LIQUID CHAIR	BU CL GR GY RD WH	125	165		
CH111	TICINO CHAIR	WH	130	170		
CH113	LESLIE CHAIR	WH	105	135		
CH114	TENDY CHAIR	BK WH WL	105	135		
CH115	SHEN CHAIR	BK WH	125	165		
CH117	GENEVA CHAIR	WH	105	135		
CH118	EURO CHAIR	BK GY WH	105	135		
BAR STOOLS						
ST201	DELTA BAR STOOL	BK	140	180		
ST202	MONACO BAR STOOL	BK	140	180		
ST203	EQUINO STOOL, Adj.	BK RD WH	165	215		
ST204	TOLEDO BAR STOOL	NAT	150	195		
ST205	KOOL BAR STOOL	BK GR OR WH YL	140	180		
ST206	CRISS CROSS BAR STOOL	WH	140	180		
ST207	PARIS BAR STOOL	WH	160	210		
ST208	TICKLE STOOL, Adj.	WH OR RD	140	180		
ST209	LIQUID BAR STOOL	BU CL GR GY RD WH	160	210		
ST210	OTTO BAR STOOL, Adj.	BK WH	150	195		
ST211	TICINO BAR STOOL	WH	170	220		
ST212	RETRO BAR STOOL	ST	150	195		
ST213	ENZO BAR STOOL	BK	150	195		
ST214	TENDY BAR STOOL	BK WH WL	140	180		
ST215	SHEN BAR STOOL	BK WH	160	207		
ST217	PLUTO BAR STOOL, Adj.	BK WH	150	195		
ST218	EURO BAR STOOL, Adj.	BK GY WH	150	195		
ST219	TECH STOOL, Adj.	WH	150	195		
CAFÉ TABLES						
CT300	PEDESTAL TABLE 24"	BK WH	140	180		
CT301	PEDESTAL TABLE 30"	BK WH	150	195		
CT302	CAFE TABLE 36"	BK WH GY	160	210		
CT303	CAFE TABLE 42"	BK WH GY	170	220		
CT304	SQUARE CAFE TABLE 30"	BK WH	160	210		
CT305	SQUARE CAFE TABLE 36"	BK WH	170	220		
CT306	TRAVE TABLE 36"DIA	GLASS	175	230		
CT307	BISTRO TABLE 30"DIA	NAT BK WH WL	145	190		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	145	190		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	145	190		
CT313	MARTINI TABLE 36"	GL	180	235		
CT353	ALTOS TABLE 36X60	GLASS	250	325		
CT355	ABBY TABLE 36X60	WH	250	325		
CT356	SPARK POWER TABLE	BK WH	470	610		
BAR TABLES AND BARS						
BT400	PEDESTAL BAR TABLE 24"	BK WH	150	195		
BT401	PEDESTAL BAR TABLE 30"	BK WH	160	210		
BT402	BAR HIGH TABLE 36"	BK WH GY	170	220		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
BT404	SQUARE BAR TABLE 30"	BK WH	170	220		
BT405	SQUARE BAR TABLE 36"	BK WH	180	235		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	195	255		
BT407	BRAVO BAR TABLE 30"DIA	NT BK WH WL	165	215		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	155	200		
BT412	RETRO BAR TABLE 24"SQ.	ST	165	215		
BT413	MARTINI BAR TABLE 32" DIA	GL	195	255		
BT450	MANHATTAN BAR	STAINLESS	605	790		
BT451	INFORMATION COUNTER	BK WH	385	500		
BT453	MILANO BAR	BK WH	550	715		
BT454	BALI BAR	BK WH	415	540		
BT454-PBALI	BAR w/power	BK WH	495	645		
BT456	SPARK POWER BAR TABLE	BK WH	495	645		
MODULAR BARS AND LED PEDESTALS (BT486 for use with BT480-BT484)						
BT460	ITALIA CURVED BAR w/light	WH	550	715		
BT461	ITALIA BAR w/light	WH	440	570		
BT463	ITALIA DELUXE BAR w/light	WH	660	860		
BT480	MOD CYLINDER PEDESTAL 18	WH	140	180		
BT481	MOD CYLINDER PEDESTAL 30	WH	165	215		
BT482	MOD CYLINDER PEDESTAL 42	WH	195	255		
BT483	MOD CUBE 24X24	WH	165	215		
BT484	MOD CUBE PEDESTAL 21X42	WH	195	255		
BT486	LED LIGHT BOX w/remote	MULTI (RBGW)	85	110		
CONFERENCE AND OFFICE CHAIRS						
CO501	OTTO GUEST CHAIR	BK WH	155	200		
CO502	OTTO CHAIR	BK WH	165	215		
CO503	EXECUTIVE GUEST CHAIR	BK WH	200	260		
CO504	EXECUTIVE MIDBACK CHAIR	BK WH	220	285		
CO507	GUEST CHAIR	BK	120	155		
CO508	MIDBACK CHAIR	BK	140	180		
CO509	STACKABLE SIDE CHAIR	BK	65	85		
CO510	STACKABLE ARM CHAIR	BK	70	90		
CO512	TASK CHAIR	BK	105	135		
CO513	TASK STOOL	BK	125	165		
CO518	RECEPTION CHAIR	BK	160	210		
CO520	ZURICH HIGHBACK CHAIR	WH	250	325		
CONFERENCE TABLES						
CF602	GLACIER ROUND TABLE	WH	385	500		
CF603	CONFERENCE TABLE 48"DIA	BK WH GY CG MP	275	360		
CF604	GLACIER CONFERENCE TABLE	WH	495	645		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	360	470		
CF606	CONFERENCE TABLE 6'	BK WH GY	360	470		
CF608	CONFERENCE TABLE 8'	BK WH GY	415	540		
CF609	RECTANGULAR TABLE 8'	BK WH	415	540		
OFFICE FURNITURE						
OF650	DESK W/LOCKING 2-DRAWER	BK	385	500		
OF652	LATERAL FILE, LOCKING	BK	300	390		
OF653	STORAGE CABINET LOCKING	BK WH	300	390		
OF654	COMPUTER WORKSTATION	BK	130	170		
OF659	STORAGE CREDENZA	WH	360	470		
OF660	GLACIER SIDEBOARD	WH	470	610		
OF670	PARSON DESK	GY WH	250	325		

Company Name: _____

Phone#: _____

Booth #: _____

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LOUNGE SEATING			\$	\$		
LG700	HAVANA SOFA	BR	495	645		
LG702	HAVANA CHAIR	BR	415	540		
LG703	MADRID LEATHER SOFA	BK	415	540		
LG704	MADRID LEATHER LOVESEAT	BK	385	500		
LG705	MADRID LEATHER CHAIR	BK WH	360	470		
LG706	SCANDIC LEATHER SOFA	BK RD WH	415	540		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	385	500		
LG708	SCANDIC LEATHER CHAIR	BK RD WH	360	470		
LG712	SOLO SOFA	BK RD	385	500		
LG713	SOLO LOVESEAT	BK RD	360	470		
LG714	SOLO CHAIR	BK RD	330	430		
LG717	IBIZA CHAIR	BK WH	415	540		
LG720	CAPRI SECTIONAL SOFA	BK WH	435	565		
LG721	CAPRI SECTIONAL BENCH	BK WH	325	425		
LG722	DANE SOFA	GY	415	540		
LG723	DANE CHAIR	BU GR OR TP YL	360	470		
LG725	MADISON ARM CHAIR	BK WH	300	390		
LG726	MADISON SECTIONAL	BK WH	165	215		
LG727	MADISON CORNER SECT.	BK WH	195	255		
LG729	MIAMI CHAIR	GY WH	360	470		
LG730	SOHO CURVED BANQUETTE	WH	415	540		
LG731	SOHO CURVED BENCH	WH	330	430		
LG732	SOHO LOVESEAT	WH	360	470		
LG733	TRIBECA LEATHER SOFA	GY	495	645		
LG734	TRIBECA LEATHER LOVESEAT	GY	470	610		
LG735	TRIBECA LEATHER CHAIR	GY	415	540		
LG739	SURGE OTTOMAN w/USB	BK WH	440	570		
LG740	SURGE SOFA w/USB	BK WH	550	715		
LG741	SURGE CHAIR w/USB	BK WH	440	570		
LG742	MAUI ARM CHAIR	WH	300	390		
LG743	MAUI ARMLESS SECTIONAL	WH	195	255		
LG744	MAUI CORNER SECTIONSL	R-WH L-WH	275	360		
LG745	MAUI OTTOMAN	WH	195	255		
LG750	BENCH OTTOMAN	BK WH	195	255		
LG755	BLOCK OTTOMAN	BK BU RD WH	95	125		
LG756	ANGLE OTTOMAN	BK RD SL WH	275	360		
LG757	RECTANGLE BLOCK OTTOMAN	BK RD SL WH	165	215		
LG760	CAPRI ROUND OTTOMAN	WH	165	215		
LG763	JAVA BENCH 6'	NAT	195	255		
LG780	STEN SWIVEL CHAIR	BK RED WH	250	325		
LG785	LARGO CHAIR	WH	250	325		
LG785	SWAN CHAIR	BK WH	250	325		
OCCASSIONAL TABLES						
OT800	MONZA SQUARE COCKTAIL	BK	175	230		
OT801	MONZA OVAL COCKTAIL	BK	165	215		
OT802	MONZA END TABLE	BK	140	180		
OT804	TUSCAN COCKTAIL TABLE	TK	195	255		
OT805	TUSCAN END TABLE	TK	165	215		
OT806	HILO COCKTAIL TABLE	GL	195	255		
OT807	HILO END TABLE	GL	165	215		
OT814	PALMA COCKTAIL TABLE	WALNUT	195	255		
OT815	PALMA END TABLE	WALNUT	165	215		
OT816	PALMA SOFA TABLE	WALNUT	205	265		
OT817	KEMI COCKTAIL TABLE	CH/GL	195	255		
OT818	KEMI END TABLE	CH/GL	165	215		
OT819	KEMI SOFA TABLE	CH/GL	205	265		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
OT821	VEGA TABLE 18" DIA Adj.	BK BU GR RD WH YL	105	135		
OT828	ABBY COCKTAIL TABLE	WH WNG	195	255		
OT829	ABBY END TABLE	WH WNG	165	215		
OT830	JUPITER SIDE TABLE	BK WH	165	215		
OT839	LINEAR COCKTAIL BENCH	STEEL	195	255		
OT840	LINEAR END BENCH	STEEL	165	215		
OT841	GIO COCKTAIL TABLE	BK ESPRESSO	165	215		
OT842	GIO END TABLE	BK ESPRESSO	140	180		
OT843	SPA COCKTAIL TABLE	GL	195	255		
OT844	SPA END TABLE	GL	165	215		
OT855	KLUB COCKTAIL TABLE	WH	195	255		
OT856	KLUB END TABLE	WH	165	215		
OT857	KLUB SOFA TABLE	WH	205	265		
OT858	KAI COCKTAIL TABLE	BK	195	255		
OT859	KAI END TABLE	BK	165	215		
OT860	FIJI COCKTAIL TABLE	GL	195	255		
OT861	FIJI END TABLE	GL	165	215		
EXTRAS						
XT199	FOLDING CHAIR	GY	40	50		
XT900	REFRIGERATOR 4.1 CF	BK WH	205	265		
XT904	TENSA BARRIER	ST	65	85		
XT905	STANCHION	CH	35	45		
XT906	VELOUR ROPE	BK RD	25	35		
XT907	SIGN HOLDER	CH	95	125		
XT908	BAG STAND	SL	70	90		
XT909	COAT TREE	AL	65	88		
XT913	6 POCKET LIT RACK	BK	140	180		
XT915	CURVED 6 POCKET LIT RACK	SL	160	195		
XT916	COMPUTER PEDESTAL 24X42	BK WH	305	395		
XT919	CUBE PEDESTAL	BK WH	195	255		
XT922	LAURENCE SHELF 72" H	BK WH	165	215		
XT923	METAL SHELVING 54" H	BK CH	125	165		
XT924	METAL SHELVING 72" H	BK CH	140	180		
XT925	CUBE SHELF 5	GY WH	140	180		
XT957	TWIST FLOOR LAMP	SL	180	235		
XT958	LINEN LAMP	WH	105	135		
XT959	LINEN FLOOR LAMP	WH	160	210		
XT962	SHADE LAMP	GY	105	135		
XT963	SHADE FLOOR LAMP	GY	160	210		
XT964	CLUB LAMP	WH	105	135		
XT965	CLUB FLOOR LAMP	WH	160	210		
XT970	PILLAR LIGHT - MULTI	WH-MULTI	250	325		
ORDER TOTAL:						

Payment Information:

Please Circle Payment Type:

Company Check Enclosed Credit Card: American Express VISA MasterCard

Credit Card Number _____

Veri Code _____ Exp. Date _____

Billing Address _____

City _____ State _____ Zip _____

Authorized Signature _____

Card Holder Name _____

1/18 REV

Company Name: _____

Phone #: _____

Fax #: _____

Address: _____

City: _____

State: _____ Zip: 43

Authorized By (print): _____

Signature: _____

Booth #: _____



WiFi Internet Order Form

Order online knightwifi.com/event/987661



KNIGHT



248.914.3809



Kraig@KnightWiFi.com



5087 Arville Unit D
Las Vegas, NV 89118



Vapexpo Las Vegas 2019
Las Vegas Convention Center
3150 Paradise Rd, Las Vegas, NV 89109
11/22 – 11/23, 2019

Company Name

Booth ID or #

Service Dates

11/20/19 TO 11/24/19

Packages

Item Type	Pre-Order Price	Quantity	Onsite Purchase	Quantity
Internet & WiFi 1-25 Connections Includes Custom Network Name & Password and (4) Ethernet Ports	\$950.00	<input type="text"/>	\$1250.00	<input type="text"/>
Internet & WiFi 26-50 Connections Includes Custom Network Name & Password and (4) Ethernet Ports	\$1,950.00	<input type="text"/>	\$2,250.00	<input type="text"/>
Internet & WiFi up to 100 Connections Includes Custom Network Name & Password and (4) Ethernet Ports	\$2,500.00	<input type="text"/>	\$2,850.00	<input type="text"/>
Splash Page with Redirect URL	\$1,000.00	<input type="text"/>	\$1,250.00	<input type="text"/>

Please call or email regarding any specific WiFi requests that are not identified above

Network Information

Create a Network Name (Case Sensitive, 5 Characters Min.)

Choose a Network Password (Case Sensitive, 8 Characters Min.)

Billing Contact

First Name

Last Name

Phone Number

Email Address

Submit Your Order



Call Us Today
248.914.3809



Send us an Email
Sales@KnightWiFi.com



Submit your Order
knightwifi.com/event/987661

EVENT NAME: VAPEXPO 2019		EVENT DATES: November 20-24, 2019		FACILITY: Las Vegas Convention Center	
EXHIBITING COMPANY:		Booth or Room Number:			
BILLING STREET ADDRESS:					
CITY:	STATE:	ZIP:	COUNTRY:		
ORDERED BY:		TEL:	FAX:		
EMAIL:					
CARD TYPE:					EXP DATE:
CARDHOLDER'S NAME: (Please Print)			CARDHOLDER'S SIGNATURE:		CSC CODE:

A 15% DISCOUNT WILL BE APPLIED TO THE EQUIPMENT ON PAID ORDERS CONFIRMED PRIOR TO THE END OF THE EARLY REGISTRATION PERIOD.
ORDERS PLACED AFTER THE START OF SHOW LOAD IN MAY BE SUBJECT TO A \$125.00 SERVICE FEE.
We are always available to help you with your project, for a custom quote or personal assistance please call (702) 897-8508 or Email: sales@totalshowtech.com

Requested Delivery Date/Time:				Requested Pickup Date/Time:			
Show Site Contact:				Cell Phone:			
QTY	MONITOR or TV PACKAGES <small>With Stand or Wall Mount! (call or email for other sizes or configurations)</small>	SHOW RATE	TOTAL	QTY	HD VIDEO WALL & LED WALLS <small>(call or email for other sizes or configurations)</small>	SHOW RATE	TOTAL
	32" LED HD Monitor <small>(1080p, VGA, HDMI & USB: <u>NO VGA</u>) Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$497.00 <small>(2K \$555.00)</small>		Video Wall Package Includes: Wall Mounts or Floor Stands, MacBook Pro with Playback Pro, Image Pro 2 for sizing & Supervisor. (Supervisor Labor included - Set up labor will be quoted <u>gr</u> you must order from the Show's General Contractor - <small>IN ACCORDANCE WITH SHOW GUIDELINES</small>) Audio & Additional Image Processing are extra			
	40" LED HD Monitor <small>(1080p, VGA & HDMI: <u>NO VGA</u>) Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$561.00 <small>(4K \$620.00)</small>					Request a Quote
	43" 4K LED Monitor <small>(3840*2160, HDMI: <u>NO VGA</u>) Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$702.00					
	48" LCD HD Monitor <small>(1920*1080, HDMI: <u>NO VGA</u>) Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$760.00 50" 4K <small>\$848.00</small>				2x2 46" NEC X464UN (HDMI, DVI, DisplayPort & VGA)	\$7,605.00
	55" LED HD Monitor 1920*1080, VGA, HDMI & DVI: (4K <u>NO VGA</u>) <small>Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$1,053.00 <small>(4K \$1,121.00)</small>				3x3 46" NEC X464UN (HDMI, DVI, DisplayPort & VGA)	\$13,455.00
	60" LED/Plasma HD Monitor (1920*1080, VGA, <u>NO VGA</u> LED/4K) <small>Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$1,462.00 <small>(4K \$1,579.00)</small>		4x4 46" NEC X464UN (HDMI, DVI, DisplayPort & VGA)	\$19,305.00		
	70" 4K LED Monitor (3840*2160, 480 Hz, HDMI: <u>NO VGA</u>) <small>Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$2,164.00		LED Wall Absen A3Pro: (3.9mm pixel pitch)	Request a Quote		
	80" LCD HD Monitor (1920*1080, HDMI, VGA & USB) <small>Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$2,574.00		LED Wall Chauvet S5: (5.2mm pixel pitch)			
	86" 4K LED Monitor (3840*2160, 480 Hz, HDMI: <u>NO VGA</u>) <small>Circle One: Wall Mount, Floor or Tabletop Stand</small>	\$3,500.00		TOUCH SCREENS <small>Will work natively with Windows 7, 8 or 10. (call or email for other configurations)</small>			
				55" 3M Multi-Touch Display (Windows PC included)	\$3,510.00		
				42" Multi-Touch Display (Windows PC included)	\$2,457.00		
				Other sizes available	Request a Quote		
VIDEO EQUIPMENT				AUDIO EQUIPMENT <small>(call or email for other configurations)</small>			
	4K Media Player (Play 4K 3840*2160 @ 60 fps)	\$409.00		Sound System (Speaker(s), Stand(s), Analog Mixer and CD Player or Wireless Mic) <small>Circle One: CD Player, Wireless Handheld or Lavalier Mic. 2 Speaker</small>	\$351.00		
	HD Media Player (Play from a USB with Seamless looping)	\$117.00		Compact Mixer: 4 channel \$95.00, 8 channel \$125.00, Digital (QSC TouchMix/Yamaha TF1) \$500.00	\$526.00		
	Blu-Ray/DVD Player (Play Blu-Ray/DVD and from USB)	\$140.00		1000w 12" Subwoofer: Turbosound iNSPIRE	\$263.00		
	72" Dual Post Monitor Floor Stand w/Bracket & Shelf: <small>(Monitor Not Included - for use with Your/Exhibitor's monitor)</small>	\$234.00		Wireless Sound Bar: Samsung (tv audio)	\$204.00		
	Wall Mount: (Monitor Not Included/for Your Monitor: Vesa compliant)	\$117.00		Wireless Microphone <small>Circle one:</small> Handheld or Lavalier	\$210.00		
	VGA to HDMI Converter: KanexPro (Upscales signal to 1080p/60 with Audio)	\$87.00		Headset For Wireless Kit Countryman E6i	\$70.00		
	Mac adaptor kit: (Adapt laptop, tablet, phone video output to work on current monitors)	\$87.00		PCDI Laptop or MP3 Player Audio Interface	\$76.00		
COMPUTERS				80 Watt 5.5" Speaker, wall mount Behringer CE500A (White or Black)	\$292.00		
	Dell Latitude (Core i7; Windows 7, Office 2010; Discrete graphics) For Other Configurations:	\$351.00 Request a Quote		Technical Assistance available at hourly rates		Request a Quote	
	MacBook Pro: (Includes: Core i7, 15" Retina Display; Office 365) Playback Pro: (Activation Dongle: <u>With MacBook Rental</u>)	\$526.00 \$234.00		TOTALS			
	LIGHTING PACKAGES			Projected Equipment Total			
	LED Gobo Package: (LED Leko, Light tree, static B&W or Color Transparency)	\$1,170.00		Delivery & Pick-Up (Additional Delivery labor may be added on large orders)	\$131.25	\$131.25	
	Accent lighting: Astera Cordless LED AX3 Puck lights. (8 pack with simple install included) (Wireless control available)	\$550.00		Labor (Per Hr.) (Will added to your quote based on your needs)	\$67.57 (OT \$101.36)		TBD
	Accent lighting: Astera Cordless LED AX1 Tube lights. (8 pack with simple install included) (Wireless control available)	\$1,000.00		ESTIMATED TOTAL (You will be sent a formal quote with all our charges for approval before we process any payment)			
	Other: Printers, Fax machines, Projectors, Screens, Lighting, Truss, Staging or other equipment or services	Request a Quote					
LABOR: Days, Monday through Friday (except holidays), will be at the straight time rate between the hours of 8:00 AM and 5:00 PM, all other hours will be at the overtime rate. <small>IN ACCORDANCE WITH SHOW GUIDELINES: ANY LABOR CHARGES BY THE SHOW'S GENERAL CONTRACTOR (DRAYAGE, ELECTRICIANS OR STAGEHANDS, ETC.), ARE NOT INCLUDED HEREIN AND WILL BE BILLED DIRECTLY BY THE SHOW'S GENERAL CONTRACTOR TO THE EXHIBITOR.</small>							
Pickup & Delivery Labor	Straight Time: \$67.57	Overtime: \$101.36	Installation & Removal Labor	Straight Time: \$67.57	Overtime: \$101.36		
Supervisor (may be required for large or complex installations)	Straight Time: \$87.57		Overtime: \$131.36				

Total Show Technology will require payment in full and a signed copy of this rental agreement prior to the delivery date to insure delivery by the requested date and time.

Client must be available to sign for and accept equipment.

CONTRACT:

TRADE SHOW TECHNICAL, INC. dba Total Show Technology ("TST") agrees to rent their equipment ("Equipment"), subject to the conditions of the Contract, and in consideration thereof, the undersigned Customer ("Renter") agrees to the following:

1. Renter understands and agrees that the Equipment described in the Contract remains the property of TST, and that the failure by the Renter to return said Equipment to TST may constitute a crime and subject Renter to criminal prosecution.
2. Renter acknowledges that he has examined the Equipment and knows the condition thereof, and that the same is in good condition and repair, and Renter agrees he will return the Equipment in the same good condition as when received, ordinary wear and tear excepted.
3. Renter assumes all risks, security interests and encumbrances of loss, theft, destruction, or damage to such Equipment for any reason, and will hold TST harmless from any and all damages, claim, lien, storage costs, labor and materials. Renter further agrees to pay TST on demand all costs of repairs or replacement at the current repair or replacement cost of said Equipment and shall insure each item of Equipment against loss or damage for not less than the replacement value, with no deductibles for depreciation of each item and if requested by TST shall provide evidence of such insurance.
4. TST shall have a lien on all Renters' property for all charges and expenses incurred by TST under the terms of the Contract including those caused by damage to or destruction of said Equipment.
5. All equipment is subject to testing and check-out by TST personal upon return or pick-up to verify said equipment is in the same condition it was delivered in and not damaged in any way.
6. Renter agrees that TST has the right to terminate this agreement at any time, and retake possession of said Equipment, and Renter shall guarantee free access to TST of said Equipment and may enter upon the premises of the Renter, without becoming liable for trespass.
7. RENTER EXPRESSLY AGREES to use Equipment in strict accordance with the following instructions. Failure to do so automatically terminates this Contract, with all sums due hereunder immediately payable to TST. RENTER FURTHER AGREES to immediately return said Equipment.
8. TST SHALL NOT BE LIABLE TO RENTER FOR ANY LIABILITY, CLAIM, LOSS, DAMAGE (DIRECT OR CONSEQUENTIAL), OR EXPENSE OF ANY KIND OR NATURE CAUSED, DIRECTLY OR INDIRECTLY, BY EQUIPMENT OR ANY INADEQUACY THEREOF FOR ANY PURPOSE, OR ANY DEFICIENCY OR ANY DEFECT (LATENT OR PATENT) THEREIN, DELAY IN PROVIDING OR FAILURE TO PROVIDE ANY THEREOF, OR ANY INTERRUPTION OR LOSS OF SERVICE OR USE THEREOF OR ANY LOSS OF BUSINESS, OR ANY DAMAGE WHATSOEVER AND HOWEVER CAUSED BY TST SHALL NOT, BY VIRTUE OF HAVING RENTED THE EQUIPMENT UNDER THIS CONTRACT, BE DEEMED TO HAVE MADE ANY REPRESENTATION OR WARRANTY, WHETHER WRITTEN OR ORAL OR EXPRESSED OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS (FOR USE OR FOR ANY PARTICULAR), DESIGN OR CONDITION OF, OR AS TO THE QUALITY OF THE MATERIAL OR WORKMANSHIP IN THE EQUIPMENT.
9. SOFTWARE: Equipment includes any software provided therewith. Software shall remain the property of its licensor. The terms and conditions of any software license agreement covering the software are incorporated herein by reference and supersede anything to the contrary herein, and Renter agrees to be bound by such terms and conditions, particularly those limiting the use and transfer of the software. Software is warranted only to the extent provided for directly by the licensor. TST makes no warranty as to the performance of any software. The Renter hereby acknowledges that the applicable Microsoft End User License Agreement governs the use of any Microsoft software accompanying the computer equipment rented.
10. Rental charges shall be based on all or any part of each twenty-four (24) hour period to the following 5:59 a.m. Renter agrees to pay rental fee stipulated for the period stated. If Equipment is kept for a longer period, the rental fee will be charged at the stated rate until the Equipment is returned to the possession of TST.
11. If TST incurs any expenses, including reasonable attorney's fees, in the enforcement of any of its rights hereunder, those costs and expenses shall be the sole obligation of Renter.
12. All orders cancelled during or after delivery are subject to a cancellation fee of (1) days rental at the TST standard daily rates or the quoted show rate whichever is less.
13. Equipment delivery and installation times are prioritized when the completed form is processed through TST. TST is not responsible if equipment installation does not meet your timeline due to any unforeseen circumstances that may occur. The Delivery/Pick Up charge covers delivery to and pick up from the Facility only. Any installation/set up/dismantle work and any moves, additions and changes will be charged at current TST labor rates.
14. Any drayage or forced labor charges will be billed directly to the exhibitor by the show general contractor.
15. TST reserves the right to upgrade equipment at no additional charge.
16. All charges are subject to change without prior notice.
17. Competitor price matching is contingent upon receipt of a written quote and/or an official order form which pertains specifically to the show for which the equipment is being ordered. TST reserves the right to refuse any price match.
18. TST's liability for any professional error, mistake, malpractice or omission shall be limited to our daily rate for this project.
19. No term or condition of this Contract may be waived or modified as to TST except in writing signed by TST's authorized representative or by an officer of TST who has been expressly authorized to do so by TST.
20. Rental of equipment and/or labor constitutes acceptance of all terms and conditions.
21. All labor calls outside of standard business hours of 8AM to 5PM, Monday through Friday, are subject to a 4- hour minimum labor charge at overtime and applicable holiday rates. If there is a return call that is outside the initial 4-hour window, the call is subject to an additional 4-hour minimum labor call.

Nationwide Service Available

Event Name: _____

Location: _____

Date/Time In: _____

Date/Time Out: _____

Booth Number/Name: _____

Contact Name: _____

Contact Number: _____

E-Mail Address: _____

Floral Arrangements	Unit Price	Qty	Total
Mixed Arrangements	78 & Up		
Tropical Floral	90 & Up		
Custom Arrangements Height _____ Width _____	125 & up		
Blooming Foliage			
Mum: <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$40.00		
Azaleas: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Pnk/Wht	\$48.00		
Bromeliad	\$48.00		
Tropical Plants			
Ivy _____ Pothos _____	\$42.00		
Boston Fern	\$48.00		
3 Foot Tropical Plant	\$60.00		
4 Foot Tropical Plant	\$72.00		
5 Foot Tropical Plant	\$84.00		
6 Foot Tropical Plant	\$96.00		
8 to 12 Foot Tropical Plant	\$180 & up		
6 foot Topped Dressed w/Ivy & Blooming	\$198 & Up		
Outdoor Trees	Call		
Containers (Please Check One)			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other			
Special Order: _____			

Other Decorating Services:

Themed Parties and Props, Scenic Sets, Beaded Drapery, Balloons, Entertainment and Trade Show Booth Decor.

- ALL ITEMS ARE FOR RENTAL ONLY
- ALL ORDERS MUST BE PAID IN ADVANCE
- SUBSTITUTIONS MAY BE NECESSARY
- ALL ORDERS NOT CANCELLED AT LEAST 7 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

SUB TOTAL: _____

Delivery, Set, & Pickup- 15%
or \$45 min. for round trip: _____

TAX: _____

TOTAL: _____

Payment Information: Visa Mastercard Amex

Company Name: _____

Card Holder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card#: _____

Expiration: _____ Security Code: _____

Authorized Signature: _____

Date: _____



Voice and Video Products Form

ORDER ON-LINE: www.tradeshows.coxhn.net



Updated 10/13/16 - Page 1 of 3

Toll Free Phone: **855-519-2624** – Email: LVCC.orders@cox.com – Fax: 702-920-8255

Event Name: _____

Event Start Date: / / _____

Event End Date: / / _____

Booth/Room #: _____

On-Site Contact: _____

Cell #: _____

On-Site Contact Email Address: _____

Company Name: _____

Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone #: _____

Billing Contact Email Address: _____

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

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

Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="checkbox"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="checkbox"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="checkbox"/>
Phone System Services (Direct Dial)		
Single Line no features	\$490.00	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="checkbox"/>
Demarc Extension Services		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="checkbox"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="checkbox"/>

Video Services

Digital or HDTV Service (All channels, excluding Premium and International)		
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="checkbox"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="checkbox"/>
MATV Service		
Entire Show (First outlet only, up to 5 days)	\$415.00	<input type="checkbox"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="checkbox"/>

Additional Services

Labor/Floor work		
The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
Voice Services Distance Fee	\$100.00	<input type="checkbox"/>
Video Services Distance Fee	\$500.00	<input type="checkbox"/>

Location Based Services

**NEW: Exhibitor Insights Summary Report		
Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit www.tradeshows.coxhn.net to view a sample report.	\$500.00 each	<input type="checkbox"/>

Total: _____

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

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

****Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

Booth Diagram Information - Voice and Video

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

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

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Internet Products Form

ORDER ON-LINE: www.tradeshows.coxhn.net



Updated 10/13/16 - Page 1 of 3

Toll Free Phone: **855-519-2624** – Email: LVCC.orders@cox.com – Fax: 702-920-8255

Event Name: _____

Event Start Date: / / _____

Event End Date: / / _____

Booth/Room #: _____

On-Site Contact: _____

Cell #: _____

On-Site Contact Email Address: _____

Company Name: _____

Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone #: _____

Billing Contact Email Address: _____

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

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

Internet/Network Services

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

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

Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

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

Additional Products and Services

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

Location Based Services

**NEW: Exhibitor Insights Summary Report Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit www.tradeshows.coxhn.net to view a sample report.	\$500.00 each	<input type="checkbox"/>
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Total: _____

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

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

****Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

Booth Diagram Information - Internet

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

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

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

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

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

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

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

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

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

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

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

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

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

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

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

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

Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity
Wi-Fi Hotspot: Up to 10 Users	\$2,200.00	<input type="checkbox"/>	\$2,800.00	<input type="checkbox"/>
Wi-Fi Hotspot: Up to 25 Users	\$3,200.00	<input type="checkbox"/>	\$4,000.00	<input type="checkbox"/>
Wi-Fi Hotspot: Up to 50 Users	\$4,500.00	<input type="checkbox"/>	\$5,500.00	<input type="checkbox"/>
Wi-Fi Hotspot: Up to 100 Users*	\$6,800.00	<input type="checkbox"/>	\$8,500.00	<input type="checkbox"/>
*Additional block of 50 Users (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00	<input type="checkbox"/>	\$3,750.00	<input type="checkbox"/>
Splash Page with sponsor logo (Splash page template provided by Cox Business)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
Redirect Landing Page (Customer specific URL)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
Total:	_____		Total:	_____

Additional Services

Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
Outside Distance Fee	\$500.00	<input type="checkbox"/>

Location Based Services

**NEW: Exhibitor Insights Summary Report Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit www.tradeshows.coxhn.net to view a sample report.	\$500.00 each	<input type="checkbox"/>
Total:	_____	

Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

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

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.
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8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

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

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

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

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

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

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

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

The Las Vegas Convention Center Welcomes



November 22-23, 2019



We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience your company!

Please Submit Your Order By:
12pm PST on Tuesday, October 29, 2019

Orders placed after this date will be subject to our on-site limited menu only and an additional 25% added to pricing.

This is the last date any changes or cancellation are permitted.

To Place Orders:

Email: exhibitorcateringlvcc@centerplate.com or

Contact: 702 - 943 - 6779

EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the Las Vegas Convention Center. NO OUTSIDE FOOD & BEVERAGE IS PERMITTED. This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.



Centerplate

Making It Better To Be There Since 1929.

The LVCVA and Centerplate values its customers' safety, health, and wellness in regard to food preparation, handling and regulations set forth by the Southern Nevada Health District. It is for the safety of customers that no outside food and beverage be permitted.

Centerplate is the exclusive food and beverage provider for the Las Vegas Convention and Visitors Authority (LVCVA).



No outside food and beverage (including water) may be brought onto the premises owned or leased by the LVCVA. All food and beverage vendors, contractors, and services need to be contracted through Centerplate.



Any questions, comments, or concerns should be directed to
Centerplate's Main Office at 702-943-6779

Thank You for Your Cooperation!

Food and Beverage Sampling / On-Site Preparation Approval Form

Centerplate and the Las Vegas Convention Center (LVCC) requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and fire safety codes.

Name of Event: _____ Date of Event: _____

Company Name: _____ Booth #: _____

Contact/Title: _____ Contact Number: _____

Email: _____ On-Site Contact Number: _____

Proprietary product to be prepared/sampled: _____

Demonstration: An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. **If yes, a Centerplate Sales representative will be in contact.**

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

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

Portion Size to be Dispensed: **2oz** **food** **3oz** **beverage**

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.

Will you be purchasing a hand washing and sanitation kit from Centerplate? **Yes** **No**
If yes, a Centerplate sales representative will be in contact.

Will you be heating or cooking food? **Yes** **No**
If yes, an LVCVA Fire Prevention coordinator will be in contact

Please list the heating or cooking equipment to be used: _____

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

**Approval from both LVCC and Centerplate must be received prior to finalizing your plans.
Email completed form to: foodprepandsample@lvcva.com**

DO NOT include any credit card or personal information with this form. A Centerplate representative will follow up with you on any balance due

HAND WASHING & SANITATION KIT

ALL APPROVED FOOD AND BEVERAGE SAMPLING EXHIBITORS ARE REQUIRED TO HAVE HAND WASHING/SANITATION KITS.

Email Completed Form To: exhibitorcateringlvcc@centerplate.com

Show/Event Name:			
Company:			Booth Number:
Address:		City, State, Zip, Country:	
Phone:	Fax:	E-mail:	
Authorized Contact – Please Print:		Authorized Contact Signature:	

Hand Washing & Sanitation Kit: \$75.00+

Hand Washing Kit to include:

- 1 Water Dispenser, 2.5 Gallons of Hot Water, 1 Roll of Paper Towels, Hand Soap, Disposable Bucket
 - Hot Water re-fill stations will be available as directed on the show floor.
 - Water Dispenser must be returned to Centerplate prior to show close. *Unreturned dispensers will result in a charge of \$150.00.*

Sanitation Kit to include:

- 100 Professional Grade Sanitizing Wipes

Pick up locations to be determined. Please contact your Catering Manager. For all deliveries, a \$25.00+ fee applies.

Date	Quantity	Price	Delivery Time	Total
Subtotal			\$	
NV State Tax (8.25%)			\$	
Delivery Fee			\$	
Total			\$	

Authorized Signature: _____ Date: _____

Pre-payment is required. By signing below, customer agrees to pay total charges as specified as well as any applicable charges for additional items ordered on-site. Centerplate will use this authorization for any additional charges incurred as a result of on-site orders placed by your representatives(s).

Credit Card Authorization:

After submitting your order, please
contact your Catering Sales Manager
or call (702) 943-6779 to submit
payment





Welcome to **Las Vegas!**

Welcome to Las Vegas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company and we are thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center. Our style is collaborative and our Las Vegas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Las Vegas!

Angelina Martinez

Angelina Martinez

Director of Catering and Exhibitor Sales
Centerplate at Las Vegas Convention Center
3150 Paradise Rd, Las Vegas, NV 89109



P: 702.943.6757

angelina.martinez@centerplate.com



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Centerplate

Making It Better To Be There Since 1929.™

SERVICE DIRECTORY

CENTERPLATE **CATERING SALES** OFFICE

702.943.6779

LAS VEGAS **CONVENTION CENTER**

702.892.0711

**Any menu inquires can be made to our general mailbox at:
exhibitorcateringlvcc@centerplate.com**

Online orders can be placed at: lvcvalexpresscatering.explanit.com



CATERING MENU — LAS VEGAS CONVENTION CENTER



Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten-free or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment and may come into contact with products containing gluten and common allergens such as nuts.

CENTERPLATE'S **COMMITMENT TO QUALITY**

Our meticulous quality assurance programs ensure we have the right systems and people in place to deliver the outstanding results our hosts seek.

We are very supportive of offering healthy choices at events by providing a wealth of fresh, customizable, and varied options that include low-calorie, low-salt, low-fat, low-sugar, vegan, and gluten-free offerings, among others. Fresh fruit and vegetables, meatless entrees marketed to the mainstream, and light options are all very popular among our attendees.

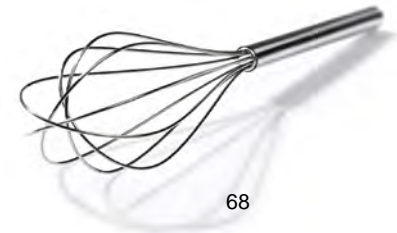


Our catering menus include fresh fruit platters, fresh vegetable crudité, grilled vegetable platters, customizable salads, fresh fish, grilled chicken, farm fresh vegetables, whole grain side selections, hummus and carved-to-order roasted turkey and lean meats.

Our culinary staff is available to assist event planners throughout their planning process to design menus that are appealing, affordable and in keeping with their wishes. We solicit event organizers to determine the best selections and special options for their guests.

We have a wide variety of beverages, snacks, and main course options at every meal as well as retail and grab-and-go. Lean proteins and whole grains are available, as are water and unsweetened beverages. Many of our event services include Chef-attended action stations where guests may assemble their own ingredients for preparation, having control over what and how much goes into a dish.

We look forward to serving you!



INFORMATION



GENERAL INFORMATION

POLICIES AND PROCEDURES

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

As the Las Vegas Convention Center and Visitor Authority's exclusive caterer, Centerplate is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Centerplate's culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests. From first course to last, Centerplate is committed to providing Craveable Experiences with Raveable Results.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.

EXCLUSIVITY

Centerplate maintains the exclusive right to provide all food and beverage in the Las Vegas Convention Center and Visitors Authority. All food and beverages, including water, must be purchased from Centerplate.



FOOD AND BEVERAGE PRICING

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the contract. However, certain environmental factors may affect pricing such as the Nevada drought. Prices are based on current market availability and cost, which fluctuate and are subject to change. Your Catering Manager will work with you to make product substitutions due to any of the above listed scenarios, or any other scenario which dramatically affects the price of the Food and Beverage for the Event.

SERVICE CHARGES AND TAX

A 19% service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

A Service Charge of 19% is added to your bill for this catered event/function (or comparable service). 19% of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. 90% of the total amount of this Service Charge is distributed to the Employees providing the service as a gratuity. You are free, but not obligated, to add or give an additional gratuity directly to your servers.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

If the Customer is an entity claiming exemption from taxation in the State where the Facility is located, the Customer must deliver to Centerplate satisfactory evidence of such exemption thirty (30) days prior to the Event in order to be relieved of its obligation to pay state and local sales taxes.

PAYMENT POLICY

100% payment is due in advance. A 90% deposit and signed Food and Beverage contract is due 30 days prior to your Event or upon receipt of the preliminary invoice. The remaining balance will be due five (5) business days prior to the start of your event. The balance and any additional charges incurred during the Event, is required within 15 days following receipt of the Final Invoice. Centerplate will begin to accrue 1.5% interests from the date of the invoice if not paid within 15 days. Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the Customer. The preferred method of payment is by wire transfer or company check. In addition, we require a credit card on file for all onsite orders and additional charges.

For Social Events (non-convention related), a 25% deposit is required upon signing the contract. An additional deposit of 50% of the total estimated food and beverage is required 45 days in advance of the Event. The remaining balance of payment is required 72 business hours prior to the Event by either Cashier's Check or Credit Card. Any additional charges incurred during the function will be due upon completion of the Event.



CHINA SERVICE

In all carpeted Meeting Rooms and Ballrooms, china service will automatically be used for all plated meal services.

If china is preferred for food and beverage events located in the Exhibit Halls, Sails Pavilion or Outdoor Terraces, the following fees will apply:

- Breakfast, Lunch, Receptions and Dinners: \$6.00+ per person, per meal period.
- Refreshment or Coffee Breaks: \$3.00+ per person, per break.

In our continued determination to further our green efforts, we use a compostable, biodegradable and sustainable set of disposable ware. Please speak to your Catering Sales Manager for additional disposable options.

LINEN SERVICE

Centerplate provides in-house linen for meal functions with our compliments, excluding break services. Additional linen fees will apply to specialty linens. Our Catering Sales Manager will be happy to offer suggestions for your consideration and quote corresponding linen fees.

CONCESSION SERVICE

Appropriate operation of Concession Outlets will occur during show hours. Centerplate reserves the right to determine which Carts/Outlets are open for business and hours of operation pending the flow of business. For additional Concession Carts/Fixed Outlets, a minimum guarantee in sales is required per Cart/Outlet or Customer will be responsible for the difference in sales per Cart/Outlet.

GENERAL INFORMATION



POLICIES AND PROCEDURES continued

DELIVERY

Due to the magnitude of our catering events, all service will be delivered within a window of one hour based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated server is required and applicable labor fee's apply. A \$35.00 delivery charge or trip charge will apply to each food and beverage delivery for all exhibit booths inside of the convention center. All booths located outside of the convention center will have a \$50.00 delivery charge or trip charge for each food and beverage delivery. Please allow a minimum of 90 minutes for all on-site and unscheduled replenishment requests during the show.

DELAYED OR EXTENDED SERVICE

On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hr.

Should your Event require extended service time, often necessitated by high-security functions, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour of additional service.

All meal pricing includes a maximum of two hours of service time per function. Should your Event require extended service time, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour.

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the Event(s), Centerplate will notify the Customer of estimated labor fees based on the information supplied by the Customer.

GUARANTEES

The Customer shall notify Centerplate, no less than fifteen (15) business days (excluding holidays and weekends prior to the Event, the minimum number of persons the Customer guarantees will attend the Event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

If Customer fails to notify Centerplate of the Guaranteed Attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the Event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.

Centerplate will be prepared to serve five percent (5%) above the Guaranteed Attendance, up to a maximum of 30 meals (the Overage). Overage applies to plated meal services only.

GENERAL INFORMATION



POLICIES AND PROCEDURES continued

- If this Overage is used, the Customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the Overage, Centerplate will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered “Specialty Events” and may require customized menus. Your Catering Sales Manager and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.

SECURITY

At the discretion of the Las Vegas Convention Center and Visitors Authority, in order to maintain adequate security measures, the Customer may be required to provide security for certain functions. Security personnel will be at the Customer’s sole expense. Please consult your Event Manager for details.

ALLERGIES

We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person’s sensitivity or allergy to any food item provided in our facility.

LABOR

All labor is scheduled at four hour minimum. After eight hours, the hourly labor rate increases to time and one-half. After 12 hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

- **Food Server, Runner, Bus Person, or Attendant:**
\$120.00 (4-hr minimum) \$30.00 – per additional hour
- **Culinary Attendant or Bartender:**
\$180.00 (4-hr minimum) \$45.00 – per additional hour
- **Booth/Meeting Room Manager:** \$600.00 – per 8 hours
- **Personal Chef:** \$600.00 – per 8 hours

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

ALCOHOL

As the exclusive provider of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority, Centerplate takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

All Hosted Bars are based on consumption, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

For Cash Bars and Ticketed/Cash Bars, a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required.

For Ticketed Bars not offering cash sales, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

All bar services lasting more than 4 hours will incur an increased minimum sales threshold. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. The requirements and expectations of any Centerplate customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, Centerplate follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the Las Vegas Convention Center and Visitors Authority at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- All spirits must be served by Centerplate personnel.

Las Vegas destination pictures credit of the Las Vegas Convention and Visitors Authority News Bureau.



BREAKFAST MENUS





BREAKFAST




CONTINENTAL BREAKFAST

Prices listed are per guest. Minimum of 20 guests.
Served with freshly brewed regular coffee.

Las Vegas Valley \$17.50

-  Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
-  Served with butter and preserves


Sunrise Mountain Premium \$22.25


-  Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
-  Served with butter and preserves
-  Desert Valley tableau of sliced fruit and berries



LAS VEGAS VALLEY CONTINENTAL ENHANCEMENTS

Prices listed are per piece or guest. Minimum order of 12 per item.

-  **Greek Yogurt Parfait \$7.50**
Greek yogurt, local desert honey, seasonal berries and house granola

-  **Steel-cut Oatmeal \$6.75**
Assorted dried fruit, golden raisins, brown sugar, desert honey, milk and cinnamon

- English Muffin Breakfast Sausage Sandwich \$6.75**
Scrambled eggs, maple, pork sausage patty and sharp cheddar cheese

- English Muffin Breakfast Country Ham Sandwich \$6.75**
Scrambled eggs, country ham and jack cheese

A dedicated server is required for all hot food services.

-  Gluten free pastries available on request.



- Breakfast Vegetarian Burrito \$7.00**
Flour tortilla, scrambled eggs, roasted pepper, black beans, pepper jack cheese and potatoes

- Breakfast Burrito \$7.75**
Flour tortilla, scrambled eggs, roasted pepper, chorizo sharp cheddar cheese and potatoes

- Pretzel Bun Breakfast Sandwich \$7.00**
Scrambled eggs, turkey sausage patty and fontina cheese







- Orleans Breakfast Sandwich \$7.00**
Cinnamon French toast, scrambled eggs, maple sausage patty and pepper jack cheese

BREAKFAST







BREAKFAST BUFFETS

Prices listed are per guest. Minimum of 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.
Served with freshly brewed regular coffee.

Las Vegas Morning \$30.75

-  · Scrambled eggs with sides of diced tomatoes and sautéed mushrooms
-  · Crispy hash brown potatoes
-  · Applewood bacon
-  · Desert valley tableau of sliced fruit and berries
-  · Assorted bottled fruit juices
- Locally baked breakfast pastries, muffins and bagels
-  · Served with butter, preserves and cream cheese

Daybreak Sunrise \$34.00

-  · Scrambled eggs with a side of sautéed mushrooms
-  · Southwest potato hash
-  · Applewood bacon
- Green chili chorizo and jack cheese enchilada
-  · Desert Valley tableau of sliced fruit and berries
-  · Assorted bottled fruit juices
- Locally baked breakfast pastries, muffin and bagels
-  · Served with butter, preserves and cream cheese



BREAKFAST BUFFET ENHANCEMENTS

Minimum order of 25 per item.

French Toast Soufflé \$7.00

Brioche ginger cinnamon French toast baked with royal cream served with sides of maple syrup, whipped cream, desert honey butter and seasonal berry compote

Las Vegas Farmer Market Cocotte \$7.50

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard and side of herbed tomato jam

Old Las Vegas Diner Special \$8.50

Fried chicken, buttermilk waffle, spiced caramel, desert honey butter and agave syrup

A dedicated server is required for all hot food services.

-  Gluten free pastries available on request.



BREAKFAST

PLATED BREAKFASTS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

All plated breakfasts are served with fresh fruit cups, locally baked breakfast pastries and muffins, butter, preserves, freshly squeezed orange juice, freshly brewed regular coffee, decaffeinated coffee and hot teas.



Classic Vegas Diner \$31.00

Fluffy scrambled eggs, southwest potato hash, herbed pork sausage patty and grilled tomato



Las Vegas Farmer's Market Torta \$31.00

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard, root vegetable hash potatoes, chicken apple sausage, and side of grilled tomato jam



Breakfast Enchilada \$31.00

Corn tortilla stuffed with scrambled eggs, jack cheese, roasted green chili, ranchero sauce and southwest fingerling potato hash, hardwood smoked bacon



Fremont Street Frittata \$31.00

Fire roasted sweet peppers, farm vegetables, cheddar cheese, chorizo sausage, egg custard, applewood bacon, semi-dried herb tomato and lyonnaise potatoes



Vegas Egg Tian \$31.00

Local goat cheese, leeks, onions, garden herbs, egg custard and side of ranchero sauce, applewood bacon and open country breakfast potatoes

A dedicated server is required for all hot food services.



Gluten free pastries available on request.

A LA CARTE MENUS



A LA CARTE

NON-ALCOHOLIC BEVERAGES

Freshly Brewed Coffee \$170.00
 (2.5 gallons, serves approximately 25 cups of coffee)

Freshly Brewed Decaffeinated Coffee \$170.00
 (2.5 gallons, serves approximately 25 cups of coffee)

Royal Coffee Package \$180.00
 (2.5 gallons)
 Freshly brewed coffee with a side of cinnamon, nutmeg, chocolate sprinkles, sugar stir sticks and whipped cream

Keurig® K-Cup Brewer Daily Rental (per day) \$25.00

Keurig® K-Cup Coffee Kit \$196.00
 Package Includes 48 K-Cups
 Ask Sales Manager about flavored coffee, decaf and tea K-cup options

Italian Gourmet Espresso Kit \$300.00
 (100 servings)
 Each kit includes espresso, chocolate syrup, cinnamon, milk and whipped cream
 Must accompany espresso machine rental (not “included”)

Espresso Machine Rental \$650.00
 (per day rental)
 The Italian Gourmet Espresso Kit must be ordered with the Espresso Machine. One Barista included up to six hours per day
 (Each additional hour) \$45.00
 Requires two dedicated 120 volt, 20amp electrical outlets



Tropicana® Bottled Fruit Juices (case of 24) \$84.00
 Assorted flavors of orange, cranberry and apple
Lemonade (2.5 gallons) \$90.00

Brewed Iced Tea (2.5 gallons) \$90.00
Hot Tazo® Tea \$170.00
 (2.5 gallons, serves approximately 25 cups of hot tea, 24 tea bags included per order)

Assorted Pepsi® Soft Drinks \$78.00
 (case of 24)
 Assortment includes Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

Assorted Vitamin Water \$144.00
 (case of 24)

Assorted Cartons of Milk \$27.75
 (case of 12, ½ pints)

A LA CARTE

NON-ALCOHOLIC BEVERAGES continued

WATER

Las Vegas Logo Water (case of 24) \$54.00

Aquafina® Eco-Fina Water (case of 24) \$72.00

Arrowhead® Spring Water (case of 24) \$78.00

Evian® Natural Spring Water (case of 24) \$90.00

Perrier® Sparkling Water (case of 24) \$84.00

Cold Water Cooler (per day) \$38.00

Advance order – Requires a dedicated 110 volt 5amp electric outlet, includes only equipment.

Nestle® Pure Life Water Jug (5 gallon) \$35.00

Bagged Ice (20 pounds) \$29.00

Custom Logo Bottled Water

16.9 oz or 12 oz bottles. 24 bottles per case. Minimum order of 25 cases. Ask your Sales Manager for pricing and artwork requirements. The lead time is six weeks.



LAS VEGAS INFUSED HYDRATION STATION

Decorative 2.5 gallon containers enhanced with fresh fruit garnish. Delivered with cups and napkins. Needs table or counter.

GF **Infused Spa Water**

2.5 gallon container (each) \$150.00

Please select one from the following:
lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange

GF **Infused Iced Tea**

2.5 gallon container (each) \$150.00

Please select one from the following:
lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange

GF **Infused Lemonade**

2.5 gallon container (each) \$150.00

Please select one from the following:
lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange



A LA CARTE

LAS VEGAS BAKERY

Assorted Bakery Tulip Muffins (dozen) \$48.00

Assorted Bakery Bagels (dozen) \$44.00
Served with cream cheese

Assorted Danish Pastries (dozen) \$48.00

Assorted Breakfast Breads (dozen) \$41.00

Assorted Breakfast Scones (dozen) \$45.00
Served with butter and preserves

Assorted Croissants (dozen) \$45.00

Assorted Low Fat Muffins and Scones (dozen) \$45.00
Served with butter and preserves

Carl's Bakery Donuts (dozen) \$36.00

Freshly Baked Cookies (dozen) \$39.50
Chocolate chip, oatmeal raisin and macadamia white chocolate. Peanut butter available on request

Brownies (dozen) \$44.00
Fudge, walnuts and chocolate chip

Assorted Gourmet Cupcakes (dozen) \$60.00

French Macaroons (dozen) \$40.00

Rice Krispy® treats (dozen) \$44.00

Bavarian Style Pretzels (each) \$5.25
Bavarian pretzel served with mustard and choice of cheese sauce or house beer sauce
A dedicated server is required. \$120 per server.



Half Sheet Cake* (40 slices) \$155.00
Choice of fruit or cream filling

Full Sheet Cake* (80 slices) \$290.00
Choice of fruit or cream filling

*Custom artwork available with prior notice and additional fees. Ask your Sales Manager.

A dedicated server is required. \$120 per server.

Note: Toaster included in meeting rooms. Additional cost for booth and power required.





 Gluten free pastries available on request.






A LA CARTE

PANTRY

Prices listed are per item. Minimum of 12 items per order.

-  **Seasonal Whole Hand Fruit** (each) **\$2.75**
Minimum order of 12 each – Order in increments of 12
-  **Carved Seasonal Fruit and Berries** (per person) **\$8.25**
Minimum order of 12 guests – Order in increments of 12
-  **Assortment of Greek Yogurts** (each) **\$5.00**
- Assortment of Cereals and Milk** (each) **\$5.50**
- Tortilla Chips and Salsa** (per person) **\$5.50**
Minimum order of 12 guests – Order in increments of 12
- Tortilla Chips, Salsa and Guacamole** (per person) **\$8.00**
Minimum order of 12 guests – Order in increments of 12
- Kettle Chips and Dip** (per person) **\$6.00**
Minimum order of 12 guests – Order in increments of 12
Roasted onion and sour cream dip
-  **Roasted Mixed Nuts** (per pound) **\$42.00**
- Traditional Snack Mix** (per pound) **\$23.00**

PACKAGE GOODS

- Rold Gold® Pretzels**
Individual bags (per dozen) **\$27.00**
-  **Planters® Salted Peanuts**
Individual bags (per dozen) **\$27.00**
-  **Planters® Fruit and Nut Trail Mix**
Individual bags (per dozen) **\$27.00**
- Assorted Bags of Chips**
Doritos®, Cheetos®, Lays®
Original and Barbecue
Individual bags (per dozen) **\$28.00**
-  Some Gluten free bags
- Assorted Chex® Snack Mix**
Traditional, Honey & Nut
and Cheddar
Individual bags (per dozen) **\$36.00**
- Nature Valley® Granola Bars**
Assorted flavors (per dozen) **\$42.00**
- Kellogg's® Nutri-Grain® Bars**
Assorted flavors (per dozen) **\$45.00**
- Full Size Candy Bars**
(per dozen) **\$39.00**
- Energy & Protein Bars**
(per dozen) **\$57.00**
- Ice Cream Novelties*** (dozen) **\$48.00**
Requires a portable freezer and
dedicated 110volt 10amp line
- Premium Ice Cream Novelties*** (dozen) **\$84.00**
Requires a portable freezer and
dedicated 110volt 10amp line
- *Ice Cream Freezer Rental Fee **\$250.00**



BREAK SERVICE



SPECIALTY DISPLAYS

BREAK SERVICE

Antique Style Popcorn Machine (per day) **\$190.75**

A dedicated server is required. \$120 per server.

Size: 67Hx34Wx26D

Power requirements are 110-volt 20amp
dedicated power line

Table Top Style Popcorn Machine (per day) **\$190.75**

A dedicated server is required. \$120 per server.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp
dedicated power line table or counter top required

Popcorn Package **\$195.00**

Popcorn kernels, oil and seasoning

Includes serving bags (200 bags)

Must be ordered with a Popcorn Machine Rental



Portable Cookie Oven (per day) **\$55.00**

A dedicated server is required. \$120 per server.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp
dedicated power line table or counter top required

Cookies for Cookie Station (each case) **\$240.00**

Otis Spunkmeyer® cookie dough.

Please select one: chocolate chip, sugar, oatmeal raisin
and white chocolate macadamia nut cookie dough
(serves 240 cookies)

Must be ordered with a Cookie Oven Rental



LUNCH MENUS



LUNCH

BOXED LUNCHES

Prices listed are per guest.

All boxed lunches are served with an individual bag of chips, whole fresh fruit, cookie, condiments and bottle of water.

The Red Rock Wraps \$31.50

Served with gourmet kettle chips, whole fresh fruit, pasta salad, cookie and bottled water



Selection of gourmet wrap sandwich:

- Southwest roast beef and roasted pepper wrap
- Grilled turkey and pesto wrap
- Grilled vegetable wrap

The Garden Salad Patch \$31.50

Served with gourmet kettle chips, whole fresh fruit, cookie and bottled water

Selection of gourmet salad:

- Chicken Caesar salad
-  · Southwest chicken salad
-  · Edamame veggie salad




The Delicatessen Shop Lunch \$31.50

Served with gourmet kettle chips, whole fresh fruit, pasta salad, cookie and bottled water

Selection of gourmet sandwich:

- Focaccia chicken pesto
- Turkey pretzel bun
- Caprese focaccia

Please indicate the number of sandwiches to be ordered per type.

 Gluten Free Boxed Lunches available with prior notice. Ask your sales manager.



LUNCH

LUNCH PLATTERS

Sandwich platter serves approximately 12 guests.
Assorted bagged kettle chips accompany all platters.



Only Vegas Platter \$254.00

12 sandwiches cut in half

- Chicken chipotle – Cotija cheese, lettuce, tomato on a sourdough Kaiser roll
- Desert honey glazed ham, Swiss cheese and lettuce on a wheat Kaiser roll, herb crusted
- Roast beef, cheddar cheese, lettuce and horseradish aioli on a sourdough Kaiser roll
- Southwestern vegetable wrap – Jack cheese, chipotle Cotija cream cheese and grilled vegetables

Sin City Sliders \$265.00

18 mini slider sandwiches

- Chicken BLT – sliced chicken breast meat, bacon and pico de gallo on a slider roll
- Italian Grinder – salami, spiced ham, pepperoni, provolone and pepperoncini salad on a slider roll
- Turkey Slider – pan roasted turkey, Jack cheese, roasted peppers, romaine and herb aioli on a slider roll

Garden Patch Platter \$191.00

12 sandwiches cut in half

- Caprese Spring mix, mozzarella, semi-dried tomato on garlic herb wrap
- Southwestern vegetable wrap, Jack cheese, chipotle Cotija cream cheese and grilled vegetables
- Summer flavors – tomatoes, cucumbers, carrots, pea shoots, sunflower seeds, Boursin cheese and provolone cheese on Kaiser roll

Pan Roasted Turkey and Butter Croissant Platter \$228.00

12 sandwiches cut in half

- Shaved pan roasted turkey
- Aged provolone cheese, lettuce and grain mustard aioli
- Buttery croissants

Edamame Veggie Wrap \$245.00

12 wraps cut in half

- Blended oriental vegetables
- Gaucamame
- Dried tomato and lettuce
- Spinach herb wrap



LUNCH

**A LA CARTE LUNCH SALAD BOWLS**

Serves approximately 12 guests.

GF **Four Corners Salad** \$75.00
Crispy romaine, corn, black beans, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips. Served with chipotle avocado ranch dressing and lime chili vinaigrette

GF **Fremont Street Caesar Salad** \$72.00
Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds. Served with creamy Caesar dressing and lemon herb vinaigrette

GF **Backyard Salad** \$72.00
Assorted baby greens, tomato gems, cucumbers, carrots, beets and spiced goat cheese coins. Served with an ancho ranch dressing and red wine vinaigrette

GF **Flower Salad** \$72.00
Roasted cauliflower, broccoli and carrot chili vinaigrette

GF **American Potato Salad** \$69.00
Red bliss potatoes, whole grain mustard aioli, egg and celery

Heirloom Rice and Grain Salad \$72.00
Heirloom rice and grains, mushrooms, artichokes, tomato gems and herb sherry vinaigrette

ADD TO ANY SALAD AS AN ENHANCEMENT:

GF **Herb Grilled Chicken Breast** \$28.00
Carved and enhanced by sea salt and pink pepper



LUNCH

PLATED LUNCHES

TWO COURSE

Prices listed are per guest. Minimum 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

Two course plated lunches served with Vegas bakery rolls, iced tea, freshly brewed regular coffee and water.

MAIN COURSE

Please select one from the following:

Hardwood Smoked Turkey Breast \$45.00

Pepper jack cheese, desert orange chutney, leaf lettuce, Telera bread enhanced by Bazar salad and edamame four-grain salad

Roasted Chicken Breast \$45.00

Preserved lemon tomato chutney, Toscana pearl pasta salad, fire roasted garden vegetables, rocket lettuce and red wine dressing



Honey Prickly Pear

Caramelized Chicken Breast \$45.00

Roasted tri-colored fingerling chow chow, spiced haricot vert, crispy lettuce heart and passion fruit vinaigrette

Local Herb Stout

Marinated Steak Pavé \$45.00

Vegetable chimichurri, fire roasted cauliflower and broccoli, carrot chili dressing and southwest style potato salad

Rare Miso and Sesame

Crusted Tuna Bloc \$45.00

Asian lettuce wakami salad, pickled ginger, and soba noodles, crispy pickled vegetable salad and wasabi yuzu dressing



PLATED DESSERTS

Please select one from the following:

Mixed Fruit Crostata – with sweet cream and berry balsamic syrup

Meyer Lemon Tart – with raspberry compote, blueberry syrup and sweet cream

Maracuja Custard Tart – with cream cloud raspberry and salted caramel sauce

Tres Leches Cake – with sea salt caramel, buttered rum sauce and sweet cream

Chocolate Mousse Layer Cake – with sweet cream and berry compote

A dedicated server is required for all hot food services.



Gluten free options available.



LUNCH

**PLATED LUNCHES** continued**THREE COURSE**

Prices listed are per guest. Minimum 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.
Three course plated lunches come with Vegas bakery rolls and butter,
freshly brewed coffee, iced tea, water and choice of salad and dessert.

MAIN COURSE

Please select one from the following:

GF **Ancho Rubbed Roasted Chicken Breast \$45.00**

Chimichurri velouté, southwest rice pilaf
and seasonal local vegetable medley

Herb Grilled Chicken Breast \$45.00

Prickly pear mojito reduction, roasted chili
corn pudding and southwest ratouille

GF **Pioneer Chicken Breast \$45.00**

Pepper, chili and mushroom caponata,
fingerling potato hash and roasted baby roots

GF **Barbacoa of Beef \$45.00**

Chipotle crema diabla sauce, red bliss
smashed potatoes and flame grilled asparagus

GF **Butler Steak \$45.00**

Mushroom ragout, herb wine sauce, Yukon mousseline
potatoes, grilled herb tomato and haricot vert

CATERING MENU — LAS VEGAS CONVENTION CENTER**SALADS**

Please select one from the following:

GF **Our Simple Garden Salad**

Mixed baby leaf greens, tomato
gems, cucumbers, carrot radish
curls served with creamy
buttermilk ranch dressing and
aged sherry vinaigrette

GF **Farmers Market Salad**

Baby greens, beet and carrot
curls, cucumbers, tomato gems,
strawberries, maytag blue cheese,
served with chive creamy dressing
and raspberry vinaigrette

Four Corners Salad

Crispy romaine, corn, black bean,
fire roasted peppers, tomato gems,
cotija cheese and crispy tortilla strips
served with chipotle avocado ranch
dressing and lime chili vinaigrette

GF **Backyard Salad**

Assorted baby greens, tomato
gems, cucumbers, carrot, beets
and spiced goat cheese coins
served with ancho ranch dressing
and red wine vinaigrette

GF **Fremont Street Caesar Salad**

Baby romaine spears, roasted
peppers, crispy Parmesan cheese,
spiced pumpkin seeds served
with creamy Caesar dressing and
lemon herb vinaigrette

PLATED DESSERTS

Please select one from the following:

Flourless Chocolate Cake

With raspberry syrup and sweet cream

Lemon Custard Brûlée Tart

With seasonal berry balsamic honey
compote and sweet cream

Orange Semolina Cake

Sweet cream and
huckleberry compote

New York Style Cheesecake

Sweet cream and seasonal
berry compote

Apple Crumble Tart

Sea salted caramel and sweet
cinnamon cream

A dedicated server is required for
all hot food services.

GF Gluten free options available.

LUNCH BUFFETS



LUNCH





LUNCH BUFFETS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

Your choice of two salads and select either sandwiches or wraps. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

Gourmet Deli Lunch Buffet \$39.00

DELI SALADS

-  · Mixed greens, tomato gems, cucumbers, carrot curls with creamy dressing and vinaigrette
-  · Roasted cauliflower with broccoli and carrot chili vinaigrette
-  · Whole grain mustard potato salad
-  · Local rice salad, mushroom, artichoke, tomato gems and herb sherry vinaigrette
- Cajun root and grain salad, vegetable confetti with sugar cane vinaigrette

SANDWICHES

All sandwiches come with lettuce, tomato, sliced onion, dill pickles, mayonnaise, whole grain and yellow mustard.


- Hardwood smoked turkey and provolone cheese on an artisanal French roll
- Rare roast beef and sharp cheddar cheese on an artisanal French roll
- Roasted vegetables and house hummus on an artisanal French roll
- Italian capicola, ham, Genoa salami, pepperoni and aged provolone cheese on ciabatta



WRAPS

- Smoked turkey with brie mousse, greens, desert orange chutney and tortilla wrap
- Rare roasted beef, herbed garlic cheese, greens and tortilla wrap
- Black forest ham, Swiss cheese, honey mustard, greens and tortilla wrap
- Roasted eggplant, squash, peppers, semi-dried tomatoes, chickpea cheese and tortilla wrap

DESSERTS

-  · Whole fruit basket
- Gourmet cookies
- Decadent brownies



A dedicated server is required for all hot food services.

-  Gluten free sandwiches available upon request.

LUNCH

LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

Mt. Charleston \$45.00

SALADS

Farmers Market Salad

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, side of caramelized walnuts, maytag blue cheese, with raspberry vinaigrette and chive creamy dressing



Heirloom Potato Salad

Assorted Heirloom petite potatoes with whole grain creamy mustard dressing

MINI SLIDER SANDWICHES

- Ancho roasted turkey breast, crispy lettuce, semi-dried tomato, avocado aioli, Telera slider
- Carved beef tenderloin, blue cheese, smoked Gouda, horseradish aioli, multigrain slider
- Fresh mozzarella, Heirloom tomato, roasted peppers, aged balsamic aioli on sourdough slider
- Assorted individual bags of kettle potato chips


DESSERTS

-  • Crème brûlée with fruit garnish
-  • Fresh seasonal fruit and berry martini
- Assortment of house Las Vegas cupcakes






Hacienda Plaza \$45.00


SALADS

- Corn, black bean, fire roasted peppers, tomato gems, crispy romaine, Cotija cheese and crispy tortilla strips served with chipotle avocado ranch and lime chili vinaigrette
-  • Roasted root vegetables, red rice, dried local stone fruit served with honey prickly pear vinaigrette

MAINS

- Pioneer chicken enhanced by red pepper, sweet onion and local mushroom caponata
-  • Barbacoa of beef with chipotle sour cream diablo sauce
-  • Southwest blended rice
- Southwestern corn pudding
-  • Seasonal fresh vegetables

DESSERTS

- Tres leches cake
- Spiced flourless cake
-  • Flan de queso blanco



A dedicated server is required for all hot food services.

 Gluten free sandwiches available upon request.



LUNCH

LUNCH BUFFETS continued




Prices listed are per guest. Minimum of 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.
All lunch buffets include iced tea.

Summerlin Backyard BBQ \$45.00

SALADS

-  · Trio of sweet peppers, tomatoes, local onions, Spanish cucumbers, chick peas and lemon cilantro vinaigrette
-  · Mixed baby greens, spring berries, pine nuts, queso fresco, served with red wine vinaigrette and creamy chive dressing

MAINS

- Pecan wood smoked beef brisket with house prickly pear barbeque sauce topped with crispy sweet onion
-  · Grilled chicken breast enhanced by soft herb mojito velouté
- Roasted chili, three cheese mac and cheese
-  · Buttered golden mashed potatoes
-  · Farmers squash casserole



DESSERTS

- Prairie trail seasonal cobbler and spiced crema
- Fireside s'more cupcake
- Cheesecake with fruit compote







Fremont Street \$45.00

SALADS

-  **Fremont Salad**
Romaine spears, roasted peppers, black beans, crispy cheese, spiced pumpkin seeds served with honey Meyer lemon vinaigrette and roasted red pepper ranch dressing
-  **Flower Salad**
Fire roasted cauliflower, broccoli and carrot lime chili vinaigrette

MAINS

-  · Pit roasted pulled pork enhanced by strawberry margarita barbeque sauce
-  · Honey citrus soy seared chicken breast and edamame chow chow
-  · Smashed red bliss garlic potatoes
- Spanish rice
-  · Local early spring ratatouille

DESSERTS

- Bittersweet chocolate mousse cake
- Berry crostata, Mexican cinnamon crema
- Walnut tartlets with sweet spiced cream



A dedicated server is required for all hot food services.

LUNCH

LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.
All lunch buffets include iced tea.

Green Valley Backyard \$45.00

SALADS





Backyard Salad

Assorted baby greens, tomato gems, cucumbers, carrots, beets and side of spiced pecans. Served with red wine vinaigrette and ancho ranch dressing

Basque Salad


Peppers, cucumbers, red onions, roasted cauliflower, enhanced with lemon herb vinaigrette

MAINS

-  · Roasted pork loin enhanced by stone fruit chutney
-  · Ancho rubbed roasted chicken breast with chimichurri velouté
- Roasted poblano pepper and three cheese mac and cheese
-  · Brown rice pilaf
-  · Las Vegas mache choux



DESSERTS

- Chipotle dark chocolate tart with orange cream
- Carrot cake with cream frosting
-  · Mango and prickly pear mousse shots



A dedicated server is required for all hot food services.

DINNER MENU



DINNER

PLATED DINNERS

Prices listed are per guest. Minimum of 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.

All plated dinners accompanies with Vegas bakery rolls and butter, freshly brewed regular coffee, iced tea, water and choice of salad and dessert.

ENTRÉES

Please select one from the following:

- GF • **Roasted Airline Chicken Breast \$50.80**
Free range bone in chicken breast, candied Meyer Velouté, whipped butter potatoes and southwest ratatouille
- **Seared Chicken Ballotine \$52.00**
Local mushroom salad, truffle vinaigrette, herb pan perdue and seasonal bouquet of vegetables
- **Pork Toscana Vegas \$51.00**
Roasted prosciutto wrapped pork tenderloin, prickly pear citrus chutney, corn pudding and seasonal bouquet of vegetables
- GF • **Herb Crusted Butler Steak \$53.00**
Seared Angus Butler steak, chimichurri sauce, golden mashed potatoes and seasonal bouquet of vegetables
- **Agave Braised Beef Short Rib \$53.00**
Reduction glaze, mushroom salad, horseradish vinaigrette. Mac n' triple cheese cupcake, crispy sweet onions and roasted asparagus



- GF • **Supreme of Organic Salmon \$52.00**
Oven roasted organic supreme of salmon, pink grapefruit butter sauce, wilted greens, blistered baby Heirloom tomatoes and mushroom potatoes
- **Old Vegas Classic \$53.00**
Veal Osso Buco Milanese, reduction sauce, orange herb gremolata, saffron risotto and fontina cake, thyme roasted baby root vegetables



A dedicated server is required for all hot food services.

DINNER

PLATED DINNERS continued

SALADS

Please select one from the following:

- GF · **Farmers Market Salad**
 Local baby greens, herb encrusted goat cheese, radishes, seasonal berries, southwest spiced agave pecans and aged sherry vinaigrette

- GF · **Roasted Beet Salad**
 Roasted beets, Belgian endive, bitter greens, seasonal citrus, pistachio crisp and blood orange vinaigrette

- **Butter Lettuce Hearts**
 Coeur of butter lettuce, baby Heirloom tomatoes, iced Bermuda onion straws, buttermilk blue cheese, croutons and creamy ranch dressing



DESSERTS

Please select one from the following:

- **Crostata of Fresh Fruit and Berries**
 Bavarian cream, balsamic honey blueberry syrup and sweet cream

- **Passion Fruit Curd Cloud Tart**
 Raspberry compote, macaroons and sweet cream

- **Chocolate Grand Marnier Mousse Cake**
 Orange salad, raspberry glaze and sweet cream

- **Vanilla Bean Crème Brûlée**
 Macaroon and seasonal fruit garnish

- **Classic Opera Cake**
 Vanilla bean Anglaise, fruit compote and sweet cream

GF Gluten free desserts available on request.



RECEPTION MENUS



RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

<p>GF Tropicana Jumbo Shrimp Cocktail Sauce and Lemon \$6.00</p> <p>GF Antipasto Brochettes and Pesto Drizzle \$6.00</p> <p>Stuffed Piquillo Pepper, Hearts of Palm, Watercress and Wheat Toast \$5.50</p> <p>Southwest Corn Black Salad Encased in Taco \$5.75</p> <p>Smoked Chicken, Cotija Cheese, Pepper Jelly and Jalapeño Biscuit \$5.75</p> <p>Five Spice Duck Breast, Cucumber, Red Pepper on Bao Buns \$6.00</p>	<p>Beef Medallion Horseradish Cream, and Blue Cheese on Short Bread \$7.25</p> <p>Bresaola, Baby Arugula, Herbed Goat Cheese, Asiago on Crostini \$6.50</p> <p>Scottish Style Smoked Salmon, Crepe, Lemon, Dill, Crème Fraiche and Tobiko \$6.50</p> <p>Las Vegas Spicy Tuna Tartar Cannoli \$7.00</p> <p>GF Cold Water Lobster Roll, Romaine Lettuce, Tarragon, Fennel, Mango and Sauce Americaine \$7.50</p>
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RECEPTION

HOT HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

**Large Tempura White Shrimp
Hand Battered and Thai
Sweet Chili Sauce** \$5.00

**Crispy Chicken Bites
and Ranch Dip** \$4.25

**Chorizo Arepas and
Chimichurri Aioli** \$5.75

**Artichoke Beignets and
Meyer Lemon Crema** \$6.25

**GF Southwestern Style Bacon
Wrap Scallop and Lime
Chile Glaze** \$6.50

**Four Corner Chicken Spring
Roll and Cilantro Aioli** \$4.75

**Barbacoa Beef Taquito
and Ancho Crema** \$6.50

**Lobster Indian Corn
Empanada and Lime Crema** \$6.00

**Coconut Crusted Shrimp
and Pino Colada Crema** \$7.00

**GF Chili Lime Chicken Kabob and
Cilantro Greek Yoghurt Dip** \$6.00

Raspberry and Brie Poufette \$5.00

A dedicated server is required
for all hot food services.



RECEPTION

RECEPTION DISPLAYS & STATIONS

Prices listed are per guest. Minimum of 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.

Imported and Domestic Cheese Board \$9.75

Garnished with fresh and dried seasonal fruit, sliced baguette and assorted crackers

Gluten free crackers and breads available upon request.
Minimum order of 25 guests – Order in increments of 25

Tableau of Carved Seasonal Fruit and Berries \$8.50

Served with Greek yogurt honey dipping sauce

Minimum order of 12 guests – Order in increments of 12

Local Farmer's Market Vegetable Crudité \$7.25

Served with buttermilk ranch dip

Minimum order of 25 guests – Order in increments of 25

Hummus Trio \$6.75

Traditional, white bean and roasted garlic, served with edamame mint, crispy pita chips and flatbreads

A dedicated server is required for all hot food services.



Charcuterie Board of Cured Meats and Marinated Vegetables \$13.50

A selection grilled farmer's market vegetables, cured meats, flat breads, crostini and crackers

Nacho Stand* \$12.00

Crisp corn tortilla chips, chicken tinga, refried pinto beans, jalapeño cheddar cheese sauce, pickled jalapeños, black olive rings, sour cream, pico de gallo and guacamole

*A dedicated server is required. \$120 per server.



RECEPTION

RECEPTION DISPLAYS & STATIONS continued

Prices listed are per guest. Minimum of 50 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.

Bruschetta and Flat Bread Station **\$11.75**

Assortment of toppings, toasted flatbreads, crostini and pita chips. Includes:

- Fresh tomato, basil and garlic
- Roasted cauliflower, artichoke and arugula tapenade
- Classic olive tapenade
- Classic humus, red beet humus and extra virgin olive oil

Baked Wheel of Brie** (each) **\$140.00**

(Each wheel serves approximately 35 guests)

Baked in crispy pastry crust, served warm with desert orange prickly pear chutney and artisanal baguettes

**Requires a heat lamp – Heat lamp rental fee of \$50.00+ per day – Power requirements 1 dedicated, 110 volt, 20 amp electrical outlet



Pasta Station*** **\$16.50**

(Minimum of 100 guests)

Fresh four-cheese tortellini and penne rigate enhanced with breadsticks, crushed red pepper and Parmesan cheese.

Select two sauces from the following: rosa sauce, pomodoro sauce, classic Genovese pesto and ragout of estate extra virgin olive oil. Selections of asparagus, smoked chicken, fresh tomato, assortment of mushrooms, garlic and sweet fresh basil

Add Shrimp \$16.00

Add Crabmeat or Lobster \$18.00

***A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.



RECEPTION

CULINARY ATTENDED ACTION STATIONS

Prices listed are per guest. Minimum of 100 guests.
For events under 50 guests, a \$75.00+ labor fee will apply.

Four Corner Slider Station* \$13.50

Las Vegas bakery buns, side of prickly pear cole slaw, house pickled vegetables and peppers

Choice of three:

- Black Angus slider with jalapeño jack cheese
- Pulled wood fired rotisserie chicken tinga
- Buffalo slider with caramelized onions and western blue cheese
- Black bean chipotle burger with chayote slaw and spiced avocado purée

Las Vegas Street Vendor Taco* \$16.00

Choice of corn or flour tortillas, enhanced by prickly pear cabbage salad, sour cream, guacamole and choice of salsa roja, verde or roasted corn pico de gallo

Choice of three:

- Agave and prickly pear pork carnitas
- Chipotle and tequila flame grilled Angus skirt steak
- Ancho chili and lime grilled chicken
- Margarita marinated grilled catch of the day
- Salsa verde and garlic grilled portobello mushroom



Looking West to the Far East* \$30.00

A dedicated server is required. \$120 per server. Tray passed, choice of two:

- Dungeness crab rangoon with apricot sweet and sour sauce
- Winter curry vegetable dumpling ponzu glaze
- GF • Vietnamese summer spring roll peanut butter glaze
- GF • Tiger style Heirloom tomato salad pickled shrimp lettuce cup

Small Plates:

- Steamed Bao station with choice of gingered beef short rib, poached lobster, Dungeness crab salad, stir fry of vegetables and barbeque pork, enhanced by pickled vegetable salad, sriracha mayo and house plum sauce
- GF • Five spiced smoked pork belly, forbidden rice cake with slaw of fennel, pineapple and tart cherries drizzled with caramel cappuccino gastrique
- GF • Charsiu of gingered, free-range duck breast of sweet and sour, eggplant, crispy house granola red rice cake. Served with cilantro Asian vegetable slaw and peanut ponzu vinaigrette

*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

RECEPTION

CARVED TO ORDER STATIONS

Prices listed are per item.

For events under 50 guests, a \$75.00+ labor fee will apply.

GF **Bone-In Turkey Breast*** \$230.00

(serves 25 guests)

High desert herb rubbed and roasted turkey breast, prickly pear orange chutney, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

GF **Slow Roasted Whole Sirloin of Beef*** \$390.00

(serves 25 guests)

Chimichurri, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

GF **Herb Crusted Beef Tenderloin*** \$550.00

(serves 25 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

Tri Color Pepper Crusted Heirloom Pork* \$375.00

(serves 25 guests)

Charred stone fruit and orange chutney, tarragon mustard aioli, chimichurri and Las Vegas bakery cocktail rolls



GF **Herb and Pepper Crusted Baron of Beef*** \$550.00

(serves 75 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

GF Gluten free rolls available on request.



RECEPTION

DESSERT STATIONS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. Based on an event duration of 90 minutes.

Served with freshly brewed regular coffee.

Ice Cream Social \$12.00

Premium vanilla ice cream, served with assorted parlor toppings:

- Nuts
- Cherries
- Whipped cream
- Shredded toasted coconut
- Chopped assorted candy bars
- Cookies

*Requires Freezer – Ice Cream Freezer Rental Fee: **\$250.00**

Strawberry Shortcake Station \$14.50

Build your own strawberry shortcake station to include:

- Fresh strawberries
- Mixed berry compote
- Shortcake biscuits
- Pound cake
- Chocolate sauce
- Whipped cream



Build Your Own Shortcake Station \$14.50

- Fresh local seasonal berries
- Buttermilk biscuits
- Angel food cake
- Agave caramel sauce
- Spiced chocolate sauce
- Whipped cream
- Mixed berry sauce

Las Vegas Pastry Shop Window \$16.00

A selection of mini pastries, petit fours, chocolates and tarts

Four Corner Sweet Street Taco Station* \$16.00

- Crispy almond taco shells
- Crispy cinnamon taco shells
- Prickly pear mousse
- Avocado agave mousse
- Margarita mousse
- Fresh mixed fruit and berry salsa
- Agave caramel sauce
- Spiced chocolate sauce
- Whipped cream
- Mixed berry sauce



*A culinary professional is required. \$180 per station.

BEVERAGE MENUS



BEVERAGES

HOSTED BEVERAGES

All beverages are purchased by the host. Charges are based on consumption. One bartender per 100 guests is recommended. Please select premium or deluxe package.

Premium Spirits \$8.50

By the cocktail

Ketel One Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Dewar's 12 Scotch

Bulleit Bourbon

Seagram's VO Whiskey

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

Deluxe Spirits \$7.75

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec



Please select one category of spirits per event. Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$650.00++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually.

BEVERAGES

HOSTED BEVERAGES continued

Premium Wine

By the glass **\$7.25**

House Selections

Chardonnay

Merlot

Deluxe Wine

By the glass **\$6.75**

House Selections

Chardonnay

Merlot



Imported Beer

By the bottle/can **\$7.50**

By the case **\$156.00**

Corona Extra

Stella Artois

Other options available by the case

American Premium Beer

By the bottle/can **\$6.50**

By the case **\$132.00**

Budweiser

Bud Light

Draft Beer By the keg*

American Premium

Imported

Contact your sales manager for keg pricing.

*Please note we are not able to serve kegs on the second floor of an exhibit booth.

Malt

By the case **\$168.00**

Mike's Hard Lemonade

Angry Orchard Cider

Las Vegas Logo

Bottled Water (each) **\$2.25**

Soda (each) **\$3.25**

Assorted Pepsi® products

Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.



BEVERAGES

CASH BAR SERVICE

All beverages are purchased using cash or credit card by each guest. One bartender per 100 guests is recommended. Please select Premium or Deluxe package.

Premium Spirits \$8.50

By the cocktail

Ketel One Vodka
 Tanqueray Gin
 Bacardi Superior Rum
 Camarena Silver Tequila
 Dewar's 12 Scotch
 Bulleit Bourbon
 Seagram's VO Whisky
 Hennessy V.S.O.P. Cognac
 Southern Comfort
 Tuaca
 Bailey's Irish Cream
 Sweet Vermouth
 Dry Vermouth

Deluxe Spirits \$8.00

By the cocktail

New Amsterdam Vodka
 Bombay Original Gin
 Bacardi Superior Rum
 Jose Cuervo Especial Tequila
 Dewar's White Label Scotch
 Jack Daniel's Whiskey
 Seagram's 7 Crown Whiskey
 Hennessy V.S. Cognac
 Martini & Rossi Vermouth
 Bols Triple Sec



Please select one category of spirits per event.

Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$950.00++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually

BEVERAGES

CASH BAR SERVICE continued

Premium Wine \$7.50

By the glass

House Selections

Deluxe Wine \$7.00

By the glass

House Selections



Imported Beer \$7.00

By the bottle/can

Corona Extra
Stella Artois

Malt \$7.00

By the bottle/can

Mike's Hard Lemonade
Angry Orchard Cider

American Premium Beer \$5.75

By the bottle/can

Budweiser
Bud Light

Las Vegas Logo Bottled Water (each) \$2.25

Soda (each) \$3.25

Assorted Pepsi® products



Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.

Please do not hesitate to contact your Catering Sales Manager for assistance with your event's beverage menu.

BEVERAGES

WINES

Chardonnay

	Bottle
Canyon Road, <i>California</i>	\$29
Bonterra, <i>Mendocino, California</i>	\$54

Pinot Grigio

Ecco Domani, <i>Delle Venezie, Italy</i>	\$36
Placido, <i>Italy</i>	\$37

Sauvignon Blanc

Fetzer Echo Ridge, <i>California</i>	\$29
Whitehaven Marlborough, <i>New Zealand</i>	\$48
Bonterra, <i>Mendocino, California</i>	\$54

Riesling

Pacific Rim (Dry Organic), <i>Columbia Valley</i>	\$40
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Sparkling Wine · Champagne

Wycliff Brut, <i>California</i>	\$28
Maschio Prosecco, <i>Veneto, Italy</i>	\$43
LaMarca Prosecco, <i>Treviso, Italy</i>	\$48
Chandon Brut Classic, <i>Carneros, Napa</i>	\$84



Cabernet Sauvignon

	Bottle
Dark Horse, <i>California</i>	\$28
Beringer Main & Vine, <i>California</i>	\$29
Fetzer Valley Oaks, <i>California</i>	\$29

Merlot

Walnut Crest Select, <i>Chile</i>	\$29
Columbia Winery, <i>Washington</i>	\$32
Bonterra, <i>Mendocino, California</i>	\$45

Pinot Noir

Fetzer, <i>Chile</i>	\$29
Rainstorm, <i>Willamette Valley, Oregon</i>	\$55
Lyric By Etude, <i>California</i>	\$90

Malbec

Trivento Reserve, <i>Mendoza, Argentina</i>	\$52
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Zinfandel

Fetzer Valley Oaks, <i>California</i>	\$29
1000 Stories Bourbon Barrel Aged, <i>California</i>	\$50
Bonterra, <i>Mendocino, California</i>	\$58



Wines are subject to change based upon availability.





MAKING IT BETTER TO BE THERE®

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.



DRONES/Unmanned Aerial System (UAS)

Name of Event: _____ Date of Event: _____

Booth #: _____ Meeting Room #: _____

Name of Exhibiting Company _____

Contact Person/Title: _____

Phone: _____ Email: _____

Power Source: Battery or Other: _____

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

Drone/UASs are allowed to be used either indoors or outdoors with the following requirements:

- Exhibitors must have approval from show management.
- This form must be completed and submitted.
- Drone/UAS carrying weapons are prohibited.
- Drone/UAS may not be flown in lobbies, restaurants or other common areas.
- Drone/UAS are prohibited from flying over populated areas.

Outdoor Use Without Being Fully Enclosed

- You must obtain a waiver from the FAA. Waivers can be obtained by going to the FAA website, www.faa.gov/waiver_request/.
- UAS operators must obtain a Remote Pilot Certificate from the FAA.
- Must be less than 55 pounds, or if over 55 pounds, it must be registered with the FAA.
- Daylight-only operations.
- Must maintain visual line-of-sight at all times with the UAS (no operation from video unit allowed).
- No operations over people.
- One UAS per operator

I have read the Drone/UAS guidelines

Email to conventionservices@lvcva.com for approval

For info phone: (702) 892-2860



EXHIBITOR KIT

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AEROSOL CANS

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

ANIMALS

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

BALLOONS

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

INDOORS

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

OUTDOORS

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

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

HOT AIR BALLOON OPERATIONS

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

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

RUNAWAY BALLONS

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

BOOTH SET-UP

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

BUSINESS CENTER

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

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

CHEMICALS

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

CONTRACTOR & VENDOR REQUIREMENTS

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

BADGING REQUIREMENTS

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

EMERGENCY PROCEDURES

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

FOOD AND BEVERAGE

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

PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, an Application for Food Preparation or Sampling form must be completed and emailed to conventionservices@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve and/or forward the information to the Las Vegas Convention Center Fire Prevention Office and Centerplate.

EXHIBITION AND DISPLAY COOKING

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

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

FOOD SAMPLING INFORMATION

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

Exhibitors who are giving away free, open food or beverage are required to submit an Application for Food Preparation or Sampling form to conventionservices@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve or forward for approval to the Las Vegas Convention Center Fire Prevention Office. A member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
 - Non-alcoholic beverages: 3 oz.
 - Food items: 2 oz.

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

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

FIRE PREVENTION EXHIBIT GUIDELINES

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

HALOGEN LAMP RESTRICTIONS

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

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

APPROVED HALOGEN BULBS - 75 WATTS MAX



DISAPPROVED HALOGEN BULBS



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

Four wheel dollies

Two wheel dollies

Four wheel push carts



MEETING ROOMS

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

MULTI-LEVEL AND/OR COVERED EXHIBITS

BOOTH PLAN SUBMITTALS

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

FIRE WATCH

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

OUTDOOR EXHIBITS

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

GENERATORS

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

TENTS AND CANOPIES

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

STAKING

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

TRUSS STRUCTURES

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

PARKING

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

PERMITS

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

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

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

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

PERSONAL MOBILITY DEVICES

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

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

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

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

EXHIBIT HALLS/MEETING ROOMS/OUTDOORS

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

OUTDOORS

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

ROOF ACCESS

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

EQUIPMENT INSTALLATION

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

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

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

VEHICLES ON DISPLAY INDOORS

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

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

WEAPONS

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