

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

24TH WORLD CONGRESS
ISHRS
SEPT 28-OCT 1, 2016

Las Vegas

CAESARS PALACE • LAS VEGAS • NEVADA • USA
INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY

Octavius Ballroom 12

INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY



Dear Exhibitor:

Thank you for choosing to exhibit at our upcoming meeting this September/October. Our membership eagerly awaits the ISHRS 24th World Congress at Caesars Palace in Las Vegas. I hope you enjoy your time in this iconic entertainment city and that your experience exhibiting with us is a rewarding one.

This year's program chair, Marcelo Pitchon, MD, along with the World Congress Planning Committee has put together a top-notch scientific program full of informative and thought-provoking sessions.

This year's Exhibit Hall is located in the Octavius Ballroom, which is on the Promenade Level of Caesars Palace. Again this year, as many, continental breakfast and coffee breaks, as possible, will be held in the exhibit area which will provide exhibitors more exposure and time to socialize with the group. This year we will also serve lunch to all attendees and exhibitors, Thursday through Saturday. And as always, we will hold the Welcome Reception in the Exhibit Hall on Thursday/September 29, 2016, for the extended hours of 6:00PM-8:00PM. This will be a great way to wrap up a busy opening day.

I hope you have a successful show. We are always open to suggestions and ideas. Please share your thoughts regarding our exhibits program. You are a valued part of our meeting, and on behalf of the ISHRS leadership, I thank you for your participation.

Most sincerely,

Victoria Ceh, MPA
Executive Director

BUSINESS ADDRESS:
303 WEST STATE STREET
GENEVA, IL 60134 USA
TELEPHONE: 1-630-262-5399
TOLLFREE: 1-800-444-2737
FAX: 1-630-262-1520
E-MAIL: info@ishrs.org
WEBSITE: www.ISHRS.org



International Society of Hair Restoration Surgery
24th World Congress
September 28-October 2, 2016
Caesars Palace, Las Vegas, NV, USA

EXHIBITOR INFORMATION AT-A-GLANCE

► WHO PROVIDES WHAT?

#1: LAS VEGAS EXPO:

Las Vegas Expo is the official service contractor for the meeting. Las Vegas Expo is the exclusive provider of the following services: *decorating, standard furniture, standard accessories and carpet rentals, and freight handling (including unloading, loading, material handling, and handling empties). Although Las Vegas Expo provides complete shipping & freight services through LVE Logistics, exhibitors may use their own designated carrier for inbound/outbound shipments. Exhibitors may also use their own custom furnishings and accessories or that of a specialty furniture vendor.

* If an exhibiting company hires a non-official contractor ("Exhibitor Appointed Contractor" or "EAC") to provide any of the non-exclusive services which Las Vegas Expo may otherwise perform, the exhibitor using the EAC must adhere to Las Vegas Expo's terms for EACs, as listed in the Exhibitor Service Manual (see "Work Authorization" form).

REGARDING THE SHIPPING, HANDLING AND SET-UP OF YOUR EXHIBIT FREIGHT:

Due to strong union restrictions at Caesars Palace, it is highly recommended that you ship your freight in advance to Las Vegas Expo's warehouse to avoid difficulties. Freight will be received at their warehouse September 1 through September 30.

Do not ship directly to the hotel. The only exception is Direct to Show Site Delivery, where your freight is delivered directly to Caesars Palace, but this is only allowed on set-up day, Wednesday, Sept. 28, during official show set up hours of 1:00PM-7:00PM. Show Site Deliveries need to be pre-arranged with Las Vegas Expo as they receive it on the hotel docks.

Please refer to the Exhibitor Service Manual to carefully review Show Site Work Rules, Hand Carry Policy, Personal Vehicle & Cart Service Rules & Fees, and Fire & Safety Regulations.

All order forms for Las Vegas Expo and related suppliers are in the Exhibitor Service Manual PDF. Las Vegas Expo orders may also be placed online. Each exhibitor will receive online ordering instructions directly from Las Vegas Expo.

EARLY ORDER DISCOUNT DEADLINE IS SEPTEMBER 14, 2016.

If you have **questions**, you may contact Las Vegas Expo's Exhibitor Services Department at:

Phone: 1-702-248-6200

Fax: 1-702-248-4113

E-mail: exhibitorservices@lvexpo.com

Online Ordering: Each exhibitor will receive their online ordering instructions from Las Vegas Expo to place orders at online.lvexpo.com.

#2: ENCORE- Audio-Visual Equipment & Computer Rentals, Internet/Phone Service & Electrical Power:

Encore, located in-house at Caesars Palace, is the exclusive provider of tradeshow Audio-Visual Equipment & Computer Rentals, Internet/Phone Service & Electrical Power. Their order forms are included in the Exhibitor Service Manual.

Note that Caesars Palace will provide ISHRS attendees with shared **complimentary wireless internet service** throughout the meeting space and casino area. However, if you require assured connection in your booth, you will want to order a dedicated line through Encore.

If you have questions, you may contact:

EARLY ORDER DISCOUNT DEADLINE IS SEPTEMBER 14, 2016. If you have questions, please contact Encore at:

Phone: 1-702-866-1133

Fax: 1-702-866-1741

E-mail: Caesars@encore-us.com

Online Ordering: www.encore-us.com

► **Location of the Exhibition:**

Exhibit booths will be located in Octavius Ballroom (entry through section 12), located on the Promenade Level of Caesars Palace. This location is adjacent to the General Session, which also takes place in a section of Octavius Ballroom.

► **Union Jurisdiction:**

Las Vegas is a strong union labor city with strict rules for tradeshow. Please review the "Show Site Work Rules" in the Exhibitor Service Manual to be sure you are adhering to union requirements.

► **NEW - Exhibit Booth Personnel Registration:**

All personnel staffing the exhibit booths must register as booth personnel at \$450 per person, with a maximum of 4 booth personnel per 8 ft. x 10 ft. booth.

All registered booth personnel will receive the following catered functions, all of which take place in the exhibit hall: Continental Breakfast, Coffee Breaks, and Lunch on all three days, Thursday through Saturday, and the Welcome Reception on Thursday evening.

Note: Tickets to the Saturday Gala Dinner may be purchased through the exhibitor registration system.

► **Exhibit Space Dimensions & Details:**

Each single booth measures 8 feet deep x 10 feet wide.

Included in your fee of \$3,250 USD per booth is:

- The 8 feet deep x 10 feet wide exhibit area,
- The standard pipe and draped exhibit booth (the draping color is black),
- A basic company ID sign showing company name, city, province/state and country,
- Janitorial services for the aisles only.
- Basic room lighting (note that no individual lights or electrical outlets are provided in the booth space for product lighting),

For anything additional, you will need to order it through Las Vegas Expo or the applicable supplier, at your own expense.

► **Show Colors:**

The draping of your provided pipe & drape booth will be black.

► **Exhibit Area Carpeting:**

The exhibit area is carpeted. You are not required to rent carpeting for your booth unless you require a specific color.

► **Show Schedule:**

SET-UP:

Wednesday/September 28, 2016 1:00PM-7:00PM

SHOW HOURS:

Thursday/September 29, 2016 8:00AM- 8:00PM

Friday/September 30, 2016 10:30AM- 6:00PM

Saturday/October 1, 2016 8:00AM- 2:00PM

DISMANTLE:

Saturday/October 1, 2016 2:00PM-7:00PM

Exhibits must **NOT be disturbed, dismantled or removed before 2:00PM on Saturday, October 1, 2016. All exhibit materials must be fully removed from the exhibit area by 7:00PM on Saturday, October 1, 2016,** otherwise it will be rerouted at your own expense.

► **Hotel Reservations:**

The ISHRS has a limited group room block at Caesars Palace. Rooms are available until August 26, 2016, or while rooms last. We encourage you to make your hotel reservation early.

The group hotel rate is \$200/\$245 USD (standard room) and up, plus resort fee and taxes.

Go to the ISHRS Congress website for full details and reservation instructions: www.24thannual.com

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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.

BOOTH EQUIPMENT	BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
	HALL FLOORING	EXHIBIT HALL IS CARPETED		
	Each 8' X 10' inline will consist of:			
		Flameproof backwall & side divider drape		
		Solid black drape will be provided		
	Identification Sign			

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Wednesday, September 28, 2016	1:00 PM	7:00 PM	Exhibitor Setup
Thursday, September 29, 2016	8:00 AM	8:00 PM	Show Hours
Friday, September 30, 2016	10:30 AM	6:00 PM	Show Hours
Saturday, October 01, 2016	8:00 AM	2:00 PM	Show Hours
Saturday, October 01, 2016	2:00 PM	7:00 PM	Exhibitor Move Out

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

5:00 PM on Saturday, October 1, 2016

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:

7:00 PM on Saturday, October 1, 2016

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 when beginning to teardown 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	Thursday, September 01, 2016			WAREHOUSE RECEIVING HOURS	
	STANDARD RECEIVING RATE DEADLINE	Wednesday, September 21, 2016			MONDAY - FRIDAY 7:30AM - 3:00PM	
	WAREHOUSE RECEIVING DEADLINE	Friday, September 30, 2016			EXCLUDING HOLIDAYS	
	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 this form			
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse			
	0					
	WAREHOUSE SHIPPING ADDRESS:		SHOW NAME	ISHRS 2016 World Congress	BOOTH #	
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.		COMPANY		C/O	LVE - IT VEGAS
			ADDRESS	4075 East Post Rd, Las Vegas NV 89120		

If exhibit material is shipped to the hotel, the hotel 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 hotel charges.

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING					
	DAY/DATE		START TIME		END TIME	
	Wednesday, September 28, 2016		1:00 PM		7:00 PM	
	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 to LVE and occur additional charges.					
	Do not ship your materials to arrive prior to the dates above.					
	SHOW SITE SHIPPING ADDRESS:		SHOW NAME	ISHRS 2016 World Congress	BOOTH #	
	All information must be provided on the shipping labels. Please use the show site labels enclosed.		COMPANY		C/O	Las Vegas Expo
			ADDRESS	Caesar's Palace Octavius Ballroom 3570 Las Vegas Blvd South, 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.

HOTEL BELLMAN

Hotel 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 \$120.00 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.

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 insure 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 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 and remain the property of LAS VEGAS EXPO.

We realize that exhibiting in a convention can be a complicated and sometimes a daunting task. 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 your needs prior to the event and during the show. You may reach us at 702-248-6200 Monday through Friday, email at exhibitorservices@lvexpo.com or see us at LVE Exhibitor Services 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 this form and your orders. 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. See each form for the specified deadline date

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.								

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			*FREIGHT/SHIPPING
			TAX
		OTHER EXPO SERVICES	
	TOTAL (If received by deadline date)	TOTAL	*All freight/shipping charges will show on your credit card statement as EliteXPO

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COMPANY NAME	BOOTH #
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FURNITURE ORDER

ORDER ONLINE online.lvexpo.com		QUANTITY	DISCOUNT DEADLINE 9/14/2016	STANDARD PRICE	TOTAL	
CHAIRS	STANDARD SIDE CHAIR		\$ 44.00	\$ 57.00		
	ARM CHAIR		\$ 65.00	\$ 84.00		
	PADDED COUNTER HIGH STOOL		\$ 75.00	\$ 98.00		
TABLES	4'L x 30"H x 24"W DRAPED TABLE*		\$ 81.00	\$ 105.00		
	6'L x 30"H x 24"W DRAPED TABLE*		\$ 100.00	\$ 130.00		
	8'L x 30"H x 24"W DRAPED TABLE*		\$ 121.00	\$ 157.00		
	4'L x 30"H x 24"W UNDRAPED TABLE		\$ 55.00	\$ 70.00		
	6'L x 30"H x 24"W UNDRAPED TABLE		\$ 70.00	\$ 90.00		
	8'L x 30"H x 24"W UNDRAPED TABLE		\$ 85.00	\$ 109.00		
COUNTER TABLES	4'L x 42"H x 24"W DRAPED COUNTER*		\$ 97.00	\$ 126.00		
	6'L x 42"H x 24"W DRAPED COUNTER*		\$ 120.00	\$ 156.00		
	8'L x 42"H x 24"W DRAPED COUNTER*		\$ 140.00	\$ 182.00		
	4'L x 42"H x 24"W UNDRAPED COUNTER		\$ 75.00	\$ 96.00		
	6'L x 42"H x 24"W UNDRAPED COUNTER		\$ 93.00	\$ 119.00		
	8'L x 42"H x 24"W UNDRAPED COUNTER		\$ 103.00	\$ 132.00		
CAFÉ	ROUND TABLE 36"W x 30"H		\$ 145.00	\$ 189.00		
	ROUND TABLE 36"W x 42"H		\$ 155.00	\$ 202.00		
ACCESSORIES	4th SIDE TABLE DRAPE*		\$ 30.00	\$ 39.00		
	4th SIDE COUNTER DRAPE*		\$ 36.00	\$ 47.00		
	TABLE TOP RISER 4'L x 8"H		\$ 65.00	\$ 84.00		
	TABLE TOP RISER 6'L x 8"H		\$ 75.00	\$ 96.00		
*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"/> Blue	<input type="checkbox"/> Black	<input type="checkbox"/> White
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Yellow	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Beige	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items canceled 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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ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE online.lvexpo.com	QUANTITY	DISCOUNT DEADLINE 9/14/2016	STANDARD PRICE	TOTAL
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ACCESSORIES	WASTEBASKET		\$ 17.00	\$ 22.00	
	EASEL		\$ 33.00	\$ 43.00	
	BAG RACK		\$ 70.00	\$ 91.00	
	GARMENT RACK		\$ 70.00	\$ 91.00	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 92.00	\$ 120.00	
	LITERATURE RACK (FREE STANDING)		\$ 125.00	\$ 163.00	
	SIGN HOLDER 22" x 28"		\$ 65.00	\$ 84.00	
	TACKBOARD 4' x 6' VERTICAL		\$ 145.00	\$ 188.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 145.00	\$ 188.00	
	GRID 2' x 8'		\$ 85.00	\$ 110.00	
	GRID 2' x 8' WITH LEGS		\$ 120.00	\$ 156.00	
	16" WATERFALL ARM FOR GRID		\$ 25.00	\$ 33.00	
	GRID HOOKS (CHOOSE SIZE BELOW)		\$ 6.00	\$ 8.00	
	<input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 10"				

SHOWCASES	BLACK 4'L FULL VIEW		\$ 450.00	\$ 555.00	
	BLACK 4'L HALF VIEW		\$ 450.00	\$ 555.00	
	WHITE 4'L FULL VIEW		\$ 350.00	\$ 455.00	
	WHITE 4'L HALF VIEW		\$ 350.00	\$ 455.00	
	BLACK 6'L FULL VIEW		\$ 550.00	\$ 685.00	
	BLACK 6'L HALF VIEW		\$ 550.00	\$ 685.00	
	WHITE 6'L FULL VIEW		\$ 450.00	\$ 585.00	
	WHITE 6'L HALF VIEW		\$ 450.00	\$ 585.00	
	BLACK TOWER SHOWCASE		\$ 525.00	\$ 655.00	
	WHITE TOWER SHOWCASE		\$ 425.00	\$ 555.00	

DRAPING	3' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 11.00	\$ 15.00	
	8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 13.00	\$ 17.00	
	8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 10.00	\$ 13.00	
	6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 16.00	\$ 21.00	

*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 canceled 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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CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT DEADLINE 9/14/2016		STANDARD PRICE	TOTAL	
	10'		\$	125.00	\$	163.00	
	20'		\$	250.00	\$	326.00	
	30'		\$	375.00	\$	489.00	
	40'		\$	500.00	\$	652.00	
	50'		\$	625.00	\$	815.00	
PLUSH 26oz	10'		\$	200.00	\$	300.00	
	20'		\$	500.00	\$	600.00	
	30'		\$	750.00	\$	900.00	
	40'		\$	1,000.00	\$	1,200.00	
	50'		\$	1,250.00	\$	1,500.00	
	CUSTOM SIZES - 100 sqf increments	LENGTH	WIDTH	TOTAL SQ FT			
	TOTAL SQ FT	DISCOUNT	\$	3.00	STANDARD	\$	4.00
ACCESSORIES	PADDING PER SQ FT*		\$	1.30	\$	2.05	
	VISQUEEN PER SQ FT*		\$	0.60	\$	0.85	
	CARPET SHIELDING PER SQ FT*		\$	1.30	\$	2.05	
	DOUBLE PADDING PER SQ FT*		\$	2.60	\$	4.10	
	* 100 Ssquare Feet Minimum Order			Please apply 8.15% sales tax on Visqueen & Carpet Shielding			
COLOR	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Navy Blue						
	<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>						

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES	DISCOUNT DEADLINE 9/14/2016	REGULAR PRICE	RATE PER DAY	# OF DAYS	# OF SQFT.	TOTAL
	Daily Booth Cleaning/Vacuuming (per 100 sq ft. per day of event)	\$	39.00	\$	50.00	3	
PORTER SERVICE		# OF SHOW DAYS	DISCOUNT DEADLINE 9/14/2016		REGULAR PRICE	TOTAL	
	Up to 1,000 square feet	3	\$	155.00	\$	200.00	
	1,000 to 3,000 square feet	3	\$	185.00	\$	235.00	
	3,001 and above	3	\$	270.00	\$	345.00	
Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.							
Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.							

CANCELLATION POLICY

Items canceled after the discount deadline date will be charged 50% of ordered price.

Items canceled 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 DEADLINE: 9/14/2016

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.

<p><i>Minimum order \$50.00</i></p> <p><i>Double sq.ft. for double-sided graphics</i></p> <p><i>Round sq.ft. to next whole increment</i></p> <p><i>File conversion, retouching, cloning or color correcting may incur additional labor charges.</i></p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="text"/> L X <input type="text"/> W = <input type="text"/> sq.ft. <input type="text"/> X RATE = <input type="text"/> </div>
---	--

DIGITAL GRAPHICS	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" FOMECORE	\$ 13.00	\$ 17.00	6mm SINTRA	\$ 16.00	\$ 20.00
	VINYL BANNER	\$ 8.00	\$ 12.00	FLOOR DECALS	\$ 18.00	\$ 22.00

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"/> FOAMCORE <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	
<i>*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.</i>		
SPECIAL INSTRUCTIONS		

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 9/14/2016	STANDARD PRICE	TOTAL
	FOMECOR w/Easel Back 12" x 18"		\$ 45.00	\$ 58.00	
	FOMECOR SIGN 22" x 28"		\$ 52.00	\$ 68.00	
	FOMECOR SIGN 28" x 44"		\$ 103.00	\$ 134.00	
	FOMECOR SIGN 24" x 36"		\$ 72.00	\$ 94.00	
	FOMECOR SIGN w/Base 38" x 87"		\$ 275.00	\$ 358.00	
<i>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.</i>					

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.

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DISPLAY LABOR ORDER

DEADLINE DATE: 9/14/2016

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			\$	82.50		
	OVERTIME (OT) - One Hour Minimum			\$	131.50		
	DOUBLE TIME (DT) - One Hour Minimum			\$	165.00		
<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			\$ 140.00	\$ 215.00	\$ 280.00	
	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 30% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$55.00). 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.				NO CARPET	<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	
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.
 On site orders will be handled on a first come first serve basis and upon availability.*

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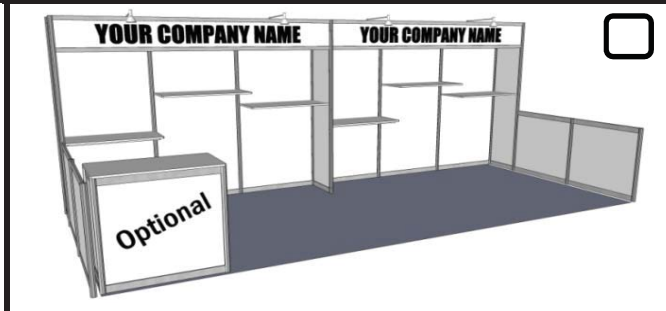
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RENTAL EXHIBIT PACKAGES

DEADLINE DATE: 9/14/2016



10' EXHIBIT RENTAL

DISCOUNT PRICE \$ 1,545.00
 STANDARD PRICE \$ 1,945.00

20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 2,895.00
 STANDARD PRICE \$ 3,595.00

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 - \$225.00 each	1 Meter Counter OPTIONAL - \$225.00 each
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 9/14/2016	REGULAR PRICE	TOTAL
1 Meter Counter		\$ 225.00	\$ 292.00	
2' x 8' Grid		\$ 85.00	\$ 110.00	
Shelves		\$ 40.00	\$ 52.00	
Slat Wall		\$ 125.00	\$ 162.00	
Light		\$ 55.00	\$ 71.00	
10' Package		\$ 1,545.00	\$ 1,945.00	
20' Package		\$ 2,895.00	\$ 3,595.00	

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

CANCELLATION POLICY

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

Items canceled 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: 9/14/2016

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	ZIP	
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

Policy No: 239907, Effective Date: 09/15/16, Expiration Date: 09/15/16

COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER	AMOUNT
A. Commercial General Liability (CGL) - Occurrence Form	239907	09/15/16	\$1,000,000
B. Automobile Liability (AL) - Occurrence Form	239907	09/15/16	\$1,000,000
C. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
D. Workers Compensation (WC) - Non-Contributory	239907	09/15/16	\$1,000,000
E. Employer's Supplemental Liability (ESL) - Occurrence Form	239907	09/15/16	\$1,000,000
F. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
G. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
H. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
I. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
J. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
K. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
L. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
M. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
N. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
O. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
P. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
Q. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
R. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
S. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
T. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
U. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
V. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
W. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
X. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
Y. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000
Z. Professional Services Liability (PSL) - Occurrence Form	239907	09/15/16	\$1,000,000

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

CANCELLATION: Any of the above described policies may be cancelled before the expiration date by the insured or the producer.

SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <http://lvexpo.com/eac-registration/>

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THIRD PARTY PAYMENT AUTHORIZATION

You may arrange for a third party to handle your display and be billed for services. LAS VEGAS EXPO will agree to this arrangement if the third party has a satisfactory payment record with Las Vegas Expo. BOTH firms must complete this form.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

For your convenience, we will use this authorization to charge for any additional amounts incurred as a result of show site orders placed by your representative for this event.

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

EXHIBITING FIRM'S CREDIT CARD	EXHIBITING FIRM						EMAIL					
	ADDRESS									PHONE		
	CITY			STATE			ZIP			BOOTH #		
	CREDIT CARD INFORMATION											
	<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)												

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

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

THIRD PARTY'S CREDIT CARD	EXHIBITING FIRM						PHONE					
	ADDRESS											
	CITY			STATE			ZIP			BOOTH #		
	CREDIT CARD INFORMATION											
	<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 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.

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COMPANY NAME	BOOTH #
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MATERIAL HANDLING (The PAYMENT AUTHORIZATION FORM must accompany this form)

MATERIAL HANDLING	ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	ADVANCE WAREHOUSE	\$ 60.00 Per 100lbs	\$ 75.00 Per 100lbs	\$ 77.00 Per 100lbs	\$ 96.25 Per 100lbs
	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	\$ 66.00 Per 100lbs	\$ 82.50 Per 100lbs	\$ 83.00 Per 100lbs	\$ 103.75 Per 100lbs

OVERTIME	200 LBS MINIMUM	IN BOUND	OUT BOUND
	OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)		\$ 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	\$ 30.00	\$ 15.00	\$ 60.00	\$ 30.00
	25% Late fee if received after deadline date			Maxium 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		

NO SHIPMENTS ARE TO BE SENT DIRECTLY TO THE SHOW

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.	
	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 RATE (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 <i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs at \$80 per 100lbs = minimum charge of \$ 160.00</i>			
	Formula to estimate charges over 200 lbs: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges. <i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$ 80.00 = \$ 320.00</i>			



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES
Thursday, September 01, 2016 - Wednesday, September 21, 2016

TO: _____

EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 East Post Rd
Las Vegas, NV 89120

EVENT: _____
ISHRS 2016 World Congress

NO. _____ OF _____ PIECES

BOOTH #: _____



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES
Thursday, September 01, 2016 - Wednesday, September 21, 2016

TO: _____

EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 East Post Rd
Las Vegas, NV 89120

EVENT: _____
ISHRS 2016 World Congress

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Wednesday, September 28, 2016 : 1:00 PM - 7:00 PM

TO: _____

EXHIBITOR NAME

c/o: Las Vegas Expo

Caesar's Palace-Octavius Ballroom 12
3570 Las Vegas Blvd South
Las Vegas, NV 89109

EVENT: _____ ISHRS 2016 World Congress

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

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Wednesday, September 28, 2016 : 1:00 PM - 7:00 PM

TO: _____

EXHIBITOR NAME

c/o: Las Vegas Expo

Caesar's Palace-Octavius Ballroom 12
3570 Las Vegas Blvd South
Las Vegas, NV 89109

EVENT: _____ ISHRS 2016 World Congress

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

BOOTH #: _____

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COMPANY NAME		BOOTH #	
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OUTBOUND SHIPPING INFORMATION

Exhibitor must pickup complete and return in the Outbound Material Handling Form to the Exhibitor Services on-site representative.

SHIP EXHIBIT TO (COMPANY NAME)		ATTN.	
ADDRESS			
CITY	STATE	ZIP	PHONE
NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and address.			
SHIPPING CARRIER NAME:		CARRIER PHONE	
SELECT SERVICE:	<input type="checkbox"/> NEXT BUSINESS DAY	<input type="checkbox"/> 2nd BUSINESS DAY	<input type="checkbox"/> DEFERRED (3-5 BUSINESS DAYS)
	<input type="checkbox"/> GROUND		
IS THE BOOTH GOING TO ANOTHER TRADE SHOW?		<input type="checkbox"/> NO	<input type="checkbox"/> YES
DATE & TIME OF SCHEDULED PICK-UP		SHOW NAME	
		BOOTH #	
THIS SHIPMENT MUST ARRIVE NO LATER THAN:		DAY	DATE
		TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM

IF DESIGNATED CARRIER FAILS TO CHECK IN, LAS VEGAS EXPO SHOULD:

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		
	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 \$51.00. 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
	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

- 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

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, O 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.

ISHRS 2016 World Congress

September 29 - October 1, 2016
Caesar's Palace-Octavius Ballroom 12

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:

\$ 100.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 5:00 PM, excluding holidays.
\$ 150.00	OVERTIME (OT): Before 8:00 AM or after 5:00 PM, Monday through Friday and weekends, excluding holidays.
\$ 200.00	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 \$120.00

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.



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**
- **LTL Logistics**
- **Van lines**
- **Small Parcels**
- **Ocean Logistics**
- **Customs & Compliance**
- **Air Freight Logistics**
- **International**

FOR IMMEDIATE SERVICE CALL US AT

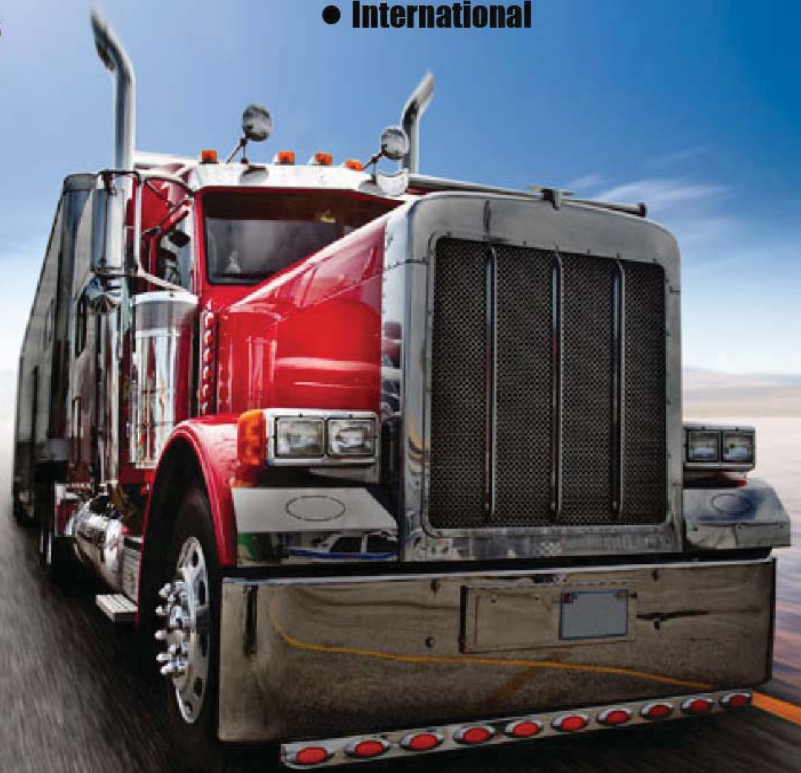
702.429.5898

ASK ABOUT OUR EXCLUSIVE SHOW RATES

FOR INQUIRIES

INFO@LVELOGISTICS.COM

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



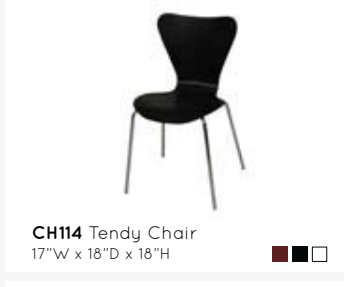
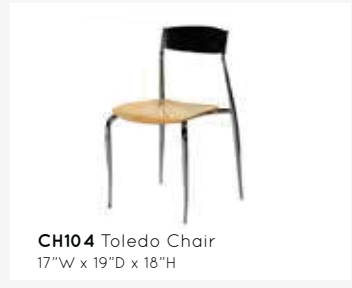
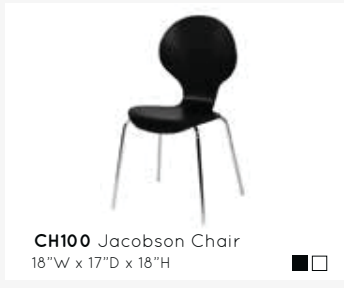
Angles on Design, Inc.

CHICAGO | LAS VEGAS



FURNITURE RENTAL
tradeshows | meetings | events

CHAIRS



Ask your sales rep or visit www.anglesondesign.com for color photos not pictured.

BAR STOOLS



ST201 Delta Bar Stool
20"W x 19"D x 28"H



ST202 Monaco Bar Stool
23"W x 23"D x 30"H



ST203 Equino Adj. Bar Stool
14"W x 17"D x 26-30"H



ST204 Toledo Bar Stool
19"W x 19"D x 30"H



ST205 Kool Adj. Bar Stool
16"W x 17"D x 26-30"H



ST206 Criss Cross Bar Stool
15"W x 19"D x 29"H



ST208 Tickle Adj. Bar Stool
19"W x 21"D x 23-31"H



ST209 Liquid Bar Stool
19"W x 20"D x 30"H



ST210 Otto Adj. Bar Stool
16"W x 18"D x 24-30"H



ST213 Enzo Bar Stool
16"W x 16"D x 30"H



ST214 Tandy Bar Stool
17"W x 17"D x 30"H



ST215 Shen Bar Stool
17"W x 18"D x 30"H



ST217 Pluto Adj. Bar Stool
22"W x 18"D x 24-32"H



ST218 Euro Adj. Bar Stool
20"W x 17"D x 24-33"H



ST219 Tech Adj. Bar Stool
15"W x 15"D x 22-29"H

CAFE TABLES | BAR TABLES



CT300/301 Pedestal Table
24" or 30"W x 30"H



CT302/303 Cafe Table
36" or 42"W x 30"H



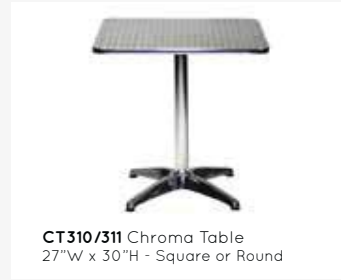
CT304/305 Square Cafe Table
30" or 36"W x 30"H



CT306 Trave Table
36"W x 30"H



CT307 Bistro Table
30"W x 30"H



CT310/311 Chroma Table
27"W x 30"H - Square or Round



CT313 Martini Table
36"W x 30"H



CT350 Avante Table
60"W x 36"D x 30"H

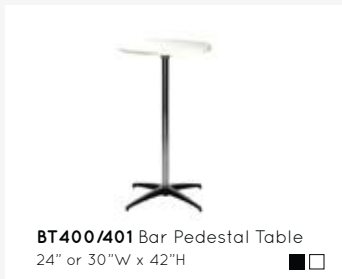


CT353 Altos Table
60"W x 36"D x 30"H

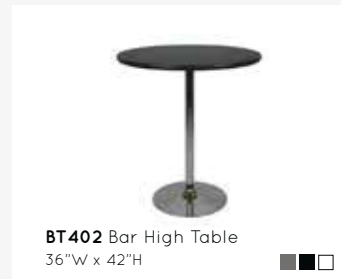


CT355 Abby Table
60"W x 36"D x 30"H

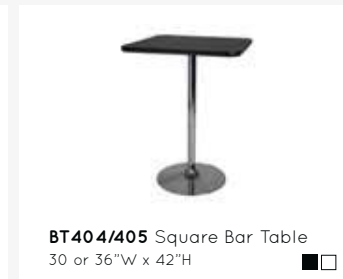
Bar tables are in section below



BT400/401 Bar Pedestal Table
24" or 30"W x 42"H



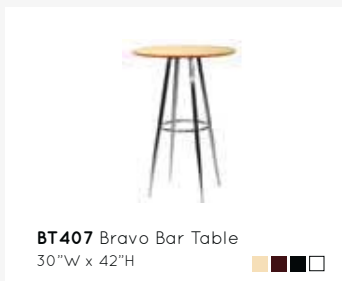
BT402 Bar High Table
36"W x 42"H



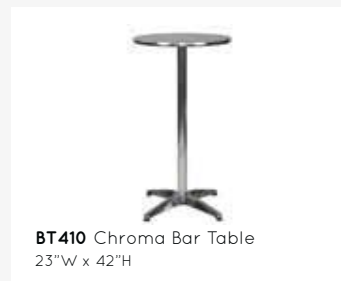
BT404/405 Square Bar Table
30 or 36"W x 42"H



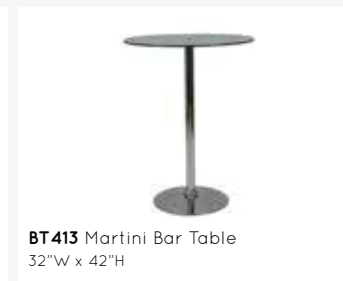
BT406 Trave Bar Table
32"W x 42"H



BT407 Bravo Bar Table
30"W x 42"H



BT410 Chroma Bar Table
23"W x 42"H



BT413 Martini Bar Table
32"W x 42"H

BARS | MODULAR BARS/LED PEDESTALS



BT450 Manhattan Bar
62"W x 29"D x 42"H



BT451 Information Counter w/Doors
48"W x 20"D x 40"H



BT453 Milano Bar
48"W x 20"D x 42"H



BT454 Bali Bar
56"W x 24"D x 40"H



BT460 Italia Curved Bar w/Light
65"W x 24"D x 40"H



BT461 Italia Bar w/Light
36"W x 32"D x 43"H



BT462 Italia Corner Bar w/Light
32"W x 32"D x 43"H



BT463 Italia Deluxe Bar w/Light
68"W x 24"D x 44"H



BT460 Mod Cylinder Pedestal
21"W x 18"H



BT481 Mod Cylinder Pedestal
21"W x 30"H



BT482 Mod Cylinder Pedestal
21"W x 42"H



BT483 Mod Cube
24"W x 24"D x 24"H



BT484 Mod Cube Pedestal
21"W x 21"D x 42"H



BT485 Mod Curved Bench
48"W x 18"D x 20"H





















BT490 Luma Cube w/Light
24"W x 24"D x 28"H



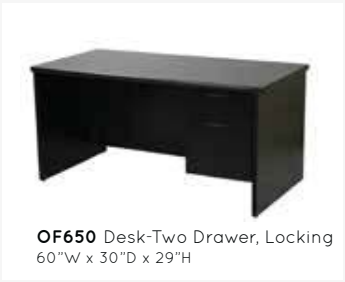
BT491 Charging Cube - USB
24"W x 24"D x 24"H

OFFICE CHAIRS | CONFERENCE TABLES



 <p>CO500 Dave Chair 22"W x 22"D x 18-22"H</p>	 <p>CO501 Danielle Side Chair 22"W x 22"D x 18"H</p>	 <p>CO502 Otto Chair 23"W x 22"D x 18-21"H</p>	 <p>CO503 Executive Guest Chair 25"W x 24"D x 18"H</p>
 <p>CO504 Executive Midback Chair 25"W x 24"D x 18-20"H</p>	 <p>CO507 Guest Chair 25"W x 25"D x 18"H</p>	 <p>CO508 Midback Chair 25"W x 24"D x 18-22"H</p>	 <p>CO509 Stackable Side Chair 20"W x 20"D x 18"H</p>
 <p>CO510 Stackable Arm Chair 24"W x 20"D x 18"H</p>	 <p>CO512 Task Chair 19"W x 22"D x 18-22"H</p>	 <p>CO513 Task Stool 19"W x 22"D x 23-27"H</p>	 <p>CO517 Cad Stool 18"W x 17"D x 25-34"H</p>
 <p>CO518 Reception Chair 21"W x 23"D x 18"H</p>	 <p>CF603 Conference Table 48"W x 30"H</p>	 <p>CF605 Rectangular Table 72"W x 36"D x 30"H</p>	 <p>CF606/608 Oval Conference Table 72x36x30 or 96x48x30</p>
 <p>CF609 Rectangular Table 96"W x 42"D x 30H</p>	 <p>CF610 Oval Conference Table 120"W x 48"D x 30H</p>	<p>Additional conference table sizes and colors available. Contact your sales rep for information.</p>	

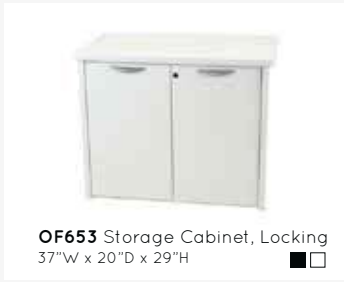
OFFICE FURNITURE | LOUNGE SEATING



OF650 Desk-Two Drawer, Locking
60"W x 30"D x 29"H



OF652 Lateral File, Locking
36"W x 24"D x 29"H



OF653 Storage Cabinet, Locking
37"W x 20"D x 29"H



OF654 Computer Workstation
36"W x 24"D x 29"H



OF658 Sideboard
54"W x 16"D x 29"H



OF659 Credenza
48"W x 18"D x 29"H



OF670 Parson Desk
48"W x 24"D x 29"H



LG703 Madrid Leather Sofa
78"W x 33"D x 34"H



LG704 Madrid Leather Loveseat
62"W x 33"D x 34"H



LG705 Madrid Leather Chair
40"W x 33"D x 34"H



LG706 Scandic Leather Sofa
82"W x 34"D x 30"H



LG707 Scandic Leather Loveseat
59"W x 34"D x 30"H



LG708 Scandic Leather Chair
38"W x 34"D x 30"H



LG712 Solo Sofa
80"W x 35"D x 32"H



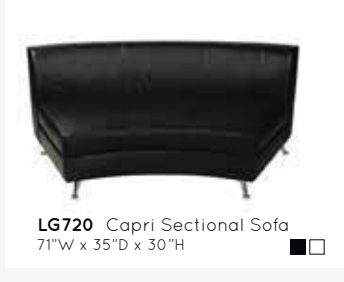
LG713 Solo Loveseat
57"W x 35"D x 32"H



LG714 Solo Chair
34"W x 35"D x 32"H



LG717 Ibiza Chair
32"W x 24"D x 30"H



LG720 Capri Sectional Sofa
71"W x 35"D x 30"H



LG721 Capri Sectional Bench
71"W x 35"D x 17"H



LG722 Dane Sofa
80"W x 41"D x 34"H

LOUNGE SEATING



LOUNGE SEATING | OCCASIONAL TABLES



LG780 Sten Swivel Chair
32"W x 32"D x 29"H ■ ■ □



LG787 Pluto Chair
29"W x 25"D x 16"H ■ □



LG788 Luna Chair
33"W x 30"D x 28"H ■ □



OT800 Monza Sq. Cocktail Table
40"W x 40"D x 20"H



OT801 Monza Oval Cocktail Table
50"W x 32"D x 18"H



OT802 Monza End Table
25"W x 25"D x 21"H



OT803 Monza Sofa Table
48"W x 18"D x 30"H



OT804 Tuscan Cocktail Table
48"W x 21"D x 16"H



OT805 Tuscan End Table
18"W x 18"D x 18"H



OT806 Hilo Cocktail Table
47"W x 26"D x 18"H



OT807 Hilo End Table
24"W x 24"D x 19"H



OT814 Palma Cocktail Table
47"W x 24"D x 16"H



OT815 Palma End Table
22"W x 22"H



OT816 Palma Sofa Table
47"W x 12"D x 32"H



OT821 Vega Table - Adjustable
18"W x 19" - 31"H ■ ■ ■ ■ ■ □



OT822 Vienna Cocktail Table
48"W x 24"D x 19"H



OT823 Vienna End Table
24"W x 22"D x 24"H



OT828 Abby Cocktail Table
47"W x 24"D x 14"H ■ □



OT829 Abby End Table
24"W x 24"D x 20"H ■ □



OT830 Jupiter Side Table
18"W x 22"H ■ □

OCCASIONAL TABLES



OT836 Siena Sofa Table
36"W x 10"D x 30"H



OT837 Siena Cocktail Table
48"W x 24"D x 12"H



OT838 Siena End Table
18"W x 18"D x 19"H



OT839 Linear Cocktail Bench
46"W x 15"D x 16"H



OT840 Linear End Bench
15"W x 15"D x 16"H



OT841 Gio Cocktail Table
44"W x 22"D x 15"H



OT842 Gio End Table
22"W x 16"D x 18"H



OT843 Spa Cocktail Table
36"W x 18"H



OT844 Spa End Table
24"W x 24"H



OT853 Portland Cocktail Table
38"W x 18"H



OT854 Portland End Table
20"W x 24"H



OT855 Klub Cocktail Table
36"W x 36"D x 15"H



OT856 Klub End Table
24"W x 24"D x 18"H



OT857 Klub Sofa Table
36"W x 10"D x 30"H



OT858 Kai Cocktail Table
36"W x 40"D x 15"H



OT859 Kai End Table
26"W x 22"H

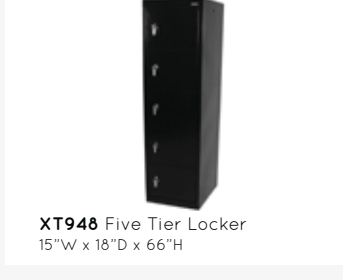
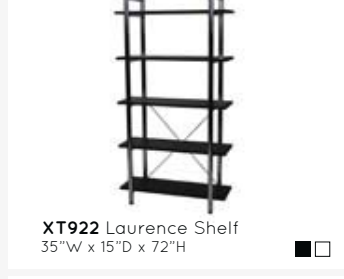
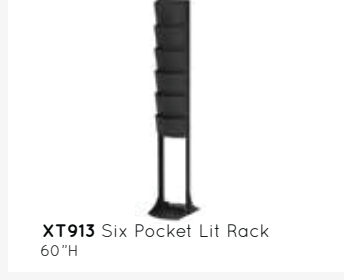
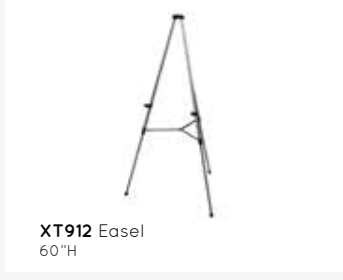
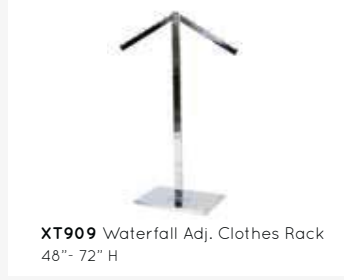
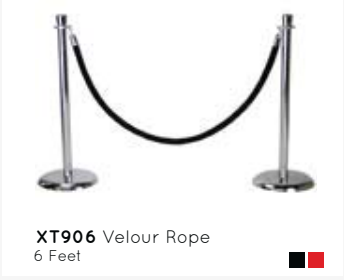
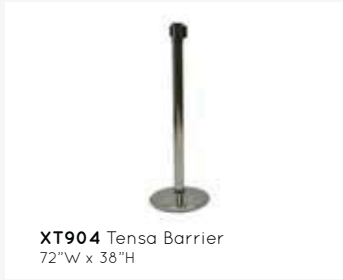
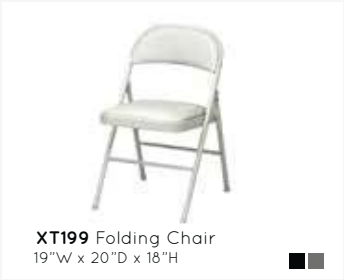


OT860 Fiji Cocktail Table
36"W x 17"H

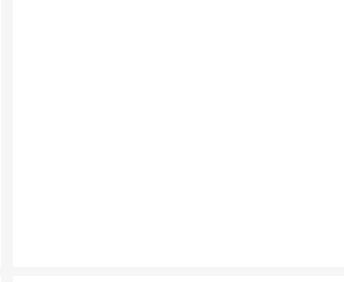
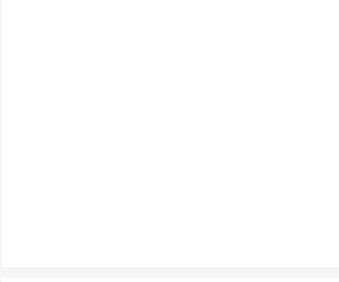
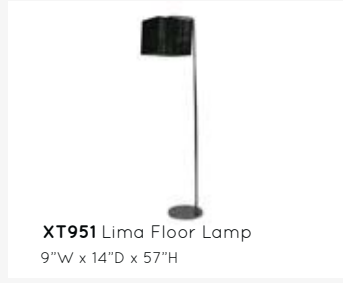


OT861 Fiji End Table
20"W x 23"H

EXTRAS



EXTRAS LIGHTING



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LAS VEGAS 4151 N. Pecos Road, Suite 205 | Las Vegas, NV 89115 | **T** 702.798.6433 **F** 702.309.1066

Product Rental Order Form

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ITEM #	DESCRIPTION	W x D x H	COLOR	PRICE	QTY	TOTAL
CHAIRS						
CH100	JACOBSON CHAIR	18x17x18	BK WH	85		
CH101	DELTA CHAIR	23x22x18	BK	95		
CH102	MONACO CHAIR	23x23x18	BK	95		
CH104	TOLEDO CHAIR	17x19x18	NAT	95		
CH106	CRISS CROSS CHAIR	17x19x18	WH	95		
CH109	LIQUID CHAIR	20x18x18	BU GR GY RD	115		
CH111	STUDIO CHAIR	19x21x18	WH	95		
CH113	LESLIE CHAIR	19x21x18	WH	95		
CH114	TENDY CHAIR	17x18x18	BK WH WL	95		
CH115	SHEN CHAIR	18x20x19	BK WH	115		
CH117	GENEVA CHAIR	17x19x18	WH	95		
CH118	EURO CHAIR	22x21x18	BK GY WH	95		
BAR STOOLS						
ST201	DELTA BAR STOOL	20x19x28	BK	125		
ST202	MONACO BAR STOOL	23x23x30	BK	125		
ST203	EQUINO STOOL, Adj.	14x17x26-30	BK RD WH	150		
ST204	TOLEDO BAR STOOL	19x19x30	NAT	135		
ST205	KOOL BAR STOOL, Adj.	16x17x26-30	BK GR OR WH YL	125		
ST206	CRISS CROSS BAR STOOL	15x19x29	WH	125		
ST208	TICKLE STOOL, Adj.	19x21x23-31	WH OR RD	125		
ST209	LIQUID BAR STOOL	19x20x30	BU GR GY RD	145		
ST210	OTTO BAR STOOL, Adj.	16x18x24-30	WH	135		
ST213	ENZO BAR STOOL	16x16x30	BK	135		
ST214	TENDY BAR STOOL	17x17x30	BK WH WL	125		
ST215	SHEN BAR STOOL	17x18x30	BK WH	145		
ST217	PLUTO BAR STOOL, Adj.	22x18x24-32	BK WH	135		
ST218	EURO BAR STOOL, Adj.	20x17x24-33	BK GY WH	135		
ST219	TECH STOOL Adj.	15x15x22-29	WH	135		
CAFE' TABLES 30"HIGH						
CT300	PEDESTAL TABLE	24x30	BK WH	120		
CT301	PEDESTAL TABLE	30x30	BK WH	130		
CT302	CAFE TABLE	36x30	BK WH GY	140		
CT303	CAFE TABLE	42x30	BK WH GY	150		
CT304	SQUARE CAFE TABLE	30x30x30	BK WH	140		
CT305	SQUARE CAFE TABLE	36x36x30	BK WH	150		
CT306	TRAVE TABLE	36x30	CH/GL	160		
CT307	BISTRO TABLE	30x30	NAT BK WH WL	130		
CT310/11	CHROMA TABLE, 27x30 Sq. or 27x30 Round		ALUM	130		
CT313	MARTINI TABLE	36x30	CH/GL	160		
CT350	AVANTE TABLE	60x36x30	BK/GL	175		
CT353	ALTOS TABLE	60x36x30	CH/GL	200		
CT355	ABBY TABLE	60x36x30	WH	200		
BAR TABLES AND BARS 42"HIGH						
BT400	BAR PEDESTAL TABLE	24x42	BK WH	130		
BT401	BAR PEDESTAL TABLE	30x42	BK WH	140		
BT402	BAR HIGH TABLE	36x42	BK WH GY	150		
BT404	SQUARE BAR TABLE	30x30x42	BK WH	150		
BT405	SQUARE BAR TABLE	36x36x42	BK WH	160		
BT406	TRAVE BAR TABLE	32x42	CH/GL	175		
BT407	BRAVO BAR TABLE	30x42	NAT BK WH WL	150		
BT410	CHROMA BAR TABLE	23x42	ALUM	140		
BT413	MARTINI BAR TABLE	32x42	CH/GL	175		
BT450	MANHATTAN BAR	62x29x42	STAINLESS	550		
BT451	INFORMATION COUNTER w/doors	48x20x40	BK WH	350		
BT453	MILANO BAR	48x20x42	BK WH	550		
BT454	BALI BAR	56x24x40	BK WH	375		
MODULAR BARS AND LED PEDESTALS Light Box for BT480-BT485						
BT460	ITALIA CURVED BAR w/light	65x24x40	WH	500		
BT461	ITALIA BAR w/light	36x32x43	WH	400		
BT462	ITALIA CORNER BAR w/light	32x32x43	WH	400		
BT463	ITALIA DELUXE BAR w/light	68x24x44	WH	600		
BT480	MOD CYLINDER PEDESTAL	21x18	WH	125		
BT481	MOD CYLINDER PEDESTAL	21x30	WH	150		
BT482	MOD CYLINDER PEDESTAL	21x42	WH	175		
BT483	MOD CUBE	24x24x24	WH	150		
BT484	MOD CUBE PEDESTAL	21x21x42	WH	175		
BT485	MOD CURVED BENCH	48x18x20	WH	200		
BT486	LED LIGHT BOX	9x3	MULTI (RBGW)	75		

ITEM #	DESCRIPTION	W x D x H	COLOR	PRICE	QTY	TOTAL
MODULAR BARS AND LED PEDESTALS Continued						
BT490	LUMA CUBE w/light	24x24x28	WH	200		
BT491	CHARGING CUBE - USB	24x24x24	WH	275		
CONFERENCE AND OFFICE CHAIRS						
CO500	DAVE CHAIR	22x22x18-22	BK	130		
CO501	DANIELLE SIDE CHAIR	22x22x18	BK	125		
CO502	OTTO CHAIR	23x22x18-21	BK WH	150		
CO503	EXECUTIVE GUEST CHAIR	25x24x18	BK WH	180		
CO504	EXECUTIVE MIDBACK CHAIR	25x24x18-20	BK WH	200		
CO507	GUEST CHAIR	25x25x18	BK	110		
CO508	MIDBACK CHAIR	25x24x18-22	BK	125		
CO509	STACKABLE SIDE CHAIR	20x20x18	BK	60		
CO510	STACKABLE ARM CHAIR	24x20x18	BK	65		
CO512	TASK CHAIR	19x22x18-22	BK	95		
CO513	TASK STOOL	19x22x23-27	BK	115		
CO517	CAD STOOL	18x17x25-34	WH	115		
CO518	RECEPTION CHAIR	21x23x18	BK	145		
CONFERENCE TABLES (Other misc. sizes and colors available - contact sales rep)						
CF603	CONFERENCE TABLE	48x30	BK WH GY MP CG	250		
CF605	RECTANGULAR TABLE	72x36x30	BK CG MP WH	325		
CF606	OVAL CONFERENCE TABLE	72x36x30	BK WH GY	325		
CF608	OVAL CONFERENCE TABLE	96x48x30	BK WH GY	375		
CF609	RECTANGULAR TABLE	96x42x30	BK WH	375		
CF610	OVAL CONFERENCE TABLE	120x48x30	BK	475		
OFFICE FURNITURE						
OF650	DESK/TWO DRAWER LOCKING	60x30x29	BK	350		
OF652	LATERAL FILE, LOCKING	36x24x29	BK	250		
OF653	STORAGE CABINET, LOCKING	37x20x29	BK WH	250		
OF654	COMPUTER WORKSTATION	36x24x29	BK	120		
OF658	SIDEBOARD	54x16x29	BR	325		
OF659	CREDENZA	48x18x29	WH	325		
OF670	PARSON DESK	48x24x29	GY WH	225		
LOUNGE SEATING						
LG703	MADRID LEATHER SOFA	78x33x34	BK WH	375		
LG704	MADRID LEATHER LOVESEAT	62x33x34	BK WH	350		
LG705	MADRID LEATHER CHAIR	40x33x34	BK WH	325		
LG706	SCANDIC LEATHER SOFA	82x34x30	BK WH RD	375		
LG707	SCANDIC LEATHER LOVESEAT	59x34x30	BK WH RD	350		
LG708	SCANDIC LEATHER CHAIR	38x34x30	BK WH RD	325		
LG712	SOLO SOFA	80X35X32	BK RD	350		
LG713	SOLO LOVESEAT	57X35X32	BK RD	325		
LG714	SOLO CHAIR	34X35X32	BK RD	300		
LG717	IBIZA CHAIR	32x24x30	BK WH	375		
LG720	CAPRI SECTIONAL SOFA	71x35x30	BK WH	395		
LG721	CAPRI SECTIONAL BENCH	71x35x17	BK WH	295		
LG722	DANE SOFA	80x41x34	GY	375		
LG723	DANE CHAIR	34x41x34	BU GR OR TP YL	325		
LG725	MADISON ARM CHAIR	28x28x30	BK WH	225		
LG726	MADISON ARMLESS SECTIONAL	23x28x30	BK WH	150		
LG727	MADISON CORNER SECTIONAL	28x28x30	BK WH	175		
LG728	MARSHMALLOW SOFA	52x32x42	WH	400		
LG729	MIAMI CHAIR	27x31x30	GY WH	325		
LG730	SOHO CURVED BANQUETTE	60x24x48	WH	375		
LG731	SOHO CURVED BENCH	52x22x17	WH	300		
LG732	SOHO LOVESEAT	48x24x31	WH	325		
LG733	TRIBECA LEATHER SOFA	89x36x33	GY	450		
LG734	TRIBECA LEATHER LOVESEAT	61x36x33	GY	425		
LG735	TRIBECA LEATHER CHAIR	34x36x33	GY	375		
LG736	DAKOTA SOFA	82x33x37	BR	375		
LG738	DAKOTA CHAIR	40x33x37	BR	325		
LG750	BENCH OTTOMAN	60x20x17	BK WH	175		
LG755	BLOCK OTTOMAN	18x18x18	BU BK WH RD	85		
LG756	ANGLE OTTOMAN	48x48x18	WH BK SL	250		
LG757	RECTANGLE BLOCK OTTOMAN	36x18x18	WH BK SL	150		
LG760	CAPRI ROUND OTTOMAN	40x18	BK WH	150		
LG763	JAVA BENCH 6'	72x18x15	NAT	175		
LG780	STEN SWIVEL CHAIR	32x32x29	BK WH RD	150		
LG787	PLUTO CHAIR	29x25x16	BK WH	150		
LG788	LUNA CHAIR	33x30x28	BK WH	150		

Company Name

Show

Booth#

40

Contact Name

Phone Number

ITEM #	DESCRIPTION	W x D x H	COLOR	PRICE	QTY	TOTAL
OCCASIONAL TABLES						
OT800	MONZA SQ. COCKTAIL TABLE	40x40x20	BK/GL	160		
OT801	MONZA OVAL COCKTAIL TABLE	50x32x18	BK/GL	150		
OT802	MONZA END TABLE	25x25x21	BK/GL	125		
OT803	MONZA SOFA TABLE	48x18x30	BK/GL	160		
OT804	TUSCAN COCKTAIL TABLE	48x21x16	TK	175		
OT805	TUSCAN END TABLE	18x18x18	TK	150		
OT806	HILO COCKTAIL TABLE	47x26x18	CH/GL	175		
OT807	HILO END TABLE	24x24x19	CH/GL	150		
OT814	PALMA COCKTAIL TABLE	47x24x16	WL	175		
OT815	PALMA END TABLE	22x22	WL	150		
OT816	PALMA SOFA TABLE	47x12x32	WL	185		
OT821	VEGA TABLE Adj.	18x19-31	BK BU RD GR YL WH	95		
OT822	VIENNA COCKTAIL TABLE	48x24x19	SV/GL	175		
OT823	VIENNA END TABLE	24x22x24	SV/GL	150		
OT828	ABBY COCKTAIL TABLE	47x24x14	GY WH	175		
OT829	ABBY END TABLE	24x24x20	GY WH	150		
OT830	JUPITER SIDE TABLE	18x22	BK WH	150		
OT836	SIENA SOFA TABLE	36x10x30	CH/GL	185		
OT837	SIENA COCKTAIL TABLE	48x24x12	CH/GL	150		
OT838	SIENA END TABLE	18x18x19	CH/GL	125		
OT839	LINEAR COCKTAIL BENCH	46x15x16	STEEL	175		
OT840	LINEAR END BENCH	15x15x16	STEEL	150		
OT841	GIO COCKTAIL TABLE	44x22x15	ESPRESSO	150		
OT842	GIO END TABLE	22x16x18	ESPRESSO	125		
OT843	SPA COCKTAIL TABLE	36x18	SV/GL	175		
OT844	SPA END TABLE	24x24	SV/GL	150		
OT853	PORTLAND COCKTAIL TABLE	38x18	WL	175		
OT854	PORTLAND END TABLE	20x24	WL	150		
OT855	KLUB COCKTAIL TABLE	36x36x15	WH	175		
OT856	KLUB END TABLE	24x24x18	WH	150		
OT857	KLUB SOFA TABLE	36x10x30	WH	185		
OT858	KAI COCKTAIL TABLE	36x40x15	BK/GL	175		
OT859	KAI END TABLE	26x22	BK/GL	150		
OT860	FIJI COCKTAIL TABLE	36x17	CH/GL	175		
OT861	FIJI END TABLE	20x23	CH/GL	150		

ITEM #	DESCRIPTION	W x D x H	COLOR	PRICE	QTY	TOTAL
EXTRAS						
XT199	FOLDING CHAIR	19x20x18	BK GY	35		
XT900	REFRIGERATOR 4.1 CF	19x18x32	BK WH	165		
XT904	TENSA BARRIER	72x38	CH	80		
XT905	STANCHION	12x39	CHR	30		
XT906	VELOUR ROPE	6'	BK RD	20		
XT907	SIGN HOLDER	22x28	CHR	60		
XT908	BAG STAND	42"	SLVR	60		
XT909	WATERFALL CLOTHES RACK Adj. 48"-72"		CHR	75		
XT910	COAT TREE	66"	BK WH	55		
XT911	WASTEBASKET	10x24	BK	25		
XT912	EASEL (not shown)	60"	ALUM	55		
XT913	6 POCKET LIT RACK	60"	BK	95		
XT915	CURVED 6 POCKET LIT RACK	15x15x50	SILVER	135		
XT916	COMPUTER PEDESTAL	24x24x42	BK WH	275		
XT919	CUBE PEDESTAL	24x24x42	BK WH	175		
XT922	LAURENCE SHELF	35x15x72	BK WH	150		
XT923	METAL SHELVING	36x14x54	BK CH	95		
XT924	METAL SHELVING	36x18x72	BK CH	125		
XT925	CUBE SHELF	31x15x58	GY RD WH	125		
XT948	5 TIER LOCKER	15x18x66	BK	175		
XT950	LIMA LAMP	7x11x21	BK	85		
XT951	LIMA FLOOR LAMP	9x14x57	BK	135		
XT952	LUX LAMP	18x10x32	BK WH	95		
XT953	LUX FLOOR LAMP	18x10x63	BK WH	145		
XT954	ARCH FLOOR LAMP (not shown)	15x81-83	WH/ST	175		
XT957	TWIST FLOOR LAMP	9x9x55	SILVER	165		
XT958	LINEN LAMP	7x19	WH/CH	95		
XT959	LINEN FLOOR LAMP	11x58	WH/CH	145		
XT960	CURVE LAMP	16x28	BR/ST	95		
XT961	CURVE FLOOR LAMP	18x64	BR/ST	145		
XT970	PILLAR LIGHT	16x16x77	MULTI	225		

Show/Delivery Information:

Show Name _____ Exhibitor Name _____ Booth# _____
 Show Location _____ Show Contractor _____
 Show Dates _____ Show Times _____

Standard Delivery is day before show on straight time. Pick-up at close of show.

Special Instructions _____ Onsite Contact _____ Contact Phone # _____

Company Information:

Company Name _____ Phone _____ Fax _____
 Address _____ City _____ State _____ Zip _____
 Office Contact _____ Email _____

Payment Information: Company _____

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 _____

Payment policy: All orders must be prepaid. Payment can be made by check or credit card no later than 14 days prior to show.
Cancellation Policy: Orders cancelled after move-in are subject to 50% cancellation charge. Out of town delivery/shipment or special order items are 100% Cancellation.
Delivery Charge: You may be subject to drayage charges by the contractor for moving furniture from dock to exhibit space. Check your show manual.
Damage Waiver: Rental prices include coverage against normal wear and tear. Client is responsible for loss or damage due to negligence or abuse. All missing packaging materials (furniture pads), rental product and improper packing for return shipments will be charged upon return.
 9/15

SUBTOTAL	\$	
MISC. CHARGE	\$	
RENTAL TAX (9% CHICAGO SHOWS)	\$	
FREIGHT & DELIVERY CHARGE (IF APPLICABLE)	\$	
TOTAL	\$	41

EXHIBITOR ORDER FORM

Exhibitor Price Guide

Information

Event Name _____ Company _____ Billing Name _____
 Billing Address _____ City _____ State _____ Zip _____ Phone _____
 Fax _____ Email _____ Room/Booth _____
 Load In Date _____ Time _____ Load Out Date _____ Time _____
 Onsite Contact _____ Onsite Contact Phone # _____

Credit Card Authorization

Type of Card Visa Mastercard AmEx Discover Credit Card Account # _____
 Expiration: Month _____ Year _____ Security code* _____ * 3 digit number on back of Visa, MC & Discover. 4 digit number on front of AmEx card.
 Card Holder Name _____ Cardholder Signature _____
 BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.
 To receive PRE SHOW

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. **ALL EQUIPMENT PRICES ARE PER DAY** unless otherwise stated.

Video Equipment

	Qty	Days	Preshow	Late Order	Total
42" Plasma (16x9)			\$700.00	\$750.00	
50" Plasma (16x9)			\$860.00	\$910.00	
61" Plasma (16x9)			\$1,575.00	\$2,000.00	
6' Plasma Stand			\$100.00	\$150.00	
46" LCD Monitor			\$700.00	\$750.00	
52" LCD Monitor			\$860.00	\$825.00	
6' LCD Monitor Stand			\$100.00	\$150.00	
DVD Player			\$90.00	\$140.00	
Blu-ray Player			\$135.00	\$185.00	
DVCAM Player/ Recorder			\$435.00	\$475.00	
LCD Projector 4000 lumens			\$610.00	\$660.00	
LCD Projector 5000 lumens			\$960.00	\$1010.00	
32" Roll Cart w/ Skirt			\$35.00	\$85.00	
54" Roll Cart w/ Skirt			\$44.00	\$94.00	
Flipchart Package			\$60.00	\$105.00	
Display Easel			\$30.00	\$80.00	

Rigging & Staging

RIGGING & STAGING

20' Scissor Lift
 Wooden Podium
 Riser- 4'x8' Section
 16'-22' Black Velvet Drape

	Qty	Days	Preshow	Late Order	Total
20' Scissor Lift			\$350.00	\$400.00	
Wooden Podium			\$155.00	\$205.00	
Riser- 4'x8' Section			\$190.00	\$240.00	
16'-22' Black Velvet Drape			\$21.00/ft	\$23.00/ft	

RIGGING LABOR

All rigging is subject to at least 1 rigger. Each rigger is \$110 hr with 4 hr minimum.

		\$110.00/ per hour	
Additional labor charges will apply for booths outside expo room.			

Computer Equipment

	Qty	Days	Preshow	Late Order	Total
17" LCD Monitor			\$100.00	\$125.00	
20" LCD Monitor			\$200.00	\$245.00	
32" LCD Monitor			\$330.00	\$385.00	
Laptop Computer			Call for pricing		
Desktop Computer w/ 19" flat panel monitor			Call for pricing		
Wireless Presentation Mouse			\$145.00	\$195.00	

Screens

	Qty	Days	Preshow	Late Order	Total
Tripod 6'x6'			\$75.00	\$125.00	
Tripod 8'x8'			\$75.00	\$125.00	
Cradle 10'x10'			\$95.00	\$145.00	

Your Totals

Total Equipment Charges	
Labor Charges (\$198 min., 2hrs. @ \$99/hr, for load in/out)	
24% Service Charge (\$24.00 minimum)	
TOTAL DUE	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741



E: Caesars@encore-us.com



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 866-1056 Fax: (702) 697-5872 Questions Email: services@encore-us.com

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

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

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS			Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection.	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth .	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
				Services Total	
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				10% Service Fee	
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				Subtotal	
				LABOR FEE	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION					
					GRAND TOTAL

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

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Rev 3/1/15

Terms and Conditions:

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

Wireless (802.11) Internet Declaration

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

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

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

AUTHORIZED SIGNATURE:

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



rev. 3/1/15



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
 Ph: (702) 866-1056 Fax: (702) 697-5872 Questions Email:services@encore-us.com

Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
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EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
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INSTALL Date & Time:	DISCONNECT Date & Time:
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EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
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TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
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ORDERED BY:	EMAIL ADDRESS:
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CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
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CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
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WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
PACKAGE #1 UP TO 10 CONCURRENT DEVICES	\$1,000.00	\$1,250.00		

Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.

PACKAGE #2 UP TO 25 CONCURRENT DEVICES	\$1,750.00	\$2,187.50		
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Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.

PACKAGE #3 UP TO 50 CONCURRENT DEVICES	\$3,500.00	\$4,375.00		
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Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.

ADDITIONAL BANDWIDTH	\$1,000.00	\$1,250.00		
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Includes 5Mbps of additional bandwidth to the existing network/location.

ADDITIONAL 25 CONCURRENT DEVICES	\$1,000.00	\$1,250.00		
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Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.

ADDITIONAL COVERAGE AREA/SEPARATE LOCATION	\$1,000.00	\$1,250.00		
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Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.

CUSTOM SPLASH PAGE	CALL FOR PRICING			
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Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.

CUSTOM LANDING PAGE	CALL FOR PRICING			
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Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.

Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00		
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* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.

NOC ENGINEER - Daily Rate	\$1,000.00	\$1,250.00		
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NETWORK ENGINEER - Daily Rate	\$1,500.00	\$1,875.00		
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Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices

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

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE	SERVICE TOTAL			
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10% Service Fee	
-----------------	--

SUBTOTAL	
-----------------	--

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

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- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
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AUTHORIZED SIGNATURE:



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

rev. 1/21/14



MAIL OR FAX FORMS WITH PAYMENT TO :
 ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 866-1056 Fax: (702) 697-5872 Questions Email: services@encore-us.com

Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
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EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
--------------	---

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
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TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
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ORDERED BY:	EMAIL ADDRESS:
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CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
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CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
------------------------	-------------------------

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
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ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$110.00	\$137.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$180.00	\$223.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$258.00	\$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$475.00	\$595.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
208 VOLTS SINGLE PHASE 30 AMPS	\$535.00	\$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$830.00	\$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$1,320.00	\$1,625.00			
SUBTOTAL					

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE

10% SERVICE FEE

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with EFCO standards.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

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

ENCORE

rev. 3/17/15