EGSA Spring 2020
Conference

PLANET HOLLYWOOD MEZZANINE

March 15 - 17, 2020
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</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>BACK WALL DRAPE COLOR</th>
<th>SIDE RAIL DRAPE COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black / White / White / Black</td>
<td>Black</td>
</tr>
</tbody>
</table>

**HALL FLOORING**

EXHIBIT HALL IS CARPETED

Each 10' x 10' inline booth will consist of:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>6' Table Skirted Black</td>
</tr>
<tr>
<td>Two</td>
<td>Side Chairs</td>
</tr>
<tr>
<td>One</td>
<td>Wastebasket</td>
</tr>
<tr>
<td>One</td>
<td>Identification Sign</td>
</tr>
</tbody>
</table>

**SHOW DATES**

<table>
<thead>
<tr>
<th>DAY OF WEEK &amp; DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, March 15, 2020</td>
<td>8:00 AM</td>
<td>5:30 PM</td>
<td>Exhibitor Move In</td>
</tr>
<tr>
<td>Sunday, March 15, 2020</td>
<td>6:00 PM</td>
<td>7:30 PM</td>
<td>Show Hours</td>
</tr>
<tr>
<td>Monday, March 16, 2020</td>
<td>7:30 AM</td>
<td>5:30 PM</td>
<td>Show Hours</td>
</tr>
<tr>
<td>Tuesday, March 17, 2020</td>
<td>7:30 AM</td>
<td>12:00 PM</td>
<td>Show Hours</td>
</tr>
<tr>
<td>Tuesday, March 17, 2020</td>
<td>12:00 PM</td>
<td>4:00 PM</td>
<td>Exhibitor Move Out</td>
</tr>
</tbody>
</table>

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

3:00 PM on Tuesday, March 17, 2020

**ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:**

4:00 PM on Tuesday, March 17, 2020

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

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

<table>
<thead>
<tr>
<th>WAREHOUSE RECEIVING BEGINS</th>
<th>Monday, February 03, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD RECEIVING RATE DEADLINE</td>
<td>Friday, March 06, 2020</td>
</tr>
<tr>
<td>WAREHOUSE RECEIVING DEADLINE</td>
<td>Friday, March 13, 2020</td>
</tr>
</tbody>
</table>

All shipments are required to have certified weight tickets
Crated, skidded or boxed materials only

No COD or collect shipments
Must submit payment authorization form with all orders

All inbound shipments must be sent to the warehouse
No pad wrapped shipments will be accepted at the warehouse

WAREHOUSE SHIPPING ADDRESS:
All information must be provided on the shipping labels. Please use the warehouse labels enclosed.

SHOW NAME | EGSA 2020 |
--- | --- |
COMPANY | C/O |
ADDRESS | 4075 East Post Road, Las Vegas, NV 89120 |

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

Overtime will be charged on all inbound shipments

SHOWSITE RECEIVING

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, March 15, 2020</td>
<td>8:00 AM</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>

Do not consign shipments to the receiving facility. All shipments must be consigned c/o Las Vegas Expo

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

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

SHOW SITE SHIPPING ADDRESS:
All information must be provided on the shipping labels. Please use the show site labels enclosed.

<table>
<thead>
<tr>
<th>SHOW NAME</th>
<th>EGSA 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY</td>
<td>C/O</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>Planet Hollywood - Mezzanine 3667 S. Las Vegas Blvd, Las Vegas, NV 89109</td>
</tr>
</tbody>
</table>

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

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

BELLMAN

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

HAND CARRY POLICY

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

PERSONAL OWNED VEHICLES

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

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

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

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

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

We look forward to serving you!

Sincerely,

LAS VEGAS EXPO
### PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with Las Vegas Expo. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.

Discount pricing applies only to orders received with full payment prior to the deadline date. Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>CLIENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>PHONE</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
</tbody>
</table>

#### CREDIT CARD AUTHORIZATION

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

- DISCOVER
- VISA
- MASTERCARD
- AMERICAN EXPRESS

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EXPIRATION DATE</th>
<th>SECURITY CODE REQUIRED</th>
</tr>
</thead>
</table>

**CARDHOLDER'S BILLING ADDRESS** (If different from above)

| CITY         | STATE       | ZIP         |

**CARDHOLDER'S SIGNATURE**

X

**CARDHOLDER'S NAME (PLEASE PRINT)**

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

### DISCOUNT PRICE | STANDARD PRICE | SERVICE
---|---|---
FURNITURE
ACCESSORIES
CARPET
SIGNS
CLEANING
LABOR
ESTIMATED MATERIAL HANDLING
PACKAGE RENTAL BOOTH
OTHER EXPO SERVICES
TAX

**TOTAL** (If received by deadline) | **TOTAL**
---|---

ALL FREIGHT SHIPPING CHARGES WILL SHOW ON YOUR CREDIT CARD STATEMENT AS ELITE EXPO.

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

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

Submit forms to: Las Vegas Expo - 4075 East Post Road, Las Vegas NV 89120 - PH: 702.248.6200 FX: 702.248.4113 - www.lvexpo.com - exhibitorservices@lvexpo.com
### FURNITURE ORDER

**ORDER ONLINE**

*online.completeshow.com*

<table>
<thead>
<tr>
<th>CHAIRS</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIDE CHAIR</td>
<td>$65.00</td>
<td>$84.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARM CHAIR</td>
<td>$85.00</td>
<td>$110.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOOL COUNTER HEIGHT</td>
<td>$95.00</td>
<td>$123.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLES</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’L x 30”H x 24”W TABLE SKIRTED*</td>
<td>$96.00</td>
<td>$124.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 30”H x 24”W TABLE SKIRTED*</td>
<td>$105.00</td>
<td>$136.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 30”H x 24”W TABLE SKIRTED*</td>
<td>$130.00</td>
<td>$169.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’L x 30”H x 24”W TABLE UNSKIRTED</td>
<td>$60.00</td>
<td>$78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 30”H x 24”W TABLE UNSKIRTED</td>
<td>$75.00</td>
<td>$97.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 30”H x 24”W TABLE UNSKIRTED</td>
<td>$90.00</td>
<td>$117.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTER TABLES</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’L x 42”H x 24”W COUNTER SKIRTED*</td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 42”H x 24”W COUNTER SKIRTED*</td>
<td>$135.00</td>
<td>$175.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 42”H x 24”W COUNTER SKIRTED*</td>
<td>$160.00</td>
<td>$208.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’L x 42”H x 24”W COUNTER UNSKIRTED</td>
<td>$80.00</td>
<td>$104.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 42”H x 24”W COUNTER UNSKIRTED</td>
<td>$95.00</td>
<td>$123.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 42”H x 24”W COUNTER UNSKIRTED</td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAFE</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE ROUND 36”W x 30”H</td>
<td>$145.00</td>
<td>$189.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE ROUND 36”W x 42”H</td>
<td>$165.00</td>
<td>$214.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCESSORIES</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th SIDE TABLE SKIRT*</td>
<td>$43.00</td>
<td>$55.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th SIDE COUNTER SKIRT*</td>
<td>$48.00</td>
<td>$62.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RISER FOR TABLE TOP 4’L x 14”H</td>
<td>$65.00</td>
<td>$84.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RISER FOR TABLE TOP 6’L x 14”H</td>
<td>$85.00</td>
<td>$109.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.*

### CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

*Items cancelled after the discount deadline date will be charged at 50% of ordered price.*

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

---

**CITY:** Las Vegas, NV 89120  |  **PHONE:** 702.248.6200  |  **FAX:** 702.248.4113  |  www.lvexpo.com  |  exhibitorservices@lvexpo.com
# EGSA Spring 2020 Conference

## ADDITIONAL FURNISHINGS ORDER

**ORDER ONLINE**
[online.completeshow.com](http://online.completeshow.com)

<table>
<thead>
<tr>
<th>ACCESSORIES</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASTEBASKET</td>
<td></td>
<td>$17.00</td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>EASEL</td>
<td></td>
<td>$40.00</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td>BAG RACK</td>
<td></td>
<td>$78.00</td>
<td>$101.40</td>
<td></td>
</tr>
<tr>
<td>GARMENT RACK</td>
<td></td>
<td>$78.00</td>
<td>$101.40</td>
<td></td>
</tr>
<tr>
<td>WATERFALL CLOTHING RACK 4 - ARM</td>
<td></td>
<td>$92.00</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>LITERATURE RACK (FREE STANDING)</td>
<td></td>
<td>$130.00</td>
<td>$169.00</td>
<td></td>
</tr>
<tr>
<td>SIGN HOLDER 22” x 28”</td>
<td></td>
<td>$78.00</td>
<td>$101.40</td>
<td></td>
</tr>
<tr>
<td>TACKBOARD 4’ x 6’ VERTICAL</td>
<td></td>
<td>$145.00</td>
<td>$188.00</td>
<td></td>
</tr>
<tr>
<td>TACKBOARD 6’ x 4’ HORIZONTAL</td>
<td></td>
<td>$145.00</td>
<td>$188.00</td>
<td></td>
</tr>
<tr>
<td>GRID 2’ x 8’</td>
<td></td>
<td>$105.00</td>
<td>$137.00</td>
<td></td>
</tr>
<tr>
<td>GRID 2’ x 8’ WITH LEGS</td>
<td></td>
<td>$156.00</td>
<td>$202.80</td>
<td></td>
</tr>
<tr>
<td>16” WATERFALL ARM FOR GRID</td>
<td></td>
<td>$26.00</td>
<td>$34.00</td>
<td></td>
</tr>
<tr>
<td>GRID HOOKS (CHOOSE SIZE BELOW)</td>
<td></td>
<td>$6.00</td>
<td>$8.00</td>
<td></td>
</tr>
</tbody>
</table>

- **4”**
- **6”**
- **8”**

<table>
<thead>
<tr>
<th>8’ HIGH DRAPE* PER LN. FT. AT 10’ INCREMENTS</th>
<th>FT</th>
<th>DISCOUNT DEADLINE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$15.00</td>
<td>$19.50</td>
<td></td>
</tr>
<tr>
<td>8’ UPRIGHT POLE W/BASE (NO DRAPE)</td>
<td></td>
<td>$25.00</td>
<td>$32.50</td>
<td></td>
</tr>
<tr>
<td>12’-16’ UPRIGHT POLE W/BASE (NO DRAPE)</td>
<td></td>
<td>$45.00</td>
<td>$58.50</td>
<td></td>
</tr>
<tr>
<td>6’ - 10’ TELESCOPIC ROD (NO DRAPE)</td>
<td></td>
<td>$21.00</td>
<td>$27.30</td>
<td></td>
</tr>
</tbody>
</table>

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

- **Silver**
- **Black**
- **White**

## CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

- Items cancelled after the deadline date will be charged at 50% of ordered price.
- No credit will be given after close of event on items or services ordered but not received.
### SHOWCASES

- **FULL**
- **HALF**
- **QUARTER**
- **CORNER HALF**
- **CORNER QUARTER**

**TOWER**

**WALL CASE**

**SEE-THROUGH WALL CASE**

---

**ALL UNITS COME STANDARD WITH FLORESCENT LIGHTING**

**ELECTRICAL OUTLET IS NOT INCLUDED**

**FULL, HALF OR QUARTER VIEW MUST BE SELECTED BELOW**

---

**ORDER ONLINE**

[online.completeshow.com](http://online.completeshow.com)

---

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

---

**CANCELLATION POLICY**

The Payment Authorization Form must be submitted with this order.

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

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

<table>
<thead>
<tr>
<th>CARPET LENGTH</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td></td>
<td>$155.00</td>
<td>$201.50</td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td></td>
<td>$310.00</td>
<td>$403.00</td>
<td></td>
</tr>
<tr>
<td>30'</td>
<td></td>
<td>$465.00</td>
<td>$604.50</td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM SIZES - 100 sqft increments

<table>
<thead>
<tr>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TOTAL SQ FT</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
<td>$4.00</td>
<td></td>
</tr>
</tbody>
</table>

**COLOR**

- Red
- Blue
- Black
- Gray
- Teal
- Burgundy

**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.**

## COLOR - PLUSH 26oz

<table>
<thead>
<tr>
<th>CARPET LENGTH</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td></td>
<td>$250.00</td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td></td>
<td>$500.00</td>
<td>$650.00</td>
<td></td>
</tr>
<tr>
<td>30'</td>
<td></td>
<td>$750.00</td>
<td>$975.00</td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM SIZES - 100 sqft increments

<table>
<thead>
<tr>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TOTAL SQ FT</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$4.00</td>
<td>$5.20</td>
<td></td>
</tr>
</tbody>
</table>

**COLOR**

- Red
- Black
- Emerald
- Burgundy
- Silky Beige
- Blue Sea
- Silver Moon
- Slate
- White

## COLOR - ULTRA PLUSH

<table>
<thead>
<tr>
<th>CARPET LENGTH</th>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td></td>
<td>$450.00</td>
<td>$585.00</td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td></td>
<td>$900.00</td>
<td>$1,170.00</td>
<td></td>
</tr>
<tr>
<td>30'</td>
<td></td>
<td>$1,350.00</td>
<td>$1,755.00</td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM SIZES - 100 sqft increments

<table>
<thead>
<tr>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TOTAL SQ FT</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$5.00</td>
<td>$6.50</td>
<td></td>
</tr>
</tbody>
</table>

**COLOR**

- Red
- Black
- Khaki
- Shadow
- Sand
- Graphite
- Indigo
- Midnight
- Sky Blue
- White

## ACCESSORIES

- PADDING PER SQ FT* $1.30 $2.05
- VISQUEEN PER SQ FT* $0.65 $0.80
- DOUBLE PADDING PER SQ FT* $2.60 $4.10

* 100 Square Feet Minimum Order

## BOOTH CLEANING ORDER

### AVAILABLE SERVICES

<table>
<thead>
<tr>
<th>DISCOUNT DEADLINE Rate Per sq.ft. 2/28/2020</th>
<th>STANDARD PRICE Rate Per sq.ft.</th>
<th>TOTAL BOOTH SQ FT (Billed in 100 sq.ft. increments)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE TIME VACUUMING PRIOR TO SHOW OPEN</td>
<td>$0.70</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>DAILY VACUUMING PRIOR TO EACH SHOW DAY</td>
<td>$1.80</td>
<td>$2.40</td>
<td></td>
</tr>
</tbody>
</table>

**CANCELLATION POLICY**

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

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

*No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.*
Las Vegas Expo has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

Minimum order $50.00
Double sq. Ft. for double-sided graphics
Round sq. Ft. to next whole increment
File conversion, retouching, cloning or color correcting may incur additional labor charges.

<table>
<thead>
<tr>
<th>MATERIAL (Per s/f)</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>MATERIAL</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4&quot; PLEXIGLAS</td>
<td>$30.00</td>
<td>$36.00</td>
<td>3mm SINTRA</td>
<td>$14.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>3/16&quot; FOMECOR</td>
<td>$13.00</td>
<td>$17.00</td>
<td>6mm SINTRA</td>
<td>$16.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>VINYL BANNER</td>
<td>$8.00</td>
<td>$12.00</td>
<td>FLOOR DECALS</td>
<td>$18.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

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

ELECTRONIC FILE NAME
PMS COLOR
APPLICATION

*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer’s specifications.

SPECIAL INSTRUCTIONS

STANDARD GRAPHIC SIZES

<table>
<thead>
<tr>
<th>STANDARD GRAPHIC SIZES</th>
<th>QTY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOMECOR w/Easel Back 12&quot; x 18&quot; - single sided</td>
<td>$45.00</td>
<td>$58.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOMECOR SIGN 22&quot; x 28&quot; - single sided</td>
<td>$52.00</td>
<td>$68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOMECOR SIGN 28&quot; x 44&quot; - single sided</td>
<td>$103.00</td>
<td>$134.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOMECOR SIGN 24&quot; x 36&quot; - single sided</td>
<td>$72.00</td>
<td>$94.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOMECOR SIGN w/Base 36&quot; x 87&quot; - single sided</td>
<td>$275.00</td>
<td>$358.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

ARTWORK SUBMISSION REQUIREMENTS

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

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

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

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

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

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

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

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

**DISPLAY LABOR ORDER**

**EXHIBIT INSTALLATION & Dismantling INFORMATION**

<table>
<thead>
<tr>
<th>Labor</th>
<th>Begin Date</th>
<th>Start Time</th>
<th>Special Equipment</th>
<th># of Laborers</th>
<th>Est. Hours Ea.</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ESTIMATED CHARGES**

- STRAIGHT TIME (ST) - One Hour Minimum: $92.00
- OVERTIME (OT) - One Hour Minimum: $138.00
- DOUBLE TIME (DT) - One Hour Minimum: $184.00

**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.

**STRAIGHT TIME** - After 8:00 AM and prior to 4:30 PM Weekdays. **OVERTIME** - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. **DOUBLE TIME** - Holidays, or any job exceeding 12 work hours in one day.

---

**FORKLIFT NOT AVAILABLE**

- **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.

- **OK TO PROCEED (MUST FILL OUT FORM BELOW):** Las Vegas Expo will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum $65.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

---

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

**Freight is Being Sent to Advanced Warehouse or Show Site:**
- Advanced Warehouse
- Show Site

**Special Instructions**

<table>
<thead>
<tr>
<th># of Crates</th>
<th>Set-Up Plans in Crate</th>
<th>Set-Up Plans Attached</th>
<th>Photo Attached</th>
<th>Self-Contained Unit</th>
<th>Facility Flooring</th>
<th>Carpent Sent with Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**If not using our official show carrier, please fill out the below.**

- Carrier Name
- Pick Up Date
- Carrier Pick Up Time
- LVE Rented Carpet
- Carpet Sent with Shipment

**Consignee** (Where your freight is being shipped to when the show closes)

**Billing Information** (Responsible party paying your carrier's shipping charges)

<table>
<thead>
<tr>
<th>Co. Name</th>
<th>Co. Name</th>
<th>Address</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**City**
- State
- Zip

**Show**
- Booth #

**Contact**

**Phone**

Labor orders need to be placed in advance. Orders need to be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis and upon availability.
# EGSA Spring 2020 Conference

**March 15 - 17, 2020**

**Planet Hollywood - Mezzanine**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BOOTH #</th>
</tr>
</thead>
</table>

## RENTAL EXHIBIT PACKAGES

**DEADLINE DATE: 2/28/2020**

### 10' EXHIBIT RENTAL

<table>
<thead>
<tr>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 1,945.00</td>
<td>$ 2,528.50</td>
</tr>
</tbody>
</table>

**DISPLAY INCLUDES**

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

### 20' EXHIBIT RENTAL

<table>
<thead>
<tr>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 3,890.00</td>
<td>$ 5,057.00</td>
</tr>
</tbody>
</table>

**DISPLAY INCLUDES**

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

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

### Optional Accessories

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DISCOUNT DEADLINE 2/28/2020</th>
<th>REGULAR PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Meter Counter</td>
<td>$225.00</td>
<td>$292.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Grid</td>
<td>$105.00</td>
<td>$137.00</td>
<td></td>
</tr>
<tr>
<td>Shelves</td>
<td>$40.00</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td>Slat Wall</td>
<td>$125.00</td>
<td>$162.00</td>
<td></td>
</tr>
<tr>
<td>Light</td>
<td>$55.00</td>
<td>$71.00</td>
<td></td>
</tr>
<tr>
<td>10’ Package</td>
<td>$1,945.00</td>
<td>$2,528.50</td>
<td></td>
</tr>
<tr>
<td>20’ Package</td>
<td>$3,890.00</td>
<td>$5,057.00</td>
<td></td>
</tr>
</tbody>
</table>

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

### CANCELLATION POLICY

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

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

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

---

SUBMIT FORMS TO: Las Vegas Expo - 4075 East Post Road, Las Vegas NV 89120 - PH: 702.248.6200 FX: 702.248.4113 - www.lvexpo.com - exhibitorservices@lvexpo.com
**EGSA Spring 2020 Conference**

**March 15 - 17, 2020**
Planet Hollywood - Mezzanine

**WORK AUTHORIZATION**

**DEADLINE DATE:** 2/28/2020

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 to 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.

<table>
<thead>
<tr>
<th>EAC COMPANY NAME</th>
<th>SERVICES TO BE PROVIDED</th>
<th>EAC CONTACT PERSON(S)</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is this company authorized to order services on your behalf?  
**[ ]** YES  
**[ ]** NO

Is this company responsible for charges incurred for the show?  
*If yes, both parties must complete and sign the Third Party form.*

**[ ]** YES*  
**[ ]** 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(S):** 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

**SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE:** https://www.completeshow.com/eacregistration/
### THIRD PARTY PAYMENT AUTHORIZATION

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

#### EXHIBITING COMPANY NAME

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY</th>
<th>BOOTH #</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>THIRD PARTY COMPANY</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIRD PARTY CONTACT</td>
<td>EMAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

#### THIRD PARTY'S CREDIT CARD

- DISCOVER
- VISA
- MASTERCARD
- AMERICAN EXPRESS

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EXPIRATION DATE</th>
<th>SECURITY CODE REQUIRED</th>
</tr>
</thead>
</table>

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

#### CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

#### CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE*

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

#### SERVICES TO BE INVOICED TO THIRD PARTY

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

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

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

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

200 LBS MINIMUM

<table>
<thead>
<tr>
<th>ADVANCE WAREHOUSE</th>
<th>STANDARD</th>
<th>LATE</th>
<th>SPECIAL HANDLING</th>
<th>SPECIAL HANDLING LATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 87.00</td>
<td>Per 100 lbs</td>
<td>$ 113.10 Per 100 lbs</td>
<td>$ 117.45 Per 100 lbs</td>
<td>$ 152.65 Per 100 lbs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SHOW-SITE</th>
<th>STANDARD</th>
<th>LATE</th>
<th>SPECIAL HANDLING</th>
<th>SPECIAL HANDLING LATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 89.00</td>
<td>Per 100 lbs</td>
<td>$ 115.70 Per 100 lbs</td>
<td>$ 120.15 Per 100 lbs</td>
<td>$ 156.20 Per 100 lbs</td>
</tr>
</tbody>
</table>

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

Overtime will be charged on all inbound shipments

200 LBS MINIMUM

<table>
<thead>
<tr>
<th>OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)</th>
<th>IN BOUND</th>
<th>OUT BOUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 25.00 Per 100 lbs</td>
<td>$ 25.00 Per 100 lbs</td>
<td></td>
</tr>
</tbody>
</table>

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.

25% Late fee if received after deadline date

Maximum weight per shipment is 25lbs.

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

WEIGHT PER SHIPMENT

<table>
<thead>
<tr>
<th>RECEIVING LOCATION</th>
<th>RATE</th>
<th>ESTIMATED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAREHOUSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOW SITE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAREHOUSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOW SITE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAREHOUSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOW SITE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DO NOT SHIP DIRECTLY TO THE FACILITY

All material handling rates include delivery to booth
All shipping charges must be prepaid

Materials must arrive during published dates to avoid additional charges
No collect shipments. "COD"

Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge

SPECIAL HANDLING

UPS, FedEx, USPS, loose, uncrated exhibit material, van line
Materials with no inbound documents

Material with no certified weights
Materials with no pick points received

OVERTIME (OT)

Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 4:30 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.

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

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

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

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 x $ 85.00 = $ 340.00
WAREHOUSE DELIVERY
RECEIVING DATES WITHOUT LATE FEES
Monday, February 03, 2020 - Friday, March 06, 2020

TO: ____________________________
EXHIBITOR NAME

C/O: LVE - IT VEGAS
4075 East Post Road
Las Vegas, NV 89120

EVENT: __________ EGSA 2020

NO. _______ OF _______ PIECES

BOOTH #: ____________________________

WAREHOUSE DELIVERY
RECEIVING DATES WITHOUT LATE FEES
Monday, February 03, 2020 - Friday, March 06, 2020

TO: ____________________________
EXHIBITOR NAME

C/O: LVE - IT VEGAS
4075 East Post Road
Las Vegas, NV 89120

EVENT: __________ EGSA 2020

NO. _______ OF _______ PIECES

BOOTH #: ____________________________
DIRECT TO SHOW SITE

TO: __________________________

EXHIBITOR NAME

C/O: Las Vegas Expo
Planet Hollywood - Mezzanine
3667 S. Las Vegas Blvd
Las Vegas, NV 89109

EVENT: EGSA 2020

NO. _______ OF _______ PIECES

BOOTH #: _______________________

DIRECT TO SHOW SITE

TO: __________________________

EXHIBITOR NAME

C/O: Las Vegas Expo
Planet Hollywood - Mezzanine
3667 S. Las Vegas Blvd
Las Vegas, NV 89109

EVENT: EGSA 2020

NO. _______ OF _______ PIECES

BOOTH #: _______________________

CAN ONLY BE DELIVERED

Sunday, March 15, 2020
8:00 AM - 4:00 PM

CAN ONLY BE DELIVERED

Sunday, March 15, 2020
8:00 AM - 4:00 PM
This form does not replace the Outbound Material Handling Form that must be completed on site.

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

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

Overtime will be charged on all inbound shipments

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

- [ ] RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS
- [ ] 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/LVE-IT Vegas 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.

<table>
<thead>
<tr>
<th>SIGN:</th>
<th>PRINT:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>WAREHOUSE</th>
<th>DRAYAGE TO WAREHOUSE</th>
<th>$17.00 per 100 lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAREHOUSE</td>
<td>WAREHOUSE HANDLING</td>
<td>$8.50 per 100 lbs.</td>
</tr>
</tbody>
</table>

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

All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of $76.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

<table>
<thead>
<tr>
<th>STORAGE</th>
<th>MONTHLY STORAGE RATE</th>
<th>$6.50 per 100 lbs.</th>
</tr>
</thead>
</table>

Monthly storage rate is billed quarterly, at $19.50 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.

*By signing, I understand and agree that LVE-IT VEGAS reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.*

<table>
<thead>
<tr>
<th>SIGN*:</th>
<th>PRINT:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

**ADVANTAGES OF STORING WITH LAS VEGAS EXPO**

Save on expensive shipping charges.
Storage freight is delivered to the show in advance of direct shipment.
No Marshalling Yard, Check-in, or waiting
Warehouse facilities and services are located in Las Vegas for year round access.
30 Days free storage included in LVE-IT VEGAS advance material handling rates.

The **PAYMENT AUTHORIZATION FORM** must accompany this form
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
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 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 packaging 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.

Las Vegas Expo - 4075 East Post Road, Las Vegas NV 89120 - PH: 702.248.6200 FX: 702.248.4113 - www.lvexpo.com - exhibitorservices@lvexpo.com
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 transit 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.
**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, un-skidding, 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 UNOBSCURED.** 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 overload 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 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 amperage rating.

11. **ELECTRICAL WORK UNDER CARPET MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR’S ELECTRICIANS.** All wiring on the floor must be Type “SO” cord, insulated to qualify for “extra hard usage”, must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTH 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 HANDBOUTS 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.
### HAND CARRY POLICY

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

| This is limited to only ONE exhibitor per booth. |
| The exhibitor is limited to one trip. |
| The exhibitor must carry the materials by hand. |
| The use of wheeled carts or dollies is NOT permitted. |
| The exhibitor must use the front entrance; the freight doors are NOT allowed. |

### PERSONAL VEHICLE & CART SERVICE RULES & FEES

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

| A personal vehicle (POV) is defined as a small passenger car. |
| You must hire a teamster and cart to unload vehicle. |
| Entire load must weigh less than 200 pounds to qualify for POV fees. |
| Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE) |
| Payment must be provided in advance or at the time of service. |

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

| $120.00 | STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays. |
| $175.00 | OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays. |
| $240.00 | DOUBLE TIME (DT): All holidays |

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

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

You may also contact LAS VEGAS EXPO’s Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (702) 248-6200 or email at: exhibitservices@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 between 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.
Custom Furniture Collection

Bar Stools

ST201 DELTA STOOL
Black
20"Wx19"Dx26"H

ST202 MONACO STOOL
Black
23"Wx23"Dx30"H

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

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

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

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

ST207 PARIS STOOL
White
19"Wx18"Dx30"H

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

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

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

ST211 TICINO STOOL
White
17"Wx20"Dx30"H

ST212 RETRO STOOL
Steel
17"Wx17"Dx30"H

ST213 ENZO STOOL
Black
16"Wx16"Dx30"H

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

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

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

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

ST219 TECH STOOL
White - Adjustable
15"Wx15"Dx22-29"H
Café Tables

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

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

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

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

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

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

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

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

CT310 CHROMA TABLE
Aluminum
27"Sq.x30"H

CT311 CHROMA TABLE
Aluminum
27"Dia.x30"H

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

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

CT305 ABBY TABLE
White
63"Wx36"Dx30"H

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

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

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

- **CF604 GLACIER CONFERENCE TABLE**
  - White-Gloss
  - 79"Wx30"Dx30"H

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

- **CF609 RECTANGULAR CONFERENCE TABLE**
  - Black, White
  - 95"Wx42"Dx30"H

- **CF602 / CF603 CONFERENCE TABLE**
  - Black, Grey, White
  - 72"Wx36"Dx30"H or 96"Wx42"Dx30"H

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

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**Office Furniture**

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

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

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

- **OF654 COMPUTER WORKSTATION**
  - Black
  - 36"Wx24"Dx29"H

- **OF659 CREDENZA**
  - White
  - 48"Wx18"Dx29"H

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

- **OF670 PARSON DESK**
  - Grey, White
  - 48"Wx24"Dx29"H
Custom Furniture Collection

Lounge Seating

LG700 HAVANA SOFA
Brown
93"Wx38"Dx34"H

LG702 HAVANA CHAIR
Brown
43"Wx38"Dx34"H

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

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

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

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

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

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

LG712 SOLO SOFA
Black, Red
80"Wx36"Dx32"H

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

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

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

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

LG721 CAPRI SECTIONAL BENCH
Black, White
71"Wx35"Dx17"H
LG725 MADISON ARM CHAIR
Black, White
28"Wx28"Dx30"H

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

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

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

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

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

LG732 SOHO LOVESEAT
White
45"Wx24"Dx31"H

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

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

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

LG736 TRIBECA LEATHER OTTOMAN
Grey
34"Wx36"Dx33"H

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

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

LG742 SURGE OTTOMAN
Black, White w/USB
60"Wx39"Dx16"H
Custom Furniture Collection

Occasional Tables

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

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

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

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

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

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

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

OT814 PALMA COCKTAIL TABLE
Walnut, White
47"Wx24"Dx15"H

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

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

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

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

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

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

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

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

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

OT814 PALMA COCKTAIL TABLE
Walnut, White
47"Wx24"Dx15"H

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

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

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

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

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

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

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

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

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

OT839 LINEAR COCKTAIL TABLE
Steel
46"Wx15"Dx15"H

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

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

OT842 GIO END TABLE
Black, Espresso
22"Wx16"Dx15"H

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

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

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

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

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

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

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

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

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

Please Circle Payment Type:

- Company Check Enclosed
- Credit Card
  - American Express
  - VISA
  - MasterCard

Credit Card Number:

Veri Code

Exp. Date

Billing Address:

City:
State:
Zip:

Authorized Signature:

Card Holder Name:

1/18 REV
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: INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)

EVENT DATES: 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. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED

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

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS Installation cannot begin until order is finalized and payment method has been received

20% Discount if order received 15 days prior to exhibitor move-in, excluding labor

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<td>4 Track with four fixtures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional MR16 Lights</td>
<td>$93.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75 Watt Flood Light on Stanchion Pole</td>
<td>$165.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Flood Light on Stanchion Pole</td>
<td>$297.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

PRICING IS VALID FOR EVENT SHOW HOURS

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 15% SERVICE FEE 15% SERVICE FEE

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - $125.00 OVERTIME - $250.00 LABOR TOTAL

MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND 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 OF PLANET HOLLYWOOD LAS VEGAS 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 be powered down overnight and/or other equipment that must remain on throughout the show.

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 shall be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) 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:
**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 SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

**ADDITIOANAL ELECTRICAL SERVICES**

<table>
<thead>
<tr>
<th>Standard Order Rate</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLTS SINGLE PHASE 30 AMPS</td>
<td>$670</td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 60 AMPS</td>
<td>$1,035</td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 100 AMPS</td>
<td>$1,625</td>
</tr>
</tbody>
</table>

**SUBTOTAL**

**PRICING IS VALID FOR EVENT SHOW HOURS**

**ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 15% SERVICE FEE**

**ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR**

**LABOR RATES:**

- STRAIGHT TIME - $125.00
- OVERTIME - $250.00

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

**GRAND TOTAL**

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 OF PLANET HOLLYWOOD LAS VEGAS**

Prices Subject to change without Notice
Terms and Conditions:

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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.

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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.

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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:
Booth Number:  

EVENT NAME:  

INSTALL LOCATION IN ROOM/BOOTH:  

DISCONNECT Date & Time:  

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 DATES:  

INSTALL 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:  
CREDIT CARD NUMBER:  
EXP. DATE:  

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

20% Discount if order received 15 days prior to exhibitor move-in, excluding labor

<table>
<thead>
<tr>
<th>SERVICE DESCRIPTION</th>
<th>STANDARD EVENT RATE</th>
<th>QUANTITY</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Connect Basic</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Connect Plus</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections 20Mbps dedicated bandwidth</td>
<td>$5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Locations - (Event Connect only)</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Bandwidth - (Event Connect only) 10Mbps</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hub Rental - 8, 16 or 24 port 10/100 Hub ($100 replacement value)</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Rental - Cat5e patch cable up to 50' length</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician Labor - Hourly Rate - Straight Time</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 15% SERVICE FEE

<table>
<thead>
<tr>
<th>SERVICES TOTAL</th>
<th>15% SERVICE FEE</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
</table>

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF PLANET HOLLYWOOD LAS VEGAS

Prices Subject to change without Notice
Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement related to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client or Customer, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless otherwise agreed to by the Parties in writing.

3. INTERNET/NETWORK EQUIPMENT AND SERVICES

Client understands and agrees as follows:

Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP add res is used or not;

No servers or routers are included, but not limited to, NAT, DHCP and proxy servers.

Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;

Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, hallways, doorways or 50' distance from the drop point will require an additional location and incur an additional fee;

Encore is not responsible for any cable and/or equipment provided by Client or any third party;

The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

WIRELESS (802.11) 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 cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentation or promos. For those interested or to prevent possible and/or other mission critical activity via the Internet, Encore highly recommends Client purchases wired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's final review of the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for replaceable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damage or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore of the problem. Encore will attempt to remedy the problem as soon as possible so the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment. Cancellation.

6. CANCELLATION

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 canceled after installation has begun. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

7. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or any judgment arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

8. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

9. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform under this Agreement. Should any such event occur, the Parties shall be excused from the performance of such obligations during the period of such event.

12. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or ineffective as a matter of law, the remaining provisions shall remain in full force and effect and be construed as such though unenforceable or ineffective provisions had never been a part of this Agreement.

13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

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. 5/01/2019

44
**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.

### 20% Discount if order received 15 days prior to exhibitor move-in, excluding labor

<table>
<thead>
<tr>
<th>WIRELESS INTERNET PACKAGES</th>
<th>Standard Event Rate</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PACKAGE #1</strong> UP TO 10 CONCURRENT DEVICES</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 10 Mbps. User control via password access.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PACKAGE #2</strong> UP TO 25 CONCURRENT DEVICES</td>
<td>$1,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PACKAGE #3</strong> UP TO 50 CONCURRENT DEVICES</td>
<td>$3,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20 Mbps. Recommend per user sale limit. User control via password access. See additional services below.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL BANDWIDTH</strong></td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes 10 Mbps of additional bandwidth to the existing network/location.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL 25 CONCURRENT DEVICES</strong></td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</strong></td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOM SPLASH PAGE**

CALL FOR PRICING

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

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**

$125.00

* All above orders include labor for configuration, setup, create support and dynamic 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**

$1,250.00

Create Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices

**NETWORK ENGINEER - Daily Rate**

$1,875.00

Create Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices

**ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 15% SERVICE FEE**

**SERVICE TOTAL**

15% Service Fee

**SUBTOTAL**

**GRAND TOTAL**

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

Prices Subject to change without Notice

Rev 05/1/2019
Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement relating to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

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Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, hallways, doorways or 50’ distance from the drop point will require an additional location and incur an additional fee;
Encore is not responsible for any cable and/or equipment provided by Client or any third party;
The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
WIRELESS (802.11) 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 cannot guarantee that interference will not occur. Encore does not recommend any wireless service for mission-critical services such as product presentations or announcements. For demonstrations or to prevent potential or actual interference via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore’s on-site representative.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore’s prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

4. DAMAGE TO EQUIPMENT
Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client’s failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client’s accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore’s sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damage or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. CONDITION OF EQUIPMENT
Encore maintains and services the Equipment in accordance with manufacturers’ specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore of said on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

6. CANCELLATION
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. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE’S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

7. GOVERNING LAW AND VENUE
Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or any other judgment arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

8. ATTORNEYS' FEES AND COSTS
In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys’ fees and costs, court costs, Equipment recovery costs and storage charges.

9. INDEMNIFICATION
Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys’ fees and costs) arising from Client’s on CAC’s; (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

10. LIMITATION OF LIABILITY
In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

11. FORCE MAJEURE
The Parties’ performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties’ control, making it impossible, illegal or materially impractical to perform the obligations under this Agreement. For purposes hereof, there is no Event of Force Majeure in the event of a "Force Majeure Event". Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

12. SEVERABILITY
In the event that any provision of this Agreement shall be unenforceable or ineffective as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

13. SURVIVAL
All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore’s provisions of Equipment and/or Services survive the termination of this Agreement.
To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.

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.

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth.  2.) Mark different services with separate symbols.  3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth.  4.) Mark the adjacent booth numbers or aisle number for reference.  5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting.  NOTE: Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _________  Cables to be Run Under Carpeting?: _________  

Front of Booth/Aisle Number: (Indicate adjacent Booth) _________

Back of Booth/Aisle Number: (Indicate adjacent Booth) _________
Payment Information: □ Visa □ Mastercard □ Amex

Company Name: _________________________________ Card Holder Name: _________________________________

Billing Address: _________________________________ City: __________________________ State: _________ Zip: ____________

Credit Card#: ___________________________________ Expiration: _____________________ Security Code: _____________________

Authorized Signature: ______________________________________ Date: _________________________________

Thank you for your business. We look forward to assisting you in the future.