

Exhibitor Services Manual Table of Contents

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

LDI

Las Vegas Convention Center, Central Hall

November 17 - 19, 2017

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One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

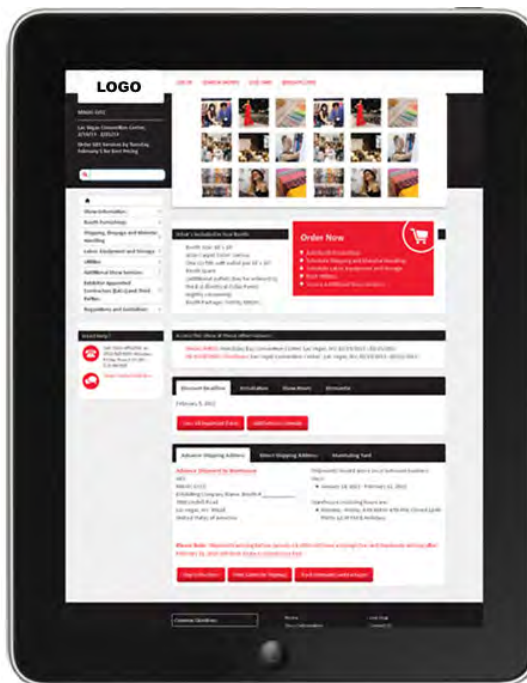
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/011600384/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process





Dear Exhibitor,

Thank you for participating at the LDI Show 2017. I would like to introduce myself as your Client Services Specialist. I am here to help you plan a successful show and answer any questions you may have.

Please take a few minutes to read this Exhibitor Services Kit (ESK) carefully. The following pages include rules, tips and order forms to help maximize your exhibiting experience.

Show Information:

<u>Dates & Location:</u>	November 17-19, 2017. Las Vegas Convention Center
NEW! <u>Show Floor Hours:</u>	11:00am – 6:00pm on Friday, November 17th 11:00am – 6:00pm on Saturday, November 18th 10:00am – 3:00pm on Sunday, November 19th
<u>Live Outside Hours:</u>	6:00pm – 9:30pm on Friday, November 17th
<u>LDI Awards:</u>	6:30pm – 7:30pm on Saturday, November 18th

All booths must be show ready by: 5:00pm 11-16-17

Booth Approval Form: **NEW THIS YEAR!** All exhibitors must submit a booth approval form regardless of booth size.

Booth Rules and Regulations: We have updated the rules and regulations for LDI 2017! Please be sure to read through the new rules and regulations to ensure a smooth move in for the show.

Show Lighting: This is a Dark Show, please be sure to order appropriate lighting to ensure visibility in your booth space

Target Move-In Date: LDI 2017 is a targeted event. Be sure to check your target move in date and time before shipping your exhibit materials. Any shipments received off-target will be assessed a 30% off target fee.

Official Vendors and Ordering Information: The LDI Show has partnered with several service providers to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance through your Exhibitor Service Kit to save you money and ensure a timely move in. Use the [Important Dates and Deadlines](#) to keep track of important deadlines and official vendor information.

Hotel & Travel Information: onPeak is the official housing partner for the LDI Show. Booking within the official housing block will provide the best rates at official hotels. You can reach onPeak at (855) 742-9170. Please be advised that onPeak is the **ONLY** housing company authorized to use the LDI Show name and/or logo and it is the only company allowed to represent itself as a LDI Show housing partner.

Shipping Information: To ensure the receipt of your exhibiting materials on time and to avoid unloading delays on-site, we recommend shipping in advance to the GES warehouse. All shipping information and associated costs can be found under the Shipping/Drayage/Material Handling/Access Storage section of the ESK.

Sincerely,

Kathryn Holabird | Client Services Specialist
p.303.998.9068 | [LDI Show](#)
Kathryn.holabird@penton.com

As Soon as Possible	
	Read Exhibitor Service Kit (ESK) in its entirety
	Review Marketing and Promotional Opportunities
	Make Hotel Reservations through OnPeak
	Make Airline/Rental Car Reservations
	Log In to Update Show Directory Company Listing
	Confirm date and time of onsite booth space selection for 2018
	Register Booth Personnel for Badges

September		Vendor
9/25/2017	Submit Booth Approval Form (Mandatory for All Exhibitors)	LDI

October		
10/10/2017	First day for Advance Freight shipments at the warehouse	GES
10/17/2017	Submit Exhibitor Appointed Contractor (EAC) form	GES
10/17/2017	Discount Date: Internet & Cable Connections	COX Business
10/23/2017	Discount Date: Lead Retrieval Unit	Compusystems
10/23/2017	Discount Date: Booth Security	DTA
10/23/2017	Discount Date: All GES Services	GES
10/23/2017	Discount Date: Electrical Service	GES
	Audio Visual Equipment Order	SmartSource

November		
11/8/2017	Last day for Advance Freight shipments at the warehouse	GES
Target Date	Ship Freight Direct to LVCC (must arrive on target move in date and time)	GES

Before Leaving for Show	
Create show packets & finalize schedules for staff Include phone numbers, emergency meeting place, show info etc.	
Verify ALL travel arrangements	
Make sure to have all tracking information for freight sent to show site (just in case)	

Show Site	
11/12-11/16	Exhibitor Move-In: 11/13/17 through 11/16/17
11/17-11/19	Show Dates: 11/17/17 through 11/19/17
11/16/2017	Lights Out for Exhibitor Booth Testing 1:00pm to 8:30pm
11/17/2017	Lights Out for Show 8:00am
11/17/2017	Live Outside - 6:30pm to 9:30pm
11/18/2017	LDI Awards - 6:30PM to 7:30pm
11/13-11/18	Attend events and education to enhance exhibiting experience

Move-Out	
Exhibitor Move-Out: 11/19/17 through 11/20/17	
Review invoices and verify costs for general contractor, electrical and other vendors	

The Exhibitor Service Kit Reference Guide

So, your company has entrusted you with the job of coordinating an exhibition. While it may seem like a daunting task, this document will help you navigate and explain what is in the Exhibitor Services Kit (ESK), help you with move in and move out procedures, and give you the framework for putting together a successful show.

How to Navigate the Exhibitor Services Kit

The Exhibitor Services Kit, also known as Exhibitor Services Manual, ESK or ESM, is your guide to ordering items for your booth, shipping your materials to the show, and viewing rules and regulations. Here is a section by section summary of how to navigate the ESK.

ESK Homepage

The ESK homepage includes information on booth inclusions, quick links to important and frequently used items, important dates and deadlines as well as the links to order forms for all of our official vendors.

Show Information

The show information tab is the starting point for all basic show specific information. Be sure to read through the Welcome Letter and Critical Dates Checklist in this section as a starting point to planning.

- The Critical Dates Checklist is a one stop shop for all the discount deadlines in a handy organized page.
- Need to register for badges or secure a hotel room? Links are in this tab too!

Regulations and Guidelines

The regulations and guideline tab includes all show polices, venue regulations, and safety information. It is critical to read this section in its entirety prior to planning your Exhibit to ensure a successful experience.

- Show Regulations and Guidelines include general rules and regulations of the entire exhibition. You can find regulations on animals, age restrictions, rules about booth activities and events, sound level rules, photography/videography rules, and much more.
- The Booth Regulations and Guidelines will tell you what you can and cannot do when building and designing your booth structure and layout. If you want to know how high your booth structure can go, how tall your sign can be, whether or not you are allowed to have a hanging sign, etc.
- Fire Rules and Regulations are different for each facility. It is important to know regulations concerning usage of items such as open flames, cooking devices, hazardous materials, and compresses gasses as well as flame retardant requirements for your booth materials. You will need to follow both show fire regulations and facility regulations. You will find them under the Regulations and Guidelines tab under the Convention Center Rules and Regulations and the Fire Regulations.
- Union Rules also must be observed concerning moving your booth materials in yourself, when you are required to hire labor for installation and dismantling your booth, and when electrical or forklift labor are required.

Booth Furnishings and Accessories

- Most shows require some sort of floor covering. Be sure to check to ESK Homepage for the requirements for your show. If flooring is required you can provide your own or rent carpet from GES through the Exhibitor Services Kit. You can order carpet, tables and chairs, as well as other

accessories (such as wastebaskets and shelving) under the Booth Furnishings and Accessories tab.

- Booth packages can save you time and money by combining items for a reduced rate.
- Graphics and signage can be ordered as well as shell schemes and hard wall booths.

Move-In/Move-Out Information and Target Floorplan

This section contains move in and move out information that is critical for a successful show site experience

- Shows with a targeted move-in have assigned move in times for each exhibitor. It is critical that each exhibitor know their move in date and time to save money. You will find your target move in information in this tab under the “Move-In, Move-Out and Target Floorplan tab”.
- Shipments received off target will be assessed an off-target fee that is a percentage of your total material handling charge for the shipment.
- Be sure to read both the move-in and move-out information documents while planning your shipping to and from show site. These documents contain information that can save time and money during the planning process.

Shipping, Drayage, Material Handling and Access Storage

Use this section to place orders for material handling, print shipping labels and view general information about material handling.

- Be sure to fill out the Freight Service Questionnaire if you are planning to ship any freight to the event. This form lets GES know what materials to expect and will allow them to better assist you with your shipping needs.
- Pre-print your address labels using the “print address labels” tab to ensure all of your freight is shipped to the correct booth space.
- Get a shipping quote. Shipping through GES can save you time and money.
- For more information on shipping, drayage and material handling read through the “When can I move in?” and How to have a successful show move out” sections at the bottom of this page.
- Create a pre-printed outbound bill of lading to speed up the move-out process by selecting the “Pre-Printed Bill of Lading (BoL) and outbound labels request form. Be sure to also review the “Sample Outbound Bill of Lading” for tips on how to fill out the form.

Labor/Equipment, Hanging Sign and Rigging

Using this tab you can place orders for hanging signs and Aerial rigging, order union labor and equipment, submit your layout for sign placement and access a link to your Booth Approval Form.

- All hanging signs must be approved by show management. GES will not hang any signs that have not been approved. Be sure to fill out the booth approval form located in your exhibitor console prior to placing your orders.
- Exhibitors with a Peninsula or Island booth can order your electric chain hoists, truss, and the labor to install the sign.
- Be sure to review booth rules and regulations before ordering a hanging signs, as not all exhibit space types are allowed to have them.
- When preparing for the event you may discover the need to hire union labor for the installation and dismantling of your booth. Pricing and options for hiring labor can be found here.

Cleaning, Vacuuming and Porter Service

- Vacuuming, carpet cleaning, floor waxing, and porter service (trash removal and wiping down of counters throughout the day) – If you are sampling something in your booth, we highly

recommend porter service! Keep in mind that waste baskets will NOT be emptied throughout the day without ordering porter service.

Utilities

This section includes order forms for utilities such as electrical, telecommunications, and plumbing.

- Do you have something to plug in, such as a computer, lead retrieval unit, cell phone, lights for your display, a machine, or a showcase? All of these items would require an electrical order. Even if an outlet is placed behind your booth onsite, you must place an order to plug into it. To figure out how much power to order, you can add up the total “Amps” on the tags of each item, or if you give the designated electrical provider a call, they can help you with figuring out how much power will be needed for the standard items you plan on plugging in.
- You only need **electrical labor** if you need the power drop NOT at the back of your inline or peninsula booth, if you have an island, or if you need the power distributed under the carpet of your booth. Please note that any cords and supplies used during Labor will be added to your bill based on usage.
- Plumbing, Air, Water, and Gas can also be ordered under the Utilities tab. If you have equipment that needs these items, you will need to place an order. For safety and liability, the specified contractor must handle these services.

Audio Visual

Use this tab to order Audio Visual equipment and services from the official show vendor Smart Source.

Additional Official Vendor Order Forms

This section includes all other vendors outside of the general contractor.

- A lead retrieval unit/badge scanner allows you to capture leads generated at the show electronically as opposed to gathering business cards by hand and risk misplacing them.
- Security for your booth – This is personalized in booth security above and beyond the perimeter security provided for the show as a whole.
- Floral arrangements – Need a tree or a fern to spice up your display, check this vendor out! Be sure all arrangements abide by booth height regulations.
- Liability Insurance is required for all exhibitors. You may use your own carrier or our recommended vendor
- Temporary booth staff can assist by working your booth during show floor hours. (Keep in mind Exhibitor badges will be required for these staff as well)

Exhibitor Appointed Contractors (EACs) and Third Parties

If you are hiring another company outside of the ones that we have included in the Exhibitor Services Kit that requires access to a booth during installation and dismantling, you will need to complete the information within this section.

- There are 2 steps to this process: The exhibiting company needs to fill out the Intent to Hire an EAC. Then the company you have hired (the EAC) will need to submit a valid certificate of insurance and the Rules and Regulations Agreement to the general contractor.

How to Save Money

The process of planning for any tradeshow can be expensive. With so many rules, regulations, deadlines and vendors it can be difficult to keep the costs down. We understand that this can be one of the most frustrating parts of planning, and have compiled a list of tips to help you save money.

Save on Shipping:

- **Packages:** Consolidate your packages. Don't ship multiple small boxes to an event. They could get separated during transit and arrive on separate days causing additional charges and material handling fees. Remember there is a minimum material handling fee for each shipment that is received.
- **Electronic Literature:** Attendees often throw away literature rather than take it home. Both shipping and printing these materials can be very expensive. Instead, order the Lead Retrieval device through your Exhibitor Services Kit, scan the attendee badge and email them the information they have requested. Another great option is to load the information on a USB drive that can be given to attendees. It is a great marketing tool, and is less likely to be thrown out.
- **Shipping Documentation:** Often materials are lost or damaged during shipping. Be sure to document all of the materials you ship and their condition at the time they leave your possession. Diligence in this area can save you money if there are any issues during shipping. Be sure to bring tracking information with you on-site.
- **Tradeshow Shipments:** Be sure to use a carrier that is experienced in delivering to tradeshow as it can be tricky. The best way to ensure that shipments will arrive on-time and to the correct venue is to ship with a carrier who knows the ins and outs of tradeshow shipping. Communicate your move-in dates to your carrier as well as marshalling yard information if applicable.
- **Know Your Carrier:** Have contact information for your carrier readily available including weekend contact information and do not leave the convention center until you have confirmation that the carrier has checked in at the marshalling yard during move-out.
- **Insurance:** Make sure the insurance on the shipment covers freight from the time it leaves your possession to the time it returns home.
- **Advanced Warehouse:** It is important to do a cost analysis when deciding whether to ship to the advanced warehouse or direct to show site. When making this decision be sure to take all factors into consideration. Important factors include: the cost of material handling, the cost of your freight carrier waiting in the marshaling yard, the cost of storage you are paying to hold your materials 30 days pre-event (storage is included in the advanced warehouse rate) and the impact the loss of the shipment may have if lost or delayed in transit. Shipping to the advanced warehouse gives you peace of mind that your shipments will be in your booth when you arrive.

How to Save Money

- **Special Handling Charges:** Special handling charges can be very expensive. Be sure to read the special handling brochure under the Shipping, Drayage, Material Handling and Access Storage tab of the Exhibitor Services Kit.
- **Cartload Service:** Cartload service is a type of material handling where you are able to bring your equipment to show site in your vehicle and have it offloaded and delivered to your booth. If you will be driving to the event, rather than shipping your materials and paying for material handling, pre-order the cartload service and bring your materials with you to the event. Be sure to read the Move-In Info page located in the move-in section of your Exhibitor Services Kit for specific Cartload Service information for the event.
- **Bill of Lading:** Be sure to fill out your Bill of Lading correctly and turn into the GES Servicenter. The bill of lading (BOL) tells GES that your shipment is ready to be picked up at your booth and delivered to your carrier. Do not leave the completed form in your booth. It must be turned in at the GES Servicenter for processing. Be sure to fill out all information correctly and pay special attention to the section regarding shipping in the event your carrier does not pick up the shipment. Select the “Use GES logistics” option for the least expensive option. Returning shipments to the Warehouse is extremely expensive. Make sure the contact phone number is legible on all copies of the bill of lading.

IN THE EVENT SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, GES IS AUTHORIZED TO:
☐ 1) Use GES Logistics or carrier of GES choice to provide transportation and charge credit card, or invoice according to GES payment policy.
☐ 2) Return shipment to warehouse, assess all associated charges and charge credit card, or invoice according to GES payment policy.
(FAILURE TO SELECT ONE OF THE ABOVE OPTIONS WILL RESULT IN ROUTING AT GES DISCRETION, FREIGHT WILL MOVE AT CLASS-125, UNDER THE NMFC. ALL APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

- **UPS and Fedex:** When shipping with UPS or Fedex never leave shipments on the show floor. 9 times out of 10 they will end up being shipped via the alternative method you selected on your BOL. This will cost you extra money. UPS and Fedex have unpredictable timelines that are not recommended for tradeshow planning. If using these options take the boxes to the local offices for processing. There is often an office in the convention center or nearby hotel.
- **Move-Out:** Move-out takes time. Depending on the size of the show it could be hours before crates for your booth are returned, and there is no way to tell how long it will take. Schedule your flights far enough out to ensure you have enough time to successfully move out. Scheduling flights too soon could result in missed flights or paying GES to pack and ship your booth materials for you.

Save on Show Orders:

- **GES Servicenter:** If you are unsure what to order or which forms to fill out, call the GES Servicenter. Submitting the incorrect forms can be costly and result in orders needing to be placed on site. Avoid this by asking questions. GES will be happy to guide you to the correct

How to Save Money

forms to save you time and money. Don't forget to ask your GES representative what booth packages are available. These packages are designed to save you money.

- **Booth Rules and Regulations:** It is extremely important to read the rules and regulations for each show that you attend. Booths that are out of regulation will be required to make adjustments to their booth space on site which can be very costly. These adjustments could include ordering furnishings, removing portions of your booth or omitting key marketing structures. Do not assume that because it worked last year, it will work this year. If you have any questions on the booth rules and regulations contact your Client Services Specialist. Their contact information can be found in the Exhibitor Services Kit Welcome Letter.
- **Discount Deadlines:** Most vendors have an early bird discount deadline. If you order early you will often save a substantial amount of money on your booth orders and equipment. Discount deadlines can be found in the Critical Dates Checklist under the Show Information tab of the Exhibitor Services Kit.
- **Overtime Labor Charges:** All labor before 8:00 am and after 4:30 pm Monday thru Friday, and all hours Saturday, Sunday and holidays will be overtime. Straight time rates are for hours worked between 8:00 am and 4:30 pm Monday thru Friday, excluding holidays.
- **Booth Inclusions:** Be sure you know what is included with your booth space. Most events do not have any included furnishings in the booth space. Be sure to check the Exhibitor Services Kit for what is included and place orders accordingly. Orders placed on show-site are very expensive.
- **Flooring:** Flooring is mandatory for most events. You can often save money on flooring by renting through GES. The cost to purchase flooring, ship it, and have it installed is often more expensive than renting through GES. This of course greatly depends on the flooring you require. If you prefer to purchase carpet be mindful of the color. White carpet may only last one event while dark or patterned colors will last much longer. Lastly, remember that carpeting is not the only option when deciding on booth flooring. Carpet tiles are often an affordable solutions that are light weight and easy to transport.
- **Booth Cleaning:** Rather than paying GES to clean the booth space bring cleaning supplies and small vacuum to clean your space. (Cleaning and vacuuming are not included in your rentals)
- **Booth Security:** Tradeshow are not secure spaces. While show management has perimeter security for the hall, they are not watching individual booths. Items that are stolen are often never recovered. Do not store expensive items in your booth and be sure to order booth security if you will be leaving items of value in the booth overnight.

THE EXHIBITOR'S HANDBOOK

2014 Update



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PREFACE

The 1990s saw double-digit growth of the exhibitions industry. The industry was solid and financially successful. The 21st century began with a worldwide recession, which has greatly impacted the exhibition industry over the past several years. A combination of factors including rising business travel costs, increasing federal policy/government regulation, corporate belt tightening, reduced travel and entertainment budgets and security concerns have contributed to turmoil in the industry.

Studies support the cost effectiveness of exhibition participation. In the CEIR Report SM37, *The Cost Effectiveness of Exhibiton Participation: Part I*, it was determined that meeting a prospective customer at an exhibition versus through traditional sales calls in the field saves an organization nearly \$1,000. In addition, CEIR Report SM38, *The Cost Effectiveness of Exhibition Participation: Part II*, reported that over 50 percent of sales that initiated with a lead from an exhibition are closed with fewer sales calls. The results of these two studies clearly illustrate the value of exhibitions as a marketing medium.

Hotel and convention center exhibition halls can be overwhelming to a novice. It is with this in mind that this handbook has been prepared. The goal of this handbook is to better prepare the exhibit manager for what lies ahead in the complex world of exhibiting.

Most exhibitions are held either within hotel exhibition halls, privately-operated exhibition halls, or municipally-owned convention centers and/or fairgrounds. Hall rules and regulations will vary greatly from one facility to another, and more distinctively, from one city to another. Because of the variety of facilities and the broad variation of rules from hall to hall and city to city, it is difficult to state general rules that will apply at all times. This handbook provides general guidelines; be sure to check with exhibition management and/or official general service contractor for the event specific questions.

Direct, early contact with exhibition management and/or staff can be the key to success as an exhibitor. Do not hesitate to ask the obvious questions or verify conflicting information. Keep in mind that each question answered in advance is one less problem to be solved on-site. Many times exhibition management will refer questions to one of their official contractors. In most cases, these contractors transact business on a regular basis with the exhibition facility throughout the year. Their familiarity with the workings of the facility, local codes and regulations, and local labor jurisdictions will be a valuable resource.

IAEE extends a special thank you to the following individuals for sharing their industry knowledge and expertise to prepare the *Exhibitor's Handbook*.

- Larry Arnaudet, Executive Director, Exhibition Services & Contractors Association (ESCA)
- David Causton, General Manager, McCormick Place
- Bob Dallmeyer, CEM, RD International
- Richard Lewis, Vice President National Sales, Exposition Services, Freeman
- Mike Lynn, CME, CMM, CMP, CEM, CPC, Director, Exhibitions, Events & Protocol, L-3 Communications
- Barry Siskind, President, International Training & Management Company
- Mark Zimmerman, General Manager, Georgia World Congress Center

1. GETTING STARTED

In general, the first step to initiating participation in an exhibition is making a telephone call or sending an email to request application information from show management. Many times, an application may be completed on the event's website. Be sure to clearly indicate your organization's exhibition goals and target audience. Carefully review the exhibition's historical information (if available) which should include registration figures, audience profile, size of the exhibition and number and names of exhibiting companies. Events that have registration figures audited by an independent third party add more credibility to the numbers that are being reported. All current and past information should be considered to determine if the exhibition will accomplish your organization's objectives.

Find out if the exhibition floor is divided by product type or category. If it is, and your organization is interested in peripheral or vertical markets, consider which of the categories or product areas will best suit your overall needs.

Finally, review the application form, exhibition rules, local codes and regulations and payment schedules before submitting the application. Check the application to make sure that all required information has been provided. Often, incomplete applications will be returned to the exhibitor and valuable time may be lost.

2. EXHIBIT SPACE

SPACE ASSIGNMENT

It is safe to say there are no general rules when it comes to the space assignment procedures followed by show management. Most exhibitions have a point system which may be based on the number of years a company has exhibited, the size of their booth/stand space, date of application receipt, full payment with application, association membership, advertising in publications, sponsorship level or any combination thereof. Either the show rules and regulations or the application form should indicate what, if any, process is used to determine booth/stand locations.

EXHIBIT SPACE FEES

Similar to space assignment, there are no general rules when it comes to exhibit space fees. Many shows will charge a price per square foot for all space. Others may bracket space fees based on location and size of booth/stand. In most cases, a premium will be charged for corner, peninsula (end cap), and island booth/stand spaces for the additional exposure/visibility. In some cases, where multi-level exhibits are allowed, rates may be based on each level of space occupied. The specific policies of each show should be contained in the exhibition rules and regulations.

WHAT IS INCLUDED IN EXHIBIT SPACE FEES?

It is very important to find out from the start what is included in the exhibit space fee. Generally, exhibit space fees will include only the most basic items: the right to occupy the designated amount of space on the exhibit floor; back wall and side drape (usually in show colors); and standard booth/stand sign indicating name, address and booth/stand number. In such cases, electrical, floor covering, furniture, etc., are additional costs to the exhibitor.

Some exhibitions, however, may include items ranging from tabletop exhibit materials to turnkey booth/stand systems. The exhibit application information from exhibition management should state specifically what is included.

Additional materials may be necessary depending upon the exhibition facility. Exhibit hall floors are generally sealed concrete which would more than likely require carpet. Hotel exhibit halls, on the other hand, often double as ballrooms and often the floor will be carpeted. Other factors regarding additional materials may include local labor costs, length of set-up period and type of show.

EXHIBIT HALL FLOOR PLANS

Frequently, in advance of the show, updated floor plans will be issued periodically. Review each of these floor plans carefully as substantial changes may be made from one floor plan to another. When changes in the floor plan affect booth/stand location, the exhibitor should be consulted prior to any relocation. This notification is not only done as a courtesy, but is generally a part of the exhibition management contract.

EXHIBIT BOOTH/STAND DESIGN

One difficult aspect of exhibiting is designing an exhibit which is acceptable for use at all exhibitions. Some exhibition managers care little about what is done with exhibit space as long as no one complains. More commonly there will be exact specifications regarding placement of display components, products and product demonstration areas. These rules are usually a part of the contract with show management. A good rule to follow is not to design an exhibit which another exhibitor may find objectionable.

If using an exhibit designer, be sure that the designer has a copy of the regulations for the show(s) the booth/stand is being designed. The designer has the experience to quickly analyze the show requirements and find the pertinent limitations.

Many exhibition managers with more exacting booth/stand design and construction specifications will require a proposed plan be submitted for approval. When this is the case, always submit a copy of the plan prior to construction by the display house.

Exhibitors often wait until the booth/stand is in construction to submit these plans. By the time the exhibition manager reacts to the plan and advises the exhibitor of required revisions, it may be too late to modify the design without incurring substantial additional costs in design and construction time. If the exhibit rules and regulations are not clear as to booth/stand design, check with the exhibition manager.

3. FREIGHT AND DRAYAGE

PREPARING THE BOOTH/STAND EQUIPMENT FOR SHIPPING

A significant portion of the on-site labor charges can be greatly reduced or eliminated by following some simple suggestions:

- Prior to shipment, make sure (as much as possible) the electrical interconnection and complex wiring to the equipment is functional.
- When possible, use standard “twist-lock” receptacles and similar devices to eliminate on-site electrical wiring labor charges.
- Contact the show’s electrical contractor or exhibitor/event services department at the facility prior to the show to discuss electrical needs. There is no charge for this advice, which can save on costly on-site modifications.
- Ship as much of the material in crates or cartons as possible. This will reduce on-site “special handling” charges and minimize damage to equipment. Always include copies of set-up instructions and floor plans in every crate.
- Consolidate shipments of several small boxes into one large crate or skid. This may not only save money, but also will minimize the occurrence of lost or misdirected freight.
- For security purposes, when packing equipment and materials do not indicate the contents on the outside of cartons or crates. This is particularly important when shipping electronic items such as plasma screens, personal computers or other items which might be disposed of easily. It is suggested that each crate or carton be numbered and the contents be documented in a manifest for dispersal at the show site. Be sure to keep extra copies of the manifest on hand and with the set-up plans in each crate/container.
- Ship hanging signs separately to the advance warehouse to make sure they are accessible for early installation.

**Do not
indicate
contents on
the outside
of the cartons
or crates.**

BILLS OF LADING

A bill of lading (or way bill) contains instructions to the carrier who will deliver the materials to the warehouse or exhibit hall. The bill of lading should indicate the number and a description of the pieces in the shipment (carton, crate, skid, machine, etc.). At the point of shipment, the carrier will verify the number and type of pieces in the shipment and provide a copy of the bill of lading. Be sure to request from the carrier(s) that a certified weight ticket accompany each shipment.

To aid in tracking the shipment, a copy of this bill should be forwarded to the consignee of the shipment and the official material-handling contractor for the show. Be sure to keep a copy and bring it to the show.

TYPES OF SHIPMENTS

There are four basic types of shipments an exhibitor might take to an exhibition:

1. **Advance Shipments** are shipments sent to the warehouse of the official material-handling contractor in advance of the exhibition. Shipments will usually be received at the warehouse as many as 30 days in advance of the exhibition at a per CWT rate (CWT rate is the cost per one hundred pounds or fraction thereof). Advance shipments should be labeled as follows:

EXHIBITING ORGANIZATION'S NAME
BOOTH/STAND NUMBER
EXHIBITION NAME
CONSIGNEE (Warehouse)
STREET ADDRESS
CITY, STATE/PROVINCE, POSTAL CODE
COUNTRY

2. **Direct Shipments** are consigned directly to the exhibition site. These shipments will usually be received at the loading dock and delivered to your exhibit space at a per CWT rate. Direct shipments should be labeled as follows:

EXHIBITING ORGANIZATION'S NAME
BOOTH/STAND NUMBER
EXHIBITION NAME
EXHIBITION FACILITY NAME
STREET ADDRESS
CITY, STATE/PROVINCE, POSTAL CODE
COUNTRY

3. **Van Line Shipments** are shipments made directly to the facility and then to the exhibit space during the setup period by prior arrangement with the official general service contractor. When space is available, these shipments will often be unloaded on the exhibit hall floor near the booth/stand space to save time and unnecessary labor.

Check the Service Kit for Material Handling Rates for Van Line Shipments. In some cases van line shipments are received at the direct shipment CWT rate. However, it is important to note that a "special handling charge" may be levied when shipments are uncrated or packed tightly in the van requiring additional labor. This surcharge may be as much as 50 percent.

All Van Line Shipments Must Be Coordinated with the Official Material Handling Service Contractor. Van line shipments should be labeled the same as direct shipments.

Shipping via van line as opposed to common carrier (regular trucking company) is often beneficial when shipments contain sensitive or delicate equipment.

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4. **Product Only Shipments** may also be arranged with the official material handling service contractor. Product-only shipments should be listed on a separate bill of lading from the booth/stand equipment. Arrangements can be made in advance for these shipments to be held at the warehouse for delivery to the exhibit space on a designated date. Product-only shipments will be billed at the advance shipment CWT rate if sent to the warehouse in advance.

FREIGHT TARGET ASSIGNMENTS

Many exhibitions, especially those at which large or heavy equipment is displayed, will schedule the delivery of freight according to booth/stand location and/or booth/stand size. This is called "targeting," and will generally be done to facilitate a smoother move-in and move-out process. It is important to know if the exhibition has been targeted. Often, if an exhibitor misses their target date/time, substantial penalties may be incurred and valuable set-up time lost.

Target times are usually indicated on the floor plan. If there is uncertainty about whether or not the exhibition is targeted, check the services kit or contact the official material handling service contractor. If the exhibition is targeted, it is very important that the carrier is notified well in advance.

However, always keep in mind that the target time is just what it says – a target. Due to logistical problems, slow move-in, etc., target time is approximate and can fluctuate up to two hours. This should be taken into consideration when placing an advance labor order. Keep in close communication with the official service contractor for timing adjustments to on-site set-up.

GENERAL MATERIAL HANDLING INFORMATION

All material handling rates – advance, direct, van line, mixed load, special handling and product-only – will be published in the service kit. Should there be questions regarding any of these types of shipments, refer to the service kit or contact the official material handling contractor.

Rates for shipments generally include receiving and unloading at the advance warehouse; storage for up to 30 days; drayage of materials to the exhibition hall; unloading and movement from the loading dock to the exhibit space; removal of empty crates and cartons to storage for the event days; return of empty containers to the exhibit space; and loading on outbound carriers at the conclusion of dismantle. However, once delivery to the exhibit space is complete, handling and unloading from skids and machinery set-up are done by local labor at an additional cost to the exhibitor.

In some cases, material handling rates are round-trip based on inbound weight; other times, separate inbound and out-bound weights will be taken. Be sure to consult the service kit or official material handling contractor in advance to confirm all rates.

REMOVAL OF EMPTY CRATES, CARTONS AND SKIDS

“EMPTY” stickers should be available at all official contractor service desks and/or from the floor manager, if present.

As equipment is removed from its crate, carton, skid, etc., “EMPTY” stickers should be completed with the organization’s name and booth/stand number and affixed to the outside of the packing material. Items marked with “EMPTY” stickers will be removed from the exhibit hall to storage. At the close of the exhibition, the materials will be returned to the booth/stand. The cost of handling these materials is usually **included** in the CWT material handling rate.

Do not leave empty packing materials unmarked in the aisles. All unwanted packing materials should be deposited in the nearest receptacle for removal by housekeeping. This adds greatly to traffic congestion and negatively impacts the entire freight operation.

Do not leave empty packing materials unmarked in the aisles.

4. EXHIBITION FACILITY FIRE PREVENTION REQUIREMENTS

Facility fire regulations should be included in the service kit. Regulations will vary greatly from one exhibit hall to another and from one city to another, making it very important to review the regulations for the show in advance.

Following are some basic fire prevention/safety guidelines which may help in the preparation of the exhibit:

- All materials used in the construction and decoration of an exhibit must be flame-retardant.
- Exhibits which have enclosed ceilings of 100 square feet or more may require written approval from the local fire marshal. In some cases, fire extinguishers, smoke detectors and even automatic fire protection systems may be required. Check the service kit for the regulations for the show.
- Requirements related to vehicles on display will vary from city to city, so always check with the official general service contractor for the regulations specific to the event. Generally, any vehicle brought into the facility for display should not have more than one-quarter tank of fuel. Battery cables on vehicles should be disconnected after positioning.

Whenever possible, try to place smaller containers inside larger containers, reducing the amount of space required for storage and helping to speed up the return process for all.

- Fuel tanks on any vehicle to be displayed should be equipped with a locking gas cap. If locking caps are not available, regulations may require that the caps are sealed by an alternate method such as tape.
- Storage of empty cartons, promotional materials or other combustible items behind back drapes or display walls is generally prohibited.
- All cartons, crates, containers and packing materials necessary for repacking should be labeled with "EMPTY" stickers for removal from the exhibit hall to a designated storage area .
- Fire hose cabinets, pull stations and emergency exits, including those inside an exhibit space, must remain visible and accessible at all times.
- Exhibits using large amounts of electricity, or using gasses, may be required to have approved CO2 or Halon 1211 fire extinguishers displayed in accessible areas of the booth/stand at all times. Be sure to check local requirements with the official general service contractor.

5. EXHIBIT INSTALLATION

INSTALLATION OF EXHIBITS

Exhibit installation will usually begin with large island booths or those booths requiring additional time for set-up. This is done for a variety of reasons, primarily the logistics of moving full trailer loads of exhibit materials and/or machinery onto the exhibit floor and the size and complexity of the larger free-form exhibits.

A complete schedule of official show setup and dismantling hours, as well as any restrictions to the same, should be included in either the service kit or the exhibition rules and regulations. Contact the official general service contractor for assistance with any specifics on move-in and move-out schedules.

(Also see Freight Target Assignments, page 7).

LATE SETUP AREAS & FREIGHT AISLES

Areas designated as "late setup" or "freight aisle" may be indicated on the floor plan. To assist with the overall logistics of move-in, setup may not begin in these areas until a day or two before the show opens.

Where exhibits are located in front of freight doors, setup may be delayed until the afternoon before the show opens. It is important that the locations of these doors are taken into consideration when selecting exhibit space. These areas will generally be limited to smaller exhibits which do not require a substantial amount of time to set up. Contact show management to make special arrangements or to request relocation if this presents a problem.

ELECTRICAL SERVICE DURING INSTALLATION

The official electrical service contractor will require a detailed floor plan that shows exact placement of all electrical service required within the booth space. Electrical service will generally be provided only during official setup and exhibit hours. If electricity is required beyond these hours, contact the official electrical service contractor in advance to make arrangements.

Unit prices may be doubled for 24-hour electrical service. Also, in the case of 480-volt power, depending on local code requirements, 24-hour service may call for a standby electrician. When 24-hour electrician services are utilized an additional premium charge and the cost of the electrician will be charged back to the exhibitor.

If 480-volt power is being split-off within the exhibit space to feed 120- and 280-volt equipment and 24-hour service is required, the 480 volt line would remain live. Therefore, charges for 480-volt power may apply. Should this be the case, individual 120- and 280-volt lines might be advisable for a 24-hour service area. In such cases, consult with the official electrical service contractor prior to setup.

EXHIBITORS OPENING BULLETIN

During the installation period, show management will usually distribute an opening bulletin including information on setup hours, security and housekeeping, as well as other important details pertinent to exhibition activities.

6. EXHIBITION HALL LABOR

CAN I SET UP MY OWN EXHIBIT?

In many cities, exhibition halls are governed by existing union contracts either with the venue or the Official Service Contractor. In such cases, although exhibitors may supervise and direct local labor, actual installation and dismantling of an exhibit may need to be performed by the appropriate local labor union. Although personnel (union or management) from your company may be prohibited from performing any installation or dismantling labor, it is always best to check with the Official Service Contractor to confirm actual work rules and regulations applicable to the specific event prior to making plans.

SETUP LABOR: WHO DOES WHAT?

The following section contains general guidelines describing which union personnel usually perform specific services. As union jurisdictions vary from city to city, and contracts change, these guidelines may not apply to all locations at all times, nor are there any definitive rules governing which trades are used for any specific work across the country. That is determined by union contracts and prior precedent in the respective cities.

- **Material Handling:** Teamsters are generally responsible for handling all material in and out of the exhibit hall, except machinery in a few cities. (Exhibitors are permitted to hand-carry small packages into the exhibit hall.)
- **Machinery Rigging:** Riggers are generally responsible for the movement, uncrating, un-skidding, positioning and re-skidding of machinery, as well as erecting structured steel and other heavy construction.
- **Installation and Dismantle of Exhibits:** Carpenters or decorators are generally responsible for uncrating and re-crating of exhibits and display materials; installation and dismantling of exhibits including cabinets, fixtures, shelving units, furniture, etc.; laying floor tile or carpet; installation and dismantling of scaffolding and bleachers; and ganging of chairs.
- **Electrical:** Electricians are generally responsible for assembly, installation and dismantling of anything that uses electricity as a source of power. This includes, but is not limited to, electrical wiring, hook-ups, interconnections, electrical signs, television/plasma screens and other connections, audio and lighting. Extensive audio visual setups may also require projectionists and stage hands in some locations.
- **Decorating:** Decorators generally handle the installation of drape cloth and tacked fabric panels and hanging of all signs except electrical signs.
- **Plumbing:** Plumbers are generally responsible for assembly, installation and dismantling of plumbing fixtures that supply air, water, waste, gas lines, tanks and venting.
- **Telecommunications:** Each facility has personnel that is responsible for the installation and maintenance of all telephone lines and circuits, wiring telephone and/or telecommunications cable inside booth/stands for exhibitor-owned systems, and installing Internet access and/or routers for the service. As many installers may also be electricians, house electricians are sometimes used to perform this work.

Exhibitors will usually be allowed to do the technical work on their machines, including fine-line balancing, programming and cleaning.

In most cases, plumbers and telecommunications installers are employed by the facility. All other trades are employed by the official service contractors or by the exhibitor's appointed contractor.

Important Note: The information provided above is not intended to be universal in application. However, it should provide some very basic guidelines as to what an exhibitor may expect in union exhibit halls and facilities. For specific information about the exhibition, refer to the exhibitor service kit, the official service contractor or contact the exhibition manager.

LABOR WORK RULES

Exhibit hall work rules will vary from city to city and from exhibit hall to exhibit hall. The use of drugs or alcohol, abusive language, sexual harassment, solicitation of gratuities and general intimidation are prohibited. Should any such difficulties with behavior or performance of labor be encountered, bring it to the attention of show management and/or the official general service contractor. Direct confrontation of labor in such cases has little effect and may cause even more problems.

LABOR CALLS

Labor should be ordered as far in advance as possible. Based on labor orders received each day, official and independent contractors will contact the union hiring halls with their "labor call," for the following day. The labor call will indicate the number of workers required and the time they are to report for work.

In order to assist the official service contractors with keeping their costs as reasonable as possible, be sure to confirm all requirements at least 30 days in advance of move-in.

ADVANCE PLANNING LABOR

When planning the installation and dismantling of an exhibit, keep in mind the different labor jurisdictions and the combinations of labor the exhibit will require. Carefully develop a labor plan before submitting labor orders. Track progress using this plan on-site to insure that one craft is not waiting for another to become available. *(Also see Freight Target Assignments, page 7).*

All labor is billed portal to portal (from the time signed out at the service desk to the time signed back in), usually in increments of one hour or fraction thereof. Regardless of whether or not the laborers in the booth/stand are actually working, charges are being incurred. Therefore, when the group of laborers has finished, return to the appropriate service desk and sign them out as quickly as possible to avoid unnecessary charges.

If a specific number of workers is requested in advance and later determined to be unnecessary, immediately change the order at the appropriate service desk. If labor ordered in advance reports to the exhibit, it may be billed for a minimum of one hour per person regardless of whether or not they work. In cases of Sunday, holiday or overtime labor, the exhibitor may be liable for as many as four hours per person minimum, regardless of the amount of time they are actually needed.

Sample Labor Plan

While there can be many elements to a labor plan, and each exhibition is quite different, the example provided below should provide some direction.

Utilities Installation – Two Electricians for one (1) hour
Carpet Installation – Two Decorators for 1½ hours
Exhibit Installation – Four Carpenters for five (5) hours

Note: Based on the Utilities Installation beginning at 8:00am, the Decorators should be ordered for a 9:00am start on the carpet installation. Assuming there are no "issues" with the utilities and carpet installation, Carpenters should be ordered for a 10:00am start and after a one hour lunch break, should be complete by approximately 4:00pm.

Dismantle – Empty container/crate return can require anywhere from one to four hours and there is no way to anticipate when your containers will arrive at your booth space. With this in mind, you should never order labor at the exact close of the event. Dismantle and packing the exhibit will require approximately two (2) hours.

LABOR/SERVICE ORDERS

The exhibitor service kit will contain order forms for labor and services from official contractors. Substantial savings can be realized by placing orders in advance. As the order forms will indicate, surcharges of as much as 50 percent may be added to labor/service orders placed on-site or after the deadline dates listed on the forms.

Generally, only those labor orders requesting 8 a.m. start times will be guaranteed for a specific time unless special arrangements are made in advance with the official service contractor. All other requests for labor will normally be filled on an availability basis.

Upon rendering labor or services on-site, labor/service orders will be presented for the exhibitor's signature and approval. The person in charge of the exhibit should carefully inspect all labor/service orders prior to signing. If there are any questions about any of these orders and the hours/services listed, bring the question to the appropriate service desk and discuss it with the supervisor on duty. Adjustments and/or credits to billed services are difficult to negotiate after the fact so it is strongly advised to take care of any adjustments made on-site.

LABOR SUPERVISION

Supervision of all labor within the exhibit is the responsibility of the exhibitor, even in such cases where a foreman may be responsible for recording hours worked and materials used. The direction and supervision of all work crews is still the exhibitor's responsibility unless advance arrangements are made with the specific official service contractor. This can vary from city to city.

Contractors will generally provide supervisory services if requested. However, this service is available at an additional cost to the exhibitor and arrangements must be made in advance.

7. SHOW CONTRACTORS

CONTRACTOR SERVICES

Exhibition management will designate official contractors to provide all necessary services to exhibitors. These contractors will be listed in the exhibitor service kit. Although the option is sometimes open to select a contractor other than the official contractor, in most cases, specific labor must be used. Some of these services are provided on an exclusive basis due to safety, security and coordination of logistics involved. These "official services" are:

- Audio/Visual
- Cleaning – exclusive
- Material Handling – exclusive
- Electrical – exclusive
- Floral
- Install/Dismantle
- Photography
- Modeling
- Plumbing – exclusive
- Overhead Rigging – exclusive
- Security
- Telecommunications –exclusive

Independent service contractors (other than designated official contractors) may also be used to provide services such as display installation and dismantling labor, model/demonstrators, floral, photography, audiovisual, etc. However, should the exhibitor use an independent service contractor, a written request is required by the exhibition manager in advance. The service kit should contain details and deadline dates for such requests. If there is not information in the service kit relative to procedures to follow when using "exhibitor appointed contractors," show management should be contacted for specific details as far in advance as possible.

CONTRACTOR SERVICE DESKS

Official contractors usually have service desks in a central Exhibitor Service Center. This is one of the first stops an exhibitor should make at the show site. All advance labor/service orders should be confirmed upon arrival. At this point any labor/services not requested in advance should be ordered immediately.

The service desk is also the central location to direct any questions regarding specific labor or services, labor jurisdictions and other operational questions. If any questions arise regarding labor or service orders or charges, bring them to the appropriate service desk. Do not direct the questions to craft personnel.

PAYMENT POLICIES

The service kit will contain detailed information regarding payment policies of each contractor/vendor. Generally, discounts are offered for services that are ordered and paid for in advance. Many suppliers will add surcharges to on-site orders. In most cases, all invoices will be required to be paid on-site prior to the close of the exhibition.

Most suppliers accept American Express, VISA and MasterCard/EuroCard credit cards for payment of labor or services. If credit cards are not acceptable, U.S. currency, U.S. dollar travelers cheques or checks drawn on a U.S. bank (in U.S. funds) may be used. Advance arrangements should be made if paying by check.

Important Note: To international (outside U.S.A.) exhibitors

Before shipping materials to the exhibition, it is important to know if the exhibition has been designated an International Trade Fair by the United States Department of Commerce. Designation as an International Trade Fair will determine what, if any, import duty U.S. Customs will charge.

Under the provisions of the U.S. Trade Fair Act of 1958, international companies may bring their products into the United States for the purpose of exhibiting at an international trade fair without payment of import duty. However, those products which enter the United States under the Trade Fair Act must be shipped out of the United States within 30 days of the close of the exhibition. United States Customs reserves the right to hold any and all parts of a shipment, if there are any outstanding charges owed to United States companies. At the discretion of the customs service, these items may be sold at auction with the proceeds divided equally to satisfy claims of United States creditors.

A customs broker or international freight forwarder can provide complete details regarding the U.S. Trade Fair Act. Show management will designate a customs broker and/or freight forwarder for use by international exhibitors.

8. FLOOR MANAGERS

Many exhibition managers provide experienced floor managers to assist exhibitors with questions or difficulties, particularly as they apply to show management during setup, dismantling and show dates. At larger exhibitions the exhibit floor may be divided into several sectors, each covered by a specific floor manager. During setup, the floor manager assigned in the area usually visits each exhibit, and checks for problems and offers solutions. The floor manager will also check back periodically throughout the show.

Many exhibitions provide stations on the exhibit floor where an exhibitor can contact the floor manager to solve problems. Also, the exhibitor service center and/or show's headquarter office are normally able to reach floor managers by radio immediately.

The floor manager may also assist with questions regarding contractor services, building services and other operational inquiries; however, their primary function is to represent show management.

9. EXHIBIT HALL SECURITY

Show management will normally provide general perimeter security during setup, show dates and dismantling.

Many exhibition halls are now requiring workers to wear the Exhibition Services & Contractors Association (ESCA) Worker Identification System (WIS) photo identification badge for access into the exhibition floor. Labor provided by the official contractors will generally all be properly badged for access. However, if labor will be used from an exhibitor appointed contractor, the exhibitor should ensure that the labor and supervisors they are providing have been properly registered in the ESCA WIS system and are badged at all times. Visit www.esca.org for more information.

There may be circumstances where an exhibitor may wish to request individual exhibit guard coverage. Advance order forms for booth/stand guards will be included in the service kit. On-site orders for booth/stand guards may be placed at the security office. Individual booth/stand guard service is provided at the exhibitor's expense.

The following are offered as some general guidelines to help minimize the incidence of equipment loss:

- Small electronic equipment such as DVD players, monitors, cameras, computers, etc. should never be left unattended in the exhibit space.
- Show management will sometimes provide an overnight lock-up area, staffed 24-hours a day, in or near the exhibit hall. This service is generally complimentary. If secure storage is not provided by show management, arrangements can normally be made with the official general service contractor.
- In cases where valuable equipment may not be removed to storage on a daily basis, an exhibitor may wish to seek the services of a private booth/stand guard. As stated above, booth/stand guards may be ordered on the form provided in the service kit or on-site at the security office.
- Do not ship valuable equipment (i.e. technology) in the manufacturers' cartons. Place these cartons inside larger crates or have special packaging made which does not indicate contents. Locking containers are also a good idea for valuable equipment.
- At the close of the show, when materials have been packed and bills of lading prepared, turn the completed bills of lading in at the material handling desk. Do not leave bills of lading in a booth/stand or attached to crates. Be sure to keep copies on hand.
- If special routing on a specific carrier other than the "official carrier" is desired, arrangements must be made in advance with that carrier and coordinated with the official general service contractor.
- Report any losses to show security.

10. STAFF PREPARATION

STAFFING THE EXHIBIT

Most exhibitor rules and regulations require that the exhibit be staffed and fully operational during published exhibit hours. Exhibit schedules will generally appear in the rules and regulations or on the floor plans provided by show management.

The days can be long on the exhibit floor. Many exhibiting companies will schedule their exhibit staff in shifts. By planning exhibit coverage in advance, sales/marketing personnel will be able to better schedule appointments with prospective customers. To maintain a balance, do not over-staff or under-staff the exhibit.

Consider the size of the exhibit space when scheduling staff. The practical rule is not to exceed two people per 100 square feet. If the booth/stand is larger than 10 feet x 10 feet, a multiplier of 2.5 people per 10 feet x 10 feet unit will be most comfortable for staff and visitors to the exhibit booth/stand. This will allow ample room for company staff and also provide a comfortable environment for attendees to view the exhibit and equipment. Check the exhibition rules and regulations regarding booth/stand attendants.

Many shows will specify a limit of three or four exhibitor personnel per booth/stand. As a matter of courtesy to other exhibitors and to eliminate aisle congestion, exhibitor personnel should be inside their assigned booth/stand space at all times while in the exhibit hall. At no time should personnel work the aisles or other exhibitors' booth/stand spaces.

The exhibit should not be left unattended at any time during the published exhibit hours. Show managers often hear from attendees that they arrived late in the day and several of the companies they wanted to see were already closed. Aside from creating ill-will with that prospective customer, an empty booth/stand projects a negative image on the company as a whole. Check the show rules and regulations as there are often penalties assessed for exhibitors who leave their booth/stand unattended.

To make the days more manageable and reduce fatigue, plan regularly scheduled breaks every couple of hours. This will help keep staff at their physical peak and will help prevent burn-out by the second or third day of the show.

STAFF ORIENTATION

The dynamics of exhibit marketing and selling are quite different from direct sales. Acquaint staff with these differences by scheduling staff orientation sessions prior to the show. There are several publications available, as well as marketing consulting firms which can be helpful in preparing staff for exhibition selling. As the days are long and tiring on the exhibit floor, remind staff to wear comfortable shoes. Staff should be dressed in professional business attire. What customers or prospective customers see from the booth/stand personnel will impact his/her overall opinion of the exhibiting company.

Staff should not be sitting in the back of the booth/stand reading, having coffee, using their smartphone or tablet or chatting amongst themselves. Staff should be standing, alert and ready to greet attendees as they enter the booth/stand. It is also helpful to make staff aware of the different areas around the exhibit (rest rooms, food service, etc.) as attendees will inquire about these areas.

GOAL SETTING/SALES LEADS

The booth/stand staff should have a clear understanding of the objectives for exhibiting. Set goals for hourly, daily and/or overall objectives.

As a guideline, one out of five contacts in the booth/stand will result in a qualified lead. A qualified lead is defined as a contact which could generate a significant purchase within 24 months. If the dollar value of the average sale is known, the minimum goal should be to generate enough leads to cover the cost of attending the exhibition. Other reasons for choosing to exhibit include marketing objectives such as branding, creating a presence or establishing awareness.

Depending on the show, staff may want to split the day up by prospecting for new customers and working with current customers in attendance. Most show managers provide a sales lead system to assist exhibitors in the tracking and follow-up of leads from the show. Check the service kit for the system used and cost of the show's sales-lead system. The Center for Exhibition Industry Research (CEIR) has an ROI calculator that can be used (*see www.ceir.org*).

Make certain that booth/stand staff is aware of the sales lead system and is trained in how it operates. This is particularly important when the exhibitor codes the lead forms. In cases where show managers provide a sales lead tracking system, printouts of these leads are usually available within days or weeks of the close of the show. In staff orientation it is important to stress the need for immediate and thorough follow-up from the sales team. If an electronic system is not available then a manual lead sheet can be used.

11. DEMONSTRATIONS AND HOSPITALITY

BOOTH/STAND ACTIVITIES

Just as booth/stand design may be regulated by exhibition rules and regulations, so may booth/stand activities. Depending on the type of show and the demographics of the audience, activities within the exhibit may be wide open or closely regulated. It is important to review the exhibition rules and, if necessary, check with show management prior to planning booth/stand activities to verify that they conform to the rules. As a general rule, activities should be limited to the exhibitor's individual booth/stand space, not occurring in or overflowing to aisles or corridors.

Audiovisual presentations should not be so loud as to become offensive or annoying to neighboring exhibitors. Models and/or demonstrators are usually allowed provided they are used in good taste. Many shows prohibit the use of mimes, clowns, magicians and side-show type tactics. Raffles and drawings may also be prohibited. Food and beverage service, in limited quantities, may or may not be allowed. In the U.S., show rules and regulations may prohibit the distribution of alcoholic beverages on the show floor.

ENTERTAINMENT & SOCIAL FUNCTIONS

The rules and regulations governing exhibitor entertainment and social functions may vary greatly from one show to another. Social functions and entertainment are generally prohibited during show hours to minimize dilution of the general attendance in the exhibit hall. Some shows may require that all such programs, regardless of the scheduled time, be approved in advance by show management. There may also be limits placed on the number of guests which may be invited to any one function. This is generally done as an equalizing factor so as not to give companies with the largest entertainment budget a monopoly on the free time of the attendees.

If there is not a section of the exhibition rules and regulations which deals with such matters, check with show management when planning these events. Considerable amounts of time and money can easily be wasted planning events which may not conform to the show's rules.

12. EXHIBIT DISMANTLING

CLOSING/DISMANTLING OF EXHIBITS

Show management will usually issue a closing bulletin (sometimes called move-out notice) which provides specific information on the dismantling schedule. Read this document carefully and schedule staff and labor accordingly. Immediately at the close of the show, the official contractor personnel will begin move-out operations in the following sequence: (1) return of all cartons; (2) disconnect all electrical equipment; (3) remove all vehicles; (4) remove aisle carpet; and (5) return all empty crates. It is important to make advance arrangements for any electrical power that is required for dismantling, as all power service is normally terminated one hour after the close of the exhibition.

- Do not place equipment or booth/stand property in the aisles until all vehicles and aisle carpet have been removed.
- Do not leave the exhibit unattended during the initial dismantling period.

During the early stages of dismantling, there will be a lot of activity in and out of the exhibit halls. Equipment and booth/stand property may easily be misdirected during this period. The return of empty containers will normally require several hours and there is no way to determine when in that time period a particular container will be available. Arrangements must be made in advance with the official general service contractor if critical timing is required for materials.

DISMANTLING UTILITY SERVICES

The closing bulletin will outline the times when utility service will be disconnected. Electricians will disconnect equipment at their earliest convenience, generally within one hour after the close of the exhibition to allow time for repositioning equipment for outbound shipment. Should electrical service be required beyond this period, arrangements must be made prior to the close of the exhibition. It will be extremely difficult and costly to reconnect electrical to an exhibit after the close of the exhibition if arrangements have not been made in advance. This applies only to electricians and plumbers. All other craft personnel must be ordered in advance from the appropriate contractor.

DISMANTLING LABOR

As is the case with installation of the exhibit, labor for dismantling should be ordered as far in advance as possible. This will ensure that craft personnel are available and will avoid unnecessary delays.

If critical timing is required for materials, arrangements must be made in advance with the official general service contractor.

RETURN OF EMPTY CRATES, CARTONS AND SKIDS

As soon as all aisle carpet has been removed, all crates and large containers labeled as “EMPTY” on the installation will be returned to each exhibit. This process may take several hours due to the number of exhibitors and the size of exhibits. If empty crates are required for dismantling, be sure to schedule labor accordingly.

The cost of handling empty crates is usually included in the outbound CWT material handling rate. If this is included in the show contract, do not pay anyone to return crates to the exhibit. Should anyone solicit a gratuity or attempt to charge a fee for this service, immediately notify the official general service contractor and/or show management.

RENTAL EQUIPMENT PICK-UP/RETURN

Make arrangements in advance with the electrician and audio visual contractor to have audio visual equipment picked up immediately at the close of the show. Unions involved in this process will vary in each city.

Furniture, plants and other rental equipment will also be picked up at this time. Make certain that the personnel staffing the exhibit at closing are aware of what equipment is company property and what is rented.

The exhibitor is responsible for the return of any rental equipment such as lead retrieval scanners in the exhibit space. Failure to return these items can result in the forfeiture of a deposit. Be sure to get a receipt which clearly indicates that the items were returned.

13. OUTBOUND FREIGHT AND DRAYAGE

OUTBOUND SHIPMENTS

Outbound shipments will usually be billed at the standard material handling rate. However, special handling and uncrated materials may result in an extra premium charge for additional handling. Exact rates should be published in the service kit.

During the dismantling period, the exhibit space should not be left unattended until all materials have been picked up for an outbound shipment. Valuable items awaiting pick-up can often be left in the security lock-up areas on a will-call basis for a particular outbound carrier. If this is not an option, consider hiring a booth/stand guard to safeguard materials.

OUTBOUND MATERIAL HANDLING AGREEMENT

When the exhibit has been totally dismantled and packed for shipment, an outbound material handling agreement or bill of lading must be prepared and submitted to the service desk. Do not leave the completed material handling agreement in the booth/stand or on the freight containers.

If advance arrangements have been made with a van line or trucking company to pick up freight, advance arrangements must be made with the official general service contractor. Make certain to indicate the name of the company on the bill of lading and material handling agreement. In cases where no carrier is specified, the official general service contractor will ship materials by the most convenient method available.

For exhibits that need to be at a specific location in the near future, advance arrangements should be made with a carrier who can guarantee delivery by the desired date. The official general service contractor should be notified immediately so that the pick-up arrangements can be coordinated properly.

A time will be specified by show management as to when all freight must be removed from the exhibit hall. Any freight not picked up by that time will be shipped via a carrier designated by the official material handling contractor or the official freight carrier. If arrangements have been made for a specific carrier, and they do not arrive to pick up the materials prior to the move-out deadline, the official general service contractor will try to contact a company representative for “options.” If contact cannot be made, the materials may be returned to the contractor’s warehouse to determine disposition. Additional handling and storage fees will be incurred until directions for shipping can be obtained.

The highest rate of property loss occurs on the last night of setup and the first night of dismantling. Consider making special security arrangements during these periods.

14. WRAP IT UP – FOLLOW IT UP

The first priority post-show will be to distribute the sales lead information gathered at the exhibition to the various departments, branches, districts, etc. for follow-up, possibly during an informal debriefing session with each sales group. This is an excellent opportunity to solicit their feedback on the exhibition.

- Ask about impressions of the exhibition. Did the exhibit itself work?
- How can the display components be modified to better display the product?
- Were the right people at the exhibition? If not, was staff prepared for the audience they did encounter?
- Is the exhibition delivering enough value to exhibit in again?
- Is there an exhibition that might be a better or additional event to showcase the product/service?

It is advisable to sit down with the display builder and the installation contractor soon after the exhibition to review logistical problems that may have existed. Keeping a log of problems or problem areas will allow for proper review with the appropriate supplier(s). Explore whether there are design modifications which may simplify and hasten the setup and dismantling of the display. Review any damage to the display and schedule maintenance and repair work.

GLOSSARY OF INDUSTRY TERMS

This glossary provides definitions of frequently used industry terms.

Provided by Freeman

A

Advance Mailer – Promotional literature sent to prospective attendees prior to an event's opening.

Advance Order – An order for show services sent to the service contractor before move-in and usually less expensive than an order placed on site.

Advance Rates – Fees associated with advance orders, which typically include discounts when paid in advance.

Advance Receiving – Location set by show management to receive freight before the start of the show. Freight is stored at this location and then shipped to the show at the appropriate time.

Advance Warehouse – Location set by show management to receive freight before the start of the show. Freight is stored at this location and then shipped to the show at the appropriate time. *(Synonymous with Advance Receiving)*

Agent – An individual authorized to act on behalf of another person or company.

Air Freight – Materials shipped via airplane.

Air Ride Shipment – The safest, smoothest ride made possible by two or four air bags located at the rear axle of the trailers, tractor and/or fifth wheel as opposed to spring ride. *(Also called Van Shipment, Air Ride)*

Air Walls – Movable barriers that partition large areas. They may be sound-resistant, but not necessarily sound-proof.

Aisle – Area for audience traffic movement.

Aisle Carpet – Carpet laid in aisles between booths. Color to be determined by show management.

Aisle Signs – Signs, usually suspended, indicating aisle numbers or letters.

Arm Lights – A light with an extended arm; typically clamp-on style.

Assembly – The process of erecting display component parts into a complete exhibit.

Assigned Broker – A broker assigned to handle the freight for an exhibitor for an international shipment.

Attendee – A visitor to the exhibition; a potential buyer or customer.

Audio Visual – Equipment, materials and teaching aids used in sound and visual. *(Also called A/V)*

Authorized Signature – Signature of a person who is authorized to execute a binding legal agreement.

A/V – Audio/Visual support such as television monitors, sound systems, projection systems, VCRs or taped music.

A/V Contractor – A supplier of audio/visual equipment and services. *(Also see A/V)*

B

Backloader – Truck that loads from back-opening door.

Backwall – Panel arrangement at rear of booth area.

Backwall Booth – Perimeter booth.

Badges – A form of identification; every exhibitor and attendee must wear a badge when on the show floor.

Baffle – Partition to control light, air, sound, or traffic flow.

Banner – A suspended decorative or communicative panel; usually a vinyl or cloth structure.

Bill of Lading – A document that establishes the terms of a contract between a shipper and a transportation company under which freight is to be moved between specified points for a specified charge. *(Also referred to as a Packing List or Waybill)*

Blanket Wrap – Uncrated goods covered with blankets or other protective padding and shipped via van line. *(Also called Pad Wrap)*

Blister Wrap – Vacuum-formed, transparent plastic cover.

Blueprint – A scale drawing of booth space layout, construction and specifications.

Bobtail – A term used for a vehicle that is truck and trailer combined. U-Haul and Ryder trucks are in this category. Typically less than 24 feet of box.

Boneyard – An area used to store exhibitors' packing materials, decorators' extra furniture and any other equipment not being used during show hours.

Booth/Stand – A display designed to showcase an exhibitor's products, message and business ideas.

Booth Carpet/Padding – Carpet and padding purchased by the exhibitor, used to enhance the exhibit look and feel.

Booth Number – Number designated to identify each exhibitor's space.

Booth Personnel – Staff assigned to represent exhibiting company in assigned space.

Booth Size – Measure of assigned space. Can be represented by the booth dimensions (e.g., 10' x 10') or by square feet (e.g., 100 sq. ft.).

Booth Space – The amount of floor area occupied by an exhibitor. *(Also see Booth Size)*

C

Canopy – Drapery, awning, or other roof-like covering.

Capacity – Maximum number of people allowed in any given area.

Caravan Shipping – A shipping method that combines several clients on several trucks, from the same origin, to the same destination, thus traveling together (grouped for efficiencies).

Carnet – A customs document permitting the holder to carry or send merchandise temporarily into certain foreign countries (for display, demonstration or similar purposes) without paying duties or posting bonds.

Carpenter – Skilled craftsman used in the installation and dismantle of exhibits. Also used in the construction of exhibit properties.

Carrier – Transportation line that moves freight from one shipping point to another (van line, common carrier, railcar and airplane).

Cartage – (1) The fee charged for transporting freight. (2) The moving of exhibit properties over a short distance.

Cash on Delivery (C.O.D.) – Collection or payment on delivery.

Caulk Block – Large wedge of plastic or rubber used to block the tires of a truck parked at the dock. *(Also see Dock)*

Certificate of Inspection – A document certifying that merchandise was in good condition immediately prior to its shipment.

Certificate of Insurance – A basic element of an effective risk management program. It serves as evidence of the financial capability of an indemnitor who has executed an agreement in favor of an organization.

Certificate of Origin – A document required by certain foreign countries for tariff purposes, certifying as to the country of origin of specified goods.

Cherry Picker – Equipment capable of lifting a person(s) to a given height. *(Also called High Jacker, Condor Lift, Scissor Lift)*

Chevron – Type of cloth used for backdrops.

Client-Arranged Freight – Freight movement that has been arranged by the customer. They are responsible for the paperwork and liability of the freight movement.

Close of Business (COB) – End of business day (usually 5:00 pm).

Collective Agreement – A contract between an employer and a union specifying the terms and conditions for employment, the status of the union and the process for settling disputes during the contract period. Also known as Labor Agreement or Union Contract.

Column – A pillar in an exhibition facility that supports the roof or other structures, usually denoted on floor plan as a solid square or dot.

Commercial Invoice – A detailed, itemized list of shipped goods used for international shipments.

Common Carrier – Transportation company that handles crated materials.

Computer-Aided Design (C.A.D.) – Computer software program that is typically used by design and engineering workers to draw or illustrate simple to complex shapes and figures.

Conference – Educational and informational seminars generally held in conjunction with an event or convention.

Consignee – Person or company to whom goods are shipped.

Consignor – Person or company who sends freight.

Consumer Show – An exhibition that is open to the public, showing what are generally known as “consumer products.”

Contact Person (P.O.C.) – The person that is on the show floor or origin that one can contact for questions or answers; otherwise known as the “point of contact.”

Contractor – An individual or company providing services to a trade show and/or its exhibitors.

Convention Center – A facility where exhibitions and/or conferences are held.

Corkage – The charge placed on beer, liquor and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.

Corner Booth – An exhibit space with exposure on at least two aisles.

Counter to Counter – A shipment that is made at last minute. This will have to be delivered and picked up from the counter of an airline or bus depot. (*Also see Expedited Freight*)

Crate Label – The label on the crate or container that has the number or ID of the crate or container.

Crated Freight – Containerized freight, items shipped in protective containers.

Crating List – A document that names the contents of a crate (e.g., exhibit pieces, carpet, signage, etc.).

Cross Aisle – An aisle at a right angle to the main aisle.

Cross Bar – Rod used in draping or as a support brace.

Custom House Broker – An individual or firm licensed to enter and clear goods through Customs.

Customs – The authorities designated to collect duties levied by a country on imports and exports. The term also applies to the procedures involved in such collection.

Cut & Lay – Installation of carpet other than normal booth or aisle size.

CWT – Hundred weight. A weight measurement for exhibit freight, usually 100 pounds. Often used as cost per hundred weight.

D

Damage Report – A report submitted by an exhibitor to a freight company or contractor itemizing damage to shipped goods.

Dark Day – Terminology for a day during the move-in or move-out of the convention facility when show-site services are shut down.

Deadweight – See DW.

Decking – Term used to describe a false floor built into a van to allow stacking of freight in order to prevent damage as well as to utilize more of the van's capacity.

Declared Value – A shipper's stated dollar value for the contents of a shipment.

Decorating – Dressing up an exhibition with carpet, draping, foliage, etc.

Decorator – An individual or company providing installation and dismantling of exhibits and booth and hall dressing services for a trade show and/or its exhibitors. (*Also called General Contractor or Official Contractor*)

Deferred Freight – Long-haul freight that waits (usually one to two days) for available cargo space, shipped at a reduced rate.

Demonstrators – Persons hired to illustrate or explain products.

Dimensional Weight – A method that a carrier will use, instead of actual weight of shipment, to calculate the cost of shipment. This method will consider a weight based on the shipment's dimensions instead of the shipment's actual weight. Most always, carriers will apply the more expensive of the two.

Direct Sales – The direct personal presentation, demonstration and sale of products and services to customers, usually in their homes or at their jobs.

Direct-to-Show-Site – Shipments sent directly to show location.

Dismantle – The process of tearing down, packing up and moving out exhibit materials after show closes.

Display Rules & Regulations – Exhibit construction specifications endorsed by major exhibit industry associations. Also refers to the specific set of rules that apply to an exhibition.

Dock – A place where freight is loaded and unloaded from vehicles. (*Also see Loading Dock*)

Dock High – Usually refers to a truck or bobtail truck that has a bed is at least 4 feet high, thus being “dock high.”

Dolly – Low, flat, usually two feet square, platform on four wheels used for carrying heavy loads.

Door-to-Floor – Shipment which is picked up at origin site and is delivered direct to show floor; shipment stays on one truck to reduce handling and reduce risk of damages.

Double Decker – Two-storied exhibit. (*Also called a Multiple Story Exhibit*)

Double-Time – Refers to a pay rate for work performed beyond straight time and over-time. Double-time is double the normal hourly rate.

Down-Size – When an exhibitor reduces the size of its total exhibit space (e.g., having a 400 square foot space and moving to a 200 square foot space).

Drayage – The movement of show materials from shipping dock to booth for show set up and back to dock for return shipment at end of show (*Also see Material Handling*).

Drayage Contractor – Company responsible for handling exhibit properties.

Drayage Form – Form for exhibitor requesting handling of materials.

Duplex Outlet – Double electrical outlet.

Duty – A tax imposed on imports by the customers' authority of a country. Duties are generally based on the value of goods (ad valorem duties), some other factor such as weight or quantity (specific duties), or a combination of value and other factors (compound duty).

DW – Abbreviation for “deadweight.” 1) Machinery or exhibition material that is “static” – not moving. 2) Materials that have reached their final resting place as opposed to moving across the exhibit floor as relates to floor load capacity of the exhibition facility. Especially concerning for machinery and heavy equipment exhibition.

E

Egress – A direction or path or escape from harm; to move away from.

Electrical Contractor – Company contracted by show management to provide electrical services to the exhibitors.

Electrician – Handles installation of all electrical equipment.

Empty Crate – Reusable packing container in which exhibit materials were shipped. When properly marked with “EMPTY CRATE” labels are completed with booth number and company name. The empty crates are removed from the booth area, stored and returned at no charge. (*Also called “Empties”*)

Empty Crate Labels – Special stickers available at the Exhibitor Service Center. Special crews pick up empties during setup and return them during tear-down; (that's why the correct booth number is so important).

Est. Wt. – Abbreviation for “Estimated Weight.”

Exclusive Contractor – Contractor appointed by show or building management as the sole agent to provide services. (*Also called “Official Contractor”*)

Exclusive Use – Rental of entire truck or van by one shipper.

Exhibit Booth/Stand – Individual display area constructed to exhibit products or convey a message.

Exhibit Directory – A catalog of basic information about the show, including exhibitors, floor plan and schedule of events. (Also called Show Directory, Directory of Exhibits, DOE, Final Program)

Exhibit Hall – The area in the convention center where the exhibits are located.

Exhibit Manager – Person in charge of individual exhibit booth.

Exhibitor-Appointed Contractor – A contractor hired by an exhibitor to perform trade show services independently of show management appointed contractors. *(Also called Independent Contractor, EAC)*

Exhibitor Prospectus – Promotional brochure sent to prospective exhibitors by show management to encourage participation in a trade show.

Exhibitor Service Center – A centralized area where representatives of various show services can be contacted or located (Also see Service Desk).

Exhibitor Service Manual – Manual containing general information, labor/service order forms, rules and regulations as well as other important information pertaining to exhibitor participation in an exhibit. *(Also called Exhibitor Manual or Service Manual)*

Expedited Freight – Freight that is done at the last minute and is handled in a special manner (Expedited).

Expocard Reader – A device that electronically reads an attendee's name and demographics for use by exhibitor in postshow lead follow-up.

Export – Freight that leaves the country.

Exhibition – An event in which products or services are exhibited. *(Also referred to as Exhibition, Expo, Trade Show, Consumer/Public Show, Business-to-Consumer Show, Business-to-Business Show and Trade Fair)*

Exhibition/Show Manager – Person responsible for all aspects of exhibition.

F

Fire Exit – Door, clear of obstructions, designated by local authorities to egress.

Fire Retardant – Term used to describe a finish (usually liquid) that coats materials with a fire-resistant cover.

Flame Proof – Term used to describe material that is, or has been treated to be, fire-retardant.

Flatbed Truck – A truck or trailer that is equipped with a flat bed (Not an enclosed box).

Floater – Worker(s) used by foreman to help assigned labor for short periods of time.

Floor Manager – Individual representing show management who is responsible to overseeing all or part of the exhibition area. They are also available to answer questions related to the show floor, show hours and show services and act as the liaison between exhibitors and the general service contractor's desk.

Floor Marking – Method of indicating the boundaries of each booth space.

Floor Order – Order for services placed by the exhibitor with the service contractor after exhibit setup begins and is usually more expensive than an advance order.

Floor Plan – A map showing the layout of exhibit spaces.

Floor Port – Utility box, recessed in the floor, containing electrical, telephone and/or plumbing connections.

Foam Core – Lightweight material with a styrofoam center used for signs, decorating and exhibit Construction. *(Also called Gator Foam, Gator Board)*

Force Freight – Term used when drayage contractor assigns a carrier to pickup freight from a show.

Foreman – The person given charge of a project.

Fork Lift – Vehicle used to transport heavy exhibit materials for short distances, also used for loading and unloading materials.

Fork Truck – Vehicle used to transport heavy exhibit materials short distances, also for loading and unloading materials.

Four-Hour Call – Minimum work period for which union labor must be paid.

Freight – Exhibit properties, products and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade show.

Freight Door – A large door located on the perimeter of an exhibit hall that accommodates large trucks and freight management operations.

Freight Foreman – A title that is given to the person that controls the freight movement on show site.

Freight Forwarder – Shipping company.

Freight on Board (F.O.B.) – Typically seen as origin or destination. This term establishes at what point the shipper releases their obligation of responsibility or liability.

Full Booth Coverage – Carpet covering entire area of booth.

Full Trailer – A trailer that is full.

G

Gangway – International term referring to the “aisle.”

Garment Rack – Frame that holds apparel.

General Service Contractor – A company providing services to a trade show and/or its exhibitors. The general contractor is the official contractor designated by show management for a given show. *(Also called Official Contractor)*

Girth – A term used to express overall size limitations typically on a shipping unit (package, case, carton, crate, etc.) Formula... (Height [Length + Width] X 2)). *(Also see Unified Inches)*

Gobo Light – A stenciled light which projects an image on to a wall or other surface.

Graphic – A photo, copy, panel or artwork applied to an exhibit.

Graphics – Communicative elements: color, copy, art, photographs, etc., used to illustrate a booth theme or décor.

Gross Square Feet – Total space available in exhibit hall as compared to net square feet, usable exhibit space or occupied exhibit space.

Gross Weight – The full weight of a shipment, including goods and packaging; compare tare weight.

Guarantee – The number of food and beverage servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance.

H

Hall – A generic term for an exhibition facility. May also refer to an individual area within a facility, such as “Hall A” or “Halls A-C.”

Hand-Carryable – Items that one person can carry unaided (meaning, no hand trucks or dollies).

Hand Truck – Small hand-propelled implement with two wheels and two handles for transporting small loads.

Hard Card – Sometimes referred to as the short-form bill of lading. Hard card copy may also indicate the number of the vehicle, its position in line, to load or unload.

Hardwall – A type of exhibit construction in which the walls are of a solid material rather than fabric.

Hardwall Booth – Booth constructed with plywood or similar material as opposed to booth formed with drapery only.

Hard Wire – Any electrical connection other than receptacle-to-receptacle; charged on a time plus material basis.

Header – A sign or other structure across the top of an exhibit, usually displays company name.

High Cube – A term used to describe that type of container required for a shipment that is taller than 9 feet, typically used with regard to sea bound shipments.

High Jacker – Equipment used to lift people to a given height. *(Also called Cherry Picker, Scissor Lift)*

Hold Harmless – Clause in contracts ensuring that a group or company will not be responsible in the event of a claim.

Hospitality – An event or gathering either in the exhibit or a separate location from the exhibit, in which refreshments are served and exhibitor personnel and invited guests socialize.

Hospitality Suite – Room or suite of rooms used to entertain guests.

Hotel Cut-Off Date – The date agreed to in the housing contract when the hotel is no longer obligated to honor the room block or group rate, usually 30 days prior to the show.

Hotel Delivery – A delivery of freight to a hotel location. This will most always have special considerations as they may or may not have the adequate material handling equipment or facility.

I

ID Sign – Booth identification sign.

I&D/Decorator – An individual or company providing installation and dismantle, booth and hall dressing services for a trade show and/or its exhibitors. Decorator services may be provided by carpenters, sign painters or others depending upon union jurisdiction. (Term applies to both contractor and skilled craftsperson)

Illuminations – Lighting available in hall, built into exhibit, or available on a rental basis.

Import – Bringing of goods or products into a country from another.

Independent Service Contractor – Any company (other than the designated “official” contractor listed in the Exhibitor Service Manual) providing a service (display installation and dismantling, models/demonstrators, florists, photographers, audiovisual, etc.) and needing access to an exhibit any time during installation, show dates and/or dismantling.

Infringement – Use of floor space outside exclusive booth area, or breaking of the official rules and regulations.

Inherent Flame Proof – Material that is permanently flame resistant without chemical treatment.

Inline Booth – Exhibit space with exhibit booths on both sides and behind, or backing up to a wall. This type of booth will generally have only one exhibit side open to an aisle.

Installation – Setting up exhibit booth and materials according to instructions and drawings.

Installation/Dismantle – Also referred to as I & D. The set-up and tear down of exhibits.

Insurance Policy – A contract between an exhibitor and an insurance company securing payment of a sum of money in the event of loss or damage.

Interactive Exhibits – Exhibits in which the visitor is involved with the exhibit in a proactive way.

Inventory – Total amount of furniture and equipment available for show.

Invoice – An itemized list of goods and services specifying the price and terms of sale.

Island Booth – An exhibit space with aisles on all four sides.

ISO Certified – Certification obtained by performing to a set of standards created by the International Organization of Standards (ISO). This outlines the requirements for quality management systems and functions as the model for quality management systems and serves as the model for quality assurance in production, installation and servicing. It defines in generic terms how to establish, document and maintain an effective quality system.

J

J Handle – A handle with wheels located on one end that is used to leverage and move crates and skids by hand.

Job Foreman – One who is in charge of supervising and coordinating workers and projects.

Junction Box – A distribution point for electrical power, otherwise known as Jbox.

K

Kiosk – A small structure, open on one or more sides, for the display of a product or for use as an information station or for material distribution.

L

Labels – A method to tag and identify exhibit properties which includes information as to where the shipment is to be shipped to and from.

Labor – Refers to contracted workers who perform services for shows. *(Also called craftspersons)*

Labor Call – Method of securing union employees.

Labor Desk – On-site area from which service personnel are dispatched.

Lead – The demographic information retrieved from visitors to your booth which helps you determine that person's intent to buy products/services. A tool to help your sales force close the sale.

Lead Man – The person in charge of I & D crew. This individual is responsible for the installation or dismantling of an exhibit booth.

Lead Tracking – A manual or automated system used to conduct follow-up activities for sales prospects resulting from a trade show.

Less than Truckload (LTL) – The rate charged for freight weighing less than the minimum weight for a truckload.

Liability – Legal term usually used to describe a point or amount of responsibility damages or injuries incurred or sustained.

Liftgate – A power lift attached to a van to enable loading and unloading without the use of a dock.

Light Box – Enclosure with lighting and translucent face of plastic or glass.

Limits of Liability – A term used in a shipping contract to specify the monetary limit that a carrier will pay with regard to damages incurred on freight during a shipment.

Linear Booth – Any booth that shares a common back wall and abuts other exhibits on one or two sides.

Linear Display – Another term for an in-line exhibit space.

Loading Dock – Area on premises where goods are received.

Lobby – Public area that serves as an entrance or waiting area.

Lock-Up – Storage area that can be locked up.

Logo – A trademark or symbol, unique to each company.

M

Make Ready – To mount or prepare artwork for photography or reproduction. (i.e. make camera-ready)

Manifest – A list of cargo.

Marshalling Yard – Specific retention area (lot) for all vehicles to park prior to going to the show hall/convention center for loading or unloading.

Masking Drape – A cloth used to cover storage or other unsightly areas.

Material Handling – The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (Also called Drayage).

Material Handling Agreement (M.H.A.) – Bill of Lading; contract for freight movement services.

Material Handling Charge – The drayage dollar cost based on weight. Drayage is calculated by 100 pound units; or hundredweight, abbreviated CWT; there is usually a minimum charge.

Means of Egress – an approved stairway or ramp constructed to the specification of the fire code used for access and exiting.

Meter – The most common width for a backwall panel. (1 Meter = 39.37 inches)

Mixed Load – The term “mixed load” used by contractors indicates pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate.

Modular – Structural elements that are interchangeable. Allows for maximum flexibility in arrangement and size.

Modular Exhibit – Exhibit constructed with interchangeable components.

Move-In – Date set for installation. Process of setting up exhibits.

Move-Out – Date set for dismantling. Process of dismantling exhibits.

Mylar – Trade name for plastic material.

N

Net Square Feet – The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.

No Freight Aisle – Aisle that must be left clear at all times during set-up and dismantle. Used to deliver freight, remove empty boxes and trash, and in case of emergency.

Noise Decibel – A unit for measuring the relative loudness of sounds. For example; the Consumer Electronics Show maximum level is 85 db.

No-Show – A scheduled exhibitor who does not show up to claim booth space or ordered services.

O

Official Service Contractor – Show management-appointed company providing services to a trade show and/or its exhibitors. (Also called *General Service Contractor* or *Decorator*)

Off-Target – A move-in date which is outside (before or after) of the officially assigned target date.

One-Time Spotting – The unloading of freight/machinery and the placing of it in a designated location. Exhibitors must be present for spotting of materials. This service does not include unskidding, balancing or extended time.

On-Site – Location of exhibits or projects.

On-Site Order – Floor order placed at show site.

On-Site Registration – Process of signing up for an event on the day of, or at the site of, the event.

O.R. – Owner's Risk.

O.T. Labor – Work performed on overtime. Work performed before 8:00 a.m. and after 4:30 p.m., Monday through Friday and all hours on Saturdays, Sundays and holidays (depending on the union trade).

Overtime – Refers to work performed beyond what is considered a standard business day. Overtime labor is paid at time-and-a-half.

P

Package Plan – Management-provided furniture and/or services to exhibitors for a single fee.

Packing List – A list included with a shipment showing the quantity and description of items being shipped, as well as other information needed for transportation purposes. *(Also referred to as a Bill of Lading or Waybill)*

Padded Van Shipment – Shipment of crated or uncrated goods such as product or display material. *(Also see Van Shipment, Air Ride)*

Pad-Wrapped (Blanket Wrap) – Non-crated freight shipped via van line covered with protective padding or blankets.

Pallet – Wooden platform used to support machinery or a collection of objects for easier handling. Also thick wood blocks attached to crates that allow forklift access for easier handling. *(Also skid)*

Pegboard Panel – Framed panel of perforated hardboard.

Peninsula Booth – Exhibit space with aisles on three sides.

Perimeter Booth – Exhibit space located on an outside wall.

Pipe and Drape – Pipe material with fabric draped from it to make up side rails and back wall of an exhibit booth.

Point of Contact (P.O.C.) – The primary contact person with regard to a business or service.

Point to Point – A shipment that is direct and never changes trucks.

Pop-up Booth – A term generally referring to a booth that requires minimal tools to set up and is set up by the exhibitor.

Portable Exhibits – Lightweight, cased display units that do not require forklifts to move.

Post-show – Refers to any activity that occurs following the closing of the event.

POV – A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, use the POV line. (see the following)

POV Line – Special loading dock reserved for POVs where material is unloaded at prevailing drayage rates. To get on a POV line, driver reports first to the marshalling yard.

Pre-registered – A registration that has been made in advance with necessary paperwork.

Pre-show – Refers to any activity that occurs prior to the show opening.

Priority Point System – Method of assigning booth space. Often the system is based on the number of years a company has been exhibiting, sponsorship dollars and size of the booth.

Private Security – Security personnel hired from a privately operated company. *(Also Booth Security)*

Pro Forma Invoice – An invoice sent to a buyer prior to the shipment of merchandise, which provides detailed information about the kinds and quantities of goods to be shipped.

Promotional Opportunity – The ability to use advertising to create additional publicity.

Pro-Number – Shipment number designated by the common carrier to a single shipment used in all cases, where the shipment must be referred to. Usually assigned at once.

Proof – Any preliminary reproduction by photography, typesetting or lithography, provided by processor for approval prior to finished product.

Proof of Delivery (POD) – A carrier can supply POD upon request.

Q

Quad Box – Four electrical outlets enclosed in one box.

Qualifying – The act of determining an exhibit visitor's authority to purchase or recommend a product or service on display.

R

Rail – Low drape divider between exhibit booths.
(Also *Side Rail*)

Raw Space – The actual space for an exhibit with no furnishings or decoration. In-line spaces do included a pipe-and-drape back wall and side rails.

Rear-Lit – Method of lighting transparency from behind.

Rear Projection – A video technique in which images are projected on a screen positioned between the projector and the audience.

Refurbish – To repair damage, renew surfaces and replace graphics as necessary to recondition the exhibit to extend its lifespan.

Registration – Process of obtaining demographic information from an attendee in exchange for an entrance badge to the show. An exhibitor will also register its booth personnel in order to obtain exhibitor badges.

Release Form – A document that by signature, consents an individual release another from responsibility.

Rental Booth – Complete booth package offered to exhibitors on a rental basis.

Request for Information (R.F.I.) – This document is requesting information be provided for the described goods or service, or information regarding the company and or its' services.

Request for Price (R.F.P.) – A formal document from a company that is intended to provide information about the specifics of a purchase of goods or services. This document is requesting a price be provided for the described goods or service.

Request for Quotation (R.F.Q.) – A formal document from a company that is intended to provide information about the specifics of a purchase of goods or services. This document is requesting a quotation/estimate be provided for the described goods or service.

Rigger – Union or person that is responsible for uncrating, un-skidding, positioning and re-skidding of all machinery. Also used when special equipment or apparatus is needed for hanging or fastening.

Right-to-Work State – Where joining a union is not a condition of employment. In right-to-work states, exhibitors do not have to use union laborers.

Riser – A platform for people or product.

ROI (Return on Investment) – Measurement of how much benefit a company receives from participation in a trade show. Broadest example formula: income – costs = ROI.

S

Scrim – A light or loosely woven covering or cloth used for decorative purposes.

Security Cages – Cages rented by exhibitors to lock up materials.

Self-Contained Exhibit – A display that is an integral part of the shipping case.

Self-Contained Unit – Type of exhibit where crate is opened and becomes part of the exhibit.

Semi – A slang term for a tractor-trailer truck used for hauling freight.

Serial Number – A sequential number stamped on a product that is unique to that item. It is necessary to list serial numbers on materials that are shipped internationally.

Service Charge – Charge for the services of waiters/waitresses, housemen, technicians and other food function personnel.

Service Desk – A centrally located service area in which exhibitors can order or reconfirm the services provided by exhibition management such as electrical, decorating, telecommunications, etc.

Service Kit – Packet for exhibitor containing information and forms relating to the exhibition.

Shop – Service contractor's main office and warehouse.

Short Form B.O.L. – A document that establishes the terms of a contract between a shipper and a transportation company under which freight is moved between specific point for a specified charge.

Showcard – Material used for signs.

Showcase – Glass-enclosed case used to display articles.

Show Daily – A daily publication produced on-site that offers articles on exhibitors, their products/ services and show activities.

Show Decorator – Company or individual responsible for hall draping, aisle carpeting and signage. Also performs same service to individual exhibitors.

Show/Exhibition Manager – Person responsible for all aspects of exhibition.

Show Office – The show management office at exhibition.

Shrink Wrap – Process of wrapping loose items on pallet with transparent plastic wrapping.

Side Rail – Low divider wall in, usually pipe and drape, used to divide one exhibit space from another.

Skid – A low, wooden frame used to support heavy objects or groups of materials for easier handling. Usually used as a platform for objects moved by forklift. *(Also called Pallet)*

Skirting – Decorative covering around tables and risers.

Slip Sheet – Method used to protect pad wrapped exhibit properties when loading or unloading at a convention center.

Space Assignment – Booth space assigned to exhibiting companies.

Space Rate – Cost per square foot for exhibit area.

Special Handling – Applies to display and/or product shipment requiring extra labor, equipment or time in delivery to booth area.

Split Shipment – Pick up or delivery of multiple shipments at more than one place of business of the same or different companies within the confines of origin or destination points.

Spotting – Placement of equipment in exact location in booth.

Staging Area – A place for collection of materials, components, delivery units, etc.

Stanchions – Decorative posts which hold markers or flags to define traffic areas; ropes or chains may be attached.

S.T. Labor – Work performed on straight-time, most always 8:00 a.m. to 4:30 p.m., Monday-Friday.

Straight Time – The hours considered normal business hours.

Strike – Dismantle exhibits.

Supplemental Invoice – An additional invoice for services after initial invoicing has taken place.

T

Table-Top Display – Exhibit designed for use on top of counter, bench or table.

Tare Weight – The weight of a container and/or packing materials without the weight of the goods it contains; compare gross weight.

Target Date – The specified date and or time to move a shipment into and/or out of an exhibit hall/show site.

Target Freight Floorplan – Color-coded floor plan indicating freight delivery for individual booths.

Tariff – Rules and rates of a specific carrier.

Teamster – Union that handles all material in and out of the hall, except machinery. Exhibitors are permitted to carry small packages into hall.

Time & Materials – Method of charging for several services on a cost-plus basis. *(Also T&M)*

Tow Motor – Forklift.

Tracking – A method used to locate a shipment or acquire a status of a delivery.

Trade Show – An exhibition held for members of a common or related industry.

Traffic Flow – A common or directed path the audience will take through an exhibition or exhibit.

Trans Ship – A shipment that is on tour; shipping from event to event or shipments between events that do not include a shipment to or from the point of origin.

Truss – A collection of structural beams forming a rigid framework.

U

Uncrated Freight – Items shipped outside of protective containers, typically shipped either loosely loaded and/or pad wrapped in trailers.

Unified Inches – A method of calculating the size of a shipping unit. It is calculated by adding the Height (Length + Width) X 2. UPS has a 130 total UI limit and FEDEX has 150 UI limit. (Another form of girth.)

Union – An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other.

Union Steward – On-site union official.

V

Van Shipment – Shipment of exhibit properties via van lines, often consisting of large pieces, crated or uncrated, such as furniture or exhibit materials.

Velcro – Material used for fastening.

Visqueen – Plastic covering over carpet for protection.

W

Waitlist – A list of companies which are either interested in obtaining exhibit space, or relocating to a different space, but for whom no such space is yet available.

Waste Removal – Removal of trash from the building.

Waste Straight Oil Removal – Oils to be removed at end of show. Consult Exhibit Service Manual for form.

Waybill – List of enclosed goods and shipping instructions, sent with material in transit.

W/B – Waybill. (*Also see Waybill*)

Work Time – Paid time that begins as soon as the workers report to the exhibitor; stops when the exhibitor releases them from work.

XYZ

ADDITIONAL EXHIBITOR RESOURCES

Powerful Exhibit Marketing, Barry Siskind

ICEEM.net – Exhibitor and Event Marketer resources (restricted to IAEE members)

Select CEIR Reports:

Available at www.ceir.org – no charge to IAEE/CEIR members

- *Successful Boothmanship – Do's and Don'ts of Exhibit Staffing*
- *The Spend Decision: Analyzing How Exhibits Fit into the Overall Marketing Budget*
- *Exhibitions Staff Practice Summaries*
- *Approaching Prospects on the Show Floor*
- *An Analysis of Changes in the Key Factors Affecting Exhibit Recall in the Last Decade*
- *How the Exhibit Dollar is Spent*
- *Exhibitor Sales Lead Capture and Follow-up Practice Trend*

ABOUT IAEE

IAEE provides resources and assistance to all persons and organizations involved in the creation and conduct of exhibitions and events.

For information about IAEE or membership contact:



IAEE

12700 Park Central Dr., Ste. 308
Dallas, Texas 75251 USA

Telephone +1 (972) 458-8002

Fax +1 (972) 458-8119

membership@iaee.com

www.iaee.com

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Show Information

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Please Note: This is a Dark Show, please be sure to order appropriate lighting to ensure visibility in your booth space.

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600384/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520
Las Vegas, NV 89118-4702

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

Booth Size: 10' x 10'
Backwall Drape: Black
Sidewall Drape: Black
Aisle Carpet Color: Black

Floor Covering is Mandatory

Discount Deadline Date

Monday, October 23 GES orders must be received with payment by this date.

Exhibitor Move In

Monday,	November 13	8:00 AM -	5:00 PM	See Targeted Floor Plan
Tuesday,	November 14	8:00 AM -	5:00 PM	See Targeted Floor Plan
Wednesday,	November 15	8:00 AM -	5:00 PM	See Targeted Floor Plan
Thursday,	November 16	8:00 AM -	5:00 PM	See Targeted Floor Plan

* LIGHTS OUT NOTICE *

Lights Out for testing will be from 1:00 PM - 8:30 PM on Thursday, 11/16.

Lights Out for Show will begin 8:00 AM on Friday, 11/17
and will remain off for the remainder of the show.

Show Hours

Friday,	November 17	11:00 AM -	6:00 PM	
		10:30 AM -	6:00 PM	Sound Demos
		6:30 PM -	9:30 PM	Live Outside Festival
Saturday,	November 18	11:00 AM -	6:00 PM	
		12:00 PM -	6:00 PM	Sound Demos
		6:30 PM -	7:30 PM	LDI Awards Ceremony
		7:30 PM -	9:00 PM	Laser Show Performance
Sunday,	November 19	10:00 AM -	3:00 PM	

Exhibitor Move Out

Sunday, November 19 3:00 PM - 10:00 PM

G-1 062017 Cstm 110317 011600384



Monday, November 20 8:00 AM - 5:00 PM
Tuesday, November 21 8:00 AM - 1:00 PM

Page 2 of 2

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Empty Container Return

Sunday, November 19 3:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Tuesday, November 21 10:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Tuesday, November 21 1:00 PM All exhibitor materials must be removed.

Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:

c/o GES
LDI
(Your Company Name & Booth Number)
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:

October 10 - November 8, 2017
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

Direct Shipments to Show Site:

c/o GES
LDI
(Your Company Name & Booth Number)
Las Vegas Convention Center, Central Hall
3150 Paradise Road
Las Vegas, NV 89109-9096
USA

Shipments should arrive on:

November 13, 2017, 8:00 AM - 5:00 PM
November 14, 2017, 8:00 AM - 5:00 PM
November 15, 2017, 8:00 AM - 5:00 PM
November 16, 2017, 8:00 AM - 5:00 PM
Reference Targeted Floorplan for Dates & Times.

Marshaling Yard Site Address:

2982 West Post Road
Las Vegas, NV 89119
USA

G-1 062017 Cstm 110317 011600384

General Information

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging
- Electrical Services
- Plumbing Services

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

How Can I Order My Show Services?



Expresso is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/011600384/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



GES National Servicer® provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/011600384/contactus/esm>

GES Servicer® is on-site to place any last-minute orders and provide show information while at showsite.

Exhibitor Services

- Our Exhibitor Services team is responsible for answering exhibitor questions, processing your orders and handling any special requests.

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



Payment and Credit Card Charge Authorization

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/011600384/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$

\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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



Domestic Third Party Billing Request

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Please
Sign

X

Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print

Date

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Booth Cleaning ☐ Electrical Outlets ☐ Electrical Labor ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor
☐ Forklift Labor ☐ Material Handling ☐ Plumbing ☐ Rental Carpet ☐ Rental Furniture ☐ Signs
☐ Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please
Sign

X

Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print

Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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



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

Form Deadline Date:
October 23, 2017

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

<div>Please Sign</div>	<div>X</div>	<div>I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.</div>
	<div>Exhibiting Company Authorized Signature</div>	
	<div>Exhibiting Company Authorized Name - Please Print</div> <div>Date</div>	

☐ Booth Cleaning ☐ Electrical Outlets ☐ Electrical Labor ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor
☐ Forklift Labor ☐ Material Handling ☐ Plumbing ☐ Rental Carpet ☐ Rental Furniture ☐ Signs
☐ Other (*Please Specify*)

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

<div>Please Sign</div>	<div>X</div> <div>Third Party Cardholder's Signature</div>	<div>I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.</div>
	<div>Third Party Cardholder's Name - Please Print</div> <div>Date</div>	

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



International Pavilion Third Party Billing Request

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Return this form when a third party (any party other than international pavilion) ("AGENT") should be billed for services.

Step 1. Provide the International Pavilion contact information and signature

International Pavilion Name

International Pavilion Address	City	State	Zip/Country
--------------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Account Number

[illegible]

Expiration Date

--

- ☐ MasterCard
 ☐ Corporate Card
☐ VISA
 ☐ Personal Card
☐ American Express

**Please
Sign**

X

International Pavilion Authorized Signature

International Pavilion Authorized Name - Please Print

Date _____

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

Step 2. Check services below to invoice to the Third Party

- ☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

- ☐ Booth Cleaning ☐ Electrical Outlets ☐ Electrical Labor ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor
☐ Forklift Labor ☐ Material Handling ☐ Plumbing ☐ Rental Carpet ☐ Rental Furniture ☐ Signs
☐ Other (*Please Specify*)

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address	City	State	Zip/Country
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Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print _____

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Account Number

[illegible]

Expiration Date

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- ☐ MasterCard
 ☐ Corporate Card
☐ VISA
 ☐ Personal Card
☐ American Express

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date _____

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

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the International Pavilion is ultimately responsible for payment of charges for services requested by International Pavilion or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the International Pavilion. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the International Pavilion and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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



International Pavilion Third Party Billing Request

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name	Email	Phone Number	Booth Number
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Pavilion Organizer	Phone Number
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[illegible]

The items checked below are to be invoiced to the Third Party:

- ☐ All Services
- ☐ Rental Furniture
- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ Booth Cleaning
- ☐ Rental Carpet
- ☐ Signs
- ☐ In-Booth Forklift Labor
- ☐ Plumbing
- ☐ Material Handling In & Out
- ☐ GES Logistics
- ☐ Electrical Outlets (*Pre-Order Only*)
- ☐ Electrical Outlets (*Showsite-Order Only*)
- ☐ Electrical Labor (*Floor work & Pre-Order Only*)
- ☐ Electrical Labor (*Floor work & Showsite-Order Only*)
- ☐ Electrical Labor (*Booth work Pre-Order Only*)
- ☐ Electrical Labor (*Booth work Showsite-Order Only*)
- ☐ Other (Please Specify)

Notes:

[illegible]

Please use an additional International Pavilion Third Party Billing Request form if more space is needed for the listing of booth numbers.

For electrical orders only: A minimum of one 5amp/500 watt outlet must be ordered per booth space/number. All pavilions requiring electrical labor must send a floorplan indicating each booth where labor is to be performed. Each section of booths that form an island/pavilion will require its own electrical labor ticket. A single electrical labor ticket cannot be used to perform labor for a different island/pavilion. If you choose to supervise electrical labor and/or want to schedule your starting point, please visit the GES Electrical Servicer.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the International Pavilion is ultimately responsible for payment of charges for services requested by International Pavilion or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the International Pavilion. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the International Pavilion and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.



Americans with Disabilities:

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.ada.gov.

Animals:

Animals are not allowed at the Show except for service animals (dogs).

Announcements:

Announcements are only made for lost children. Lost and found is available at the Show Office. We encourage attendees, if separated from their group, to designate the Show Office as the location to meet.

Badge Access/Age Restrictions:

All exhibitors must have their badges before they will be allowed onto the Show floor. No one under the age of 18 will be allowed on the Show floor during set-up or dismantle. No one under the age of 16 will be allowed on the show floor at any time.

Balloons:

Please refer to applicable LVCC Regulations and Guidelines.

Booth Activity/ Events, Meetings & Seminars:

- Demonstrations are part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling. All live demonstrations should be documented and submitted to Show Management through the [Booth Approval Form](#).
- Live demonstrations consist of presentations/activities such as live music, dancers, special guest appearances, comedian acts, etc. as well as any type of activity, other than daily product sampling, which may attract a large crowd and higher noise levels.
- Booth activity, including sales presentations, product demonstrations, entertainment, celebrity appearances, etc., must be confined within the exhibitor space contracted for so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Sampling or demonstration tables must be placed at a minimum of 3ft (.914m) inside your booth. Exhibitors must contract sufficient space in order to comply with this rule.
- Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be eliminated. Intent: The aisles are the property of the entire Show and each exhibitor has the responsibility to ensure proper flow of traffic through the entire Show. Aisles must not be obstructed at any

time.

- Sound: Public address systems, sound projections and other sound producing devices may be used within the confines of your booth provided they meet applicable safety regulations and are installed in a workmanlike manner. Please be respectful to other exhibitors by not creating floor disruptions while conducting business.
 - *Exhibit Hall: Indent and bullet these two sections*
The Sound Pressure Level permitted in the exhibit hall is 85 dBA, as measured from the center of the adjoining aisles.
Loudspeakers should be directed into the booth. No speakers should be placed facing into the aisles or neighboring booths.
 - *Demonstration Rooms:*
The maximum Sound Pressure Level permitted from inside Standard Demonstration Rooms is 85 dBA, as measured from outside the room 10' from the closed door.
The maximum Sound Pressure Level permitted from inside the Sound Demonstration Rooms is 85 dBA, as measured from outside the room, 10' from the closed door during scheduled times.
- Exhibitors must regulate their own booths to be sure the noise level from demonstrations or sound systems is kept to a minimum and does not interfere with other exhibitors and attendees conducting business.
- Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Show Management prior to the Show. Demonstrations must be set back at least 3ft (.914m) from the aisles.
- Company promotion, sampling and literature distribution by exhibitors must be done within their contracted exhibit space, with the exception of designated sponsorships and event marketing opportunities for which exhibitors have contracted with Show Management. Violation of this policy can result in expulsion from future shows.

Carpet/Floor Covering Requirements:

- Management provides carpet for uncarpeted areas of the facility to enhance the overall appearance of the Show floor.
- The exhibitor is required to provide carpet or floor covering to cover its contracted exhibit space. You may bring your own floor covering or order it [here](#) through the official show decorator, GES. All booths without floor covering at 5:00 pm on the night before Show open will be carpeted by GES at the exhibitor's expense. Refer to GES online for floor covering information and order forms.

Character of Exhibits:

- It is the exhibitor's responsibility to create an attractive display area.
- Show Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the Show. Exhibits must be in good taste as determined by Show Management.

Competing Events:

Show Management reserves the right to control all suites and meeting rooms in the official hotels, which are participating in housing for the Show. Exhibitors shall not have hospitality suites and/or meeting rooms during Show hours or during a time that conflicts with official functions of the Show and shall not host any event during the Show or official functions. Marketing and sales activities are limited to the Show floor during Show hours.

Compressed Gases:

See fire rules and regulations.

Dismantling:

Exhibitors will not be permitted to dismantle their exhibits or do any packing prior to Show close. **This policy will be strictly enforced.**

Electrical Equipment :

Please refer to [GES policies](#)

Event Lighting:

This is a Dark Show. There will be no show-provided lighting during show hours for this event. It is the responsibility of each exhibitor to provide sufficient lighting to meet their needs.

Exhibitor Appointed Contractors:

Please refer to [GES](#) for details.

FCC Requirements:

Equipment requiring FCC authorization, which is displayed at the Show, must either have already received the necessary FCC authorization or must be accompanied by the following

notice prominently displayed:

“This device has not been approved by the Federal Communications Commission. This device is not, and may not be, offered for sale or lease, or sold or leased until the approval of the FCC has been obtained.”

Radio frequency devices which cannot be granted an equipment authorization or be operated legally within the United States may not be advertised, displayed or sold. For further information regarding the types of equipment that require FCC authorization, contact your local FCC office (or FCC Washington headquarters at 202.418.0200) and request *OET Bulletin Number 61*. The FCC also has information available on its website (<http://www.fcc.gov>).

Federal Tax ID (Penton will not give out its tax ID):

Please be advised that under no circumstances will **Penton, GES, or the convention center** provide their Federal Tax Identification numbers for international shipments entering the United States. It is the responsibility of the exhibitor to engage the services of a freight forwarding company/customs broker that can help facilitate the proper clearance of its exhibit material. This includes shipments entering the United States over the borders using the exhibitor’s company owned or privately owned vehicles.

For your convenience we have secured the services of **GES Logistics** to assist with clearance of goods through customs. Please contact- [GESLogistic International@ges.com](mailto:GESLogisticInternational@ges.com).

Fire Laws:

Please read and understand the [fire regulations](#) located under Regulations and Guidelines in the online ESK. All materials used in exhibit construction, decoration or as a temporary cover must be certified flame retardant. A sample must be available for fire marshal testing. Crates, packing material and wooden boxes may not be stored in or behind exhibit booths.

Good Neighbor Policy/Noise & Sound Levels:

- Floor manager desks will be located throughout the Show floor in case you have any immediate issues needing attention. Floor managers and floor manager assistants will be available to supervise and coordinate various exhibitor, facility and contractor activities and to assist in a management capacity on the Show floor as directed by Show Management.
- All audio and video should be appropriate for a general audience. In the event of a complaint from any person on a booth’s content, Show Management will investigate and determine if the content is offensive or inappropriate. If content is determined to be offensive or inappropriate the exhibitor must cease use of such content.
- Island Booth Exhibitors: In the spirit of neighborly cooperation, we ask you to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth. Feedback from our attendees indicates that this causes substantial frustration in their ability to navigate the Show floor.

- Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them. Your thoughtful planning will make the Show a better experience for yourself, attendees navigating around the halls and other exhibitors.
- Sound and noise are permitted up to a maximum of 85 decibels. Show Management reserves the right to require any group whose noise levels disturb another group within the building to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing, or other noise), please make arrangements with your Account Manager and Show Management to ensure that no other group will be in the vicinity of your event.
- Show Management will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during Show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designee, procedures will be strictly enforced to require the violating exhibitor to reduce noise level.

Insurance/Liability:

Liability insurance, property insurance and worker's compensation insurance must be taken out by each exhibitor at its own expense and must comply with state laws. Insurance can be obtained by the exhibitor's insurance company. A rider to existing policies may be taken out providing complete protection for the period of the Show, from move-in to move-out. If you need assistance acquiring insurance, John Buttine is our official Show insurance vendor.

Lasers:

Show Management promotes the safe use of lasers in the exhibit hall and at all related events. Please review the Laser Safety & Importing Guidelines under the Regulations and Guidelines section of the online ESK. All exhibitors using any form of lasers for demonstration in the exhibit hall, and/or conference sessions must submit the Booth Approval Form. Please see the Critical Dates and Deadlines for deadlines.

Music Licensing:

It is the responsibility of the exhibitor to pay all royalties, license fees, or other charges due to any person or entity for any music or other entertainment played within the exhibitor's contracted space. Exhibitor must obtain music performance rights licenses through ASCAP and/or BMI (and any other necessary performing rights associations) if exhibitor intends to use copyrighted music in its booth.

Moving Displays/Lighting:

Lighting instruments must be focused so as not to interfere with adjacent exhibits.

Onsite Sales:

No direct/retail selling is permitted on the Show floor. Attendees may place orders with exhibitors for products/services at the Show, but the product or service ordered/purchased must be delivered to the attendee after the close of the Show. No soliciting of attendees shall be permitted in the aisles or in other exhibitors' booths. Signs showing the prices of items must not be displayed.

Personnel:

Booth must be staffed the entire time.

Photography/Videography Restrictions:

Exhibitor may take photos or videos of its displays; however, exhibitor is not permitted to directly take pictures of any other display or instruct others to take such pictures without written permission of Show Management and the exhibitor whose display is being photographed.

Privately Owned Vehicles/Hand Carried Items:

Please see [Move-In Information](#) page in the Exhibitor Services Kit

Roaming Characters:

Roaming characters are not allowed at the Show. Any character in costume must stay within your contracted exhibit space. If roaming characters are found on the Show floor they will be sent back to the exhibit space. If the roaming character is spotted again, the individual's badge will be confiscated and the individual will be asked to leave the Show floor.

Security:

Show Management, the building operator, the official exhibit services contractor (GES), and the security company provide a measure of protection, such as providing perimeter security, but only you and your staff are responsible for your valuables. Some exhibitors hire designated booth guards to assist in this process.

We have found that theft at trade shows is most likely to take place during the set-up and dismantling (move-in and move-out) of exhibits. You are responsible for the safety of your booth and all exhibit and personal items. If you would like to hire additional security, simply fill out the Booth Monitor Form in the ESK.

In order to ensure the best possible protection, we would like your cooperation working within the following guidelines to help safeguard your exhibit and your products.

- Don't identify the product or manufacturer on the outside of cartons, crates, boxes, etc. Mark these numerically to indicate the total being shipped (1 of 6, 2 of 6, etc.).
- Stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Products or equipment given away should be accompanied by donation stickers available on the last day of the Show.
- Use "empty" containers for display purposes.

- After Show hours, cover your display and products.
- If you observe an attendee taking more samples than normal, please contact your floor manager.
- Move all samples and displays to the rear of your booth. Post signs encouraging attendees to take only one sample.
- Do not leave any items of value in your booth overnight. If you order in advance, GES has security cages available for equipment and larger items. You will need to supply your own lock and key for security cages rented from GES.
- Be sure you make all arrangements for your outbound shipping prior to leaving the Show floor.
- Be sure to turn in your Bill of Lading to the GES service desk after your freight is packed and ready to be picked up. Do not leave it in your booth with your freight.
- Remove all old labels from inbound shipping and apply new labels for outbound shipping.
- At the close of the Show, you may begin to pack up products within your exhibit space. Keep all aisles clear of crates, boxes and cartons until the carpeting has been rolled up in front of your booth.

Special Effects:

To request permission to utilize special effects, you must fill out and submit to Show Management the [Booth Approval Form](#) located in the Exhibitor Console. Exhibitors are reminded that, for the comfort of everyone in the exhibit hall, the following policy is in effect for the Exhibit Hall

- Fog/smoke: Foggers must be water based and a Safety Data Sheet must be provided for the exact fog fluid being used. You must provide Show Management with your schedule 4 weeks prior to the Show and an on-site demonstration will be required prior to show open.
- Snow/bubbles/confetti/other free floating effects: must not interfere with neighboring exhibits or aisles. Emissions of these effects may last no longer than five seconds in 15-minute intervals at moderate levels, and must be directed into the exhibitor's own booth. Exhibitors may not use glitter.
- Any display of confetti must be approved both by show management and by the Las Vegas Convention Center. An LVCC representative will stop by the booth pre-show to review for potential issues. Add to policies
- Fog, smoke, pyrotechnics and other special effects, are strictly prohibited in the demonstration rooms or meeting rooms.

Note: A per hour cleaning fee will apply to all vendors using confetti onsite; plus an additional fee for rafters, catwalks, walls and air vents post Show. Show Management reserves the right to request clean-up at any point deemed necessary for the safety and

comfort of attendees and exhibitors. Exhibitors can [order cleaning service](#) through GES.

Subletting booth space:

Please refer to the exhibit space contract.

Suitcasing/Soliciting:

Only exhibitors that have contracted with Show Management are permitted to promote their products, services or company at the Show. Unless a marketing opportunity has been contracted by the exhibitor, all company promotion and product sampling must occur within the contracted booth space. This includes, but is not limited to:

- Approaching exhibitor booths to sell products
- Leaving and/or distributing product information in public spaces and Show floor aisles

Exhibitors violating this policy will be sent back to their booth space and materials left will be recycled. Attendees violating this policy will be asked to leave the Show and forfeit their badges. Any "suitcasers" should be reported to the Show Office. Repeated violations will be reported to Security and may result in loss of priority points.

We make every effort to ensure exhibitors will not be solicited in their booths. However, this does occur at trade shows. Should you be approached in your booth, kindly take down the name and company of the solicitor and provide the information to the Show Office or your floor manager.

Termination Rights:

Show Management reserves the right to terminate at any time the privileges of any exhibitor if Show Management determines, in its sole discretion, that an exhibitor is conducting its exhibit in such a fashion that might reflect unfavorably upon Show Management or the Show. In the event of termination by Show Management, the exhibitor shall promptly remove all equipment and personnel from the exhibit area. No portion of payments paid or owed to Show Management on account of said exhibit shall be refundable.

Union Jurisdictions:

Please make sure you read and understand the *Show Site Work Rules* in the GES section of the ESK.

Variances:

Any displays not conforming to the exhibit specifications outlined in the exhibit space contract or booth guidelines in the ESK must apply for written approval from Show Management by submitting the [Booth Approval Form](#) by the date listed in the [critical dates and deadlines](#) in the ESK. Non-conforming booth structures set up without pre-approved variances may need to be modified or removed from the exhibit hall.

Vehicles on Show Floor:

Please refer to GES.

Violations:

Violations of any of these regulations on the part of the exhibitor or its employees or agents shall, at the option of Show Management, constitute cause for the termination of the exhibitor contract for exhibit space and could cause the exhibitor to be expelled from the Show. In the event this action is taken, the exhibitor will forfeit all fees paid and incur all related costs.

Waste Management:

Trash removal service is provided during Show hours and immediately after daily Show closing in the following areas: exhibit hall aisles (excluding exhibit booths), corridors, public space and areas used for meetings. Janitorial services are provided in restrooms throughout Show hours.

Exhibitors are responsible for cleaning their own booths (including but not limited to trash removal and vacuuming) or [ordering cleaning service](#) through GES. Show Management and GES are committed to reducing our environmental impact on the earth.

By incorporating environmentally-friendly practices into your trade show presence you will encourage your customers and peers to follow. Green business is good business!

IN ADDITION TO THESE RULES AND REGULATIONS AND ALL OTHER TERMS AND GUIDELINES SET FORTH IN THIS ESK, ALL EXHIBITORS MUST COMPLY WITH THE TERMS AND CONDITIONS APPLICABLE TO THE EXHIBIT SPACE CONTRACT AND ALL POLICIES, DIRECTIVES AND STANDARDS PUBLISHED ON THE SHOW WEBSITE OR OTHERWISE PROVIDED BY SHOW MANAGEMENT RELATING TO THE SHOW.

Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

Carpet/Flooring: All booths REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

In-Line Booths

In-Line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. (10ft x 10ft, 10ft x 20ft, etc.) (3.05m x 3.05m, 3.05m x 6.10m, etc.)

- **In-Line Booth:** Generally arranged in a straight line with neighboring exhibitors on their immediate right and left leaving only one side exposed to the aisle. Individual booths may be combined to form a larger In-Line booth space.
- **Corner Booth:** In-Line booth exposed on two sides with an immediate neighbor on one side (all guidelines for In-Line booths apply).

Peninsula Booth

Exhibit with two or more standard booths (10ft x 10ft) (3.05m x 3.05m) with aisles on three sides. There are two types of Peninsula Booths.

- **Peninsula Booth:** Backs up to another Peninsula Booth, the two booths share a common back wall drape 8ft 3in (2.5m) high.
- **End-Cap Peninsula Booth:** The booth shares a side wall with two In-Line booths on the exhibitors back wall.

Island Booth

Exhibit space surrounded by aisles on all four sides of the booth space. Island booths do not include drapery. Drapery can be ordered at an additional cost from GES if needed.

Multi-Story Booth

Exhibit spaces that have a 2nd-story.

Enclosed or Covered Area

Exhibit space enclosed by four walls and/or ceiling.

Canopy / Ceiling

An exhibit component supported over an exhibitor's space for decorative purposes only.

Pop-Up Tent

Pop-Up Tents are collapsible frames with four legs and a canvas cover. Pop-Up tents are not allowed.

Hanging Signs and Ceiling Rigging

Hanging Signs – See booth space for details.

Fire Equipment

Building fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

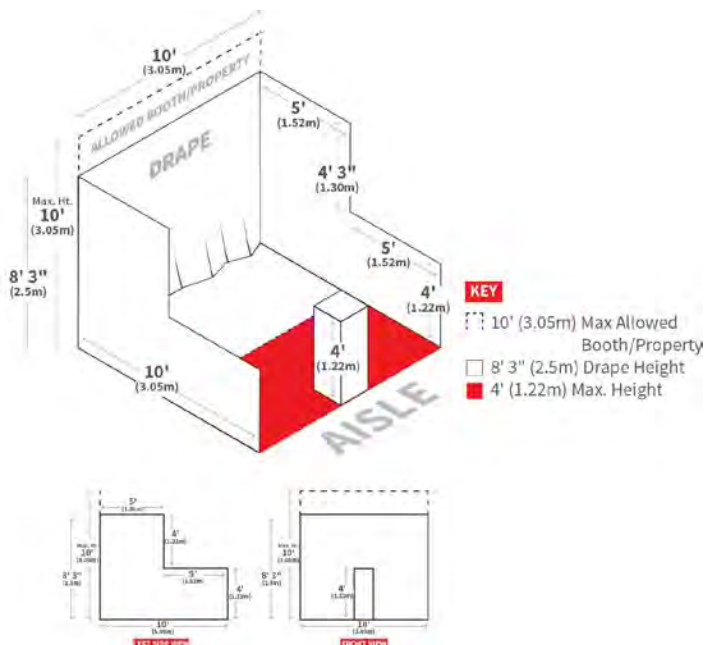
Carpet/Flooring: All booths **REQUIRE** carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

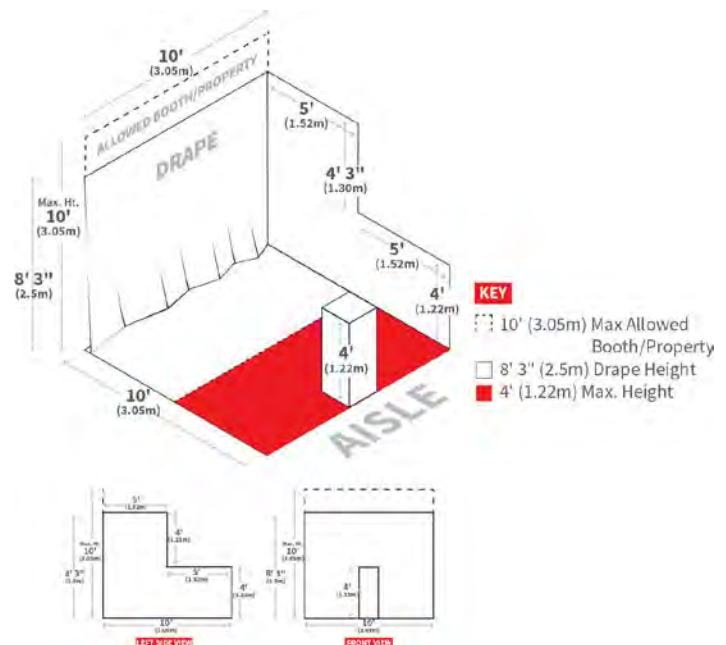
In-Line Booths

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red floor space on diagram) as it blocks sight line.
- Rear of Booth - Maximum height of 10ft (3.05m) in the back 5ft (1.52m) of the booth space (white floor space on diagram)
 - Pipe and Drape height is 8ft (2.44m). Any portion of booth space between 8ft (2.44m) and 10ft (3.05m) must have a finished back with no logo or identification facing the neighbor's booth. 10ft (3.05m).
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- 10ft (3.05m) is the maximum height for in-line booths and is only allowed in the back 5ft (1.52m) of the booth space
- Entire booth must be ground supported. No aerial rigging or hanging signs are permitted in in-line booths.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10ft x 10ft (3.05m x 3.05m) In-Line



10ft x 10ft (3.05m x 3.05m) Corner

Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

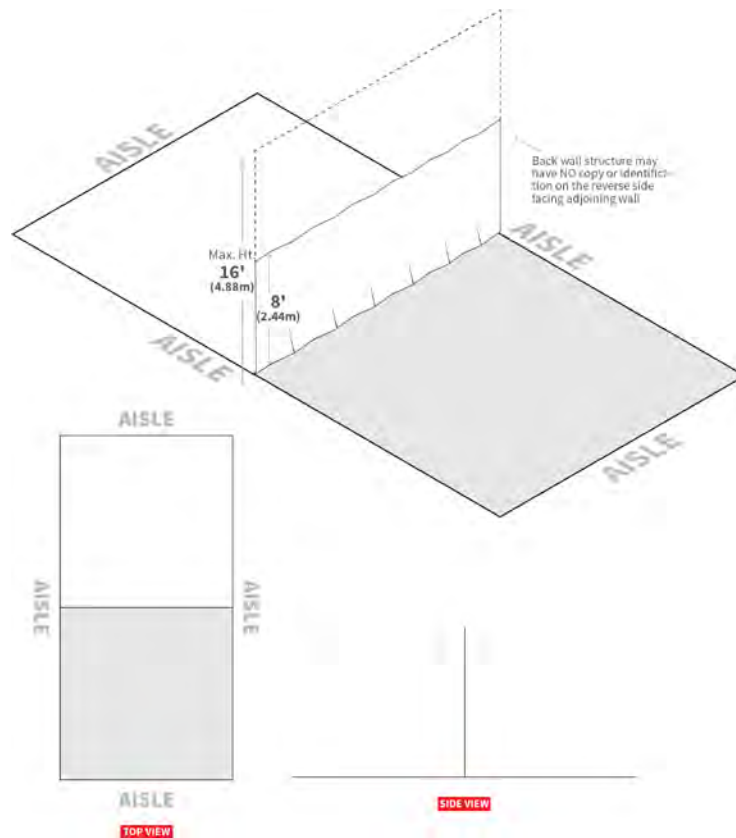
Carpet/Flooring: All booths **REQUIRE** carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

Peninsula Booth

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Maximum trim height is 25ft (7.62m) from the floor to the top of the trim.
- Booth height may not exceed 16ft (4.88m).
- Booths share a back wall drape of 8ft 3in (2.5m) high.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- The back wall of any booth must be finished carpentry on the back side facing other booths.
- **Remove hanging sign line**



Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

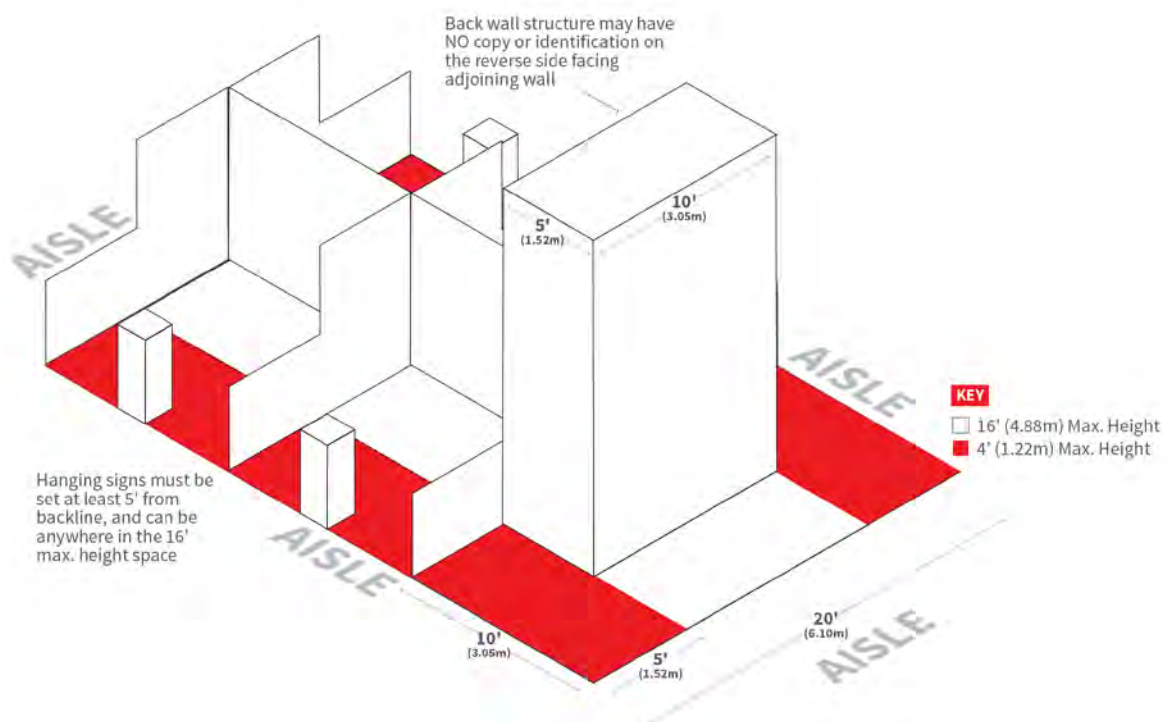
Carpet/Flooring: All booths **REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)**

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

End-Cap Peninsula Booth

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Maximum trim height is 25ft (7.62m) from the floor to the top of the trim.
- Sixteen feet (16ft) (4.88m) is the maximum height allowance, including signage for the center portion of the back wall (where ceiling heights permit).
- When an End-Cap Peninsula Booth backs up to two In-Line booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining In-Line booths.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- The center portion of the structure may extend from the back of the booth to the aisle.
- **Remove hanging sign line**

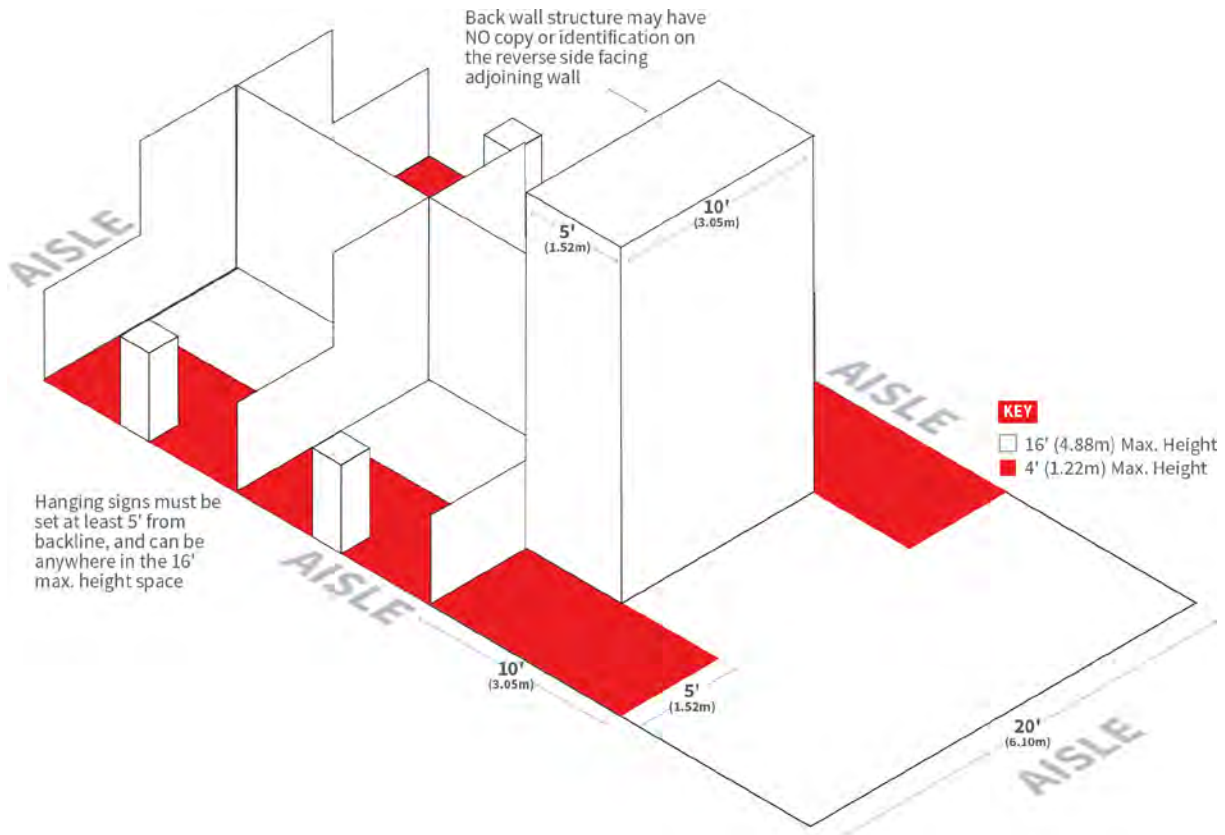


Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

Carpet/Flooring: All booths **REQUIRE** carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

10ft x 20ft (1.05m x 6.10m) End-Cap Peninsula



20ft x 20ft (6.10m x 6.10m) End-Cap Peninsula

Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

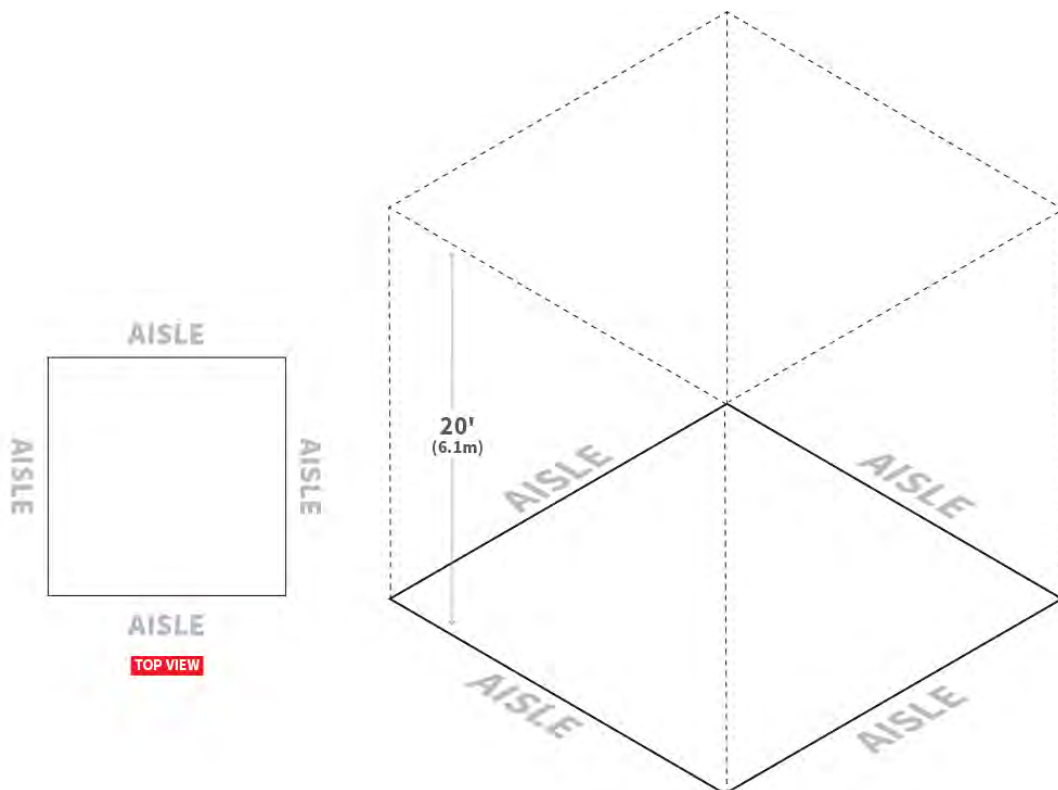
Carpet/Flooring: All booths **REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)**

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

Island Booth

RULES

- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Maximum trim height is 25ft (7.62m) from the floor to the top of the trim.
- **Remove Hanging signs are allowed with approval.**
- Booth structure cannot exceed 20ft (6.10m) in height.



Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

Carpet/Flooring: All booths REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)

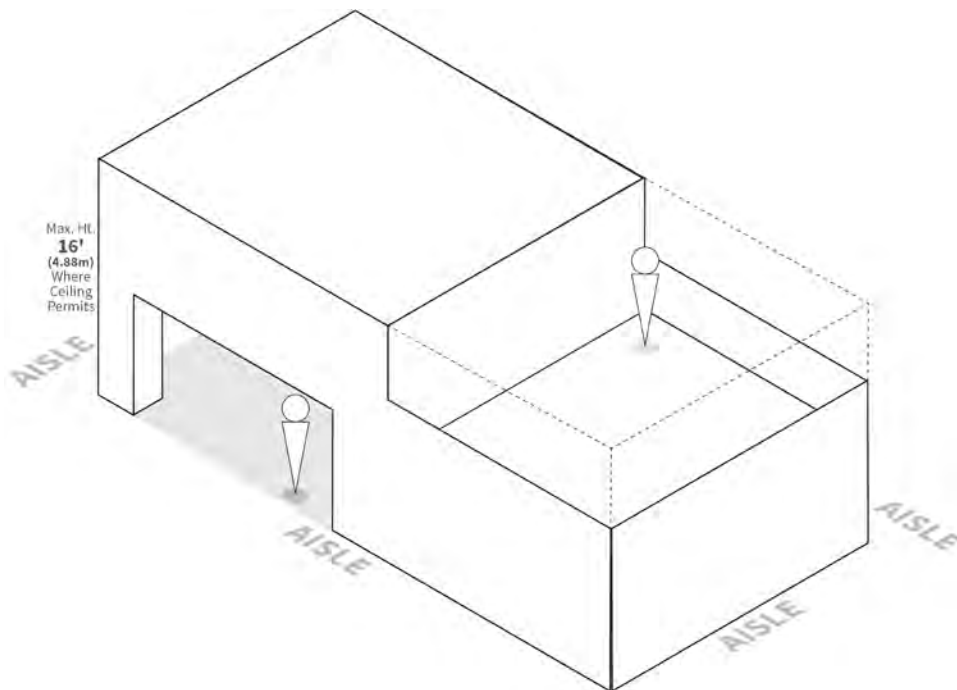
Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

Multi-Story and Covered Booths

RULES

Multi-Story Booth: All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times. Please review all facility rules and regulations regarding multi-story booths on page 7 of the "LVCC Rules and Regulations". Multi-Story Exhibits are only permitted in Island Booths.

Enclosed or Covered Area: Review the building rules and regulations on page 7 of the "LVCC Rules and Regulations".



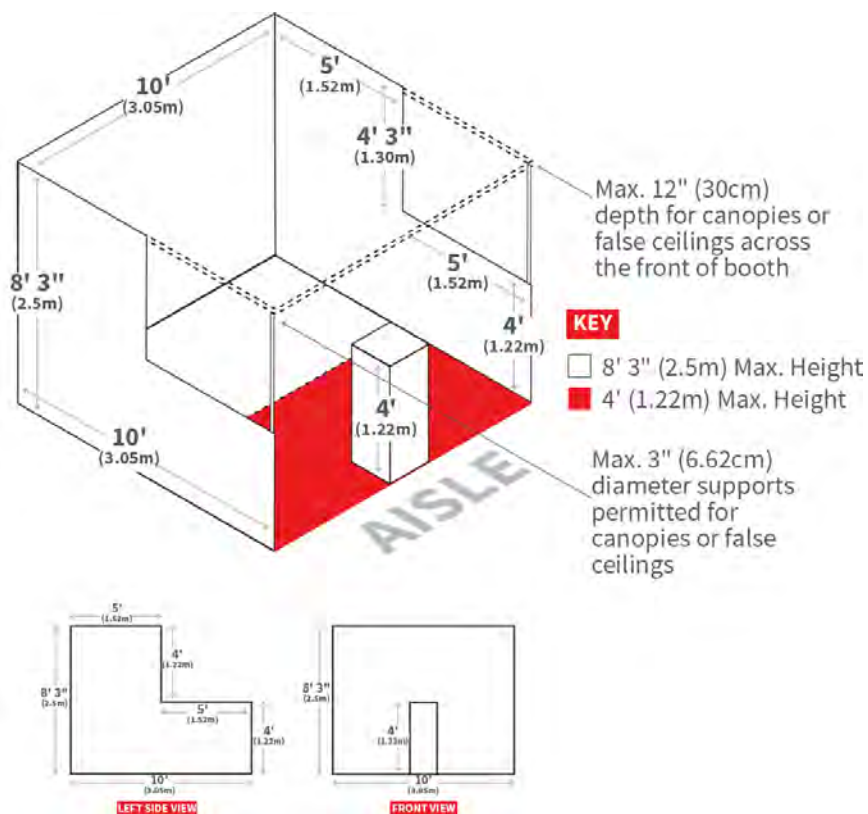
Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

Carpet/Flooring: All booths **REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)**

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

Canopy / Ceiling Regulations: Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. All canopies, false ceilings and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited. Review the building rules and regulations on page 7 of the "LVCC Rules and Regulations".

Pop-Up Tent: Pop-Up Tents are collapsible frames with 4 legs and a canvas cover. **Pop-Up Tents are not allowed.**



Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams, hanging signs, or pictures for **approval by September 25, 2017**. The Booth Approval Form can be found at ([link](#)).

Carpet/Flooring: All booths REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

Hanging Signs and Aerial Rigging

Hanging Sign and Aerial Rigging Regulations:

Hanging signs and aerial rigging will only be permitted in Island Booths, Peninsula Booths and End-Cap Peninsula Booths (20x20 or larger). Hanging signs and aerial rigging are not permitted over In-Line Booths or 10x20 End-cap Peninsula Booths.

Signs hung without approval will be removed at the exhibitor's expense.

Definition: An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphic, identification or special effects.

- **Height:** Hanging identification signs and aerial rigging will be permitted to a maximum height of 20ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths. Maximum trim height is 25ft (7.62m) from the floor to the top of the trim.

Intent: Hanging signs and aerial rigging are part of the overall exhibit presentation. All identifying signs and rigs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

Lighting/Truss:

Exhibitors intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

Please contact GES to order rigging and confirm service availability. All Hanging Signs must be shipped to GES advanced warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung. [Click Here](#) for Pre-Printed Shipping Labels.

Additional questions or clarification should be directed to your Client Services Specialist.

Kathryn Holabird: Kathryn.holabird@penton.com; 303-998-9068



EXHIBITOR KIT

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AEROSOL CANS

- Aerosol cans for display purposes must be properly identified and empty.
- Containers of flammable liquids are prohibited from display or use within the facility.
- The use of aerosol cans is prohibited within the Las Vegas Convention Center.

ANIMALS

- Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the Convention Services Manager (CSM).
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- With the exception of Fish animals are not allowed in the building overnight.
- A trainer must accompany animals at all times.

BALLOONS

Show management and your Convention Services Manager (CSM) must approve the use of balloons.

INDOORS

- Helium balloon, columns and arches are permitted in the exhibit halls, public space or meeting room areas as long as balloons are properly anchored.
- Helium balloons may not be used for handouts.
- Air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Storage of helium gas or compressed air cylinders in the building is prohibited.

OUTDOORS

Moored balloons (to include hot air balloons), and kites are permitted on the campus of the Las Vegas Convention Center with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM) before placing.
- Balloons/kites must be moored and can only be used for displays. Must submit mooring plan to the Las Vegas Convention Center.
- Balloons/kites must not protrude higher than the building structure of the Las Vegas Convention Center.

Hot Air Balloon operations

- Any hot air balloon that is inflated and standing must have a FAA certified pilot, with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on Las Vegas Convention Center (LVCC) campus due to the proximity to the local airports. This is an FAA regulation McCarran International Airport is less than 5 miles from the Las Vegas Convention Center.
- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA.

Runaway Balloons

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned free balloon must report the runaway balloon to air traffic control with the estimated position of the balloon and the time it escaped its mooring.

BOOTH SET-UP

If approved by Show management an exhibitor has the option of contracting the set-up of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full time employees of the exhibiting company and provide credentials.

BUSINESS CENTER

FedEx Office operates 3 business centers conveniently located within the Las Vegas Convention Center. The Business Centers, located near the main entrance of Central Hall, in the Central Hall Concourse and in South Hall near Starbucks, can assist with a variety of services for your event. Services range from traditional printing and copying, business cards, posters and banners (including Grand Format printing), fax services, packing and shipping, computer and internet access and an array of office supplies. The Business Center also offers Coat and Bag check, Equipment Rental and Scooter Rental. The Business Center near the main entrance of Central Hall also has a Board Room that can be rented out to help facilitate business while at the Las Vegas Convention Center.

A FedEx Office Team Member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your printed materials will be conveniently waiting for you at the Las Vegas Convention Center when you arrive for your event.

The Business Center is open 8 a.m.–5 p.m., 7 days a week, however hours are subject to change based on event need. Please contact the FedEx Office Business Center at (702) 733-2898 for additional information. Or visit [FedEx's Website](#) for information and to submit your print projects on line.

CHEMICALS

- All chemicals brought into the facility must be labeled and accompanied by the applicable SDS – Safety Data Sheet (Formerly MSDS - Safety Data Sheets). A list of chemicals must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sewer lines or drains of the facility.

CONTRACTOR & VENDOR REQUIREMENTS

- Any show-appointed and/or exhibitor-appointed contractor (EAC's) providing a service during conventions, trade shows and events at the Las Vegas Convention Center must obtain an annual permit prior conducting any work on property.
- To apply for an EAC permit have your contractor contact the Las Vegas Convention Center at EACPermit@lvcva.com.

BADGING REQUIREMENTS

- All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property.
- All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have trade issued photo identification displayed at all times.
- Show staff, exhibitors and attendees must have the show-issued credential.
- To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link here to start the process. <https://wis.esca.org/>

DRONES/UNMANNED AERIAL VEHICLES

Drones/Unmanned Aerial Vehicles (aka UAVs) are permitted; however, the following guidelines must be strictly adhered to:

- Must have approval from show management and your Convention Services Manager (CSM) before flying any device.
- Complete the Unmanned Aerial Vehicles / Drone approval Form.
- Must provide UAV manufacturer's guidelines for the specific aircraft to the Las Vegas Convention Center Fire Prevention office.
- Must adhere to all Federal Aviation Administration (FAA) and Department of Homeland Security guidelines.
- UAVs carrying weapons are prohibited.
- May not be flown in lobbies, restaurants or other common areas.
- Must weigh less than 55 pounds.

INDOORS

- UAVs are only allowed to fly in defined exhibit booth space or meeting rooms
- Public must be protected from UAVs with the use of netting, plastic or another approved safety feature.
- UAVs are prohibited from flying over populated areas.
- UAVs are prohibited from flying within 18" of any building structure including sprinklers.
- In the meeting rooms, drones are not allowed to fly over people. The UAV must be tethered by an approved safety device.

OUTDOORS

- UAVs are prohibited from flying outside on the campus of the Las Vegas Convention Center due to the proximity of active airports.
- The Current FAA regulations require UAVs to be flown at least 5 miles from any active airport. The Las Vegas Convention Center is less than five miles from McCarran International Airport.

EMERGENCY PROCEDURES

The Las Vegas Convention Center security staff is trained to handle emergency situations. To report an emergency, please call our 24 hour Control Center at **(702) 892-7400**.

FOOD PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form must be completed and forwarded to your Convention Services Manager. See attached application. Upon receipt of this form, your Convention Services Manager will forward the information to the Las Vegas Convention Center Fire Prevention Office and Centerplate for review/approval.

EXHIBITION AND DISPLAY COOKING

Temporary exhibition and display cooking is only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches (2 square feet) that produces grease laden vapors must have a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).

- The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
- The fryer is to be separated from all other equipment by a distance not less than 24 inches.
- These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
- The volume of cooking oil per appliance is not to exceed 3 gallons.
- The volume of cooking oil per booth is not to exceed 6 gallons.
- Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

FOOD SAMPLING INFORMATION

An Event Coordinator Permit must be obtained by show management for any shows sampling food. Contact Centerplate at (702) 943-6779 or email exhibitorcateringlvcc@centerplate.com for the permit application.

EXHIBITORS

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows. If sampling of open food or beverage is conducted at a booth, both hand-sanitizing wipes and a sanitizing station will be required. A booth may provide them or they may purchase them from Centerplate. If purchased from Centerplate, exhibitors are required to pick up their hand-sanitizing and sanitation station from a retail location set up on the show floor. Hot water must be ordered through Centerplate. If an exhibitor is providing their own hand-sanitizing wipes and sanitizing station, refer to southernnevadahealthdistrict.org website for requirements.

If you have any questions, contact Centerplate at (702) 943-6779 or email exhibitorcateringlvcc@centerplate.com

FIRE PREVENTION EXHIBIT GUIDELINES

Exhibit booth construction shall meet all building requirements.

- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to Boothplans@lvcva.com.
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.

HALOGEN LAMP RESTRICTIONS

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer
- Wattage may not exceed 75 watts.

Examples:

APPROVED HALOGEN BULBS - 75 WATTS MAX



DISAPPROVED HALOGEN BULBS



HAND CARRY

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts & dollies is not permitted.

Four wheel dollies



Two wheel dollies



Four wheel push carts



MEETING ROOMS

- Floor coverings can be laid over building carpet in the meeting rooms with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the covering being installed, using only non-residue tape.
- Air walls must be configured prior to laying covering over building carpet.
- Movement of meeting room air walls must be handled by Las Vegas Convention Center personnel.
- Exhibitor crates and pallets must be placed on rollers or Visqueen.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls, air walls or doors.
- No structures erected in these rooms may have any type of ceiling. All structures must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, facility system controls must remain accessible.
- Closet and utility rooms are for the Las Vegas Convention Center use only.
- Electrical service is limited to the existing power within the room.

MULTI-LEVEL AND/OR COVERED EXHIBITS

BOOTH PLAN SUBMITTALS

- All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 45 days prior to the show.
- Plans must be submitted in .dwf, .dwg or .pdf format via e-mail to: Boothplans@lvcva.com.
- Previously approved plans must be resubmitted each year.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply.

- The exhibit is used in an event where the duration is 7 calendar days or longer.
- The exhibit contains display vehicles.
- The exhibit contains open flame.
- The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two means of egress.
- Spiral stairways are not an approved means of egress.
- Multi-level, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Any covered area that is also enclosed, regardless of the size of the area, will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.

FIRE WATCH

Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

OUTDOOR EXHIBITS

RULES AND REGULATIONS

- Parking lots used for exhibits that have tents, pavilions, trailers or sprung structures must have 24-foot clearance around it, for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must have a 10-foot wide aisle.
- Temporary Assembly Structures are structures that have either membrane or solid (hard shell or glass) sides that exceed 4,500 square feet have additional requirements set by Clark County. Refer Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- The use of pipe and drape or modular wall systems must have advanced approval from the CSM. However, pipe and drape or modular wall systems can be used inside fully enclosed structures.
- If pouring a sub-floor made of concrete onto the asphalt, Visqueen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- See Food Preparation within Exhibits for information on exhibition and display cooking.
- See Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 35 gallons of gasoline or 60 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit
- LVCVA management reserves the right to make changes on site that is deemed necessary without advanced notification, for safety concerns.
- Power for any exhibit/structure must be provided by the official electrical company.

GENERATORS

- Temporary use of portable generators must be installed/operated by the official electrical contractor and a Clark County permit is required where applicable.
- Vehicle mounted generators, i.e. car haulers, RV etc. as part of an exhibit or utilized during move-in/out are not permitted.
- Generators being displayed or part of a product line may be operated with approval from the Convention Services Manager, specific refueling and fuel storage rules must be followed and the generator may not power the booth.

TENTS AND CANOPIES

- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
 - Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed Contractor (EAC)

- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 30 days prior to show open. Submit staking plans to conventionservices@lvcva.com See additional staking rules below.
- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit.
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit.
- Self-installed pop-up canopies require either weights or stakes, must be lowered every evening at close of show, and depending on weather conditions, may need to be taken down – to be determined by facility on site.

STAKING

- All staking must be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- The asphalt must be returned back to its original condition. LVCVA standards are:
 - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
 - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt, tamp until solid.
 - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.

TRUSS STRUCTURES

- All truss structures require plans to be submitted to Fire Prevention at boothplans@lvcva.com, 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on the size, attachments and weight, facility may require a 3rd party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense.
- If an exhibitor has their own ballast (weight) but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's general contractor at their own expense.

PARKING

- The current parking fee is \$10.00 (cash or credit cards accepted) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.

PERMITS

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or boothplans@lvcva.com

Permits from Clark County Building and Fire Prevention are required for:

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies over 700 square feet
- Outdoor temporary structures over 4,500 square feet
- Hot work
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches

- Flame effects and pyrotechnics
- Carnivals

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management.

PERSONAL MOBILITY DEVICES

The use of Segway's, skateboards, hover boards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on the Las Vegas Convention Center property. This includes all non-ADA approved mobility devices.

ROOF ACCESS

- Cox Business has exclusive rights for all cable runs.
- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to conventionservices@lvcva.com.
- Once written approval has been given, go to the Engineering Department on the specified installation date to complete the process. Any roof passes that need to be obtained on the weekend must go to Security.
- Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

The Las Vegas Convention Center does not except exhibitor freight. Please contact your service contractor for your freight needs.

VEHICLES ON DISPLAY INDOORS

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- Batteries must be disconnected.
- Auxiliary batteries not connected to engine starting system may be left connected.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM and leak protection.

WEAPONS

- Personal weapons of any type are not permitted on property.



Remotely Piloted Aircraft Systems (RPAS) / UAV / DRONES

Name of Event: _____ Date of Event: _____

Booth #: _____ Meeting Room #: _____

Name of Exhibiting Company _____

Contact Person/Title: _____

Phone: _____ Email: _____

Power Source: ☐ Battery or ☐ Other: _____

☐ Weighs less than 55lbs

☐ Will be flown in a fully enclosed area using netting, plastic, or other safety feature.
Tethering is not allowed

☐ The demonstration will stay restricted to the booth space.

☐ Will maintain a distance of 18 inches away from any building structure including sprinklers.

RPAS/UAV/Drone Guidelines

- Exhibitors must have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- This form must be completed and submitted.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS are prohibited from flying over populated areas.

Outdoors

- FAA regulations restrict RPAS from being flown outdoors within five (5) miles from any active airport. Due to the proximity of active airports RPAS are prohibited from flying outside on any LVCVA campus. Waivers obtained through the FAA must be provided to the Convention Services Manager.

I have read the RPAS/UAV/Drone guidelines ☐

Email to conventionservices@lvcva.com for approval

For info phone: (702) 892-2860

LVCVA reserves the right to update or change this policy without written notice



APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth.

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ Email: _____

1. Please indicate the food item(s) you wish to prepare:

2. Is your company a manufacturer of the food items you wish to distribute? Yes ☐ No ☐
If you are not the direct manufacturer of the food item(s), all products must be purchased from and supplied by Centerplate, our exclusive food and beverage partner.

3. Please indicate the process/equipment that would be used:

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Centerplate staff will be in contact to discuss Southern Nevada Health Department procedures, additional forms and fee information.

Please email this form to:

Convention Services Manager, LVCC
conventionservices@lvcva.com

DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved ☐ Denied ☐



Roof Access for Equipment Installation

Name of Show: _____ Exhibiting Company: _____

Contact: _____ Booth #: _____ Exhibit hall: _____

Exhibitor ☐ EAC ☐ EAC company: _____

Mobile phone: _____ Email: _____

Install Date: _____ Install Time: _____

Removal Date: _____ Removal Time: _____

Description of equipment to be installed: _____

All equipment placed on the roof must be labeled with the contractor's name, booth number, and show name.

Will you require cabling? Yes ☐ No ☐

Cox Business is the exclusive provider of transport services for the LV Convention Center. They can extend or provide cabling from the roof pad to your booth or exhibit area. Please contact them directly for pricing: Lvcc.orders@cox.com or (855) 519-2624

Cox order #: _____

Please complete this form and email it to conventionservices@lvcva.com for approval.

RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited.
- Fall protection is required for all persons accessing the roof:
 - When on a sloped roof;
 - When within 10 feet of the edge of a flat roof;
 - When within 10 feet of an unprotected skylight; or
 - When otherwise required by OSHA 1926 Subpart M.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Hours may vary due to weather conditions and day light savings time. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.

LDI Laser Safety Requirements

INTRODUCTION

LDI's laser safety requirements help ensure a safe and professional trade show for exhibitors and visitors. **All exhibitors using lasers must understand and follow these requirements.** They were developed with guidance from the International Laser Display Association (ILDA) and from industry experts working on national standards for laser usage at trade shows.

Exhibitors bringing in laser equipment from outside the United States should also be aware of U.S. regulations governing the importation of laser equipment, and possible U.S. restrictions on the laser usage based on the importation declaration.

Laser equipment, as well as laser displays and shows, are regulated at the U.S. federal level by the **Food and Drug Administration (FDA)**. Most of this document assumes you are familiar with FDA regulatory compliance requirements. If these requirements are new to you, at the end of this document is an appendix with a summary of FDA requirements, plus the address of a web page with more details and links to FDA forms.

Be aware that complying with FDA laser requirements may require weeks or months of preparation, especially for Class 3B and 4 laser products and shows. Be sure you are FDA-compliant well in advance of the LDI trade show.

LDI's Laser Safety Officer will be reviewing laser exhibits

LDI's designated Laser Safety Officer (LSO) will be present before and during LDI's trade show to review exhibits, answer questions, offer assistance, and confirm compliance with requirements.

LDI and/or its LSO reserves the right to limit or stop laser activity that it deems to be unsafe or in violation of LDI requirements, at any time, at LDI's sole discretion.

We want all exhibitors to have a successful experience at LDI. Therefore, we urge you to contact us well before the trade show if you have any questions.

LASER CLASSIFICATIONS

Laser Classes are used throughout this document. The following is a quick review of the major Classes (not including 1M and 2M). Some additional details about all visible light Classes is at www.lasersafetyfacts.com/laserclasses.html.

After each Class, we have listed the power levels for the kind of lasers typically used in laser display devices and projectors: small source, continuous wave (CW) lasers emitting small diameter, collimated visible beams. If you have some other type of laser product – for example, a laser with a non-visible beam, with a highly divergent beam, or with a pulsed beam -- consult a laser safety expert to determine the proper Class.

- **Class 1:** Not considered hazardous. For typical display devices/projectors, 0 – 0.39 milliwatts (mW)
- **Class 2:** Not considered hazardous for momentary viewing. Do not stare into beam. For typical display devices/projectors, 0.4 – 0.99 mW.

LDI Laser Safety Requirements

- **Class 3R:** Exceeds the exposure limits for momentary viewing, but is considered low risk. Avoid direct eye exposure. For typical display devices/projectors, 1 – 4.99 mW.
- **Class 3B:** Can be hazardous when directly viewed by the eye. Avoid exposure to beam. For typical display devices/projectors, 5 – 499.9 mW.
- **Class 4:** Can be hazardous to the eye from viewing direct or scattered light. Can be hazardous to skin. Avoid eye or skin exposure. Can be a fire hazard. Avoid exposing surfaces which could smolder or burn. For typical display devices/projectors, 500 mW and above.

LDI REQUIREMENTS

Companies that exhibit, demonstrate, present, or use any lasers at LDI must comply with LDI's requirements for various Classes and types of lasers. These requirements are in sections R0 – R8 below. **Note that more than one section may apply to your laser products or laser usage.**

R0: Requirements for ALL laser display devices and projectors that will be powered on at LDI

Certification required: Manufacturers must certify all laser display devices and projectors ("demonstration laser products") that will be powered on at LDI, regardless of Class. This means that the LSO will check that the laser device/projector has a valid FDA-required certification label.

No output over the Class limit. The LSO may measure the laser output to check that it does not exceed the power limit for its stated or labeled Class. If it does exceed the power limit, the laser will be regulated using requirements of what its proper Class should be.

Secure mounting: All projectors and other optical components must be rigidly secured, so that vibration or accidental movement will not misalign the system, possibly causing exposure or reflection above Class 2.

Beams outside the booth will be reviewed: If laser light is emitted outside of the exhibitor's booth, the usage is subject to approval by LDI and/or the LSO. The laser light must not interfere with other exhibitors' displays.

Control stray light: Stray laser light -- either diffuse or direct beams -- that is not a necessary and intended part of the display must be controlled or eliminated. Diffuse reflections shall produce no more than 5 microwatts/cm² in aisles or neighboring trade show booths, except where preapproved by the LSO as part of an audience scanning effect permitted by a relevant FDA display/show variance.

Caution with fiber optic laser cables: Fiber optic cables carrying high power laser beams must be routed to prevent ignition of flammable materials in the event of failure of the cable.

R1: Requirements for Class 1 laser display devices/projectors that will be powered on at LDI

All requirements from section R0 above, plus the following:

Not restricted: Class 1 laser light and effects are not restricted at LDI, except that they should not be directed into other exhibitors' spaces.

LDI Laser Safety Requirements

*As a reminder, Class 1 laser display devices or projectors do not require a FDA variance.
Similarly, displays or shows using Class 1 laser products also do not require a FDA variance.*

R2: Requirements for Class 2 laser display devices/projectors that will be powered on at LDI

All requirements from section R0 above, plus the following:

Class 2 human exposure to laser light generally allowed: Class 2 laser effects can be human-accessible, as long as eye exposure is unlikely (for example, do not aim beams towards eyes) and the effects are not directed into other exhibitors' spaces.

More specifically, "Class 2 lasers should not be used at LDI where purposeful staring into the beam or prolonged exposure to the eye is intended unless it can be demonstrated that persons will not be exposed to levels of laser light above the Maximum Permissible Exposure (MPE) applicable to the expected exposure duration."

*As a reminder, Class 2 laser display devices or projectors do not require a FDA variance.
Similarly, displays or shows using Class 2 laser products also do not require a FDA variance.*

R3: Requirements for Class 3R laser display devices/projectors that will be powered on at LDI

All requirements from section R0 above, plus the following:

Class 3R allowed where persons are not expected: Class 3R laser effects can be used in locations where a person's eyes would not normally be expected to be located, such as having the effects behind a table or barrier. In such a case, the laser effects can be unattended.

More specifically, "Class 3R lasers can be left operating unattended provided their beams are directed into locations where a person's eyes are not expected to be located, even though access is possible."

Deliberate human exposure to Class 3R laser light below the MPE: If you wish to use Class 3R laser effects in an area where persons are expected to be located, such as aiming beams down into accessible areas of your booth, 1) no part of the effect can exceed the applicable Maximum Permissible Exposure (MPE), and 2) the laser effects must be continuously monitored.

For example, if a beam is kept continuously moving, this generally would not exceed the MPE, but if the beam were to stop deliberately or accidentally, the MPE could be exceeded.

The LSO will not allow Class 3R laser light that, in his or her determination, exceeds or may exceed the applicable MPE. (For a small source, continuous wave laser beam, the MPE for an unintentional exposure of less than 0.25 seconds would generally apply; this MPE is 2.54 milliwatts per square cm. Other more uncommon types of lasers or effects may have different MPE requirements.)

More specifically, "Class 3R lasers should not be used at LDI where direct exposure of the eye is intended, unless it can be demonstrated that the exposure is below the MPE applicable to the expected exposure duration."

*As a reminder, Class 3R laser display devices or projectors do not require a FDA variance.
Similarly, displays or shows using Class 3R laser products also do not require a FDA variance.*

LDI Laser Safety Requirements

R4: Requirements for Class 3B or 4 laser display devices/projectors that will be powered on at LDI

All requirements from section R0 above, plus the following:

Device/projector variance required: All Class 3B or 4 laser display devices or projectors that will be powered on **must be manufactured and certified under an approved FDA variance** describing the device/projector.

Display/show variance required: All Class 3B or 4 laser display devices or projectors that will be powered on **must be operated under an approved FDA variance** describing how the display/show will be presented. This applies even if the device/projector is only powered on and is not otherwise used to make a laser show.

Approval for variances is required: Merely applying to FDA for a variance is not sufficient – the applicant must have received a variance approval letter from FDA before the device/projector can be operated in public, or before the display/show can be performed in public.

Note: Usually, the manufacturer applies for a variance for the device/projector. Then, another party such as a dealer, distributor, laser show producer, or end user applies for a separate variance for the display/show. If the manufacturer is also exhibiting (e.g., demonstrating their laser equipment), they may have separate device/projector and display/show variances, or they may have a single combined device/projector/display/show variance.

*Note: FDA considers even a simple demonstration of a laser projector to be “manufacturing” a light show. For example, **when a dealer, distributor or exhibitor turns on a Class 3B or 4 laser display device or projector (“demonstration laser product”) at LDI, they become a light show manufacturer** and are subject to FDA requirements including having an approved variance for a laser display/show. Even if you just buy or rent laser equipment to draw attention to your trade show booth, **the operator of the laser display/show – the LDI exhibitor, or a person or company hired by the exhibitor -- must have a display/show variance approval letter in-hand before the laser can be used for a public demonstration.***

Operate under terms of the variance: Exhibitors of Class 3B and 4 laser displays/shows must abide by the terms and conditions stated in their variance. Only those effects specifically allowed in the variance shall be performed.

Continuous operator control: All Class 3B and Class 4 laser displays/shows shall be under the direct, continuous control of an operator, at all times when laser emissions are possible. The only exception is when automated show playback is specifically allowed in the variance, and additional control measures described in the variance are implemented.

“Operator” definition: The laser operator must be a fully trained, legal employee of the variance holder who is responsible for the presentation of the laser display/show, as prescribed in the variance.

No access behind non-solid screens: Laser light projected on scrims, water screens, nitrogen clouds, or other materials that do not completely diffuse the beam are not acceptable, if there is access to areas behind these screens that would allow an exposure above the Maximum Permissible Exposure (MPE).

LDI Laser Safety Requirements

Scan-fail beam block: Laser projectors incorporating scanners, and oriented such that an errant signal or scanner failure could allow laser light above Class 3R to be directed into human accessible areas, shall incorporate a permanent or temporary physical beam block to prevent this.

Set up using low power: Setup and alignment procedures should be conducted at the lowest practical power. Prior to laser emission, all persons in the area shall be made aware that laser light will be coming on. This is particularly important when multiple laser systems are being set up by different exhibitors.

Restricted beam areas: LDI will enforce the following: There can be no access to Class 3B or 4 beams or other laser radiation. Vertically, beams overhead must be at least 8 feet above the floor or surface where a person could reasonably stand. Laterally, beams should be kept far enough from where a person stands or could lean over, so that no person can touch the beams. Restricting access can be done by measures including sturdy physical structures (tables, rails, drapery), or flexible/removable barriers (ropes, stanchions) where the exhibitor's staff monitors that the barriers are not moved or breached.

Note: If federal, state or local regulations regarding access are more restrictive, the exhibitor is responsible for meeting those requirements.

Note: The "Restricted beam areas" paragraph does not apply to displays/shows where audience scanning onto persons is allowed by FDA variance. See the next section for more requirements regarding audience scanning.

R5: Requirements for Class 3B or 4 laser displays/shows using audience scanning at LDI

All applicable requirements from sections R0 and R4 above, plus the following:

Audience scanning: Class 3B or 4 audience scanning may only be performed with devices/projectors preapproved by FDA for audience scanning, and with an FDA display/show variance specifically allowing such audience scanning effects. Power, energy or irradiance levels in the audience-scanned areas must not exceed those levels permitted in the display/show variance.

Audience scanning definition: For LDI, the term "audience scanning" includes scanning laser light onto any person: audience, exhibitor, employee, performer, etc. The only exception is if a display/show variance specifically describes or permits laser light effects on persons identified in the variance by a special role (exhibitor, employee, performer, etc). LDI will allow the display/show to be operated as per the variance.

LDI review of audience scanning: Exhibitors presenting audience scanning must be prepared to walk LDI's Laser Safety Officer through setup and testing procedures as outlined in their audience scanning variance. **Appropriate and calibrated test equipment must be available on-site by the exhibitor. If the exhibitor cannot demonstrate and measure safe levels as described in their variance, audience scanning will not be allowed.**

R6: Requirements for Class 4 lasers that will be powered on at LDI

Class 4 laser display devices/projectors must meet all requirements from sections R0, R4 and (if applicable) R5 above, plus the following. Class 4 non-display lasers -- for example, a general purpose laser -- must meet all requirements from section R7 below, plus the following.

LDI Laser Safety Requirements

Do not burn materials: Class 4 laser light can burn materials, especially dark-colored materials, and substances that can easily ignite such as cloth or paper. Ensure that the laser irradiance is low enough that illuminated surfaces do not smolder or ignite. For example, do not aim a stationary collimated Class 4 laser beam at a black drape.

R7: Requirements for lasers that will be powered on; but are NOT laser display devices or projectors, and are NOT used for displays or shows

FDA requirements are less stringent for general purpose lasers (e.g., just a laser emitting a beam) and for lasers that are not “demonstration” light show lasers as defined by FDA (for example, an industrial laser).

These non-demonstration lasers must be certified, and a Laser Product Report (FDA Form 3632) must be submitted to FDA. Variances are not required.

Because LDI is a trade show featuring entertainment lighting products, **it is probable that any laser-emitting product at LDI falls under the FDA definition of a demonstration laser product** in 21 CFR 1040.10(b)(13) as follows:

“Demonstration Laser Product means any laser product manufactured, designed, intended, or promoted for purposes of demonstration, entertainment, advertising display, or artistic composition. The term ‘demonstration laser product’ does not apply to laser products which are not manufactured, designed, intended, or promoted for such purposes, even though they may be used for those purposes or are intended to demonstrate other applications.”

This FDA definition means that merely demonstrating a laser product at a trade show does not necessarily turn the product into a “demonstration laser product”.

Only if the laser product’s purpose is “demonstration, entertainment, advertising display or artistic composition” as defined above, then the laser product is a “demonstration laser product.” Class 3B and 4 demonstration laser products are required by FDA to have an approved variance for the product (the device/projector) and an approved variance for the display/show (how it is used), prior to any public use such as exhibiting at LDI. These may be separate variances, or a single variance obtained by a manufacturer to cover both their device/projector and how it is displayed/showed.

R8: Requirements for lasers of any Class or type that will NOT be powered on

Certification not required: Lasers and laser products (including devices/projectors) that will not be powered on do not have to be certified or reported to FDA. However, each non-certified laser product must carry a clearly visible label indicating “This laser product sample is not yet certified to U.S. FDA safety standards and cannot be activated”.

Must be disabled: In addition to the above FDA requirement, LDI also requires that non-certified laser products be disabled so they cannot be activated at the trade show. For example, a key could be removed from a keyswitch, or the power cord could be removed and stored.

LDI Laser Safety Requirements

LASER SAFETY OFFICER REVIEW

Prior to the opening of exhibits, LDI's designated Laser Safety Officer will walk the trade show floor. As he or she visits each booth with lasers, **the exhibitor will be required to demonstrate their laser equipment, and to provide their documentation to the LSO.**

Laser equipment: The LSO may measure laser emission levels to determine compliance. The LSO will pay special attention to any exhibit booths where audience scanning is in use. If audience scanning is being done, the exhibitor must have appropriate and calibrated test equipment available on-site.

Documentation: For Class 3B and 4 laser displays/shows, the complete display/show variance paperwork, and any other documents required by the display/show variance, must be present on. Any FDA-required safety signage must also be available and properly posted. The LSO will review the documents and signage. If the exhibitor does not provide documentation or required signage by show opening, LDI reserves the right to disable or confiscate the laser projector or device for the remainder of the trade show.

Questions and guidance: If any aspect of the exhibitor's display is in question, the exhibitor should contact LDI in advance and ask for the LSO inspection to be done earlier. This allows time for corrective actions to be taken.

Contact information: The LSO will also be available the day before the show to offer assistance. Call or visit the LDI show office to contact the LSO. Also, if you have any questions about who is the official, designated LSO, call or visit the LDI show office.

LDI DOCUMENT CHECK

Certification label check:

- 1) **Label required if laser could be turned on:** For any laser or laser product (including display devices/projectors) that will be or could be turned on, LDI will check for a valid FDA-required certification label. If a valid certification label is not on the laser or laser product, LDI will require that the laser or laser product be disabled so it cannot easily be turned on. The LSO will check that this has been done.
- 2) **For non-certified lasers:** For any laser or laser product being displayed at LDI that has not yet been certified, LDI will look for a label stating "This laser product sample is not yet certified to U.S. FDA safety standards and cannot be activated". The laser or laser product will not be allowed to be turned on. To ensure this, LDI will also require that the laser or laser product be disabled so it cannot easily be turned on. The LSO will check that this has been done.

Device/projector variance number for Class 3B or 4: For any Class 3B or Class 4 laser display device/projector that will be turned on, LDI will additionally check that the FDA-required certification label text includes a **valid variance number**. (Each laser device/projector must receive a variance approval letter from FDA before it can be publicly operated, sold, rented, or otherwise entered into commerce. The FDA variance approval letter will specify the text to be put into the certification label, part of this text includes the variance number. Under FDA requirements the variance number must be on the certification label affixed on the laser device/projector.)

Copies of the laser display/show variance letter and required documentation: Anyone presenting a Class 3B or Class 4 laser display/show must have on site at all times a copy of the full laser light show variance approval letter from FDA, under which the display/show is being presented. Additionally, any further documents as required

LDI Laser Safety Requirements

by FDA in the variance (such as setup procedures and safety checklists) must also be present and available for review by the LSO.

Required signage: The LSO will check for any FDA-required caution or warning signs. The laser display/show will not be allowed to proceed unless these signs are posted.

Documents that are not required by LDI

State, local forms not required by LDI: Neither LDI nor ILDA is aware of any current state (Nevada) or county (Clark County) laser show inspections or other laser requirements. Therefore, **meeting the requirements outlined in this document shall be sufficient for LDI's review of exhibitors' laser safety and regulatory compliance.** However, where there are any state, county or other laser requirements, the exhibitor is responsible for compliance.

Importation form not required by LDI: Exhibitors should ensure their importation complies with FDA requirements and is done under FDA Form 2877. **LDI does not require Form 2877 to be available or onsite.** However, this form is required for U.S. Customs importation clearance.

LDI/LSO AUTHORITY

LDI and its designated agents (such as a Laser Safety Officer) have the right to determine whether and how a laser product may be presented, demonstrated or otherwise used within LDI's trade show. This determination may be based on factors including laser safety, regulatory compliance, adverse effect on attendees or other exhibitors, or laser use outside of the exhibitor's trade show space. This determination is solely at the discretion of LDI.

If LDI sees or learns that a laser product was utilized in violation of these requirements, then LDI/LSO reserves the right to take actions including: setting limits on how the laser product or display/show may be used, disabling the laser product, and/or confiscating the laser product until the conclusion of the exhibition.

LASER SAFETY RESPONSIBILITY

Each exhibitor is ultimately responsible for their laser use ...

1. ... being **safe**, as per generally recognized standards such as ANSI Z136.1, and
2. ... being **compliant** with federal, state and local regulations.

While LDI wishes to have a safe and compliant show, and will assist and enforce as practical, LDI is providing exhibition space. Neither LDI nor the LSO are responsible for ensuring exhibitors' safety and/or regulatory compliance. **The exhibitor is responsible for the safe and compliant operation of any lasers at LDI.**

LDI disclaims liability from any third party, resulting from LDI taking or not taking action against an exhibitor's presentation, demonstration or use of lasers.

LDI Laser Safety Requirements

APPENDIX: SUMMARY OF U.S. FEDERAL REQUIREMENTS

Note: The following appendix is a brief summary of U.S. federal requirements. Additional laser safety information is at the web page <http://lasershowssafety.info/LDIguide.html>. The web page will have the most up-to-date laser safety information for LDI exhibitors. If there is any conflict between this printed document and the web page, the web page will apply.

Laser products manufactured or imported into the U.S. are regulated at the federal level by the Food and Drug Administration (FDA) Center for Devices and Radiological Health (CDRH). The term "laser product" can refer to both the laser device/projector, and a laser display/show.

Detailed information on FDA requirements is here: <http://tinyurl.com/ycp7qe74>. The summary below lists the most important points as they relate to a trade show such as LDI, and to laser light show devices/projectors and displays/shows. (The information is NOT necessarily valid for medical, surveying, industrial, or some other laser types.)

FDA equipment (hardware) requirements

Lasers and laser products which will be exhibited in a functioning manner (i.e., they will be powered on) must be **certified** as per FDA requirements. Class 3B and 4 laser display devices/projectors also must be **varianced**.

For all laser products:

1. The manufacturer certifies that the laser product meets FDA requirements described in 21 CFR 1002 to 21 CFR 1040.11, and/or FDA Laser Notice 50. Additional information is available in FDA Publication 86-8260, "Compliance Guide for Laser Products."
2. The manufacturer then reports this product to FDA using Form 3632, "Guide for Preparing Product Reports on Lasers and Products Containing Lasers," commonly known as the "Laser Product Report."
3. After submitting the Laser Product Report, the manufacturer tests the product to confirm compliance. Upon confirmation, the manufacturer affixes a certification label to the laser product. This indicates to purchasers, regulators and others that the manufacturer has certified the product, and has reported the product to FDA.

For Class 3B and 4 laser display devices/projectors:

1. Follow step 1 above.
2. Follow step 2 above but do NOT follow step 3.
3. A "variance" is also required. (This gives "permission to vary" from FDA's requirement that only Class 1, 2 or 3R lasers be used for laser displays or shows.) All Class 3B or Class 4 laser devices/projectors intended for use in laser displays or shows must be manufactured and certified under the conditions of an approved FDA variance. Apply for the variance using FDA Form 3147, and submit this at the same time as the Laser Product Report in step 2 above.

LDI Laser Safety Requirements

4. FDA will review the documents. If FDA is satisfied, they will send a variance approval letter to the manufacturer. This letter specifies the certification label's verbatim text. The certification label shall be affixed onto the laser device/projector.

FDA display and show requirements

Laser displays and shows are also “demonstration laser products” under FDA regulations.

Displays/shows using Class 1, 2 and 3R do not require a variance.

Displays/shows using Class 3B and Class 4 laser devices/projectors must be presented only under the conditions of an approved FDA **variance**. Apply for a variance using FDA Form 3147.

Note that both the device/projector and the display/show (how the device/projector will be used) use Form 3147 to submit information to FDA. The difference is in item 7b, “Product for which a variance is requested”. The product can be the device/projector (hardware), it can be the display/show (how it is used), or – for a device/projector manufacturer who also will be doing displays/shows – it can be both in the same variance application.

FDA and LDI non-functional product requirements

Laser products which will be exhibited in a non-functional state (i.e., shall not be powered on at any time) may be exhibited without being certified. FDA requires each non-certified laser product displayed in public to carry a **clearly visible label** indicating “This laser product sample is not yet certified to U.S. FDA safety standards and cannot be activated.”

Note that LDI is additionally requiring that **non-certified laser products must be disabled** so they cannot be activated at the trade show.

FDA importation requirements

All laser products coming from outside the United States must be **declared upon import**, and be accompanied during shipping by FDA Form 2877. Non-certified laser products imported into the U.S. under Declaration C2 in the form (temporary import bond for a trade show/demonstration) are allowed entry under the conditions of a bond. This is necessary to ensure they are not operated, and that they are promptly re-exported.

Version 170630c

Official Service Provider

The Show Organizer, acting on behalf of all Exhibitors and in the best interests of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition.
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Providers will provide all usual trade show services, including labor.

Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an independent exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractor

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of their intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
 - a. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below. Commercial General Liability with limits of not less than \$1,000,000 each occurrence,

\$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.

- b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), LDI(Show) and Las Vegas Convention Center - Central Hall (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
2. Any Exhibitor who has engaged an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will be prohibited access to the facility to perform any work.
3. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk. For your own safety and that of your employees, be aware of the following:
 - a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
4. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor site information including all union rules and regulations.

- b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and see Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor. Finally, all information required must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

Scope of Work on the Show Floor

Exhibitors will be allowed to perform some of their own work based on the following criteria:

The exhibiting company is the manufacturer or distributor of the product to be displayed.

The exhibiting company must provide proof of insurance, for their company, naming GES, LDI and the LVCC as additional insured as listed on the sample Certificate of Liability Insurance form in the Exhibitor Services Manual. All requirements pertain.

Who Can Perform the Work?

- The exhibiting company's full time employee – Must be able to show identification confirming they are a full time employee of the exhibiting company, such as a paystub or proof of medical insurance from the exhibiting company.
- If the exhibiting company chooses to bring in their own out of town crew members, that are not employees of the exhibiting company, the crew must be union members and must have a pink contract and travel card from the union from their particular city.
- At least one member of the crew must be ETCP certified and provide proof of that certification. If the exhibitor cannot provide an ETCP certified crew member, one must be ordered thru GES. To take advantage of the discount rate and ensure availability of an ETCP certified worker, please contact GES at LVRIGGING@ges.com prior to the deadline date.

Ground Supported Truss

Ground supported truss is defined as truss that has full support legs on the ground, and is not required to attach to the ceiling. This is most often used for structures to hold other items or show smaller product.

- Ground supported truss may be assembled by the exhibitor or the exhibitor's I&D service. The exhibitor may also attach to the truss any electrical product they manufacture or distribute, otherwise GES would attach any electrical equipment to that truss. If the truss is used strictly for electrical purposes, only the exhibitor themselves can assemble the truss (not their I&D service) or hire [electrical booth work labor](#).

- Exhibitors and their crews may not use equipment to access product being displayed on truss regardless of height. (scissor lifts, man lifts, etc). Ladders up to 10 ft are acceptable in order to perform work safely at up to the 12ft maximum height.
- Exhibiting companies, or supervised attendees, for demo purposes, who manufacture or distribute lights as part of their primary business are allowed to operate the distro-board controlling the lights whether they also manufacture the distro-board or not.
- Exhibiting companies, or supervised attendees, for demo purposes, who manufacture or distribute distro- boards as part of their primary business are allowed to operate the distro-board controlling the light whether they also manufacture the lights or not.
- Exhibiting companies, or supervised attendees, for demo purposes, who manufacture or distribute motors as part of their primary business are allowed to operate the controllers for the motors whether they also manufacture the truss rigged to the motors or not. (Demo motors must be hung from a sub-grid which is installed and suspended by GES riggers).

Aerial Truss

Aerial Truss is defined as any truss structure that is supported from the ceiling, including motors, tie offs or other methods of attachments. Truss with motors will be considered flown truss with or without leg supports.

Company manufactured or distributed equipment, installed on aerial truss (truss that is controlled by motors to a certain height), can be installed by a full time employee of the company as long as the install is performed at working height (5ft or lower). Any truss work that must be performed at heights in excess of 12 feet must be performed by GES. This includes focusing and system maintenance. Lift equipment (forklifts, scissor-lifts, single man lifts or boom lifts etc.) cannot be used by anyone other than GES.

All aerial rigging must be performed by GES. For safety, GES riggers must inspect all truss and attachments before raising the truss to its final height.

GES is required to provide a comprehensive load calculation plan for the event, prior to installation. All exhibitors need to submit an accurate DWG drawing with accurate load calculations and order all related labor and equipment prior to the deadline date. A reflective plan of your booth showing the ceiling grids is available by contacting GES at LVRIGGING@ges.com. Failure to submit all plans prior to the show could result in longer wait times and increased costs. GES is happy to help with load calculations for an hourly fee of \$134.50. Please submit all plans to LVRIGGING@ges.com.

Work Exhibitors are not allowed to perform

- Install equipment that is not manufactured or distributed by the exhibitor in their booth.

- Go to another booth to install their equipment.
- Run motors unless they are the manufacturer/distributor for show demo purposes only.
- Climb truss. **No exceptions.**
- Work at heights over 12' in any way including standing, putting ladders, chairs etc. on road boxes to work on elements over 12'.

Below is an overview of the necessary jurisdictional requirements that apply to LDI. We encourage you to contact GES LDI Operations at (702) 515-5703 or LVRIGGING@ges.com to discuss all of your labor requirements prior to placing your order, to ensure the most efficient and cost effective move - in. This also helps in planning to ensure the appropriate union labor is available to service the show.

Work to IATSE – Stagehands (unless equipment is manufactured or distributed by the company in their booth).

For stagehand labor, please [order here](#). Submit an order for each required position.

IATSE Local 720's work is defined below. Once one of the items listed below is connected to the truss then the whole truss rig and everything attached becomes IATSE Local 720s jurisdiction. (Individual runs of truss without one of these elements will be IBEW jurisdiction, [Electrical Rental, Lighting \(Accessories\) and labor services](#).) Item code for all Stagehand labor is 705094.

1. Audio Systems of any kind.
2. A Video Wall or multiple source switching systems such as a Folsom or a Spyder.
3. All Cameras (except security cameras)
4. Any Projectors.
5. Programmable LED lighting.
6. Special effects (Smoke, Fog, Wind, Pyrotechnics or Show Control).
7. Any programmable or dimmable lighting (Anything that uses DMX protocol)
8. Studio Lighting. (Lights that use Tungsten, HMI or Xenon bulbs or Manufactures such as Mole-Richardson, Lowel, Desisti, Strand, Arri, Luxarc, Brightline, Kenoflo).
9. Laser Lighting.

Work to IBEW – Electricians

1. Electrical signs ([Electrical High Lift labor](#) and [Electrical Sign Assembly labor](#))
2. [Motors and Truss](#) for non electrical signs

The following require [electrical labor - booth work](#), to install and dismantle

- Non dimmable lights
- Single monitors or plasmas
- Security cameras
- Ground supports truss that only holds electrical equipment

Work to [Teamsters](#)

1. Ground supported truss above 12' high with mixed purpose
2. Ground supported truss below 12' that requires [labor](#) assistance

GES is dedicated to making your show as smooth as possible and help you save money. Pre-planning is key.

Please feel free to email our rigging team to submit your plans or if you'd like to set up a consultation or have any questions or concerns at LVRIGGING@ges.com.

Show Site Work Rules

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

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Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.

Teamsters Union

Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's 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 products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Global Experience Specialists, Inc. (GES) will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space.

An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC outlet.

Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet including concealed and over/under carpet wiring. Electricians distribute and hook-up all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

Trusses

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians. Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

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

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Stop. Think. Safety.

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

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Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

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



Fire Regulations

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

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1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
3. No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - 7.4. External chargers or batteries are recommended for demonstration purposes.
 - 7.5. No battery charging is permitted inside the building.
 - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
 - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.
10. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and Safety Manager. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
 - 10.2. When approved, LPG (propane) containers complying with UL 147A Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.
 - 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 10.5. The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
 - 10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - 10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - 10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

Fire Regulations

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11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.
12. Smoking is not permitted in any covered or two story booths.
13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Double Deck and/or Cover Exhibits for more information.)
14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
15. Demonstration of Fuel Burning Appliances.
 - 15.1. Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to their event.
16. Heated and Cooking Oil or Grease Operations:
 - 16.1. Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type "K" fire extinguisher present during the operation. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)
 - 16.2. Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
 - 16.3. Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.
17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - 17.1. Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - 17.2. Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
 - 17.3. Screen front fireplaces will not be approved for burning.
 - 17.4. Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

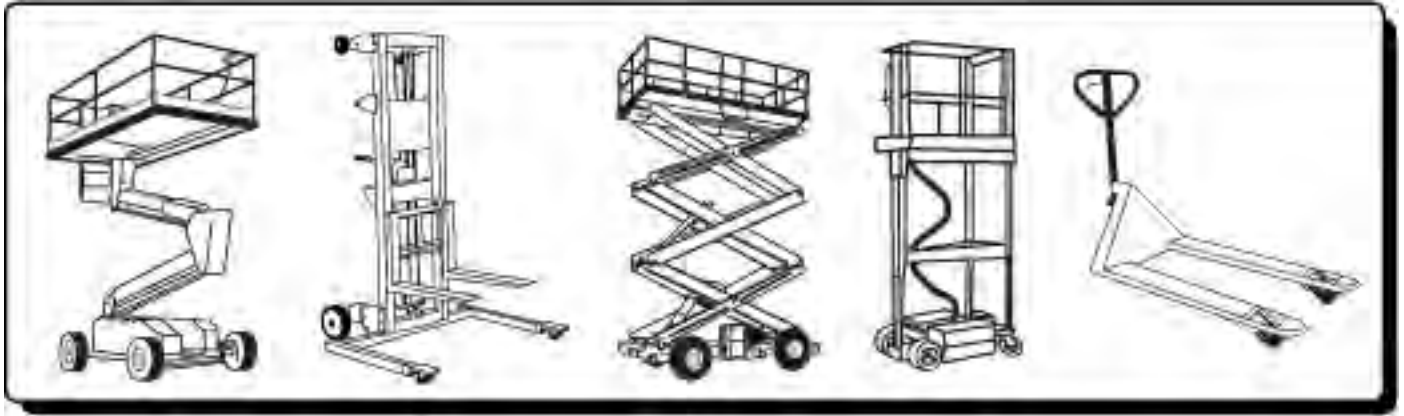
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Operation of All Mechanical Lifts

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

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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

Thank you for your complete cooperation.

GES Payment Policy

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

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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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GES Terms and Conditions of Contract

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

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

Carpet

Standard

Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

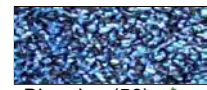
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



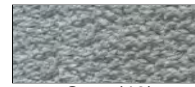
Black (41)



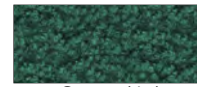
Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



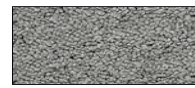
Red (49)

Plush

Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

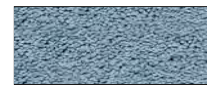
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



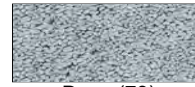
Cement (70)



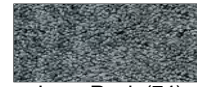
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



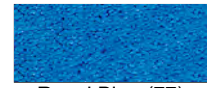
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

Ultra Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



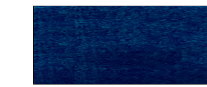
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



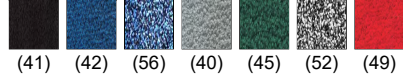
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

Carpet

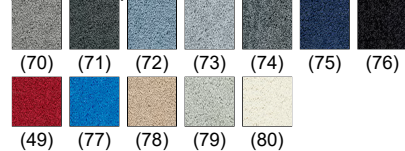
Standard Color Options

(Gray will be provided if no color is indicated below)



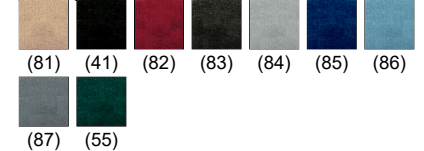
Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		194.00	269.00		\$
5002	Pre-Cut Standard Carpet 10'x20'		388.00	539.00		\$
5003	Pre-Cut Standard Carpet 10'x30'		581.00	808.00		\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.61	3.63		\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		3.60	5.00		\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		4.21	5.85		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	0.89	1.24		\$	
Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.46	0.64		8.25	\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

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



Carpet Package Order Form

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

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Las Vegas Convention Center, Central Hall
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Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



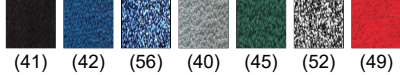
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and 3 Day(s) Cleaning.

Carpet Packages

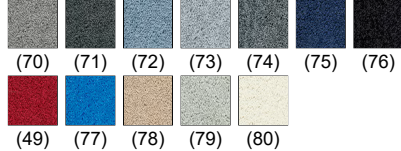
Standard Color Options

(Gray will be provided if no color is indicated below)



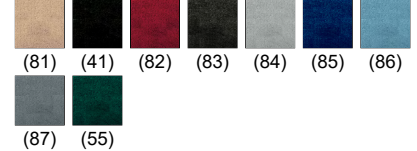
Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
400021	Standard Carpet Package, Per Sq.Ft.		4.15	5.76		\$
400022	Plush Carpet Package, Per Sq.Ft.		5.04	6.99		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		5.59	7.76		\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

110317 011600384

C-2 092717

Furniture and Accessories

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

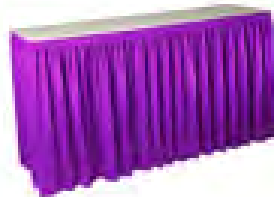
Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

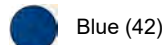
Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



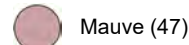
Gold (46)



Gray (40)



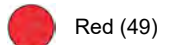
Green (45)



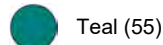
Mauve (47)



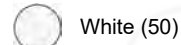
Purple (48)



Red (49)



Teal (55)



White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,
4'x8'



300202 - Pegboard, White,
2'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300212 - Tackboard, 2'x8'



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories

Accessories



300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories Order Form

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Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/011600384/furnishings/esm>

Furniture and Accessories

Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	161.00	224.00		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	127.00	176.00		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	69.00	95.75		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	189.00	263.00		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	124.00	173.00		\$
300056	Table, Square, 24"x24"x30" High	114.00	159.00		\$
300059	Table, Starbase, 30" Diameter x 40" High	260.00	362.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	209.00	290.00		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		150.00	208.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		179.00	249.00		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		204.00	283.00		\$
3007	Table, Skirt 4th Side		50.00	69.50		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	121.00	168.00		\$
300600	Table 6', Unskirted, 24" x 30" High	146.00	203.00		\$
300800	Table 8', Unskirted, 24" x 30" High	171.00	237.00		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		185.00	257.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		209.00	290.00		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		233.00	324.00		\$
3017	Counter, Skirt 4th Side		57.50	80.00		\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	136.00	189.00		\$
301600	Counter 6', Unskirted, 24" x 42" High	171.00	237.00		\$
301800	Counter 8', Unskirted, 24" x 42" High	195.00	271.00		\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	79.75	111.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	74.75	104.00		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	111.00	154.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	104.00	144.00		\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		14.80	20.55		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		18.55	25.75		\$
3009	Drape, 10' High, Per Ft - Limited Colors		23.25	32.50		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	708.00	984.00		\$
300074	Display Case 4', Full View	526.00	731.00		\$
300075	Display Case 4', Half View	591.00	821.00		\$
300076	Display Case 4', Quarter View	708.00	984.00		\$
300078	Display Case 5', Full View	526.00	731.00		\$
300079	Display Case 5', Half View	591.00	821.00		\$
300080	Display Case 5', Quarter View	708.00	984.00		\$
300082	Display Case 6', Full View	526.00	731.00		\$
300083	Display Case 6', Half View	591.00	821.00		\$
300084	Display Case 6', Quarter View	708.00	984.00		\$
300088	Display Case 7', Vertical	784.00	1,090.00		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	3.05	4.24		\$
300127	Aisle Stanchion, Tensa	76.25	106.00		\$
300123	Aisle Stanchion, without Chain	51.50	71.75		\$
300103	Aluminum Easel	64.50	89.50		\$
300111	Bag Stand	132.00	183.00		\$
300102	Coat Rack	60.50	84.25		\$
300110	Fish Bowl	19.40	27.00		\$
300104	Garment Rack	86.25	120.00		\$
300106	Literature Rack	104.00	145.00		\$
300201	Pegboard, White, 4'x8'	226.00	314.00		\$
	Select alignment: Horizontal _____ Vertical _____				
300202	Pegboard, White, 2'x8'	143.00	199.00		\$

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Furniture and Accessories Order Form

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Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

300040	Pipe, 8' Upright with Base	52.00	72.25		\$
300041	Pipe, Adjustable Upright with Base, 9' - 12'	62.50	86.75		\$
300107	Refrigerator	416.00	578.00		\$
300015	Rod, 6' to 10' Telescopic	13.35	18.55		\$
300131	Security Cage, Large, without Lock	577.00	802.00		\$
300120	Sign Holder, Bell Base	87.00	121.00		\$
300108	Sign Holder, Chrome, 22"x28"	92.75	129.00		\$
300212	Tackboard, 2'x8'	153.00	212.00		\$
300211	Tackboard, 4'x8'	191.00	266.00		\$
Select alignment: Horizontal _____ Vertical _____					
300112	Ticket Tumbler, Small, Table Top	149.00	207.00		\$
300113	Wastebasket	25.75	35.75		\$
300118	Waterfall Stand	95.75	133.00		\$

Electrical Outlets Not Included

Need power for that lamp, display case, or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/011600384/electrical/esm>



Reminder

- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

Furniture Package Order Form

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LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		308.48	428.63		\$
↳ Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

Skirt Color Options

(Gray will be provided if no color is indicated.)



Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	790.88	1,099.58		\$
↳ Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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



Specialty Furniture

Seating - Sofas and Loveseats



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D 36"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H



305442 - Laguna Chair, 18"L 19"D 34"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305441 - Zenith Chair, 19"L 22"D 32"H

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Specialty Furniture

Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



305251 - Ottoman, Vibe Cube, Black, 18"L 18"D 18"H



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating



305126 - Chair, Altura Task, 25"L 26"D 21"H



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H

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Specialty Furniture

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H



305008 - Barstool, Oslo, White, 17"L 20"D 30"H



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H



305207 - Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



305259 - Christopher Barstool, 19"L 15"D 41"H



305440 - Zenith Barstool, 19"L 20"D 44"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



305426 - Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



305167 - Table, Cafe, Graphite/Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H

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Specialty Furniture



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H

Tables - Bar



305425 - Bar Table/Hydraulic Chrome Base, Steel Blue, 30" RND 45"H



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



305405 - Madison Bar Table/Black Base, 30" RND 42"H



305139 - Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H



305133 - Table, Bar, Graphite/Black, 30" Round 42"H



305136 - Table, Bar, Graphite/Black, 36" Round 42"H



305142 - Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H



305145 - Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H



305134 - Table, Bar, Maple/Black, 30" Round 42"H



305137 - Table, Bar, Maple/Black, 36" Round 42"H



305143 - Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H



305146 - Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H



305130 - Table, Bar, Red/Black, 30" Round 42"H



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H

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Specialty Furniture

Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"H

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Specialty Furniture

Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 42"D 29"H



305029 - Table, Conf., Graphite, 96"L 48"D 29"H



305177 - Table, Conf., Manhattan, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

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Specialty Furniture

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display



305415 - Madison Bookcase,
36"L 12"D 72"H



305297 - Pedestal, Powered
Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered
Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered
Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered
Locking, White, 24"L 24"D 42"H

Office and Utility Furniture



305294 - Desk, Writing/Work
Table, White Laminate/White,
48"L 24"D 30"H



305416 - Madison Credenza,
60"L 20"D 29"H



305417 - Madison Executive
Desk, 60"L 30"D 29"H

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Specialty Furniture

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

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Specialty Furniture Order Form

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LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note, you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price, please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/011600384/furnishings/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	676.00	940.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	734.00	1,020.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	500.00	695.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,220.00	1,690.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,400.00	1,940.00		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,400.00	1,940.00		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,430.00	1,990.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,500.00	2,080.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	806.00	1,120.00		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	581.00	808.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	627.00	872.00		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	1,030.00	1,430.00		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	681.00	947.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	537.00	746.00		\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	635.00	882.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	827.00	1,150.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	827.00	1,150.00		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	324.00	450.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	418.00	581.00		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	635.00	882.00		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	376.00	523.00		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	400.00	556.00		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	403.00	560.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	586.00	815.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	899.00	1,250.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	899.00	1,250.00		\$

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Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	315.00	438.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	139.00	193.00		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	139.00	193.00		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	158.00	219.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	129.00	179.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	85.50	119.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	176.00	244.00		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	251.00	349.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	425.00	591.00		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	347.00	483.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	437.00	608.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	177.00	246.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	271.00	376.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	129.00	179.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	294.00	408.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	226.00	314.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	226.00	314.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	286.00	398.00		\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	494.00	687.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	494.00	687.00		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	362.00	503.00		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	362.00	503.00		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	260.00	362.00		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	109.00	152.00		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	109.00	152.00		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	145.00	202.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	145.00	202.00		\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	155.00	215.00		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	292.00	406.00		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	429.00	597.00		\$

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Discount Deadline Date:
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Company Name Email Phone Number Booth Number

Seating - Office and Utility Seating

305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	391.00	544.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	337.00	469.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	657.00	913.00		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	488.00	678.00		\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	355.00	493.00		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	355.00	493.00		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	355.00	493.00		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	355.00	493.00		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	169.00	235.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	169.00	235.00		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	217.00	302.00		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	251.00	349.00		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	122.00	170.00		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	122.00	170.00		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	122.00	170.00		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	122.00	170.00		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	309.00	429.00		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	309.00	429.00		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	155.00	216.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34" - 44"H	460.00	639.00		\$
305207	Barstool, Zooley Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	418.00	581.00		\$
305259	Christopher Barstool, 19"L 15"D 41"H	355.00	493.00		\$
305440	Zenith Barstool, 19"L 20"D 44"H	377.00	524.00		\$

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	453.00	630.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	340.00	473.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,320.00	1,840.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	529.00	735.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	316.00	439.00		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	237.00	329.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	276.00	384.00		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	316.00	439.00		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	375.00	521.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	237.00	329.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	276.00	384.00		\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	316.00	439.00		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	375.00	521.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	237.00	329.00		\$

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Tables - Cafe

305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	191.00	266.00		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	241.00	335.00		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	174.00	242.00		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	236.00	328.00		\$

Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	453.00	630.00		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,730.00	2,410.00		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	529.00	735.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	322.00	448.00		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	247.00	343.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	304.00	422.00		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	373.00	519.00		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	379.00	527.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	247.00	343.00		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	304.00	422.00		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	322.00	448.00		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	379.00	527.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	247.00	343.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	208.00	289.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	256.00	356.00		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	196.00	273.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	248.00	345.00		\$

Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	475.00	660.00		\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	950.00	1,320.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	362.00	503.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	546.00	759.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	546.00	759.00		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	259.00	360.00		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	306.00	426.00		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	298.00	414.00		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	383.00	532.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	383.00	532.00		\$

Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	453.00	629.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	321.00	446.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	433.00	602.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	141.00	196.00		\$

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Tables - End Tables

305274	Table, E, Wood, 21"L 15.5"D 27.5"H	133.00	185.00		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	234.00	325.00		\$
305211	Table, End, Oliver, 22" Round 22"H	271.00	376.00		\$
305046	Table, End, Silverado, 24" Round 22"H	280.00	389.00		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	282.00	392.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	282.00	392.00		\$
305276	Table, Mosaic, Set of 3	261.00	363.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	165.00	230.00		\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	986.00	1,370.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	664.00	923.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	806.00	1,120.00		\$
305410	Madison Conference Table, 42"RND 29"H	604.00	839.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	114.00	159.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	285.00	396.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	460.00	640.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	302.00	420.00		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	460.00	640.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	379.00	527.00		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	512.00	711.00		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	629.00	875.00		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	345.00	480.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	354.00	492.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	285.00	396.00		\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,310.00	4,600.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,240.00	1,730.00		\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	490.00	681.00		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	461.00	641.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	553.00	768.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	461.00	641.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	553.00	768.00		\$

Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	333.00	463.00		\$
305416	Madison Credenza, 60"L 20"D 29"H	835.00	1,160.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	755.00	1,050.00		\$

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Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	244.00	339.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	252.00	350.00		\$

Electrical Outlets Not Included



Reminder

Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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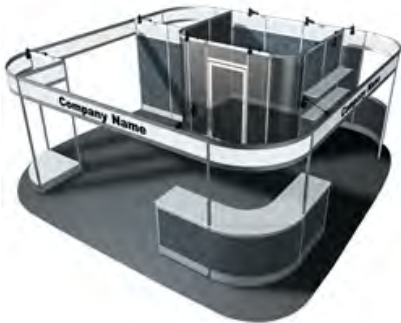
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Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at www.ges.com/chat.

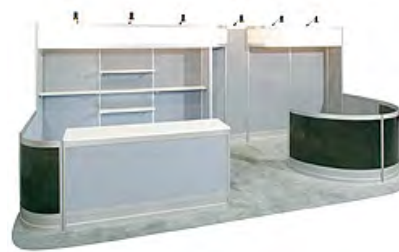
20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit Systems

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



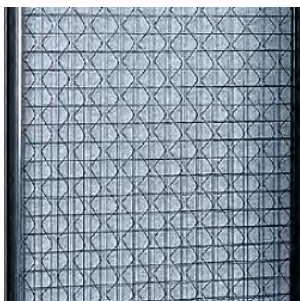
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

Trim Color



Black (41)

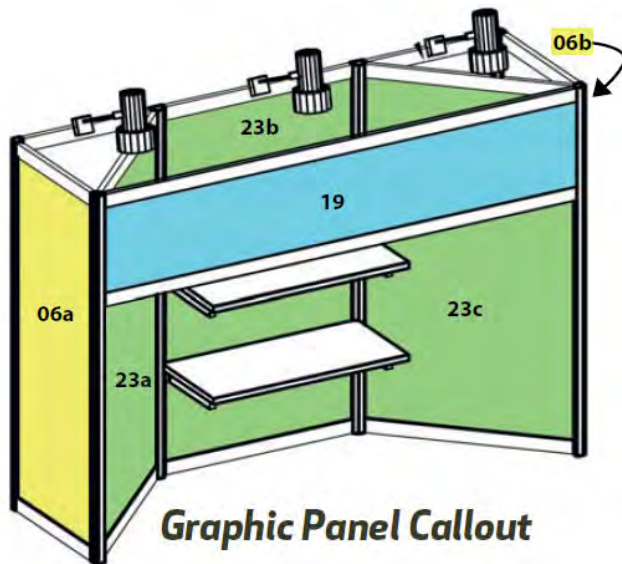


Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall
Discount Price - \$175.00 /Regular Price - \$243.00
Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall
Discount Price - \$71.50 /Regular Price - \$99.50
Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall
Discount Price - \$115.00 /Regular Price - \$160.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600384/exhibit1/esm>

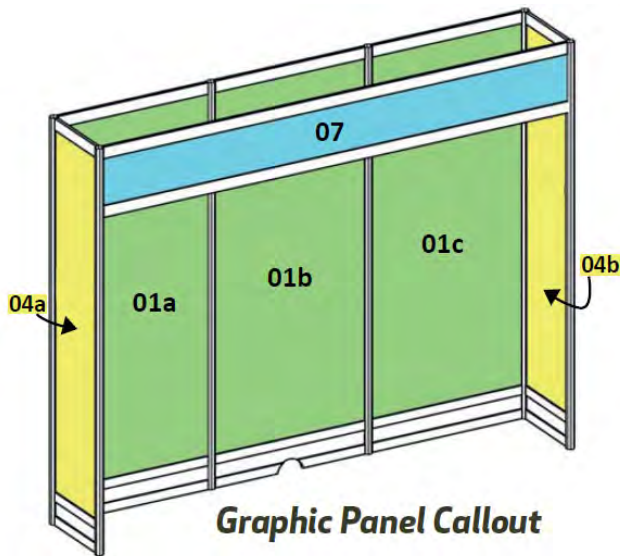


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$476.00 /Regular Price - \$662.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$239.00 /Regular Price - \$332.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$204.00 /Regular Price - \$284.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600384/exhibit2/esm>

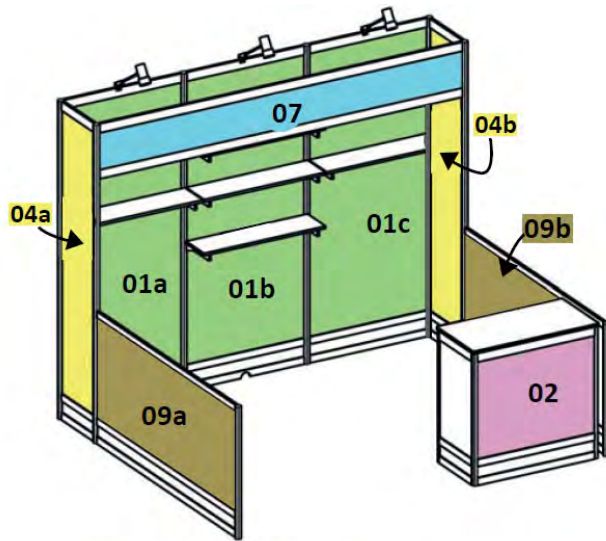


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$476.00 /Regular Price - \$662.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$239.00 /Regular Price - \$332.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$204.00 /Regular Price - \$284.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$168.00 /Regular Price - \$233.00
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$339.00 /Regular Price - \$471.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600384/exhibit3/esm>

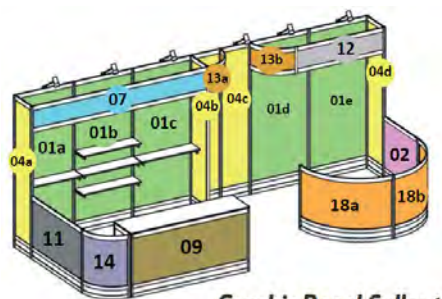


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

12 608312 57 7/8" wide x 12" tall
Discount Price - \$104.00 /Regular Price - \$144.00
Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall
Discount Price - \$52.25 /Regular Price - \$72.75
Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$266.00 /Regular Price - \$370.00
Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$339.00 /Regular Price - \$471.00
Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$130.00 /Regular Price - \$181.00
Produced on 1/8" Thick White Foamacell

01 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$476.00 /Regular Price - \$662.00
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$239.00 /Regular Price - \$332.00
Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$101.00 /Regular Price - \$140.00
Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$168.00 /Regular Price - \$233.00
Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$204.00 /Regular Price - \$284.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

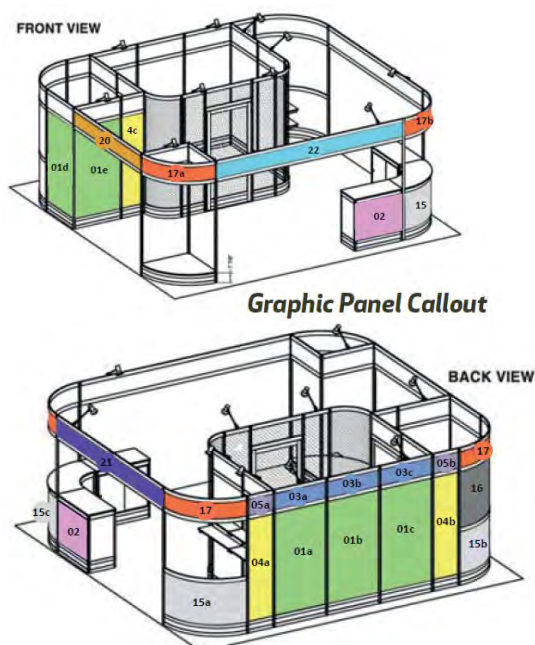
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600384/exhibit4/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #5, 20 x 20 (600005)



21 608321 136 9/16" wide x 12" tall
Discount Price - \$158.00 /Regular Price - \$219.00
Produced on 3/16" Thick White Foamcore

20 608320 97 3/16" wide x 12" tall
Discount Price - \$170.00 /Regular Price - \$236.00
Produced on 1/8" Thick White Foamcore

17 608317 60 11/16" wide x 12" tall
Discount Price - \$195.00 /Regular Price - \$271.00
Produced on 1/8" Thick White Foamacell

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$168.00 /Regular Price - \$233.00
Produced on 3/16" Thick White Foamcore

03 608303 38 1/8" wide x 12" tall
Discount Price - \$66.50 /Regular Price - \$92.50
Produced on 3/16" Thick White Foamcore

05 608305 18 7/16" wide x 12" tall
Discount Price - \$52.25 /Regular Price - \$72.75
Produced on 3/16" Thick White Foamcore

01 608301 18 7/16" wide x 86 1/4" tall
Discount Price - \$476.00 /Regular Price - \$662.00
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$239.00 /Regular Price - \$332.00
Produced on 3/16" Thick White Foamcore

16 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$318.00 /Regular Price - \$442.00
Produced on 1/8" Thick White Foamacell

15 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$266.00 /Regular Price - \$370.00
Produced on 1/8" Thick White Foamacell

22 608322 156 1/4" wide x 12" tall
Discount Price - \$270.00 /Regular Price - \$375.00
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600384/exhibit5/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit Systems Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

13 oz. Carpet Color Options

(Gray will be provided if no color is indicated below)

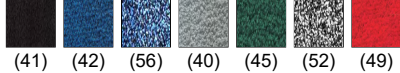


Exhibit Panel Color Options

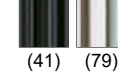
(Gray Fabric Panel will be provided if no color is indicated below)



(C41) (C50) (C79) (F41) (F40)
C Color Codes are Coated Panels
F Color Codes are Fabric

Trim Color Options

(Silver will be provided if no color is indicated below)



Standard Exhibits

10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,000.00	2,780.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	2,880.00	4,000.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	7,530.00	10,470.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600005	Exhibit System GEM #5, 20'x20' Island	27,730.00	38,540.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	668.00	928.00		\$
600103	Exhibit, Counter, 1M Curved	631.00	877.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	421.00	585.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	578.00	804.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	777.00	1,080.00		\$
600222	Exhibit, Light Box, Medium 37"x56"	553.00	768.00		\$
600223	Exhibit, Light Box, Small 37"x28"	489.00	680.00		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	602.00	837.00		\$
600291	Exhibit, Panel, Wirewall, 1M	487.00	677.00		\$
600243	Exhibit, Shelf, 1M x 10" Deep	74.00	103.00		\$

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



Exhibit Systems Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name	Email	Phone Number	Booth Number
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Accessories

600262	Tackboard, Gem, 4' X 8'	668.00	928.00		\$
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Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

D-1 062917 110317 011600384

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



Digital File Preparation

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

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Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

Vectors

Editable Text

Vectors

Outlined Text



gif
(raster)

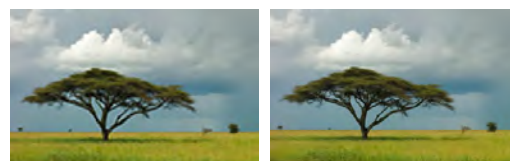
ai / eps
(vector)

Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Low Resolution
(72 dpi)

High Resolution
(300 dpi)



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011600384/signs>

Digital File Preparation

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Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

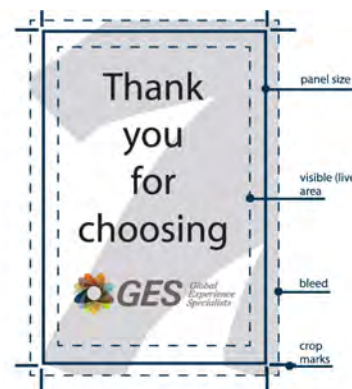


figure a.

Graphics and Signage Order Form

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Las Vegas Convention Center, Central Hall
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Discount Deadline Date:
October 23, 2017

Company Name Email Phone Number Booth Number

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011600384/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	248.00	345.00		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	206.00	286.00		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	235.00	327.00		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	315.00	438.00		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	210.00	292.00		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	399.00	555.00		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	294.00	409.00		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	16.45	22.85		8.25	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

110317 011600384

I-1 102617

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



Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

Target Maps

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

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November 17 - 19, 2017

Click the link below for target maps:

Target Maps:

<http://e.ges.com/011600384/targetmaps>

Targeted Show Move-In

Moving into any exposition can be tricky. There are a lot of moving parts and things to remember. Below is key information you need to know for moving into LDI 2017.

When Can I Move-In

When you can move in and set up your booth depends on how you ship your booth materials to show site. The shipping options are:

Advance Shipping:

- Ship your booth materials in advance to the GES Advance Warehouse (arrival deadlines apply). This allows you to confirm your freight has arrived well before move in starts. LDI is a targeted move in show, your booth materials will arrive on your scheduled inbound target date and time. You will be able to set up your booth at that time. Target move-in times can be found under the Move-In/Move-Out Information and Target Floorplan tab by selection the [Assigned Move-In and Target](#) Floorplan button.
- Print Advance Shipping labels under [Generate Address Labels](#) at the bottom of ESK home page. They can also be found under the shipping, drayage and material handling tab by clicking on Print Shipping Labels. Remove all old labels from your crates and cartons.
- Material Handling charges will apply and can be estimated under the Shipping, Drayage, Material Handling and Access Storage tab under [Shipping and Material Handling/Drayage](#).
- Address for advance shipping: 7000 Lindell Road, Las Vegas, NV 89118

Direct Shipping:

- Ship your booth materials via a freight carrier directly to show site. This is a targeted Move-In show, your scheduled carrier arrival time can be found under the [Move-In/Move-Out information and Target Floorplan tab](#). **Note--Your carrier will have to arrive at the Marshaling Yard at the date and timeframe listed on the target floorplan.** Failure to do so could result in refused freight and additional material handling charges.
- Once checked-in the driver will be assigned a driver number. Assignments at the marshaling yard are on a first come, first serve basis.
- Print Advance Shipping labels under the [Generate Address Labels](#) at the bottom of ESK home page. They can also be found under the shipping, drayage and material handling tab by clicking on Print Shipping Labels. Remove all old labels from your crates and cartons.

- Material Handling charges will apply and can be estimated under the Shipping, Drayage, Material Handling and Access Storage tab under [Shipping and Material Handling/Drayage](#).
- Direct Shipping Address: 3150 Paradise Rd. Las Vegas, NV 89109-9096

Cartload Service:

- Cartload Service information is available for exhibitors in driving their booth materials to the show under the Shipping, Drayage, Material Handling and Access Storage tab under [Cartload Service tab](#) (restrictions apply). If planning to use the cartload service you may drive directly to Door 6 of the LVCC and GES will unload your materials. The weight and type of materials will determine if the shipment is eligible for cartload service.
- Privately Owned Vehicles planning on using GES material handling have to report to the marshalling yard on their scheduled targeted freight time. They will then be sent to the convention center loading dock for unloading. Cargo vans, Trailers, and moving trucks are considered freight and do not qualify as a POV. The address to the marshalling yard can be found under the Shipping Addresses tab at the bottom of the home page.

Hand Carry Items:

You can hand-carry your own materials in the exhibit hall provided you do not use material handling equipment to assist you. Use of hand carts, a 2 wheeled dolly, or any four-wheel cart or dolly is prohibited. Hand-carry materials may only be brought in through the front of the exhibit hall. You will not be permitted access to the loading dock or freight areas. You may not leave your car unattended at any time at the curb.

- You must park your vehicle and carry all items by hand. The use of dolly's and hand carts is not permitted. Hand carry vehicles are not eligible to use the dock.
 - We recommend parking in the Silver Lot as it is closest to the hall, but may fill up quickly
- You must move-in during regular installation dates and hours.
- You must abide by the union rules. Please refer to the [Show site Work Rules](#) under the Regulations and Guidelines tab.

Still have Questions?

If you still have questions about move-in be sure to use the contact information below to answer any questions you may have.

GES Serviceneter: Contact GES if you have questions about order forms, need to place an order or need quotes for material handling or shipping.

LDI Client Services Specialist: Contact your Client Services Specialist if you have questions on target move in dates, Hand carry and cartload processes or any other general questions you may have. To Contact your Client Services Specialist [Click Here](#)

How to Have a Successful Show Move Out

Show breakdown can often be the most hectic portion of the show experience. Below are valuable tips which can make your show closing run as smoothly as possible:

- 1. Pack freight once the show closes**
- 2. Label freight with destination address and cell phone # of contact**
- 3. Turn in filled out OMHF/BOL to GES Servicenter (regardless of carrier)**
- 4. Contact carrier to verify pickup address and scheduled time**

- When the show closes on the last day of the event, you may begin packing your booth properties. Early move out is not permitted, as it is disrupting for neighboring booths who are trying to do business. It is also a breach of the show contract which may result in loss of privileges for future shows.
- Schedule staff departure times to allow enough time to pack the booth. Larger events may take over 6 hours to return packing materials once aisle carpet is removed.
- As you are packing up, make sure to keep your items within your booth space and off the aisle carpet (it will be rolled up shortly after the show floor closes). Security will be ensuring all attendees are off the show floor for safety reasons, so keep your exhibitor badge handy.
- Once your booth properties have been packed, make sure they are labeled for shipping, including the full address of where the shipment is going. It is also recommended to include a cell phone # and contact name on the label as well. This can be helpful in the event of a shipping issue.
- Once you have packed and labeled your freight, leave your freight in the booth space, and take the Outbound Material Handling form (OMHF / BOL), provided by GES, to the GES Servicenter. This is a five page carbon copy form that will serve as the release to give your freight to your selected carrier, whether this is GES Logistics or an outside contracted carrier. Please make sure the information you place on the OMHF/BOL matches the carrier name and shipping destination used when the driver checks in with GES. If the information doesn't match, there may be a delay in your outbound shipment being processed. **PLEASE NOTE: GES will not accept your OMHF/BOL until after the show closes.**
- The OMHF/BOL is a multi-page document. Make sure your contact name and cell phone number are legible on every page in case any issues arise during shipping.
- PLEASE NOTE: Should you decide to use a small package carrier, i.e. UPS, FedEx, DHL, they may not pick up within the facility per move out regulations. It is highly recommended that you not leave these types of shipments in the booth, but rather transport them to a direct drop off/pickup location, such as the business center or your hotel.
- It is recommended that you stay with your freight until it has been picked up. However, should you leave your freight unattended, make sure to verify the pickup address and scheduled time with your carrier, as this may NOT be the address to where you originally shipped your freight. All freight must be picked up at the exhibit location to avoid additional fees. Make sure your carrier knows the carrier check in time as well. Anything that does not have a carrier checked in for the freight will be shipped via GES Logistics or returned to the warehouse, depending on your selection on the OMHF/BOL.

Target Move-In and Freight Information

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017



Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention

Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 5% will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

Important Reminders



Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide bills of lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600384/contactus/esm>

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Request for Variance to Assigned Target Time

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name _____ Booth Number _____

Contact Name _____

Phone Number _____

Fax Number _____

Email Address _____

Address _____

City _____ State _____ Zip _____ Country _____

Current Assigned Target Date/Time _____

New Requested Target Date/Time _____

Reason for request:

Important information

- All change request forms due by October 23, 2017.
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Please send completed form via email to Jennifer Young at JYoung@ges.com.

Off Target - Late/Early to Show Site Surcharge:

A 5% surcharge will apply to all inbound shipments arriving OFF TARGET.

Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600384/contactus/esm>

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Material Handling/Drayage Information

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/011600384/logistics_Quote

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



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, rekrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.






Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.



Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:

-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/011600384/logistics_quote

Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

Material Handling/Drayage Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated	Special Handling
100 - 10,000 lbs	\$ 72.00 cwt	\$ 82.80 cwt
10,100 - 20,000 lbs	\$ 68.00 cwt	\$ 78.20 cwt
20,100 lbs and Greater	\$ 65.50 cwt	\$ 75.32 cwt

Advance Shipments to Warehouse Dates:

Tue, Oct 10, 2017: Advance shipments may begin arriving at warehouse.

Wed, Nov 8, 2017: Last day for shipments to arrive at warehouse.

A 15% Overtime Charge (each way) will be in addition to above rates when applicable.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
100 - 10,000 lbs	\$ 66.00 cwt	\$ 75.90 cwt	\$ 82.50 cwt
10,100 - 20,000 lbs	\$ 62.25 cwt	\$ 71.59 cwt	\$ 77.81 cwt
20,100 lbs and Greater	\$ 59.50 cwt	\$ 68.43 cwt	\$ 74.38 cwt

Direct Shipments to Show site Dates:

Mon, Nov 13, 2017: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Thurs, Nov 16, 2017: Last day for shipments to arrive at exhibit site by 5:00 PM.

Reference Targeted Floorplan for Dates & Times.

A 15% Overtime Charge (each way) will be in addition to above rates when applicable.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$0.00. Each additional package will be charged \$0.00.

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x \$0.00 = _____ Total

_____ # of additional packages (each) x \$0.00 = _____ Total

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____

Email _____

Phone Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site

☐ Warehouse

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$7.75 per cwt will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 5% surcharge will apply to all inbound shipments arriving OFF TARGET.

Special Handling/Mixed Shipments:

A 15% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

A 25% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

LDI

Name of Exhibition

011600384

BOOTH NUMBER

C/O **GES**
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:
Tuesday, Oct 10, 2017 - Wednesday, Nov 8, 2017

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

LDI

Name of Exhibition

011600384

BOOTH NUMBER

C/O **GES**
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:
Tuesday, Oct 10, 2017 - Wednesday, Nov 8, 2017

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

LDI

Name of Exhibition

011600384

BOOTH NUMBER


C/O GES
Las Vegas Convention Center, Central Hall
3150 Paradise Road
Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Monday, Nov 13, 2017 after 8:00 AM - Thursday, Nov 16, 2017 by 5:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces 

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

LDI

Name of Exhibition

011600384

BOOTH NUMBER


C/O GES
Las Vegas Convention Center, Central Hall
3150 Paradise Road
Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Monday, Nov 13, 2017 after 8:00 AM - Thursday, Nov 16, 2017 by 5:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces 

Please print this label on a color printer if possible

Please print this label on a color printer if possible

Request for Pre-Printed Outbound Material Handling Release/Labels

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by October 23, 2017.
- Want an easier way? Fill out this information online and submit:

<https://e.ges.com/011600384/prePrint/esm>

Step 1. Tell us the location of materials for pickup (show site address)

Company/Consignee	Attention			
3150 Paradise Road	Las Vegas	NV	89109-9096	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

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

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



Warehouse Storage - Before and After Show

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Company Name	Email	Phone Number	Booth Number
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Full Service Advantages Before and After Shows:

GES has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

Special Show to Show Storage Rates: Applies to local GES Shows in the Las Vegas area.

Storage, Special Rate as contracted (includes Transportation back to the local GES Facility and handling fees.)	(1000 lb. minimum)	\$78.00 cwt.
Monthly Storage (does not include Return to Warehouse charges)	(1000 lb. minimum)	\$7.75 cwt.

Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$20.10 cwt.
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Additional Warehouse Handling:

Additional Warehouse Handling Fee (for multiple in and out moves)	(1000 lb. minimum)	\$9.50 cwt.
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GES has warehouse facilities and services in many cities throughout the country. Please contact Sandra Gonzalez: 702.515.5751.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600384/contactus/esm>

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Freight Service Questionnaire

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/011600384/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number:

5. Print the name of person in charge of your move-in:

Phone Number:

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?
_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?
_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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

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



Marshaling Yard and Direct Deliveries Information

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Tips For New Exhibitors



What is a marshaling yard? The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

2982 West Post Road
Las Vegas, NV 89119
USA

Marshaling Yard Process

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Las Vegas Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Las Vegas Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600384/contactus/esm>

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



International Shipping and Customs Clearance Services

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

LDI

Las Vegas Convention Center, Central Hall
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Discount Deadline Date:
October 23, 2017

Information

Penton Media (Boulder) has appointed GES Logistics as the international shipping and customs clearance provider for the upcoming LDI event. In conjunction with our worldwide network a comprehensive menu of international tradeshow transportation services will be offered.

The following information is specific for this event and must be used with a set of our complete shipping instructions and tariff. The latest version of our complete U.S. event shipping instructions is available upon request. Please feel free to contact the following persons with any questions or requests for information:

Contacts

GES Logistics

Paula Lee: 1-909-612-7551 email: plee@ges.com
: email:
email: GESLogistic_International@ges.com

Arrival airport: **McCarran International Airport (LAS)**
Arrival seaports: **ports of Los Angeles or Long Beach, CA**
Arrival deadline airfreight: **October 11, 2016**
Arrival deadline seafreight: **October 3, 2016**

Deadline Date Information

FCL ocean shipments should arrive at the recommended port ten to twelve (10-12) working days prior to the exhibitor's target move-in date. (Freight that arrives after this deadline may be subject to overtime, truck waiting time, showsite delivery charges, advance warehouse late arrival surcharges and off-target delivery surcharges from the showsite material handling contractor for this event.)

Consigned To

All inbound international freight should be shipped on a PREPAID basis to the airport or port listed above. Consignee instructions for all international documentation will be provided at the time your shipment is booked with GES. Do NOT consign any international shipment to or in care of GES or the show organizer; do not confuse the ship to addresses listed in the exhibitor manual with how to consign international documents.

General Information

Event Management: Penton Media (Boulder) www.ldishow.com
General Contractor: Global Experience Specialists, Inc. www.ges.com/chat

Cost Estimates, Shipping Orders & Security Endorsements

GES Logistics requires that our customers receive a written cost estimate of their charges based on the information provided by the exhibitor or their agent. If the customer accepts the cost estimate, they or their agent must provide GES Logistics with a written confirmation (for inbound charges) or a signed shipping order and security endorsement (for outbound charges). The exhibitor or their on-site representative must have their outbound freight packed, labeled and documented as per GES Logistics instructions to insure prompt pickup of the outbound freight. All cost estimates are subject to GES Logistics terms, conditions, limits of liability and instructions. The actual charges billed are based on the actual weight, dimensions, value and circumstances of an actual shipment. Please note that all outbound freight is handled as 'unknown shipper' cargo as per TSA regulations and cannot be transported on passenger aircraft.

Worldwide Network

GES Logistics has an extensive network of international companies experienced in all aspects of international trade show logistics and transportation. On request, we will provide contact information in the appropriate country for a qualified international company. In addition, we will ask the company to contact you to answer any questions or provide any information.

Shipping Warnings

Please note that numerous items are restricted or require additional government agency approvals before importation into the US. These include but are not limited to some electronic equipment, radio receivers or transmitters, computer or related equipment, foodstuffs or beverages, apparel or textiles (including carpet), and more. Please contact GES International Logistics to determine if any of your exhibit materials are restricted.



Show Site Storage Order Form

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:

October 23, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicer.
- Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	61.00		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	107.50	135.25	161.50			\$
705044	Storage, OT	188.75	235.75	284.25			\$

**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

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

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST**	200.50	250.75	301.25			\$
705200	5,000#, OT	280.25	351.00	421.50			\$

**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

R-11/R-12 070717 110317 011600384

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



Cartload Service Order Form

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

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Form Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the facility's main entrance and watch for the Cartload Service signs.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicercenter.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time , Dock to Booth	71.25	1	\$
200506	Cartload Service, Straight Time , Booth to Dock	71.25	1	\$
200506	Cartload Service, Over Time, Dock to Booth	71.25	1	\$
200506	Cartload Service, Over Time, Booth to Dock	71.25	1	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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Vehicle Placement Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

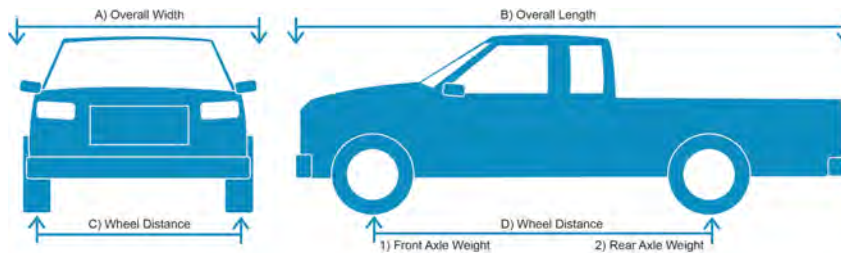
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is Required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	208.00		\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$



Installation and Dismantling Order Form

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:

October 23, 2017

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



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	98.50	123.25	148.25			\$
705000	Install & Dismantle, ST Move Out	98.50	123.25	148.25			\$
705000	Install & Dismantle, OT Move In	161.00	201.00	241.75			\$
705000	Install & Dismantle, OT Move Out	161.00	201.00	241.75			\$

**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 25% (\$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form,
click here: <https://e.ges.com/011600384/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

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Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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Forklift Order Form

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:

October 23, 2017

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



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight Time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	200.50	250.75	301.25			\$
705200	5,000#, ST Move Out	200.50	250.75	301.25			\$
705200	5,000#, OT Move In	280.25	351.00	421.50			\$
705200	5,000#, OT Move Out	280.25	351.00	421.50			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	103.50	129.25	155.00			\$
705030	Freight, ST Move Out	103.50	129.25	155.00			\$
705030	Freight, OT Move In	181.00	226.25	271.50			\$
705030	Freight, OT Move Out	181.00	226.25	271.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>

Step 2. Labor Information



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Re-crating
☐ Reskidding

Additional labor will be assigned if necessary.

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Forklift Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Hanging Sign / Truss Labor Information

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Please complete and return the Hanging Sign / Truss Labor Order Form by October 23, 2017.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth and vinyl banners, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

110317 011600384

H-1 103117



Hanging Sign / Truss Labor Order Form

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- Lift equipment and labor may be required to hang signs, rigging, hanging truss or double-decker booth work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Signs weighing over 300 lbs. must be installed by electricians and will require a chain hoist.

Step 1. Order Labor

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	614.50	768.25	922.00			\$
705300	High Lift Move Out	614.50	768.25	922.00			\$

Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	614.50	768.25	922.00			\$
705300	High Lift Move Out	614.50	768.25	922.00			\$

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	=	Total
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Sign Assembly (Non-Electrical)

705020	Sign Assembly, ST Move In Only	98.50	123.25	148.25			\$
705020	Sign Assembly, OT Move In Only	161.00	201.00	241.75			\$

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Electricians	X # Hours	=	Total
-----------	-------------	---------------	--------------	----------------	------------------	-----------	---	-------

Electrician

705061	Electrical, ST Move In Only	117.75	147.25	176.50			\$
705061	Electrical, OT Move In Only	223.75	279.50	335.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>



Reminder

To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by October 23, 2017. The hanging sign must also arrive at the GES warehouse by October 23, 2017 to receive the Discount Price and to ensure that the sign is hung prior to show opening. Hanging signs shipped to the warehouse must be packed separately and marked with hanging sign shipping label, and must be listed on your carriers bill of lading. There is no guarantee that your sign will be hung if it is not received by October 23, 2017. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Form Continues on Next Page



Hanging Sign / Truss Labor Order Form

Page 2 of 4

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

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

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Please note: Any sign weighing over 300 lbs must be installed by electricians and will require a hoist motor.

Height

Number of feet from floor to top of sign:
_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Is your sign electrical?

- ☐ Yes ☐ No

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

Number of structural pick points _____

Weight at each pick point _____

Have you submitted your structurally engineered rigging points? _____

Dates Submitted _____

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

H-2 102517 Cstm 110317 011600384

Hanging Sign / Truss Labor Order Form

Page 3 of 4

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

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

Truss Options

Type of Truss

- ☐ Plated (end plates) ☐ Spigot

Size of Truss

- ☐ 12" ☐ 20.5"

Dimensions Truss Design

Width _____ Length _____
Total Truss/Lighting Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet
Must be compliant with Show Rules and Regulations.

Electrical

Do you require an electrical drop to the truss?

- ☐ Yes ☐ No

How much power is required for the truss?

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

Truss Attachments

- ☐ Audio Visual Equipment*
☐ Signage/Banners
☐ Static Lighting
☐ Dimmable/Programmable Lighting**

*Audio Visual Equipment, stagehand labor is required. Please refer to Stagehand Labor Order Form.

**Dimmable/Programmable Lighting, stagehand labor is required. Please refer to Stagehand Labor Order Form.

Pick Points

Number of structural pick points _____

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

Location of Truss

- ☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

For installations that are deemed considerably heavy, our of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss with out engineered stamped drawings.

H-2 102517 Cstm 110317 011600384

Hanging Sign / Truss Labor Order Form

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

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

Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

I agree in placing this order that I have accepted the information provided on the Hanging Sign/Truss Labor Information and Order Form, GES Payment Policy and GES Terms and Conditions of contract. Please proceed with my hanging sign/truss order. I understand that my initial estimate may be billed at 1 hour estimate based on the union to perform the work. Invoice will be calculated according to actual hours worked and materials used.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Electrical Hanging Sign / Truss Labor Order Form

Page 1 of 4

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial, one rigger will be assigned for electrical aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	614.50	768.25	922.00			\$
705300	High Lift Move Out	614.50	768.25	922.00			\$

Sign Assembly (Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705060	Electrical, ST Move In Only	117.75	147.25	176.50			\$
705060	Electrical, OT Move In Only	223.75	279.50	335.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>



Reminder

To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by October 23, 2017. The hanging sign must also arrive at the warehouse by October 23, 2017 to receive the Discount Price and to ensure that the sign is hung prior to show opening. There is no guarantee that your sign will be hung if it is not received by October 23, 2017. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

H-2e 032917 cstm 110317 011600384

Form Continues on Next Page



Electrical Hanging Sign / Truss Labor Order Form

Page 2 of 4

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Is your sign electrical?

- ☐ Yes ☐ No

How much power is required for the sign?

Please note that GES will automatically apply your power order on your account. See facility electrical order forms.

Are rotators required?

- ☐ Yes ☐ No

If yes, How many? _____

- ☐ Exhibitor Owned ☐ GES Rental
☐ TSE Rental

Please note that GES will automatically apply a motor outlet for every rotator placed in the booth on your account.

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

Number of structural pick points _____

Weight at each pick point _____

Have you submitted your structurally engineered rigging points? _____

Dates Submitted _____

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, what date would you like the sign to be hung?

Please provide GES with a contact name and number to discuss _____

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

H-2e 032917 cstm 110317 011600384

Electrical Hanging Sign / Truss Labor Order Form

Page 3 of 4

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Truss Options

Type of Truss

☐ Plated (end plates) ☐ Spigot

Size of Truss

☐ 12" ☐ 20.5"

Dimensions Truss Design

Width _____ Length _____

Total Truss/Lighting Weight _____ lbs

Height

Number of feet from floor to top of sign:

_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Do you require an electrical drop to the truss?

☐ Yes ☐ No

How much power is required for the truss?

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

Truss Attachments

- ☐ Audio Visual Equipment*
- ☐ Signage/Banners
- ☐ Static Lighting
- ☐ Dimmable/Programmable Lighting*

*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

Pick Points

Number of structural pick points _____

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

Location of Truss

☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

Hoists

Are hoists required?

☐ Yes ☐ No

if yes, how many? _____

☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

H-2e 032917 cstm 110317 011600384



Electrical Hanging Sign / Truss Labor Order Form

Page 4 of 4

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

Discount Deadline Date:
October 23, 2017

Company Name	Email	Phone Number	Booth Number
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Show Site Contact	Show Site Email	Show Site Phone Number
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Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

I agree in placing this order that I have accepted the information provided on the Hanging Sign/Truss Labor Information and Order Form, GES Payment Policy and GES Terms and Conditions of contract. Please proceed with my hanging sign/truss order. I understand that my initial estimate may be billed at 1 hour estimate based on the union to perform the work. Invoice will be calculated according to actual hours worked and materials used.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

H-2e 032917 cstm 110317 011600384

Rigging Power and Electrical Labor Order Form

Page 1 of 2

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 30 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Outlets and Labor

Overhead Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
704025	030 Amp, 5 HP 208V / 3 Phase, Overhead	820.00	1,140.00		\$
704026	060 Amp, 10 HP 208V / 3 Phase, Overhead	1,090.00	1,510.00		\$
704027	100 Amp, 20 HP 208V / 3 Phase, Overhead	1,450.00	2,010.00		\$

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

Motor Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609108	Temporary Motor Power Package*	302.00	420.00		\$

*One motor outlet is required for each chain hoist. Inclusive of outlet, labor and materials for a quantity of up to 4 exhibitor supplied motors. Please call for quote if supplying 5 or more motors.

Electrical Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	117.75	147.25	176.50			\$
705061	Electrical, OT	223.75	279.50	335.75			\$

Form Continues on Next Page

E-7 092117 cstm 110317 011600384



Rigging Power and Electrical Labor Order Form

Page 2 of 2

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

Discount Deadline Date:
October 23, 2017

Company Name

Email

Phone Number

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

Hang Monitor*: Size _____ Qty _____ Other _____

*Monitors 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
- Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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



Booth Layout - Hanging Signs

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

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

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



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

LDI

Name of Exhibition

0110600384

Booth Number

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Tuesday, Oct 10, 2017 - Monday, Oct 23, 2017

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

LDI

Name of Exhibition

0110600384

Booth Number

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Tuesday, Oct 10, 2017 - Monday, Oct 23, 2017

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Electrical Chain Hoist and Truss Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- **Sign and/or truss points exceeding 300 lbs. will require a hoist.**
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.
- Hoist packages are all inclusive of outlet, labor and install and dismantle, and materials for the motors only.
- One motor outlet is required for each chain hoist. Inclusive of outlet, labor and materials for quantity of up to 4 exhibitors supplied motors. Please call for quote is supplying 5 or more exhibitors.
- Rotating Motor Package is all inclusive of motor, outlet, labor and materials. Motor outlet provided up to 250 lbs. If additional weight is required, please call.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/011600384/hoist/esm>

Chain Hoists, Motors and Truss

CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	1,450.00	2,020.00		\$
702132	Hoist, Electric Chain, 1/2 TON	1,450.00	2,020.00		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Motor Outlet

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609108	Motor Outlet	302.00	420.00		\$

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609106	Rotating Motor 250#	1,030.00	1,430.00		\$

Tomcat Aluminum Truss

12" and 20" Aluminum Trusses are available. Please call for estimate 702.515.8691 or email GES@ts-electric.com.

GES needs a final engineered drawing of all trusses and lighting by October 23, 2017. Failure to provide engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost. Any changes or additions made to your engineered drawing after October 23, 2017 will be billed at regular rates for the entire build.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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



Truss Lighting Package Order Form

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

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Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:

October 23, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- A full line of accessories and custom systems are available. Please email lvrigging@ges.com for more information.
- Requires motor and lighting power. Please order both below.
- Delivery, installation, rental, initial focus time, and dismantling are included in package price.
- Changing of truss package will require additional equipment/labor, which will be chargeable.
- Please include Booth Layout form for placement of your truss.
- Please provide us with a drawing (a .dwg file) showing the placement of your trapeze and par fixtures. Also, please indicate on your drawing the focus direction for each fixture.

Order Truss Lighting Packages

Truss Lighting Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700601	Truss Lighting - Package #1	8,290.00	11,520.00		\$
↳	10 linear feet of Truss, 3 - Par Cans or Leikos Lights, 1/2 hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.				
700602	Truss Lighting - Package #2	8,820.00	12,260.00		\$
↳	20 linear feet of Truss, 6 - Par Cans or Leikos Lights, 1/2 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.				
700603	Truss Lighting - Package #3	10,170.00	14,140.00		\$
↳	30 linear feet of Truss, 9 - Par Cans or Leikos Lights, 1 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				
700604	Truss Lighting - Package #4	11,730.00	16,310.00		\$
↳	40 linear feet of Truss, 12 - Par Cans or Leikos Lights, 1-1/2 Hours Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				

Overhead Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
704025	030 Amp, 5 HP 208V / 3 Phase, Overhead	820.00	1,140.00		\$
704026	060 Amp, 10 HP 208V / 3 Phase, Overhead	1,090.00	1,510.00		\$
704027	100 Amp, 20 HP 208V / 3 Phase, Overhead	1,450.00	2,010.00		\$

Form Continues on Next Page



Truss Lighting Package Order Form

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Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Motor Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700025	030 Amp, 5 HP 208V / 3Phase	820.00	1,140.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	1,090.00	1,510.00		\$

Please indicate choice(s)

Truss Size

☐ 12" Box

☐ 20" Box

Truss Color

☐ Black

☐ Silver

Lights

☐ Leikos

☐ Parcan

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

**Please
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

Delivery, installation, rental, initial focus time and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

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Stagehand Labor Order Form

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

LDI

Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- GES needs a .dwg drawing of all truss and lighting rigging, including rigging point loads and load path, per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load calculations prior to discount deadline date may delay your move-in date.
- Don't forget to order labor for Move In and Move Out.
- When scheduling, keep in mind time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- For any rigging related questions: email us at lvrigging@ges.com
- Short Turn: One (1) Straight Time and one (1) Overtime hour at prevailing rates for any worker requested to return, by exhibitor, without an 8 hour break
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	134.50	168.00	202.00			\$
705094	Stagehand Labor, ST Move Out	134.50	168.00	202.00			\$
705094	Stagehand Labor, OT Move In	235.25	283.50	353.25			\$
705094	Stagehand Labor, OT Move Out	235.25	283.50	353.25			\$

Type of Stagehand Labor:

- ☐ High Rigger ☐ Ground Rigger ☐ Theatrical Stage Electric ☐ Projectionist
☐ AV Technician ☐ Sound Technician ☐ Programmer

Equipment w/Crew or Operator

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705200	5,000# Move In	225.25	281.00	338.50			\$
705200	5,000# Move Out	225.25	281.00	338.50			\$
705301	Scissor Lift Move In	417.00	520.75	624.75			\$
705301	Scissor Lift Move Out	417.00	520.75	624.75			\$
705302	Condor Move In	614.50	799.00	983.50			\$
705302	Condor Move Out	614.50	799.00	983.50			\$
705304	Genie Lift, Hand Crank Move In	328.25	379.25	430.75			\$
705304	Genie Lift, Hand Crank Move Out	328.25	379.25	430.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600384/labor/esm>

Form Continues on Next Page



Stagehand Labor Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service

Project Equipment:

Type _____ Quantity _____

Mounted To:

☐ Wall or Structure ☐ Ground-Supported Truss ☐ Suspended Truss ☐ Other: _____

Video Walls:

☐ Monitor on suspended truss ☐ Monitor connected to cameras ☐ LED

Lighting - ☐ Dimmable ☐ Programmable ☐ Non-Dimmable/Non-Programmable

☐ Robotic/LED and or moving lights ☐ Parcans ☐ Lekos ☐ Studio and motion picture lights

☐ Other: _____

Speakers/Sound Equipment

Size _____ Quantity _____

Mounted To:

☐ Wall or Structure ☐ Ground Supported Truss ☐ Suspended Truss ☐ Other _____



Reminder

- GES maintains jurisdiction over the installation, operation and dismantling of all electrical equipment, including: audio, projection, studio lighting, television cameras, monitors/plasmas, lighting control systems, dimming system, ground support and flown truss for rigging of electrical chain hoist and all items fastened to the truss. During show days all programming and standby will be done through GES Stagehands. Exceptions reviewed by management.
- Exhibitors may be charged to transfer the individual rigging plan to the overall facility plan for approval at the hourly rate. (facility requirement)

Step 3. Schedule Stagehand Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Please have a representative supervise the work to be done and sign labor order upon completion of the work. Confirm labor and equipment by 2:30 PM the day before date requested. Equipment and labor cancelled without a 24 hour notice shall be charged a (1) hour cancellation fee per worker and (1) hour per equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is (1) hours per worker and (1) hour per equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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Stagehand Labor Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Cleaning and Porter Service Order Form

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

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Las Vegas Convention Center, Central Hall
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Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.65	0.90		1	\$
500600	Duration of Show (per sq. ft. per day)	0.37	0.51		3	\$
500602	Per Day (per sq. ft. per day)	0.41	0.57			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.89	1.24		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.52	0.72			\$

Waste Removal

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
500630	Confetti Cleaning Fee	340.00	472.00		\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	214.00	297.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	310.00	431.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	373.00	518.00			\$
501010	P3,001 Sq.Ft. and Greater	437.00	608.00			\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.



Electrical Checklist

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

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Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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Electrical Safety and Regulation

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

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Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

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

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

**Reminder:**

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

Electrical Services Frequently Asked Questions

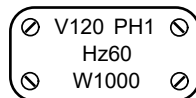
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

LDI

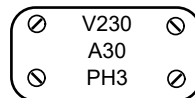
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

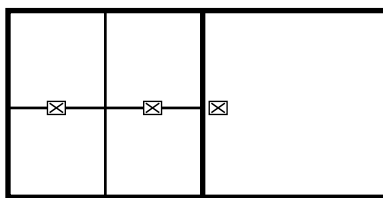
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

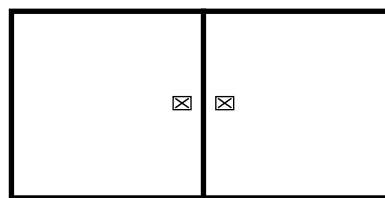
Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis. Each booth requiring power must order outlets separately. For the safety of exhibitors and attendees, and to maintain service quality there is no sharing of power.

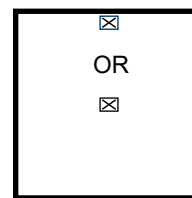


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk. Temporary motor power will be provided as ordered on the motor power outlet page.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

What else should I know?

All floor plans are reviewed prior to show site in order to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time. If labor is scheduled and the electrician shows up and there is no one there to direct them, there will be a 1 hour not ready charge billed per worker requested. You will need to go to the service desk when you are ready to place a new order. Show site labor rates may apply.

Laborers are required when ordering booth work labor for installation of monitors over 37" and when cords need to be fished under carpet for floor work labor.

Additional charge of \$195.00 will be applied for every 1000 watt overhead light ordered when your booth is located in certain areas due to the nature of the building and equipment required to install these lights.

Materials are charged on an as needed bases and are added to your invoice. Be sure to budget for these incidentals like extension cords, plug strips and tape. GES Electrical can assist you in estimating, though it is difficult to predict the length and amount needed until work is actually performed.

Electrical Outlets Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For 220V, 380V or 480V outlets, please order online: <http://e.ges.com/011600384/electrical/esm>

120v Motor and Equipment Outlets

☐ For my Inline/Peninsula booth, placement will be in back of booth.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	127.00	177.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	221.00	307.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	260.00	362.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	291.00	405.00		\$
700005	030 Amp, 1 HP 120V	407.50	567.00		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	545.00	758.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	763.00	1,060.00		\$
704125	030 Amp, 5 HP 208 V / 3Phase - MOTOR	<input type="checkbox"/>	820.00	1,140.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	820.00	1,140.00		\$
704126	060 Amp, 10 HP 208 V / 3Phase - MOTOR	<input type="checkbox"/>	1,090.00	1,510.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,090.00	1,510.00		\$
704127	100 Amp, 20 HP 208V / 3Phase - MOTOR	<input type="checkbox"/>	1,450.00	2,010.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,630.00	3,650.00		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	3,940.00	5,470.00		\$

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

3P 380v/220v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700034	020 Amp, 380V/220V / 3Phase	1,030.00	1,430.00		\$
700035	030 Amp, 380V/220V / 3Phase	1,170.00	1,630.00		\$
700036	060 Amp, 380V/220V / 3Phase	1,710.00	2,370.00		\$
700037	100 Amp, 380V/220V / 3Phase	2,570.00	3,570.00		\$
700038	200 Amp, 380V/220V / 3Phase	4,120.00	5,720.00		\$
700039	400 Amp/380V / 3Phase	6,170.00	8,580.00		\$

3P 480v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700044	020 Amp, 7.5 HP 480V / 3Phase	856.00	1,190.00		\$
700045	030 Amp, 10 HP 480V / 3Phase	978.00	1,360.00		\$
700046	060 Amp, 20 HP 480V / 3Phase	1,420.00	1,980.00		\$

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Electrical Outlets Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name Email Phone Number

Show Site Contact Show Site Email Show Site Phone Number

480V 3P*

700047	100 Amp, 50 HP 480V / 3Phase	2,140.00	2,980.00		\$
700048	200 Amp, 100 HP 480V / 3Phase	3,430.00	4,770.00		\$
700049	400 Amp, 480V / 3Phase	5,140.00	7,150.00		\$

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.25	10.05		\$

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

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

24 Hour Electrical Outlets Order Form

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

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Las Vegas Convention Center, Central Hall
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Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- For 220V, 380V or 480V outlets, please order online: <http://e.ges.com/011600384/electrical/esm>

120v Motor and Equipment Outlets

☐ For my Inline/Peninsula booth, placement will be in back of booth.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	254.00	354.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	442.00	614.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	520.00	724.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	582.00	810.00		\$
700005	030 Amp, 1 HP 120V	815.00	1,134.00		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,090.00	1,516.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,526.00	2,120.00		\$
704125	030 Amp, 5 HP 208 V / 3Phase - MOTOR	<input type="checkbox"/>	1,640.00	2,280.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,640.00	2,280.00		\$
704126	060 Amp, 10 HP 208 V / 3Phase - MOTOR	<input type="checkbox"/>	2,180.00	3,020.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,180.00	3,020.00		\$
704127	100 Amp, 20 HP 208V / 3Phase - MOTOR	<input type="checkbox"/>	2,900.00	4,020.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	5,260.00	7,300.00		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	7,880.00	10,940.00		\$

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

3P 380v/220v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700034	020 Amp, 380V/220V / 3Phase	2,060.00	2,860.00		\$
700035	030 Amp, 380V/220V / 3Phase	2,340.00	3,260.00		\$
700036	060 Amp, 380V/220V / 3Phase	3,420.00	4,740.00		\$
700037	100 Amp, 380V/220V / 3Phase	5,140.00	7,140.00		\$
700038	200 Amp, 380V/220V / 3Phase	8,240.00	11,440.00		\$
700039	400 Amp/380V / 3Phase	12,340.00	17,160.00		\$

3P 480v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700044	020 Amp, 7.5 HP 480V / 3Phase	1,712.00	2,380.00		\$
700045	030 Amp, 10 HP 480V / 3Phase	1,956.00	2,720.00		\$
700046	060 Amp, 20 HP 480V / 3Phase	2,840.00	3,960.00		\$
700047	100 Amp, 50 HP 480V / 3Phase	4,280.00	5,960.00		\$

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24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

480V 3P*

700048	200 Amp, 100 HP 480V / 3Phase	6,860.00	9,540.00		\$
700049	400 Amp, 480V / 3Phase	10,280.00	14,300.00		\$

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.25	10.05		\$

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

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

Lighting Order Form

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

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



Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 75 Watt Black Arm Light (664752): This option provides a 75 watt bulb. Typically this light is used to light up a wall panel, highlight a graphic panel, or product on a shelf.
- Bay Light (700376): This lighting will cover up to a 25' x 25' floor space, providing ambient coverage versus direct spotting of lights.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.
- Track Light with Fixtures (700339): This option provides 50 watts per track head. This is another light that can provide direct lighting to product from a short distance.

664752



700376



700361



700350



700352



700339



700337



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700337	Addtl. Track Light Fixture (Track not Included)***	53.25	74.00		\$
664752	Arm Light, 75 Watt Black***	115.00	160.00		\$
700376	Fixture, Bay Light****	1,390.00	1,930.00		\$
700361	Floodlight, 1000 Watt Overhead**	532.00	739.00		\$
700350	Floodlight, 120 Watt*	166.00	231.00		\$
700352	Floodlight, 120 Watt Double*	255.00	355.00		\$
700339	Track with 3 Light Fixtures, White***	292.00	406.00		\$

Form Continues on Next Page



Lighting Order Form

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

Company Name	Email	Phone Number	Booth Number
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Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stantion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

*** If distribution of power is required to provide power to the lights, a labor order will be required.

**** This price is inclusive of light, power, assembly, installation and removal. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. All floorplans are reviewed prior to showsite to determine hanging points, load paths and materials needed. A fee of \$50.00 will be billed for this time..

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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Electrical Floorwork Labor Order Form

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

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Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	117.75	147.25	176.50			\$
705060	Electrical, OT	223.75	279.50	335.75			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES Electrical will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) drop location?

____ Yes ____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

Form Continues on Next Page



Electrical Floorwork Labor Order Form

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

Discount Deadline Date:
October 23, 2017

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

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

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

Please Sign	X
	Authorized Signature
Authorized Name - Please Print	
Date	

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

Total Payment Enclosed	\$
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By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Booth Work Labor Order Form

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

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Las Vegas Convention Center, Central Hall
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Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	117.75	147.25	176.50			\$
705061	Electrical, OT	223.75	279.50	335.75			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.
- Hang Monitor*: Size _____ Qty _____ Other _____
- *Monitors 37" and larger require 2 electricians.
- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
October 23, 2017

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

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

Electrical Equipment Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- GES forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift

Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses.
(3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket

Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate

Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705200	5,000 lb, ST	214.75	268.00	321.75			\$
705200	5,000 lb, OT	300.50	375.50	450.50			\$
705230	5,000 lb w/Basket, ST	369.25	461.50	553.50			\$
705230	5,000 lb w/Basket, OT	516.75	645.75	775.00			\$

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift	614.50	768.25	922.00			\$
705301	Scissor Lift	417.00	520.75	624.75			\$
705302	Condor	614.50	768.25	922.00			\$
705304	Genie Lift, Hand Crank, ST	178.50	223.25	267.75			\$
705304	Genie Lift, Hand Crank, OT	255.25	319.25	383.25			\$

Form Continues on Next Page



Electrical Equipment Order Form

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

Discount Deadline Date:
October 23, 2017

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

Step 2. Please Indicate Service

Describe work that needs to be performed:

Step 3. Schedule Electrical Equipment

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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



Booth Layout - Electrical

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V _____ AMPS



208 V Single Phase _____ AMPS



208 V Three Phase _____ AMPS



480 V Three Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: _____)

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate Adjacent Booth or Aisle Number:

Indicate Adjacent Booth or Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

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

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

October 23, 2017

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Plumbing Services Information

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

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Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.
- Water will be turned on 30 minutes before show open and shut off 30 minutes after the show closes on each show open day.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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Plumbing Services Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	651.00	905.00		\$
701115	Air - Additional Footage	4.10	5.70		\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	22.10	30.75		\$
701039	Air Outlet, Connection	149.00	207.00		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	325.00	452.00		\$

Note: Airline size is predicated on numbered CFM's ordered.

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	651.00	905.00		\$
701117	Drain - Additional Footage	4.10	5.70		\$
701051	Drain Outlet, Connection	149.00	207.00		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	325.00	452.00		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	651.00	905.00		\$
701116	Water - Additional Footage	4.10	5.70		\$
701087	Water Outlet, Connection	149.00	207.00		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	325.00	452.00		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701054	Fill & Drain, 1-149 Gallons, Per Unit	344.00	478.00		\$
701055	Fill & Drain, 150-299 Gallons, Per Unit	496.00	690.00		\$
701056	Fill & Drain, 300-999 Gallons, Per Unit	899.00	1,250.00		\$
701057	Fill & Drain, 1000-4999 Gallons, Per Unit	1,190.00	1,660.00		\$
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,580.00	2,200.00		\$

The above price includes a one-time fill and drain for each container. Labor is not included. Plumbing contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



Plumbing Labor Order Form

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Discount Deadline Date:
October 23, 2017

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



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	105.25	131.50	157.75			\$
705011	Plumbing, OT	210.00	262.75	315.50			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705302	Condor	614.50	768.25	922.00			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES will proceed with the labor. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Form Continues on Next Page



Plumbing Labor Order Form

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

Discount Deadline Date:
October 23, 2017

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

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

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Notice of Intent to Use EAC and Policies and Procedures

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 14, 2017

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the Exhibitor

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) Fax: (area code)

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 14, 2017

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
4. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
9. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
11. EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Penton Media (Boulder) (Show Management), LDI (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
14. EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.



Agreement and Rules and Regulations between GES and EAC

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

LDI
Las Vegas Convention Center, Central Hall
November 17 - 19, 2017

Form Deadline Date:
October 14, 2017

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

L-3/L-4 091217 110317 011600384

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/17									
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>												
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:												
COVERAGES 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.															
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS										
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000										
	B				AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident)						
					C				GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/17	01/01/18	AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$ \$		
									A				UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/17
					D					WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	01/01/17	01/01/18	X WC STATU- ORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000		
OTHER	Each Occurrence & Aggregate														
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), Penton Media (Boulder) (Show Management), Las Vegas Convention Center (Facility), and LDI (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: November 17 - 19, 2017 at city of Las Vegas.															
CERTIFICATE HOLDER X		ADDITIONAL INSURED; INSURER LETTER: X			CANCELLATION										
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 7000 Lindell Road Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS													
		AUTHORIZED REPRESENTATIVE <div style="text-align: right;"> 10. </div>													

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Penton Media (Boulder) (Show Management), LDI (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



Additional Service Order Forms

OFFICIAL TECHNOLOGY RENTAL ORDER FORM


QTY	LARGE LED DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9)- Includes Speakers	\$1,895.00	
	80" LED Display (16:9) - Includes Speakers	\$1,395.00	
	65" LED Display (16:9) - Includes Speakers	\$995.00	
	55" LED Display (16:9) - Includes Speakers	\$675.00	
	46" LED Display (16:9) - Includes Speakers	\$545.00	
	40" LED Display (16:9) - Includes Speakers	\$425.00	
	32" LED Display (16:9) - Includes Speakers	\$285.00	
	72" Dual Post Floor Stand for 32" and Larger being used with SSR Display	\$85.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold DVD, Laptop etc.	\$30.00	

QTY	TOUCH SCREEN LED DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$1,890.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,320.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,090.00	
	42" LED Touch Screen	\$795.00	
	40" LED Touch Screen Overlay w/ monitor	\$920.00	
	32" LED Touch Screen Overlay w/ monitor	\$580.00	

QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$170.00	
	24" LCD Widescreen Display (16:9)	\$90.00	
	20" LCD Display (4:3)	\$35.00	
	19" LCD Display (4:3)	\$25.00	
	Apple 23" Cinema Display	\$150.00	
	Wall Mount Bracket for 19-27" LCDs	\$25.00	
	72" Single Post Floor Stand for 19-27" LCD being used with SSR Display	\$85.00	

QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$235.00	

QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Desktop:Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$125.00	
	Desktop: i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$150.00	
	Laptop: HP Probook 6570b i5 2.5ghz 8GB RAM 500GB HD 15.6" LED	\$135.00	
	Laptop: i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7	\$190.00	

QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 21" IMAC Intel i5 2.7ghz 4GB 500GB	\$200.00	
	Apple 30" LED Cinema Display	\$335.00	
	Apple 27" IMAC Intel Core i5 Quad 2.7ghz 8GB 1TB	\$295.00	
	Apple Mac Mini i5 Core 2.3ghz 2GB 500GB	\$120.00	
	Apple 15.4" MacBook Pro i7 QuadCore 2.4 GHz 8GB 750GB	\$225.00	

EQUIPMENT SUB TOTAL			
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Show Code: LDIC1117

OFFICIAL TECHNOLOGY RENTAL ORDER FORM


QTY	VIDEO WALLS (Call for rates on other configurations)	PRICE	TOTAL
	LED Wall Tiles	Call For Quote	
	NEC 46" LCD Video Wall Panel- Includes Wall Mount	\$995.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$1,595.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$4,125.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$9,100.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$6,525.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$14,500.00	

QTY	APPLE IPADS- 3G and 4G options available	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$85.00	
	Apple iPad 5 Air wifi 16GB	\$105.00	
	Apple iPad Lilitab Floor Stand	\$190.00	
	Apple iPad Locking Table Top Stand	\$75.00	
	Graphics for iPad Kiosk	\$150-\$400	
	Mifi Hotspot Device- Activation Fee Included	\$150.00	

QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$100.00	
	5000 Laser Projector	\$595.00	
	8' x 8' Tripod Projection Screen	\$125.00	
	7.5' x 10' FastFold Screen	\$760.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$155.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$710.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$300.00	

QTY	INTERACTIVE KIOSK	PRICE	TOTAL
	Podium 21.5" Kiosk	\$595.00	
	Custom Branding	Call for Price	

QTY	CHARGING STATION	PRICE	TOTAL
	Hightop Charging Station Table	\$795.00	
	SmartStation Classic	\$995.00	
	Secure Lockable Charging Station 19"	\$995.00	
	Custom Branding	Call for Price	

QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$155.00	
	HP Color Laser Printer	\$275.00	
	45 PPM Black & White Copier	\$595.00	
	30 PPM Color Copier	\$695.00	

EQUIPMENT SUB TOTAL			
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Show Code: LDIC1117

IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171
 FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALES@SMARTSOURCERENTALS.COM



<p>UNION & MATERIAL HANDLING FEES: All MATERIAL HANDLING & UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.</p> <p>SERVICE: All rentals include 24x7 service & support.</p> <p>DAMAGE WAIVER/LOSS COVERAGE: Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.</p> <p>DELIVERY/PICKUP: A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.</p> <p>PAYMENT: SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p>CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.</p> <p>CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p>RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.</p>	<p>Drayage and Union Labor, if required, are not included and remain the client's responsibility. Any associated charges will be billed seperately.</p>	
	<p><input type="checkbox"/> BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER & LOSS COVERAGE.</p>	
	<p>DELIVERY/SET UP & PICK UP 28% OF EQUIPMENT TOTAL (Minimum \$175)</p>	
	<p>SUB TOTAL</p>	
	<p>SALES TAX <i>Subject To Change</i></p>	<p>8.25%</p>
	<p>SALES TAX TOTAL</p>	
<p>TOTAL*</p>		
<p>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</p>		

PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE

EXHIBITION INFORMATION		PAYMENT INFORMATION	
<p>Show Name</p> <p align="center">LDI 2017</p>	<p>Company Name</p>		
<p>Exhibiting Company Name</p>	<p>Billing Address</p>		
<p>Booth # & Hall/Room Name</p>	<p>City</p>	<p>State</p>	<p>ZIP</p>
<p>Show Site Contact</p>	<p>Credit Card Number</p>	<p>Exp. Date</p>	
<p>Show Site Contact Cell Phone #</p>	<p>Authorized Signature</p>		<p>Security Code</p>
<p>Setup Date & Time (2 hr Window Required)</p>	<p>Print Name</p>		
<p>Pick-up Date & Time (2 hr Window Required)</p>	<p>Email Address</p>		
<p>Ordered By</p>	<p>Phone #</p>	<p>Email</p>	

ORDER COMMENTS / INSTRUCTIONS

[Click Here To Order Online](#)

**OR EMAIL ORDER FORM TO:
EXHIBITORSALES@SMARTSOURCERENTALS.COM**

Show Code: LDIC1117

The Las Vegas Convention Center Welcomes



LDI SHOW

November 13-19, 2017

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

Please Place Your Order By:
Monday October 30, 2017

Orders placed after this date are subject to approval and availability.

To Place Orders:

Email: Shawndra.Talaga@centerplate.com

Call: 702-943-6779 or **Fax:** 702-943-6789

Visit Online: lvcvaexpresscatering.ezplanit.com



EXCLUSIVITY

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



Centerplate

Making It Better To Be There Since 1929.™

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

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



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



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

Thank You for Your Cooperation!



LAS VEGAS CONVENTION CENTER

BOOTH CATERING DEPARTMENT EXHIBIT BOOTH FOOD & BEVERAGE POLICY

Booking Amendments & Cancellations

Changes and/or cancellations must be received 5 BUSINESS DAYS in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received prior to 2 p.m. and will be subject to a 20% change fee. Late changes will also be subject to approval by the Centerplate Sales Department based upon availability of product and staff.

Payment Policy

Centerplate Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

Delivery Charge

A \$25.00(+) “trip charge” will apply for each food and beverage delivery. Please allow a minimum of 90 minutes for all on-site and unscheduled replenishment requests during the show.

*Remote location fees will apply to all deliveries to parking lot exhibits.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu content, etc., is subject to special pricing.

Service Ware

Due to the restricted amount of space available for booth catering service, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. Biodegradable service ware is used where available. If you require china service, please order these items separately. Available items are listed under the “Equipment & Labor” section of the menu.

Service Personnel

When ordering Centerplate personnel for your booth, please plan for one hour each for set-up and break down time. Our union service personnel are entitled to two 15 minute and one 30 minute break per 8 hour shift. Please plan accordingly.

Delayed or extended service

In order to offer the very finest presentation, all services are planned with the following timetable: one hour for setup, two hours for service and one hour for breakdown. If for any reason, service is delayed or will exceed the normal time frame, an additional charge per server will be assessed for each additional hour. Please note that in order to ensure the quality of food and beverage, Centerplate cannot leave food out for longer than 2 hours.

Tax & Administrative charges.

All food and beverage pricing is subject to a 19% administrative charge and 8.25% sales tax. All equipment and labor charges are subject to a 8.25% sales tax only.

Pricing

All prices are subject to change without prior notification. Centerplate cannot guarantee pricing until such time as catering needs have been submitted and a signed service agreement and all banquet event orders are on file. Orders received within 5 business days prior to the first show day, or onsite during the show are subject to a 25% surcharge and are subject to availability.

Please note that all catering services served in parking lots may be subject to additional labor fees to include setup and teardown.

Tables & Electrical Requirements

Centerplate does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

Unauthorized Food & Beverage

Centerplate is the exclusive caterer for the Las Vegas Convention Center. Absolutely no food or beverage, candy, water, etc., are allowed into the Las Vegas Convention Center without approval from, and appropriate waiver/corkage fees paid to Centerplate. NO alcoholic beverages are allowed to be brought into the Las Vegas Convention Center.

Alcohol Policy

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

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

For Cash Bars, a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee.

For Cash/Ticket Bars, a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee -whichever is greater.

All bars services lasting more than 4 hours will incur an increased minimum sales threshold.

The requirements and expectations of any Centerplate customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

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

HOT BEVERAGES

All equipment rentals are per day.

Freshly Brewed Coffee

2.5 gallons of 100% Colombian coffee or decaf coffee
\$127.50

Hot Tea Variety

2.5 gallons of hot water with Lipton black, green and decaf teas **\$127.50**

Keurig K-Cup Coffee Package

Keurig Coffee Brewer Makes Individual Fresh Brewed Cups of Coffee
Package Includes 24 K-Cups on first days rental only
**Requires a dedicated 120 volt, 15 amp electrical outlet*

\$98.00 per 1st day rental
\$25.00 per additional day rental

Espresso/Cappuccino Machine

Offer Your Guests a Freshly Made Espresso, Latte or Mocha
One barista included for up to six hours per day, \$45.00 each additional hour
**Requires 2 dedicated 120 volt, 20 amp electrical outlets*

\$648.00 per day rental

Accompaniments

Keurig K-Cup Kit Replenishment

24 Coffee K-Cups
Ask your sales manager about flavored coffee, decaf and tea K-Cup options.
\$98.00 per kit **2 Kits Minimum**

Gourmet Espresso

This item must be ordered to accompany the espresso machine.
Kit includes espresso, chocolate syrup, whipped cream and milk. 50 Servings.
\$136.25 per kit **2 Kits Minimum**

COLD BEVERAGES

Las Vegas Logo Bottled Water

\$43.00 per case of 24

Aquafina Ecofina Water – 50% Less Plastic

\$62.00 per case of 24

Cold Water Cooler – advance order only

Requires a dedicated 110 volt, 5 amp electrical outlet, includes only equipment

\$38.00 per day

Nestle Pure Life 5 Gallon Water Jug

\$28.00 each

Assorted Tropicana Bottled Juice

Apple, Cranberry and Orange Juices

\$39.25 per dozen (12)

½ Pints of Milk

\$27.25 per dozen (12)

Assorted Pepsi Soft Drinks

Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

\$60.00 per case of 24

Assorted Gatorade

Grape, Fruit Punch and Lime

\$82.00 per case of 24

Iced Tea, Lemonade or Fruit Punch

\$89.00 per 2.5 gallons

Specialty

Custom Bottled Water

What better way to get your company name in everyone's hand!

Available in 16.9 oz. or 12 oz. bottles. 24 bottles per case with a minimum order of 25 cases.

Due to the nature of this product, camera ready artwork (300dpi Jpeg format preferred) must be received no later than 60 days prior to your event. Price available upon request

BREAKFAST

Fresh Breakfast Pastry Selection

Assorted Fresh Baked Pastries, Croissants and Breakfast Breads Including Lemon Yogurt, Banana Pecan, Cinnamon Streusel, Sweet butter, Smucker's preserves

\$47.75 per dozen

Locally Baked Bagel Selection

Great Buns Brand, Assorted Bagels , Philadelphia Cream Cheese, Sweet Butter, Smuckers Preserves

\$34.75 per dozen

Carl's Donuts

Glazed, Sour Cream, Apple Fritter, Chocolate Glazed

\$32.50 per dozen

In Season Whole Fresh Fruit

\$26.00 per dozen

Yogurt

Assorted Flavors

\$39.25 per dozen

Individual Cereals

Rice Chex, Cheerios, Honey Nut Cheerios, Nature Valley Low-Fat Granola & Fruit, Fiber-One Raisin Brand Clusters, Skim and Whole Milk

\$63.00 per dozen

Fresh Sliced Fruit Tray

Pineapple, Melons, Berries

\$143.75 Serves 24

Package

Good Morning, Las Vegas!

Lemon, Banana and Cinnamon Breakfast Breads, Fresh Baked Pastries, Croissants, Bottled Tropicana Fruit Juices, 100% Colombian Coffee, Sweet Butter and Smucker's Preserves

\$183.25 Serves 12

LUNCH

Sandwich Platters

Platters are designed to serve 12 guests. All platters are accompanied by assorted bagged chips.

Sin City Sliders

Chicken BLT - Sliced Chicken Breast, Smoked Bacon, Pico de Gallo, Baguette

Italian Grinder - Salami, Ham, Pepperoni, Provolone, Pepperoncini, Italian Dressing, Baguette

Turkey Slider - Turkey, Jack Cheese, Sweet Peppers, Romaine , Herb Mayo, Baguette

\$261.50

Assorted Vegetarian

Caprese - Spring Mix, Mozzarella, Sundried Tomato, Garlic and Herb Wrap

Southwest Vegetable - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

Traditional - Tomato, Cucumber, Carrots, Pea Shoots, Sunflower Seeds, Boursin, Provolone, Wheat Kaiser

\$189.50

Roast Turkey on Croissant

Sliced Turkey, Provolone, Leaf Lettuce, Croissant, Mayo, Mustard Spreads

\$209.25

Black Bean Chicken Wrap

Julienned Chicken, Black Bean Spread, Parmesan, Romaine, Flour Tortilla

\$240.00

#1 Best Seller!

Only Vegas Platter

Chicken Chipotle - Cotija Cheese, Lettuce, Tomato, White Kaiser Roll

Honey Ham & Swiss – Lettuce, Wheat Kaiser Roll

Gourmet Roast Beef* – Cheddar, Lettuce, Horseradish Spread, White Kaiser Roll

Southwest Vegetable - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

\$252.75

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

All prices subject to 8.25% sales tax and 19% administrative charge. All pricing subject to change without notice.

LUNCH

Salads

Salads are designed to serve 12 guests.

Mediterranean Pasta Salad

Tri-color Rotini, Zucchini, Carrots, Broccolini, Sweet Onion, Feta, Sundried Tomato
Vinaigrette

\$68.00

All American Potato Salad

Red Bliss Potato, Egg, Celery, Dijon Aioli, Celery Seed

\$69.00

Harvest Green Salad

Mixed Field Greens, Maytag Blue Cheese, Candied Walnuts, Dried Cranberries, Apricots, Balsamic Vinaigrette Dressing

\$71.75

Classic Caesar Salad

Romaine Hearts, Garlic Croutons, Parmesan, Caesar Dressing

\$71.75

Southwest Salad

Hearts of Romaine, Corn, Black Bean, Red Pepper, Jalapeno, Lime Vinaigrette Salsa, Tortilla Strips,
Chipotle Ranch Dressing

\$76.25

Grilled Chicken

Add Grilled Sea Salt and Peppercorn M lange Chicken to Any Salad

\$28.00

LUNCH

Boxed Lunches

Individual boxed lunch, all served with whole fruit, bagged Lays chips, Famous Amos cookies & bottled water.

Chicken Club Wrap

Grilled Chicken Breast, Romaine Lettuce, Smoked Bacon, Cheddar Cheese, Ranch Dressing, Garlic Herb Wrap
\$25.00

Roast Turkey on Croissant

Sliced Roasted Turkey, Provolone, Leaf Lettuce, Mayo, Mustard, Croissant
\$21.75

Honey Ham and Swiss

Leaf Lettuce, Whole Grain Mustard Spread, Wheat Kaiser Roll
\$21.75

Gourmet Roast Beef*

Cheddar Cheese, Horseradish Spread, Romaine Lettuce, Kaiser
\$21.75

Chicken Caesar Salad

Grilled Chicken, Hearts of Romaine, Parmesan, Croutons, Caesar Dressing
\$21.75

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Vegetarian

Chickpea Salad on Multi Grain

Kalamata Olives, Roasted Tomato, Romaine Lettuce, Tomato Ranch Spread, Multigrain Roll
\$25.00

Vegetable Cobb Salad

Chopped Romaine Lettuce, Grilled Vegetables, Bleu Cheese, Tomatoes, Hard Boiled Egg, Ranch Dressing
\$25.00

SNACKS

Savory

Sweet

Specialty

Logo Sheet Cake

Display Your Company's Logo!

\$141.50 Half Sheet Cake (*serves 45*)

\$272.50 Full Sheet Cake (*serves 90*)

Artwork must be supplied ten (10) business days prior to your service.

Salsa Time

Tostitos Brand Corn Tortilla Chips, Guacamole, Pico de Gallo

\$32.50 Serves 12

Rold Gold Pretzels

Individual Bags

\$24.00 per dozen

Planters Salted Peanuts

Individual Bags

\$24.00 per dozen

Planters Fruit and Nut Trail Mix

Individual Bags

\$24.00 per dozen

Assorted Bagged Chips

Doritos, Cheetos Crunchy, Lays Original, Barbecue

\$22.75 per dozen

Chex Mix Snack Mix

Traditional, Honey Nut, Hot & Spicy

Individual Bags

\$35.00 per dozen

Nature Valley Granola Bars

Assorted Flavors

\$36.00 per dozen

Energy and Protein Bar

Kashi, Power Bars

\$50.00 per dozen

Dessert Bars

Brulee Raspberry White Chocolate Cheese Bar, Caramel Apple Grannies, Lemon Shortbread, Gooney Turtle Brownie

\$50.00 per dozen

Fudge Brownies

Double Chocolate Fudge Brownies

(no nut item)

\$43.50 per dozen

Otis Spunkmeyer Colossal Cookies

Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut

\$34.75 per dozen

Paradise Road

Assorted Otis Spunkmeyer Colossal Cookies, Fudge Brownies, Petite Cheesecakes: Raspberry, Lemon and Vanilla

\$140.00 per order (25 pieces)

Candy Bowl

Jolly Rancher Hard Candy, Werther's Originals, Hershey's Miniatures, Peppermints, Sour Rockin' Rods

\$75.00 Serves 12

Drizzled Rice Krispy Treats

White and Dark Chocolate

\$43.75 per dozen

SPECIALTY ITEMS

Antique Popcorn Machine

(Attendant Required)

67"H x 34"W x 26"D

**Requires dedicated 110 volt, 20 amp electrical outlet*

\$190.75 per day

Tabletop Popcorn Machine

(Attendant Required)

22"H x 22"W x 18"D

**Requires dedicated 110 volt, 20 amp electrical outlet*

\$81.75 per day

Portable Convection Cookie Oven

(Attendant Required)

22"H x 22"W x 18"D

**Requires dedicated 110 volt, 20 amp electrical outlet*

**Table or countertop required*

\$54.50 per day

Specialty Refresh Items

Popcorn Packs

Individual Packages of Popcorn Kernels, Oil and Seasoning. Includes Popcorn Serving Bags. *Serves approx. 200 bags. *Requires a popcorn machine.*

\$179.75

Otis Spunkmeyer Cookie Dough

Your Choice of Chocolate Chip, Butter Sugar, Oatmeal Raisin, Peanut Butter, or White Chocolate Macadamia Nut Cookie Dough *Serves 240 pieces*

\$190.75

RECEPTIONS

Hot

Cold

Items are sold in increments of 50 pieces unless otherwise specified. Dedicated server is required for any hot food items.

Crispy Boneless Wings

Lightly Breaded or Spicy Buffalo Style,
with Ranch Dressing

\$190.75 per 50

Tempura Shrimp*

Farm Raised Shrimp, Hand Breaded and Tempura
Battered, Thai Chili Sauce

\$212.50 per 50

Chicken Southwest Spring Rolls

Seasoned Chicken, Black Beans, Sharp Cheddar
Cheese and Cream Cheese with Southwest Vegetables

\$190.75 per 50

Chicken Potstickers

Pan Fried Asian Dumplings Filled with Chicken, Green
Onion and Ginger with a Thai Chili Sauce

\$187.50 per 50

Petite Beef Wellington*

Layers of Delicate Puff Pastry Enrobed in Beef
Seasoned with Mushroom Duxelle

\$275.00 per 50

Jumbo Shrimp Cocktail*

Wild Caught Jumbo Shrimp
Traditional Horseradish Cocktail Sauce, Lemon

\$250.00 per 50

Canapés*

Goat Cheese and Roasted Peppers on Toast Round,
Seared Ahi Tuna, Nori, Wasabi Caviar on Toast Square,
Smoked Chicken, Papaya Salsa, Cream Cheese on Multi-
Grain Baguette

\$325.00 per 50

Hummus Trio

Traditional, White Bean & Roasted Garlic, Edamame Mint
Pita, Grissini, Flat Breads

Serves 24 guests

\$124.25

Gourmet Cheese Board

Savory Brie, Aged Cheddar, Creamy Maytag Bleu and
Boursin Cheese, Fruit Garnish, Gourmet Crackers and
Lavosh

Serves 24 guests

\$183.00

Garden Fresh Vegetable Crudit 

Seasonal Vegetable Display Including Carrots, Cherry
Tomatoes, Celery and Broccoli, Roasted Red Pepper Dip

Serves 24 guests

\$143.75

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may
increase your risk of foodborne illness.

All prices subject to 8.25% sales tax and 19% administrative charge. All pricing subject to change without notice.

ALCOHOLIC BEVERAGES

Bar Packages

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

Cash Bars a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee.

Cash/Ticket Bars a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee -whichever is greater.

All bars services lasting more than 4 hours will incur an increased minimum sales threshold.

	HOSTED / CASH	HOSTED EACH / CASE	CASH EACH
PREMIUM LIQUORS	\$8.25 PER DRINK / \$9.00 PER DRINK		
Ketel One or Grey Goose, Bombay Sapphire, Captain Morgan, Herradura Silver, Dewar's, Bulleit, Crown Royal, Hennessy V.S.O.P			
<i>Cordials available upon request</i>			
PREMIUM WINES	\$7.25 PER GLASS / \$8.00 PER GLASS		
William Hill Estate Winery Chardonnay			
MacMurray Estate Vineyard Valley Pinot Noir			
CALL LIQUORS	\$7.25 PER DRINK / \$8.00 PER DRINK		
New Amsterdam, Bombay Original, Bacardi Super, Jose Cuervo Especial, Dewar's White Label, Jack Daniels, Seagram's 7, Hennessy V.S			
<i>Cordials available upon request</i>			
CALL WINES	\$6.25 PER GLASS / \$7.00 PER GLASS		
Fetzer Chardonnay			
Fetzer Cabernet Sauvignon			
Fetzer Eagle Peak Merlot			
<i>Wines are subject to change based upon availability.</i>			
<i>Full wine list available upon request.</i>			
DOMESTIC BEER	\$5.50 / \$132		\$6.00
Budweiser, Bud Light, O'Doul's Amber (non-alcoholic, available upon request)			
IMPORTED BEER	\$6.50 / \$156		\$7.00
Stella Artois, Corona Extra, Heineken			
LOCAL CRAFT BEER	\$6.50 / \$156		\$7.00
Blue Moon, Sierra Nevada Pale Ale			
DRAFT BEER – KEG			
DOMESTIC	\$600.00 per KEG		
Bud Light, Budweiser, Miller Lite, Coors Light			
IMPORTED	\$775.00 per KEG		
Heineken, Sam Adams, Corona Light			
CRAFT BREW	\$775.00 per KEG		
Sierra Nevada, Blue Moon			
Assorted Pepsi Soft Drinks	\$2.50 ea.		
Bottled Water	\$2.60 ea.		

Please refer to page 4 for Alcohol policies. Customization of all liquor, beer and wine available upon request. Please consult with your Catering Sales Manager for pricing. Please note we are not able to serve kegs on the second floor of an exhibitor booth. A Bartender Fee of \$180.00+ will apply to all bars. Double Bars/Bartenders are counted as two bars with two guarantees.

All prices subject to 8.25% sales tax and 19% administrative charge. All pricing subject to change without notice.

China

If china service is ordered, it is required that service personnel also be ordered to work in your exhibit/booth.

Full China Service \$6.00 per setting

Refreshment & Coffee Break China Service \$3.00 per setting

Bar China Service \$3.00 per setting

Bamboo

Bamboo is upgraded Eco-friendly disposable serveware

Full bamboo Service \$6.00 per setting

Refreshment & Coffee Break bamboo Service \$3.00 per setting

Hand Washing & Sanitation Kit \$75.00 +
Hand-washing Disposable Kit to include:
2.5 Gallons of Water, 1 Roll of Paper Towels, Hand Soap, Disposable Bucket.

Sanitation Disposable Kit to include:
100 Professional Grade Sanitizing Wipes and Test strips

Labor

All labor is scheduled at a four hour minimum.

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

Food Server, Runner or Busser

\$120.00 – Four hour minimum

\$30.00 – per additional hour

Culinary Attendant or Bartender

\$180.00 – Four hour minimum

\$45.00 – per additional hour

Booth Manager

\$600.00 – per day

Personal Chef

\$600.00 – per day

*Please note a designated server in your exhibit booth requires the purchase of a hand-washing/sanitation kit.

FOOD AND/OR BEVERAGE SAMPLING ON-SITE PREPARATIONS/DISTRIBUTION APPROVAL FORM

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the **LVCC Catering Department** requires specific information for all on-site food and beverage preparation and dispensing.

This form must be completed and returned to the **LVCC Catering Department** for approval not less than two months prior to show move-in. Exhibitors who fail to obtain prior approval will not be allowed to prepare or dispense food or beverage on-site.

GENERAL CONDITIONS:

1. The policies below relate only to food and beverage related events. All other sampling is subject to a waiver fee.
 2. All food products brought into the building must comply with The Nevada Health Department.
 3. All items to be given away are limited to sample sizes.
 - a. Non-Alcoholic Beverages limited to maximum 3 oz. containers.
 - b. Food items limited to a normal "bite size" sample, not more than 2 oz.
 - c. Any item served over this size is subject to an additional fee. All fees are due to Centerplate prior to event.
 4. Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm. General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **LVCC's** exclusive Food Service Contractor, **CENTERPLATE**.
 5. Food or beverage may not be sold within **LVCC** except by the **LVCC's exclusive Food Service Contractor**.
 6. **LVCC** is solely licensed by the Nevada to sell and/or dispense alcoholic beverages. Contact House Manager for regulations and restrictions on dispensing alcoholic beverages.
 7. Exhibiting firms who wish to dispense alcoholic beverages **MUST** purchase through Centerplate.
 8. A certificate of liability naming **CENTERPLATE** as an additional insured **MUST** be submitted to Centerplate at least (5) business days prior to the first day of the show. Please provide general liability (\$1,000,000) and Workers Comp (\$1,000,000)
 9. All food and beverage sampling exhibitors are required to have handwashing / sanitation kits. These kits can either be brought in by the exhibitor or purchased from Centerplate. Please see the Handwashing / Sanitation Order form for more details.
-

Name of Show _____	Dates of Show _____
Exhibiting Firm _____	Booth # _____
Address _____	City _____ State _____ Zip code _____
Contact _____	Email _____ # _____

On Site Contact and Telephone

Product to be Prepared/Dispensed _____

How prepared _____

Type of equipment to be used _____

Portion size to be dispensed _____ Method of Dispensing _____

Is storage required? (Storage may not be available) _____

A representative of **CENTERPLATE** will contact you. _____

APPROVED:

_____ CENTERPLATE	_____ DATE	_____ COMMENT
_____ PUBLIC SAFETY (If Applies)	_____ DATE	_____ COMMENT

RETURN TO: **CENTERPLATE Convention Center – Las Vegas**
ATTN: Centerplate Catering Department
3150 Paradise Road
Las Vegas, NV 89109

Exhibit Catering Sales
Phone: 702-943-6779
Fax: 702-943-6789
Email: exhibitorcateringlvcc@centerplate.com

--Please Retain a Copy for Your Records--

FOOD AND BEVERAGE SAMPLING POLICY & GUIDELINES

LVCC Catering retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision.

- ❖ A company/organization may not bring any food, beverages and/or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.
- ❖ All food and beverage samples or traffic promoters brought in to the Las Vegas Center must have approval from CENTERPLATE Catering in writing prior to the event and adhere to the following guidelines:

Food & Non-Alcoholic Beverage Sampling

- ❖ A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Food samples are limited to a "bite size" sample, not more than 2 oz.
 - Samples of non-alcoholic beverages are limited to a (3) four-ounce maximum.
- ❖ A written description must be submitted in advance to LVCC Catering that details the product and portion size to be sampled. LVCC Catering will provide approval of sampling arrangements to the sampling company/organization in writing only.
- ❖ Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm.
- ❖ General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **LVCC** exclusive Food Service Contractor, **CENTERPLATE**.

Traffic Promoters

- ❖ "Traffic Promoters" (i.e. coffee, bottled water, candy, popcorn, etc.) that are of a type that competes with products vended by LVCC Catering, the sampling company/organization must contact LVCC Catering to arrange an appropriate buy-out fee. Please contact your LVCC Catering Sales Representative for more information.

Food Production Services

- ❖ If an organization requires food preparation, heating or other kitchen services, arrangements must be made no later than 3 weeks in advance of the start of the event. Only LVCC Catering staff may perform all preparation/cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your LVCC Catering Sales Representative for more information.

Food & Beverage Sampling -ICE

- ❖ Ice may also be ordered in advance for delivery to your booth during the show. The fee for ice is \$30.00 for each 20-pound bag.

Alcoholic Beverages

- ❖ All alcohol must be purchased and dispensed by Centerplate. No outside alcohol may be brought in the facility.
- ❖ **All of the aforementioned policies will be strictly administrated. Any violation of these will result in the removal of product from the show floor.**

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Centerplate Catering Sales Team
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
(p) 702-943-6779
(f) 702-943-6789
(e) exhibitorcateringlvcc@centerplate.com
Making It Better To Be There Since 1929.™

BOOTH CATERING | ORDER FORM

Centerplate holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water. **Centerplate requires that a LVCC bartender dispense all alcoholic beverages.**

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Hall/Lot: _____ Booth #: _____ Aisle: _____ Event : _____

Representative: _____ Title: _____

On-Site Contact: On-Site Cell #:

On Site Email:	Estimated No. of Guest
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MENU ITEMS · SUPPLIES · EQUIPMENT

[illegible]

DELIVERY FEE · BARTENDER · BOOTH STAFF · KITCHEN LABOR

[illegible]

COMMENTS:

SUBTOTAL

19% SERVICE CHARGE

SUBTOTAL WITH SERVICE CHARGE

8.25% LV STATE TAX

TOTAL ESTIMATED CHARGES

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page



ONE OPTION BELOW MUST BE SELECTED:

- ☐ Company Check used for total charges on initial catering contract. Credit Card to be used for additional items ordered on site.
☐ Credit Card to be used for all charges Pre-Ordered for the show and additional items Ordered On-Site.

Credit Card #: _____ Credit Card Type: _____

Cardholder's Name: _____

Exp. Date: _____ CID #: _____

- ☐ Check this box if billing address for this credit card is the same as Address listed on page (1)

If the address is different, please fill in the information below for the credit card

Street Address _____

City _____ State _____ Zip _____

BY SIGNING BELOW, CUSTOMER AGREES TO PAY TOTAL CHARGES AS SPECIFIED ON THE CATERING CONTRACT AS WELL AS ANY APPLICABLE CHARGES FOR ADDITIONAL ITEMS ORDERED ON-SITE. CENTERPLATE WILL USE THIS AUTHORIZATION FOR ANY ADDITIONAL CHARGES INCURRED AS A RESULT OF ON-SITE ORDERS PLACED BY YOUR REPRESENTATIVE(S).

AUTHORIZED SIGNATURE _____ **DATE** _____

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:
LAS VEGAS CONVENTION CENTER
ATTN: CENTERPLATE SALES DEPARTMENT
3150 PARADISE ROAD, LAS VEGAS, NV 89109
• PHONE (702) 943-6779 • FAX (702) 943-6789

BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.



Las Vegas Convention Plants

Send Payment To: Corporate Office
3111 S. Valley View Suite E126
Las Vegas, NV 89102
(702) 255-8862 Fax: (702) 255-2269
www.lasvegasconventionplants.com



Professional Floral Services	Cost Ea	Qty.	Total	Notes
SPECIAL MONEY SAVING PACKAGE RENTALS				
Assortment A (For typical 100 foot booth)	\$110.00			ASSORTMENT A (for typical 100' booth): two 3-foot bushy trees, one tabletop plant, all with deco containers.
Assortment B (For typical 200 foot booth)	\$155.00			ASSORTMENT B (for typical 200' booth): three 3-foot trees, one tabletop plant, all with deco containers.
FLORAL ARRANGEMENTS				RENTAL POLICY
Fresh Floral Arrangement Height: Width: Color:	\$80.00			<ul style="list-style-type: none"> • All materials and plants available on a rental basis only. • Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. • All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at the end of show.
Fresh Floral Arrangement Custom Design Height: Width: Color:	\$95.00			
GREEN & BLOOMING PLANT RENTALS				
Mum Plants (Indicate number & color) Yellow White Lavender	\$35.00			
Seasonal Flowering Plants (azaleas, etc.)	\$35.00			PAYMENT POLICY <ul style="list-style-type: none"> • All orders must be paid in full prior to or upon delivery unless accompanied by an authorized purchase order. • Adjustments cannot be made after the close of the show. • A 1.5% per month finance charge applies to balances over thirty days. • US funds or credit card. Tax ID # 27 - 4544076 • All wire transfer fees to be paid by exhibitor. Call for information. • If tax exempt, you must include a copy of your tax-exempt form.
Small Ivy <input type="checkbox"/> Fern <input type="checkbox"/> Ivy	\$35.00			
Large: <input type="checkbox"/> Fern <input type="checkbox"/> Ivy	\$40.00			
3 Foot green plant	\$47.00			
4 Foot green plant	\$57.00			
5 Foot green plant	\$67.00			
6 Foot green plant	\$80.00			
Taller plants & trees priced upon request	Call			
INDICATE YOUR CHOICE OF CONTAINERS BELOW				
Container Colors: White Black Red	No Charge			
Upgraded Container Colors (6" to 12"): Brass Terra Cotta Aluminum	\$30.00			
Upgraded Container Colors (14" & larger): Brass Terra Cotta Aluminum	\$50.00			
Bubble Bowl (great for business cards)	\$35.00			
FLORAL ORDER TOTAL				CALL US AT
Sub Total of Above Order			\$	Contact: Damie Kennedy
On site mark up if ordered after 8/29/16	15%		\$	Cell: (702)491-4063
Sales Tax	8.15%		\$	Office: (702) 255-8862
Grand Total			\$	damie@lasvegasconventionplants.com
ADDITIONAL SERVICES AVAILABLE ON REQUEST				
<ul style="list-style-type: none"> • Please have a designer see us in our booth on: Date: _____ Time: _____ Contact: _____ Also, plant design for hospitality suites, luncheons, banquets and parties.				
Please return order form to: Las Vegas Convention Plants				
Company	Booth #			
Booth Rep	Authorized Signature			
Address	Phone #			
City	State	Postal Code		
Payment Amount Enclosed \$	<input type="checkbox"/> Check	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Card Number	Exp Date		Security Code	
Card Holder	Signature			
Billing Address (if different from above)				

Event Name: LDI 2017 <hr/> Event Start Date: October 17, 2017 <hr/> Event End Date: October 19, 2017 <hr/> Booth/Room #: <hr/> On-Site Contact: <hr/> Cell #: <hr/> Email Address: <hr/>	Company Name: <hr/> Billing Name: <hr/> Billing Address: <hr/> City: _____ State: _____ Zip: _____ <hr/> Country: <hr/> Phone #: <hr/> Billing Contact Email Address: <hr/>
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Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

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

Internet/Network Services

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

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

Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

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

Additional Products and Services

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

Location Based Services

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

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

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

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

Booth Diagram Information - Internet

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

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

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Event Name: **LDI 2017**

Event Start Date: October 17, 2017

Event End Date: October 19, 2017

Booth/Room #:

On-Site Contact:

Cell #:

Email Address:

Company Name:

Billing Name:

Billing Address:

City:

State:

Zip:

Country:

Phone #:

Billing Contact Email Address:

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

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

Voice Services

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

Video Services

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

Additional Services

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

Location Based Services

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

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Booth Diagram Information - Voice and Video

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

Adjacent Booth # _____

Adjacent Booth # _____									
Adjacent Booth # _____									

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

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

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

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

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

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

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

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

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

Event Name: **LDI 2017**

Event Start Date: October 17, 2017

Event End Date: October 19, 2017

Booth/Room #:

On-Site Contact:

Cell #:

Email Address:

Company Name:

Billing Name:

Billing Address:

City:

State:

Zip:

Country:

Phone #:

Billing Contact Email Address:

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

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

Wi-Fi Hotspots

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

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

Additional Services

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

Location Based Services

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

Customer SSID and Password

Customer SSID

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

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

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

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

TERMS AND CONDITIONS OF SERVICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The smart way to collect leads



App works with all iPhone, iPad and Android devices with this year's and the previous year's operating system.

CompuLEAD App

Download the app and activate it via a unique activation code on your own smart device

- Transfer activations between your staff's devices
- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- Send your own marketing materials to your leads from the app
- Get personal in-booth training *Additional charges apply*
- Wireless printer *Additional charges apply*



CompuLEAD Tablet

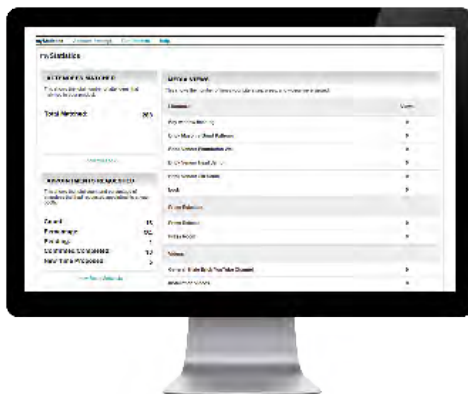


Wireless Printer

CompuLEAD Tablet

A rental LG tablet equipped with the CompuLEAD app

- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- In-booth delivery, setup and training *Additional charges apply*
- Wireless printer *Additional charges apply*



Follow-up

Included FREE with your CompuLEAD order is myLeads, CompuSystems premier post show follow up service. myLeads allows you to view all of your leads and provides a powerful suite of post-show follow-up services.

- Download leads to your own CRM or database
- Print leads and mailing labels
- Send broadcast emails to your leads
- Run reports to help measure ROI

Official Vendor of

Penton
inform • engage • advance

compusystems.com/order

Fax: +1 708.344.4444 • Inside the U.S. (Toll-free): 866.600.LEAD (5323)

Outside the U.S.: +1 708.786.5565

LDI 2017 • November 13-19, 2017 • Las Vegas Convention Center • Las Vegas, NV

CompuSystems

Packages

	EARLY BIRD thru 10/23/17	STANDARD begins 10/24/17	QTY	TOTAL
CompuLEAD App 3 User Activation (115) • Custom qualifiers and surveys • 15 pieces of literature (15 PDFs, up to 5 MB each) • 5 links to videos	\$560	\$655	_____	\$ _____
+ Additional User Activations (173B)	\$130	\$130	_____	\$ _____
CompuLEAD Tablet (114) • Custom qualifiers and surveys • Wireless printer* • Delivery, setup and in-booth training • 15 pieces of literature (15 PDFs, up to 5 MB each) • 5 links to videos	\$620	\$780	_____	\$ _____

A-la-Carte

CompuLEAD App 3 User Activation (173A)	\$440	\$540	_____	\$ _____
+ Additional User Activations (173B)	\$130	\$130	_____	\$ _____
CompuLEAD Tablet (174A)	\$440	\$540	_____	\$ _____

Add-ons

Wireless Printer For App (287A) – Only pairs to 1 device/app at a time	+\$115	+\$150	_____	\$ _____
Wireless Printer For Tablet (187A) – Only pairs to 1 device/app at a time	+\$115	+\$150	_____	\$ _____
Setup and In-Booth Training For App (108)	+\$105	+\$140	<input type="checkbox"/>	\$ _____
Delivery, Setup and In-Booth Training For Tablet (08)	+\$105	+\$140	<input type="checkbox"/>	\$ _____

Payment

Contact Name/Title	Company Name	Booth # (Required)
Address		
City	State	Zip Code
Country		
Phone	Onsite Cell	Fax
Email	Alternate Email (to receive leads post-show)	

Credit card deposit required for all rentals. Order will appear as LEAD RETRIEVAL on credit card statement.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed below.

☐ Visa ☐ MC ☐ Amex

Card Number	Expiration Date
Cardholder Name	Cardholder Signature

Subtotal \$ _____
Processing Fee \$ 15.00
TOTAL \$ _____

All applicable taxes will be added

All prices in U.S. dollars.

All orders subject to a \$100 cancellation fee

No refunds after 10/13/17

No refunds on the CompuLEAD App

*Printer can only be paired to 1 device/app at a time.

Order

compusystems.com/order

For assistance

Inside the U.S. (Toll-free): 866.600.LEAD (5323)

Outside the U.S.: +1 708.786.5565

Exhibitor-support@compusystems.com

TERMS AND CONDITIONS. By completing this Lead Retrieval Order you agree to be held liable for the safekeeping and return of the CompuLEAD unit and its accessories. If the unit or Bluetooth printer is not returned, returned damaged or stolen, a replacement fee of \$500 per item will be charged to the credit card used when placing the order. If the power cord is not returned, a \$100 replacement fee will be charged. If the Portable Android Charger w/ Cord is not returned, a \$50 replacement fee will be charged. If the unit is not returned within one hour after the show floor closes, a \$100 late fee will be charged. CompuSystems is not liable in the event of any hardware or software malfunction, service interruption or loss of saved leads.



Attention Exhibitors

Using Your Own Badge Scanning Device?

CompuSystems, Inc. is the only company that has lead retrieval devices that provide exhibitors with real-time access to an attendee's full contact information that is stored in the barcodes on the attendee badges. The full contact information is encrypted in the barcode for security purposes and to ensure data integrity. CompuSystems has also made this full contact information available to exhibitors who are using their own lead retrieval devices.

If you plan on using your own hardware and/or software to capture sales leads at the event please be aware that the badges will have multiple barcodes.

QR Code

If you have your own device, make sure you read the QR Code on the badge. The QR Code contains the registrant's First Name, Last Name and Registration ID number. This data can be captured using your own device and using our online, self-service lead converter tool you can convert the data in your file to the full contact information that we have on file.



How do exhibitors using their own Lead Retrieval Devices get full registration contact information?

- If you have your own device and you want to receive full lead information via batch mode (not in real-time) you can convert the data in your file to the full contact information that we have on file using the new, self-service Lead Converter tool. The Lead Converter tool can be found on your Exhibitor Registration Dashboard or at www.compusystems.com/order.
- CSI also offers a lead converter Application Programming Interface (API) that will allow you to capture full contact information in real-time using your own devices.

Pricing for these services is available upon request. If you have any questions, please contact our Exhibitor Services Group at +1 708.786.5565.

Official Vendor of



Booth Monitor Order Form



☑ Advance Order Deadline: October 23, 2017

Show Management will provide reasonable security in the exhibit area during installation, show days, and dismantling, however many exhibitors elect to use Special Booth Monitoring Services. These services are available at the rate of \$23.75 per hour when this form and payment for ordered services are received on or before the above Order Deadline Date, and \$27.00 per hour for all orders after the above order deadline date. A six-hour minimum per shift per security monitor is in effect.

☐ Payment in full must accompany order ☐

Please indicate the dates and hours that you will require Special Booth Monitoring Services

Date & Time Start	Date & Time Finish	Total Hours	Date & Time Start	Date & Time Finish	Total hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Number of Hours _____ @ \$ _____ Per Hours = \$ _____

Plus 3.5% Processing fee = _____ Grand Total = \$ _____

Security Personnel should remain in booth until released ☐ Yes ☐ No Exhibitor is responsible for additional charges

If not checked our personnel will leave your booth at the designated time

Please use the area on next page to list representatives who are authorized to release our personnel

Credit Card Number _____ Expiration Date _____ ☐ Visa

Cardholders Name _____

3 Digit Security Code on back of card: _____ 4 digit code if AMEX from front of card _____ ☐ MasterCard

Cardholders Billing Address _____ ☐ Amex

City/State _____ Zip Code _____ ☐ Corporate Card

Cardholders Signature: _____ ☐ Personal Card

Booth No _____ Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ / _____ / _____ Ext _____ Fax _____ / _____ / _____

Authorized Company Representative _____ Date _____

Email Address _____

****PLEASE COMPLETE THE NEXT PAGE****

As requested on the front side of this order form, the **contract security company** will provide special booth monitoring services and is authorized to enter said booth at all times necessary to perform their duties.

LIABILITY

It is understood that neither the **contract security company**, nor **show management**, or their **agents** is an insurer of persons and/or property. The CLIENT, if desired, shall obtain such insurance. Sums paid to the **contract security company** by the CLIENT are not related to the value of the CLIENT's property or to other property located on the CLIENT's premises. The sole intent of the **contract security company** is to provide a visible deterrent. The contract security company is being paid for services designed to deter certain risks or losses and all amounts being charged are not sufficient to guarantee that the service supplied will avert or prevent occurrences, or losses there from, for which the service is designed to deter or avert. The **contract security company** and its **subcontractors** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to CLIENT's material, which make it impossible or impractical to exhibit same. The CLIENT, as a result of this Agreement, does not seek indemnification from the **contract security company**, nor **show management**, or their **agents**, against any damages or losses caused by hazards to the CLIENT's property, or to the property or person of any third party while the **contract security company** is engaged in the execution of this Agreement. The signature on the other side of this form of the authorizing party requesting booth monitoring services also indicates acceptance of the conditions of this Agreement as stated above.

AUTHORIZED TO RELEASE SECURITY OFFICER

In the event of an emergency, it is requested that the following persons be notified on behalf of the CLIENT.

1. _____ Telephone _____ / _____ / _____
2. _____ Telephone _____ / _____ / _____
3. _____ Telephone _____ / _____ / _____
4. _____ Telephone _____ / _____ / _____
5. _____ Telephone _____ / _____ / _____
6. _____ Telephone _____ / _____ / _____



Please send order and payment to:

DTA Security Services, LLC
6362 McLeod Drive, Suite 5
Las Vegas NV 89120
Phone: 702-650-2298
Fax: 702-920-8340
order@dtasecurityservices.com cc kimt@dtasecurityservices.com
Nevada PILB 1067

EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE

Penton requires that all Exhibitors carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. Penton, GES and the Las Vegas Convention Center shall be named as Additional Insured. This Insurance must be in force during the lease dates of the event, November 11-21, 2017.

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is \$65 per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family and even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the cost ranges from \$250 to \$750 per event.

IT'S EASY TO APPLY...

- Apply online at <http://www.buttine.com/eventExhibitor.html>
- Scan below to download our new Mobile App or search *Buttine Insurance* in the App Store.



QUESTIONS?

Please Contact:
Buttine Underwriters Purchasing Group, LLC
Kendra Reilly Monahan at 212-867-3642 or kar@buttine.com

Deadline to apply for these insurance programs is October 25, 2017



APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth.

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ Email: _____

1. Please indicate the food item(s) you wish to prepare:

2. Is your company a manufacturer of the food items you wish to distribute? Yes ☐ No ☐
If you are not the direct manufacturer of the food item(s), all products must be purchased from and supplied by Centerplate, our exclusive food and beverage partner.

3. Please indicate the process/equipment that would be used:

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Centerplate staff will be in contact to discuss Southern Nevada Health Department procedures, additional forms and fee information.

Please email this form to:

Convention Services Manager, LVCC
conventionservices@lvcva.com

DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved ☐ Denied ☐

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