



Dear Exhibitor:

Welcome to the Sands Expo! We have designed this brochure to be as user friendly as possible in ordering services for your 2016 event. Included are order forms and informational/instructional sheets as well as details on how you can support local nonprofits by participating in our donation program. We hope you find this a useful brochure that will assist you in the preparation of your booth space.

We have a variety of services and departments here at the Sands Expo to assist you in having a successful event. These services include:

**TECHNICAL SERVICES** Specialized Event Services is pleased to provide a complete range of services for your booth, event, or meeting; utilizing equipment that is the cutting edge in technology for the trade show and convention industry. Our technical services include:

- Electrical – SES exclusive provider
- Internet – Sands Expo exclusive provider
- Telecommunication – Sands Expo exclusive provider
- Rigging – SES exclusive provider
- Audio Visual – full service
- Plumbing - compressed air and water and drain service.

**CATERING** As the exclusive provider for all food and beverage needs, our services range from catering needs in our meeting rooms to booth service, receptions, cocktail parties, and banquets.

**SES/CONVENTION SERVICES CENTER** An exclusive, full-service center for reliable business support services including photo-copies, office supplies, fax transmissions, shipping, and sundries. For your convenience, we are located in Level 1 of the Sands Expo.

**CONVENTION SERVICES/BOOTH CLEANING SERVICES** - Sands Expo is the exclusive cleaning contractor. We offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

**FLORAL & PLANT** A full-service floral department which can provide a wide variety of plants and floral designs.

We at the Sands Expo hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please call our Order Processing department at 702-733-5070.

Sincerely,

Kirsten Dimond  
Vice President of Operations

	<b>Helpful Hints .....</b>	<b>1</b>
	<b>* Credit Card Authorization / Method of Payment Form .....</b>	<b>2</b>
	Make a payment or leave a credit card on file with us.	
	<b>Specialized Event Services (SES) Scope of Work.....</b>	<b>3</b>
	<b>Third Party Agent Form .....</b>	<b>4</b>
	Used when an exhibit house is also paying for services in your booth.	
	<b>* Service Location Plan .....</b>	<b>5</b>
	Use this form to indicate service locations within your booth.	
	<b>* Audio/Visual Equipment / Computer Rental / Cable/HDTV/Satellite Agreement Order Form .....</b>	<b>6</b>
	All your audio and visual equipment and service needs.	
	<b>A/V Labor Order Form .....</b>	<b>7</b>
	Installation and technical support.	
	<b>SES/Convention Services Center Information.....</b>	<b>8</b>
	For all your business needs during your show; from photocopies to shipping and more!	
✱	<b>Catering</b>	
	Please refer to our separate Catering brochure.	
✱	<b>Convention Services / Booth Cleaning Services Order Form .....</b>	<b>9</b>
	Order cleaning and porter services for your booth.	
✱	<b>* Electrical Services General Information (2-part).....</b>	<b>10-11</b>
	What you need to know about having electricity in your booth.	
•	<b>* Electrical Services Order Form 120 Volt .....</b>	<b>12</b>
	Need electricity in your booth? Use this form to order it.	
•	<b>* Electrical Services Order Form 208 &amp; 480 Volt.....</b>	<b>13</b>
	Need electricity in your booth? Use this form to order it.	
•	<b>* Electrical / Booth Lighting Services Order Form, Conditions &amp; Instructions .....</b>	<b>14-15</b>
	Track lights, stanchions, overheads, and other lighting packages.	
	<b>Floral &amp; Plant Services Order Form.....</b>	<b>16</b>
	Stand out from the crowd; give your booth a warm, professional look.	
✱	<b>* Internet and Telecommunication Services Order Form .....</b>	<b>17</b>
	Broadband Internet and technical services / Telecommunications services.	
✱	<b>Plumbing / Compressed Air, Water, Drain Services Instructions, Conditions, &amp; Order Form .....</b>	<b>18-19</b>
	Air, water, drain, and other plumbing services; fire suppression (sprinkler system).	
✱	<b>Rigging / Hanging: Truss / Lighting Rental &amp; Labor Order Form .....</b>	<b>20</b>
	Motorized hoists, trussing, robotics, lighting, dimmers, and controls.	
	<b>Rigging / Hanging Sign Services Order Form .....</b>	<b>21</b>
	<b>Exhibitor Donation Participation Letter .....</b>	<b>22</b>

✱ Indicates that Sands Expo/SES is the exclusive provider of these services at the Sands Expo.

\* These forms and services are likely to be particularly important to you.

## HELPFUL HINTS

### SAVE MONEY

You can save money by placing your orders by 5PM PST twenty-one (21) calendar days prior to the show opening date. Full payment and completed CAD / VW drawings must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Orders may be mailed to: Sands Expo  
Order Processing Department  
201 Sands Avenue  
Las Vegas, NV 89169

Orders may be faxed to: 702-733-5568  
Please indicate total number of pages faxed to ensure complete order was received.

### SEND ACCURATE INFORMATION

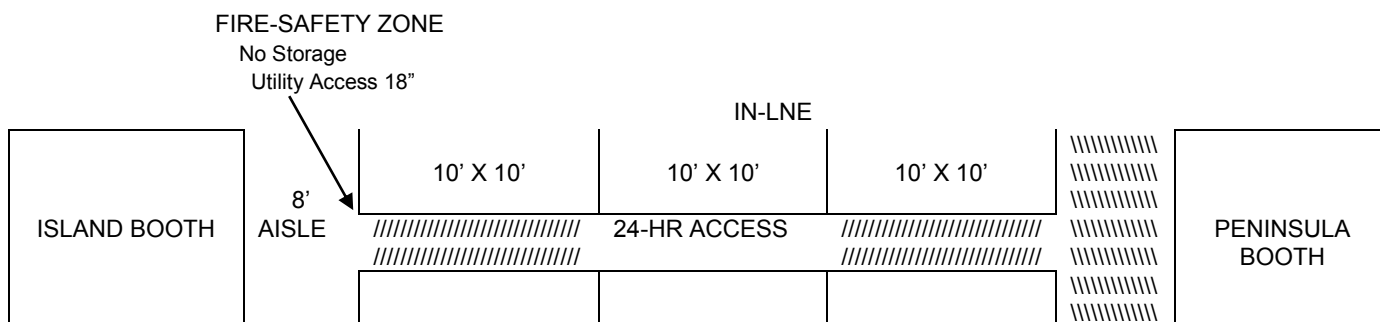
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify Sands Expo in writing with your company name, prior booth number, and new booth number. We also request that you send us a floor plan indicating where you require any electrical service; telecommunication services; and compressed air, water, and drain requirements. If you are placing orders for hanging applications, we will need a CAD or VW drawing digitally sent for this service.

### ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information. You can call us at: 702-733-5070. We are pleased to assist you with all of your on-site services.

### EXHIBIT SPACES

There are three major types of exhibit space (or booth types) used at trade shows, conventions, and events. You will find these types of booths mentioned in several of the service forms you will be completing. The following are the standard installations for electrical; Internet; compressed air, water, and drain service; and telecommunication service:



Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air, water, and drain outlets placed at the back of the booth. For island booths, you should send a floor plan which indicates the one main location for your services. If no floor plan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.

VENETIAN PALAZZO SANDS EXPO

## Credit Card Authorization Form

You are requesting The Venetian | Palazzo Resort, Hotel & Casino and/or the Sands Expo and Convention Center to bill charges to your credit card for services required for the individuals/functions listed below. Please ensure this form is filled out completely and signed by the authorized card holder.

### Event or Convention Information

Group Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

### Credit Card Information

Amount to be charged: \$ \_\_\_\_\_

If authorizing this credit card to be used for all Event/Convention -related charges please initial here: \_\_\_\_\_

I authorize any and all charges not covered by my advance deposit, or other deposits, to be charged to this credit card. The Venetian, The Palazzo and Sands Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian, The Palazzo and/or Sands Expo is authorized to charge the remaining amount. No additional signature will be required.

Credit Card Number:                Expiration Date:   /    
MONTH YEAR

### Card Holder Information As It Appears On Your Account

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_

Full Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email Address: \_\_\_\_\_

I authorize The Venetian, The Palazzo and Sands Expo to charge this credit card as indicated above.

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To prevent unauthorized access or disclosure, we have implemented procedures to safeguard and secure the information we receive. However, we are not able to verify the security of such information during electronic transmission to us. Therefore, we recommend that this form be faxed to the number provided by your Venetian | Palazzo | Sands Expo contact or sent using email encryption technology.

**SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES AT THE SANDS EXPO, THE VENETIAN RESORT-HOTEL & CASINO, AND THE PALAZZO.**

1. Assembly, installation, operation, and dismantle of all attachments to “the facility”, but not limited to chain hoists and dead hang points for such items as drapery, scenery, banners, electrical and non-electric signs, truss, lighting, cabling; and projection, audio, and video equipment or special effects gear. This is inclusive of lighting boards, dimming systems, follow spots, and house light control systems.
2. Assembly, installation, operation, and dismantle of all ground-supported truss, lighting, and rigging systems. This includes attachment of all equipment and cabling as described in item #1.
3. Assembly, installation, and dismantle of all floor-supported items that exceed 16 feet from floor; such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling; projection, audio and video equipment, or special effects gear.
4. Assembly, installation, operation, and dismantle of all lighting for stages and rigging control systems for display areas and booth areas to include models, sales demos; various types of specialty lighting that are used in displays, presentations, and productions within the confines of the facility. Includes all adjustments, repairs, or replacement to said equipment.
5. Assembly, installation, handling, and moving of all materials associated with the SES Scope of Work.
6. Operation of man lifts, forklifts, and scissor lifts required to perform Scope of Work duties.
7. Installation of cords and cables under carpet and over carpet distribution. Final connection from equipment, light fixtures, power tracks, and all electrical items to outlet(s).
8. Electrical signage that comes separate from the display and must be mechanically installed.
9. All antennas on or around the building; including set up and removal of interconnecting cables from outside to inside of building and to exhibit booths. Excludes interconnecting of computer-type equipment with service connections between components.
10. Portable generators, motor generators, converter transformers, and hookup of same.
11. Responsible for all maintenance and repair of all electrical installations on property.
12. Portable cabling from main switch gear to sub-panels to branch circuit panels and secondary distribution.
13. Installation of communication cable, audio/visual, data, and telephone cable from booth-to-booth. Excludes interconnects from exhibitor equipment within the confines of their own exhibiting event.
14. Portable plumbing service (air, water, and drains for all areas) whether in the exhibit area or not. Includes air compressors, various pumps and sub-pumps and hook-up of same.
15. The use of individual air compressors or pumps are prohibited. However, if they are an integral part of the exhibited products, please contact SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man lifts, forklifts, and scissor lifts required to perform all work requiring this equipment.
17. Only SES-supplied equipment and cabling is allowed in the catwalks or unistrut hanging points. This includes all lighting and attachment hardware for other devices.

## THIRD PARTY AGENT FORM – 2016

E-Mail, mail, or fax forms with payment to:  
 SANDS EXPO, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

ORDER ONLINE AT

<https://sandsexpo.boomerecommerce.com>

Please indicate total number of pages faxed to ensure complete order was received.

FOR EXHIBITORS WHO HAVE ARRANGED FOR AN EXHIBIT HOUSE OR THIRD PARTY TO HANDLE YOUR DISPLAY AND PAY FOR YOUR SERVICES, SANDS EXPO AGREES TO CHARGE THIS THIRD PARTY AGENT. HOWEVER, THIS FORM MUST BE COMPLETED BY BOTH THE EXHIBITING COMPANY AND THEIR DESIGNATED REPRESENTATIVE AND BOTH COMPANIES MUST SUBMIT CREDIT CARD INFORMATION TO SANDS EXPO. THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. THIS FORM DOES NOT EXCLUDE EITHER PARTY FROM PAYMENT POLICIES WHICH ARE LISTED BELOW:

- To receive advance prices, we must receive your order with full payment by 5 PM PST 21 calendar days prior to show opening date. All other orders will be processed at the show site rate where applicable.
- All invoices must be settled prior to show close.
- No credits will be issued on services installed as ordered even though not used.

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges. In the event that the named third party agent does not make payment for the services provided prior to the closing date of the event, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.

### TO BE COMPLETED BY THIRD PARTY AGENT (Please provide all information below.)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
THIRD PARTY CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SANDS EXPO/SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE, MADE KNOWN DURING THE SHOW.</b>					

### THIRD PARTY AGENT CREDIT CARD AUTHORIZAITON (Will be used for all Sands Expo/SES services your order or incur.)

CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF.

### OTHER AUTHORIZED SIGNER(S):

Print Name	Signature
Print Name	Signature

### THIRD PARTY TO BE INVOICED FOR THE FOLLOWING SERVICES: ☐ ALL

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> AUDIO/VISUAL                   | <input type="checkbox"/> SES/CONVENTION SERVICES CENTER | <input type="checkbox"/> CATERING       |
| <input type="checkbox"/> CONVENTION SERVICES (cleaning) | <input type="checkbox"/> ELECTRICAL                     | <input type="checkbox"/> BOOTH LIGHTING |
| <input type="checkbox"/> FLORAL & PLANT                 | <input type="checkbox"/> INTERNET                       | <input type="checkbox"/> PLUMBING       |
| <input type="checkbox"/> RIGGING                        | <input type="checkbox"/> TELECOMMUNICATION              |   |

### TO BE COMPLETED BY EXHIBITING COMPANY (This section must be signed to complete the order process.)

I hereby authorize \_\_\_\_\_ (3<sup>rd</sup> party co. name) to act as my 3<sup>rd</sup> party agent for the above booth and event.

### EXHIBITING COMPANY CREDIT CARD INFORMATION (Will only be used upon default by 3<sup>rd</sup> party.)

EXHIBITING COMPANY NAME:							
CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME: (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

Please read all forms thoroughly for all instructions and conditions prior to placing orders.

## SERVICE LOCATION PLAN - 2016

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

### ELECTRICAL SERVICES:

- Indicate main power location.
- Indicate additional outlet locations. (Indicate wattage or amperage required at each location.)

### TELECOMMUNICATION SERVICES:

- Indicate main telephone line location.
- Indicate extension locations.

### COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths) by writing "Air/Water" at appropriate location.

### INTERNET SERVICES:

- Indicate location of main drop.

### HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 5 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).

Please complete this information for ease of booth identification.

EVENT NAME:	EVENT DATES:
EXHIBITING CO. NAME:	BOOTH #:
CONTACT NAME:	CONTACT NUMBER:

Please indicate scale: 1 square = \_\_\_\_\_ feet OR Other: \_\_\_\_\_

Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle # _____									

### LEGEND

- |            |                                     |                     |                     |
|------------|-------------------------------------|---------------------|---------------------|
| ○ – 5 AMP  | ■ – 208 volt                        | ▲ – Internet        | CA – Compressed Air |
| Ø – 10 AMP | □ – 480 volt                        | T – Telephone       | WS – Water Services |
| ● – 20 AMP | ◆ – Electrical Main Drop Line (MDL) | DS – Drain Services |                     |

**Detach the Service Location Plan and send with your order form(s).**

LAST DAY TO RECEIVE ADVANCE RATE IS

## TRADE SHOW ONLY



### AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2016

E-Mail, mail, or fax forms with payment to:  
SANDS EXPO, ORDER PROCESSING DEPT.  
201 SANDS AVENUE • LAS VEGAS, NV 89169  
P: 702-733-5655 • F: 702-733-5684 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

ORDER ONLINE AT

<https://sandsexpo.boomerecommerce.com>

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
ON-SITE CONTACT TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<b>IMPORTANT: ALL SERVICES PROVIDED BY SES PRODUCTIONS. AV EQUIPMENT PRICES ARE PER EVENT. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND/OR SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

**Additional equipment available. Please contact us at 733-5655 for all your additional needs.**

		QTY	EVENT ADVANCED PRICE	EVENT SHOW SITE PRICE	SUBTOTAL
VIDEO	32" LCD Screen (table stand only)		\$650.00	\$850.00	
	40" LCD Screen		\$750.00	\$950.00	
	46" LCD Screen		\$1,025.00	\$1,200.00	
	55" LCD Screen		\$1,150.00	\$1,400.00	
	50" LED Screen		\$900.00	\$1,075.00	
	60" LED Screen		\$1,500.00	\$1,750.00	
	Monitor Floor Stand (SES Productions-owned equipment only)		\$105.00	\$135.00	
	Projector – 4,000 Lumens		\$675.00	\$845.00	
	Blue-Ray Player		\$160.00	\$200.00	
	DVD Player (Region 1) NTSC		\$110.00	\$140.00	
AUDIO	350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, 1-wired handheld microphone)		\$515.00	\$645.00	
	50W Powered Speaker (1 speaker w/stand)		\$170.00	\$215.00	
	Wireless Mic, Handheld		\$190.00	\$240.00	
	Wireless Lavalier Mic		\$190.00	\$240.00	
	Wireless Mic, Headset		\$225.00	\$285.00	
MISC	Flipchart, Pad, 4 Markers, Easel		\$65.00	\$85.00	
	Screen Package (8'x8' screen, cart, 1 power strip, 1 AC cable, 1 VGA cable)		\$150.00	\$190.00	
Computer	Desktop Computer with 17" Screen		\$405.00	\$510.00	
	Laptop Computer		\$230.00	\$290.00	
	I Pad 4		\$200.00	\$250.00	
HDTV/ SATELLITE	HDTV Receiver & Remote Rental (one required per source)		\$1,250.00	\$1,500.00	
	Satellite/Antenna Space Rental (accommodation fee for customer satellite dish, antenna, or truck)		\$500.00	\$750.00	
TOTALS	EQUIPMENT TOTAL FOR THIS PAGE				
	NEVADA STATE SALES TAX (8.15% X Equipment Total)				
	LABOR ESTIMATE FROM PAGE 7 – Minimum \$188.00 (2 hours)				
	GRAND TOTAL FOR EQUIPMENT & LABOR				

NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT

**PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.**



# LAST DAY TO RECEIVE ADVANCE RATE IS



## AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE

### ORDER FORM 2016

E-Mail, mail, or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5655 • F: 702-733-5684 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT

<https://sandsexpo.boomerecommerce.com>

<b>LABOR ORDER</b>	
<b>LABOR - \$188 MINIMUM (2 hours)</b> (delivery/installation/dismantle)	<b>Requested delivery date &amp; time:</b>
\$	
<b>DEDICATED LABOR</b> (See <i>Dedicated Exhibit Technicians</i> for terms and conditions.)	<b>Requested dismantle date &amp; time:</b>
Labor Rate X Actual Hours	
\$	
<b>CABLE/HDTV/SATELLITE LABOR</b>	<b>WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY. HOWEVER, CIRCUMSTANCES BEYOND OUR CONTROL MAY PREVENT US FROM MEETING YOUR REQUESTED TIMEFRAME.</b>
IN – 2 techs @ 2 hours @ \$94.00 - \$376.00	
OUT – 2 techs @ 1 hour @ \$94.00 - <del>\$188.00</del>	
TOTAL LABOR: \$564.00	
<b>LABOR TOTAL \$</b>	

#### LABOR RATES:

Straight Time: \$94/hour Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.

Overtime: \$176/hour After 8 hours of labor per day Monday through Friday, Saturdays, Sundays, except holidays.

### AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS

#### LABOR: ALL SERVICES PROVIDED BY SES PRODUCTIONS.

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM 2-HOUR (\$94 PER HOUR) LABOR CHARGE. THIS FEE PROVIDES FOR DELIVERY, INSTALLATION, REASONABLE TECHNICAL ASSISTANCE, DISMANTLE, AND PICK-UP OF AUDIO/VISUAL EQUIPMENT.
- MORE EXTENSIVE AUDIO/VISUAL SETUPS WILL BE CHARGED LABOR AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
- DEDICATED EXHIBIT TECHNICIANS, FLOATERS, OR ANY OTHER FORM OF AUDIO/VISUAL LABOR WILL BE CHARGED AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.

#### EQUIPMENT

- WE ENCOURAGE YOU TO SUBMIT YOUR ORDER BY THE ADVANCE RATE CUT-OFF DATE TO ENSURE AVAILABILITY OF EQUIPMENT.
- ON-SITE ORDERS WILL BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES AND WILL BE FILLED BASED ON AVAILABILITY OF EQUIPMENT. DELIVERY AND SET-UP OF SUCH ORDERS WILL OCCUR IN THE ORDER THEY ARE RECEIVED.
- BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY ASSUMES AND SHALL BEAR THE ENTIRE RISK OF EQUIPMENT ABUSE OR MISUSE, LOSS BY FIRE, THEFT OR MISPLACEMENT, OR ANY OTHER CAUSE OF LOSS OR DAMAGE TO THE RENTAL EQUIPMENT WHILE IN THE RENTER'S POSSESSION. IN THE EVENT OF SUCH OCCURRENCE, THE RENTER SHALL IMMEDIATELY PAY SANDS EXPO, IN CASH, ALL RENTAL FEES DUE UNDER THE TERMS OF THE RENTAL AGREEMENT PLUS THE VALUE OF THE EQUIPMENT RENTED (BASED ON FAIR MARKET VALUE AT THE TIME OF RENTAL). ALL RENTAL EQUIPMENT SHALL BE CONSIDERED STILL RENTED, WITH RENTAL FEES ACCRUING, UNTIL SUCH PAYMENT IS MADE IN FULL.
- A REPRESENTATIVE MUST BE IN YOUR BOOTH OR MEETING ROOM TO SIGN FOR EQUIPMENT DELIVERY AND RESPONSIBILITY. IF YOUR BOOTH IS NOT READY FOR DELIVERY, PLEASE CALL OUR TECHNICIAN AT 702-296-5185 WHEN YOU ARE READY FOR SERVICE.
- FOR BOOTH ORDERS, ELECTRICAL SERVICE IS NOT INCLUDED IN EQUIPMENT PRICING. CALL 702-733-5070 TO PLACE AN ELECTRICAL ORDER.
- EQUIPMENT DELIVERY AND INSTALLATION TIMES ARE PRIORITIZED AFTER THE COMPLETED FORM IS PROCESSED THROUGH SANDS EXPO ORDER PROCESSING. SANDS EXPO AND SES ARE NOT RESPONSIBLE IF EQUIPMENT INSTALLATION DOES NOT MEET EXHIBITOR'S TIMELINE DUE TO ANY UNFORESEEN CIRCUMSTANCES OCCURRING AT SHOW SITE.

#### SATELLITE

- ALL LOCATING OF SATELLITE DISHES FOR OUTSIDE ACCESS IS DONE BY SES AND SANDS EXPO PERSONNEL. PLEASE CALL IF YOU PLAN ON BRINGING YOUR OWN SATELLITE DISH OR UP-LINK VEHICLES. WE WILL ADVISE YOU OF THE AREA WHERE THEY MAY BE LOCATED. CONSIDERATION WILL BE GIVEN TO DIRECTION FROM WHICH SIGNAL IS RELAYED.

#### CANCELLATIONS

- CANCELLATION OF EQUIPMENT AND/OR SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE ON EQUIPMENT.
- ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE

DATE

**PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.**

## SES/CONVENTION SERVICES CENTER INFORMATION 2016

Conveniently located in the Level 1 Lobby, the SES/Convention Services Center has the resources, expert staff, and experience to assist with any business needs that arise during your event.

### SERVICES

#### Printing

- Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files.
- Print jobs may be ordered in advance of arrival by e-mailing us at [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com). Please include copy quantity, paper size, black & white or color copies, single or double sided, etc.
- Print jobs may also be sent to [ricoh511706@printspots.com](mailto:ricoh511706@printspots.com) (color) or [ricoh511449@printspots.com](mailto:ricoh511449@printspots.com) (black & white). A private release code will be e-mailed back to you. Please bring this code to the Service Center upon order pickup.
- Payment is due upon pickup unless a *Credit Card Authorization Form* (Page 2) is on file.

#### Photocopy

- Prices are based on volume using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy.
- Price includes machine collating and stapling if needed.
- Color copy services are also available.

#### Shipping

- Domestic and International shipping is available via UPS and Federal Express only.
- Prices are determined by package weight, size and destination.
- In addition to shipping costs, there is a per item handling fee.
- Shipping is outbound from the Sands Expo SES/Convention Services Center only.
- Certain restrictions may apply.
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST.
- For packages weighing 150 pounds or more, please contact your general contractor for shipping service.

#### Faxing and Scanning

- Send or receive a domestic or international fax.
- SES/Convention Services Center fax number is 702-733-5317
- Send a scanned document anywhere.

#### Other

- Business cards made and printed upon request.
- Lamination services available for pages up to 8.5" x 11".
- Coat and luggage check is available for \$3.00 per item.

### SUPPLIES

A variety of office and shipping supplies, as well as sundries, are available within the SES/Convention Services Center.

**Please call us at 702-733-5070 for pricing information.**

# LAST DAY TO RECEIVE ADVANCE RATE IS



## CONVENTION SERVICES: BOOTH CLEANING ORDER FORM - 2016 \*

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandexpo.com](mailto:servicecenter@sandexpo.com)

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. <https://sandexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<p><b>TO RECEIVE ADVANCE DISCOUNT PRICES, YOUR ORDER WITH FULL PAYMENT MUST BE RECEIVED BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE.</b></p> <p>ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

### IMPORTANT INFORMATION

- Sands Expo is the exclusive cleaning contractor. Failure to comply with this policy will result in a service charge based on total square footage and rates listed below.
- If you plan to serve food or beverages in your booth, it is strongly recommended that you order Periodic Porter Service.
- Unsatisfactory service must be reported before closing of each show day.
- Cost of vacuuming, mopping, and dust mopping will be calculated based on the total area of your booth.

### HAND VACUUM & EMPTY TRASH CANS (Highly Recommended)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-2,000 sq. ft. \$0.38 ft.	1-2,000 sq. ft. \$0.48 ft.		
	2,001-4,000 sq. ft. \$0.33 ft.	2,001-4,000 sq. ft. \$0.42 ft.		
	4,001-10,000 sq. ft. \$0.29 ft.	4,001-10,000 sq. ft. \$0.39 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above \$0.26 ft.	10,001 & above \$0.36 ft.		

### DAMP MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-2,000 sq. ft. \$0.37 ft.	1-2,000 sq. ft. \$0.47 ft.		
	2,001-4,000 sq. ft. \$0.31 ft.	2,001-4,000 sq. ft. \$0.41 ft.		
	4,001-10,000 sq. ft. \$0.28 ft.	4,001-10,000 sq. ft. \$0.38 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above \$0.24 ft.	10,001 & above \$0.34 ft.		

### DUST MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-2,000 sq. ft. \$0.27 ft.	1-2,000 sq. ft. \$0.37 ft.		
	2,001-4,000 sq. ft. \$0.24 ft.	2,001-4,000 sq. ft. \$0.34 ft.		
	4,001-10,000 sq. ft. \$0.21 ft.	4,001-10,000 sq. ft. \$0.31 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above \$0.19 ft.	10,001 & above \$0.29 ft.		

### SHAMPOO CARPET / SPOT SHAMPOO

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	\$0.75 sq. ft. Minimum of 50 square feet required.	\$0.95 sq. ft. Minimum of 50 square feet required.	_____ sq. ft. @ _____ x _____ days	

### PERIODIC PORTER SERVICE (Emptying of trash cans approximately every 90 minutes during show hours.)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-400 sq. ft. \$66.00	1-400 sq. ft. \$82.00		
	401-1,600 sq. ft. \$109.00	401-1,600 sq. ft. \$137.00		
	1,601-6,000 sq. ft. \$137.00	1,601-6,000 sq. ft. \$190.00	_____ sq. ft. @ _____ x _____ days	
	6,001 & above call for rate	6,001 & above call for rate		

### PORTER SERVICE (4 hour minimum)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	\$30 per hour	\$35 per hour		

TOTAL

\$

**We recommend booth cleaning on the night prior to show opening.**

**PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.**

### PAYMENT POLICY

- All services ordered through the Sands Expo must be prepaid prior to any work being performed. Therefore, a valid credit card must be on file.
- To receive advance discount prices, SES must receive your order with full payment by 5PM PST 21 calendar days prior to show opening date. All orders received after this date will receive show site prices.
- No credit will be issued on services installed but not used.
- All orders are subject to a 25% cancellation fee if CANCELED within 24 hours of installation. No refunds will be issued or outlets CANCELED after they have been installed. All prices are subject to change without prior notice.

### LABOR INFORMATION

Straight Time: \$94/hour *Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays..*

Overtime: \$176/hour *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.*

- Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM for move-in only (requires a minimum of 48-hour notice to ensure request). Not available on show days.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Electrical labor is required for:
  - a) All under carpet distribution of electrical wiring.
  - b) All facility overhead distribution of electrical wiring.
  - c) All motor and equipment hook-ups requiring hard wiring connections.
  - d) Installation and/or repair of electrical fixtures.
  - e) Installation of electrical motors and electrical apparatus.

### GENERAL INFORMATION

- Specialized Event Services (SES) is the exclusive provider of electrical services at the Sands Expo.
- By signing and delivering the *Electrical Services Order Form* to SES, customer agrees to all terms and conditions printed on the form.
- Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.
- Electrical service cannot be guaranteed prior to one hour before event opening due to temporary conditions which exist during set-up.
- For Hall G, you need to call SES for outlets over 60 amps 208 volt or for any 480 volt requirements.
- Call SES for pricing at 702-733-5070 on outlets not indicated on this form (i.e., special or foreign voltages, or outlets exceeding those indicated for 208 or 480 volt).

### EXHIBITOR GUIDELINES

- If your booth is determined to be in violation of Fire Marshal Codes or basic safety guidelines (i.e., 2-wire ungrounded cable, unsafe wiring connections), power to your booth will be shut off until all violations have been resolved.
- SES and the Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- If a third party is involved in the setup and/or dismantle of your booth, SES must be the exclusive provider of all your electrical needs. (Example: Installation of third party-supplied booth lights.)
- All material and equipment furnished by Sands Expo for service requested shall remain the property of the Sand Expo and shall be removed **ONLY** by SES technicians at the close of show.
- Unless otherwise directed, Sands Expo electricians are authorized to cut floor coverings to permit installation of services.
- Neither SES nor the Sands Expo is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment as necessary. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or any injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.
- To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- All halogen lights must have a safety lens or shield over the lamp/bulb. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
- **NO** storage on top of SES electrical services, including booth lines and storage closets.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/ unauthorized person.

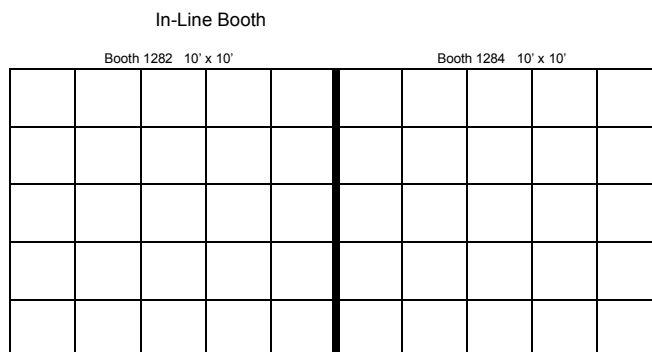
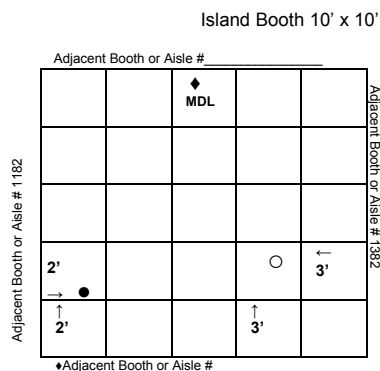
## FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- All electrical cords under carpet must be supplied and installed by SES Electrical. Installation will be on a time and materials basis. See page 12, *Additional Materials Pricing*, for cost of cords.
- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and/or with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
  - a) All distribution of electrical wiring under carpet or flooring.
  - b) All distribution overhead of electrical wiring, including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth-to-booth.
  - c) All motor and equipment hook-ups requiring electricity.
  - d) Installation and/or repair of electrical fixtures.
  - e) Installation of electrical motors and apparatus to be energized.
  - f) Motorized hoists, truss and lighting installation.
  - g) Installation and removal of all overhead electrical signs, trusses, motors, or apparatus.
  - h) Installation and removal of free-standing electrical signs which require assembly, rotating electrical signs, sequencing electrical signs and various related applications, and the operation of such equipment. See *Rigging: Hanging Sign Services Order Form* (page 21) for instruction on hanging electrical signage.

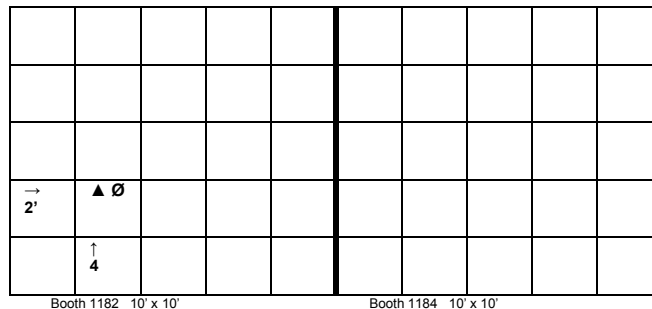
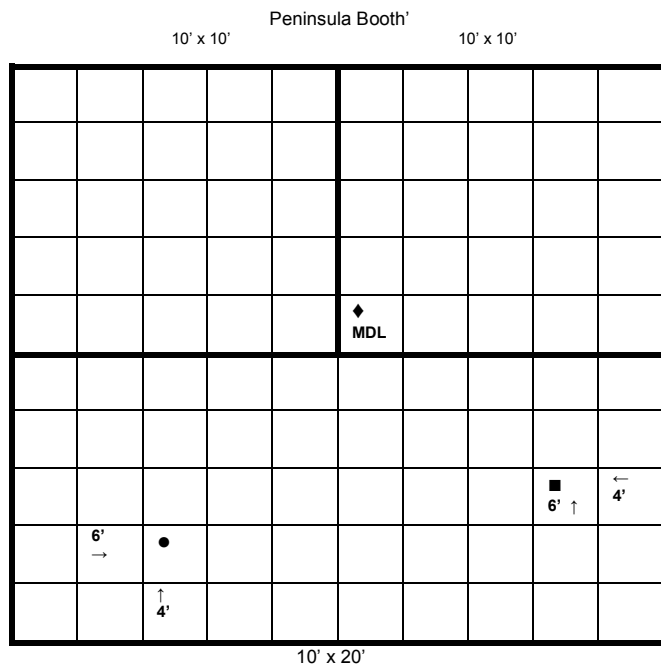
## SERVICE LOCATION PLAN / FLOORPLAN

- A *Service Location Plan* (page 5) must be submitted to process electrical orders.

SAMPLE SERVICE LOCATION PLANS BELOW – 1 Square = 2' x 2'



MDL ◆ ELECTRICAL DISTRIBUTION ACCESS AREA



### LEGEND

- – 5 AMP
- ◻ – 10 AMP
- – 20 AMP
- – 208 volt
- ◻ – 480 volt
- ▲ – Internet
- ◆ – Main Drop Line (MDL)

# LAST DAY TO RECEIVE ADVANCE RATE IS



## ELECTRICAL SERVICES ORDER FORM – 120 VOLT - 2016 \*

E-Mail or fax forms with payment to:  
SANDS EXPO, ORDER PROCESSING DEPT.  
201 SANDS AVENUE • LAS VEGAS, NV 89169  
P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)  
Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT  
<https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<b>IMPORTANT:</b> SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. <b>TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND/OR SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

### EXHIBITOR CHECKLIST

<input type="checkbox"/> I have sent in payment with Credit Card Authorization Form
<input type="checkbox"/> Enough power has been ordered to operate my display.
<input type="checkbox"/> 24-hour power has been ordered if required for my display (i.e., servers, computers, refrigerators, etc.).
<input type="checkbox"/> I am aware that no two-wire or ungrounded cords are allowed at the Sands Expo.
<input type="checkbox"/> I am aware that power for In-line and Peninsula booths will be placed at the back of my booth behind the drape line. If additional power locations are needed within my booth, installation will be done on a time and materials basis. I must submit a location grid diagram with my order.
<input type="checkbox"/> I am aware that power for Island booths will be placed at a main drop location of my choosing at no additional cost. If more than one location is requested, installation will be done on a time and materials basis. I must submit a location grid diagram with order, otherwise power will be placed in the center of my booth. Any change or addition to the location will be done on a time and materials basis
<input type="checkbox"/> I understand a minimum of a one-hour labor installation charge will apply to all booths requiring labor. Labor to disconnect will be at one-half of the installation time and automatically applied to my invoice.
<input type="checkbox"/> If distribution under carpet is required, I have included a detailed electrical floor plan which indicates main power location(s), distribution location(s), and wattage required at each location.
<input type="checkbox"/> If labor is required, I have completed the <i>Labor Request</i> portion of this order form.
<input type="checkbox"/> I understand that all 208, 380, and 480 volt orders require labor for hook up.
<input type="checkbox"/> I understand that my equipment will be modified to conform to Sands Expo electrical cords and caps on a time and materials basis. I may pre-wire my equipment to match Sands Expo cord caps as listed below: <ul style="list-style-type: none"> <li>10 Amp 208 volt, 20 Amp 208 volt, 30 Amp 208 volt 1Ø or 3Ø: Hubbell HBL3521C or Leviton 3521C</li> <li>60 Amp 208 volt 1Ø or 3Ø: Daniel Woodhead Y56OPF</li> <li>100 Amp 208 volt 1Ø or 3Ø: Litton Veam CIRU1GRHC#1145</li> </ul>
<input type="checkbox"/> I am aware that extension cords and plug strips may be required to complete my electrical service. These items will be added to my final bill. (See <i>Additional Materials Pricing</i> portion for pricing examples.)
<input type="checkbox"/> I understand that if a third party is involved in the setup and/or dismantle of my booth, SES must be the exclusive provider of all my electrical needs.
<input type="checkbox"/> I have completed the Service Location Grid (Page 5) and will submit with my order.

### ORDER 120 VOLT NEEDS HERE

ELECTRICAL USAGE: 120 Volt – 60HZ-AC	QTY	24-HR POWER	ADVANCE RATE (*Double for 24-Hr Power)	SHOW SITE RATE (*Double for 24-Hr Power)	SUBTOTAL
5 Amps/500 watts or less <b>120 volt</b>			\$99	\$178	
10 Amps/1,000 watts or less <b>120 volt</b>			\$174	\$253	
20 Amps/2,000 watts or less <b>120 volt</b>			\$251	\$369	
30 Amps/3,000 watts or less <b>120 volt</b>			\$464	\$706	
<b>30 AMP IS FOR SPECIALIZED EQUIPMENT ONLY – NOT FOR LIGHTING NEEDS.</b>				<b>TOTAL</b>	

### LABOR REQUEST

Straight Time:	\$94/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.
Over Time:	\$176/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.
Date(s) Needed:	_____ 8AM <input type="checkbox"/> 1PM <input type="checkbox"/> # Electricians _____
Type of Labor Requested:	<input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Other: _____
We will honor your requested time for service to the best of our ability.	

### ADDITIONAL MATERIALS PRICING

Plug Strip: \$25.00 15 Foot Extension Cord: \$21.00 25 Foot Extension Cord: \$31.00 50 Foot Extension Cord: \$56.00 100 Foot Extension Cord: \$71.00
Please contact the Business Center at 702-733-5070 for pricing of additional materials not listed above.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/authorized person.

READ ALL ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS ON PAGES 3, 10-15 PRIOR TO PLACING YOUR ORDER. ALL MATERIALS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES. HOWEVER, CLIENT MAY PROVIDE OWN AV AND CAT5 CABLE.

**PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.**

# LAST DAY TO RECEIVE ADVANCE RATE IS



## ELECTRICAL SERVICES ORDER FORM – 208 & 480 VOLT - 2016 \*

E-Mail or fax forms with payment to:  
SANDS EXPO, ORDER PROCESSING DEPT.  
201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT

<https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			

**IMPORTANT:** SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND/OR SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

ELECTRICAL USAGE: 208 VOLT 1 PHASE – 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL	<b>ORDER 120 VOLT NEEDS ON PAGE 12 PLEASE</b>
10 Amps / ½ h.p. or Less <b>208 VOLT 1 PHASE</b>			\$304	\$460		
20 Amps / 1 ½ h.p. or Less <b>208 VOLT 1 PHASE</b>			\$418	\$641		<b>LABOR REQUEST</b> Straight Time: \$94/hour <i>Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.</i>  Over Time: \$176/Hour <i>Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.</i>  Date(s) Needed: _____ 8AM <input type="checkbox"/> 1 PM <input type="checkbox"/> # of Electricians _____
30 Amps / 2 h.p. or Less <b>208 VOLT 1 PHASE</b>			\$484	\$721		
40 Amps / 3 h.p. or Less <b>208 VOLT 1 PHASE</b>			\$582	\$865		We will honor your requested time for service to the best of our ability.
60 Amps / 5 h.p. or Less <b>208 VOLT 1 PHASE</b>			\$617	\$976		
100 Amps / 10 h.p. or Less <b>208 VOLT 1 PHASE</b>			\$929	\$1,463		<b>Type of Labor Requested</b> <input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Equipment Operator(s) <input type="checkbox"/> Other:
Outlets Requiring Neutral			N/A	N/A	N/A	
ELECTRICAL USAGE; 208 VOLT 3 PHASE – 60 HZ – AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL	<b>EQUIPMENT REQUEST</b> – Requires SES labor to operate. Must be ordered separately. <input type="checkbox"/> Boom Lift \$227/Hr <input type="checkbox"/> Scissor Lift \$227/Hr <input type="checkbox"/> Forklift \$100/Hr
10 Amps / 1 h.p. or Less <b>208 VOLT 3 PHASE</b>			\$356	\$553		
20 Amps / 3 h.p. or Less <b>208 VOLT 3 PHASE</b>			\$495	\$721		<b>ADDITIONAL MATERIALS PRICING</b> 12/5 Cord Cap, 20-30 AMP: \$25.00 6/5 Cord Cap, 60 AMP: \$200.00 4/5 Cord Cap, 100 AMP: \$350.00 Adaptor, 60 AMP to Cam lock: \$300.00 Adaptor, 100 AMP to Cam lock: \$450.00 12/5 Flat Cable: \$4.00 per foot 6/5 Flat Cable: \$5.00 per foot
30 Amps / 5 h.p. or Less <b>208 VOLT 3 PHASE</b>			\$611	\$929		
40 Amps / 3 h.p. or less <b>208 VOLT 3 PHASE</b>			\$706	\$1,171		<b>Please review Exhibitor Checklist on page 12 prior to submitting your order.</b> Read all electrical service instructions and conditions on pages 3, 10-15 prior to placing your order. All materials running under carpet or flooring must be provided and installed by SES. However, client may provide own AV and CAT5 cable.
60 Amps / 10 h.p. or Less <b>208 VOLT 3 PHASE</b>			\$843	\$1,347		
100 Amps / 20 h.p. or less <b>208 VOLT 3 PHASE</b>			\$1,075	\$1,615		<b>PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.</b>
200 Amps / 50 h.p. or Less <b>208 VOLT 3 PHASE</b>			\$2,025	\$3,364		
400 Amps or Less <b>208 VOLT 3 PHASE</b>			\$3,597	\$5,103		
ELECTRICAL USAGE: 480 VOLT 3 PHASE- 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL	
20 Amps / 7 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$800	\$1,150		
30 Amps / 10 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$950	\$1,325		
40 amps / 15 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$1,225	\$1,455		
60 Amps / 20 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$1,350	\$1,575		
100 Amps / 50 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$1,625	\$2,234		
150 Amps / 75 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$2,322	\$3,016		
200 Amps / 100 h.p. or Less <b>480 VOLT 3 PHASE</b>			\$2,552	\$3,597		
EUROPEAN POWER 240/380			CALL FOR PRICING			
Transformer Voltage Boost			\$3.00 per Amp	\$3.00 per Amp		
<b>TOTAL</b>					\$	

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/authorized person.

**PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.**

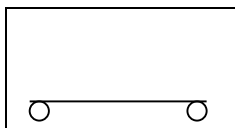
## BOOTH LIGHTING INSTRUCTIONS

**Please indicate placement of your booth lighting and return with your order.**

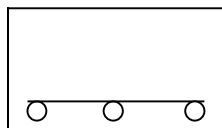
Packages A, B, C, and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

○ = 1 light fixture

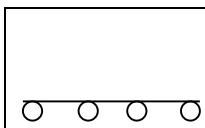
**SAMPLE PACKAGE "A"**  
 1 - 4' track w/2 fixtures



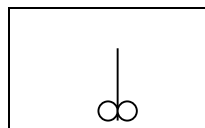
**SAMPLE PACKAGE "B"**  
 1 - 4' track w/3 fixtures



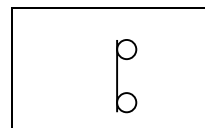
**SAMPLE PACKAGE "C"**  
 1 - 4' track w/4 fixtures





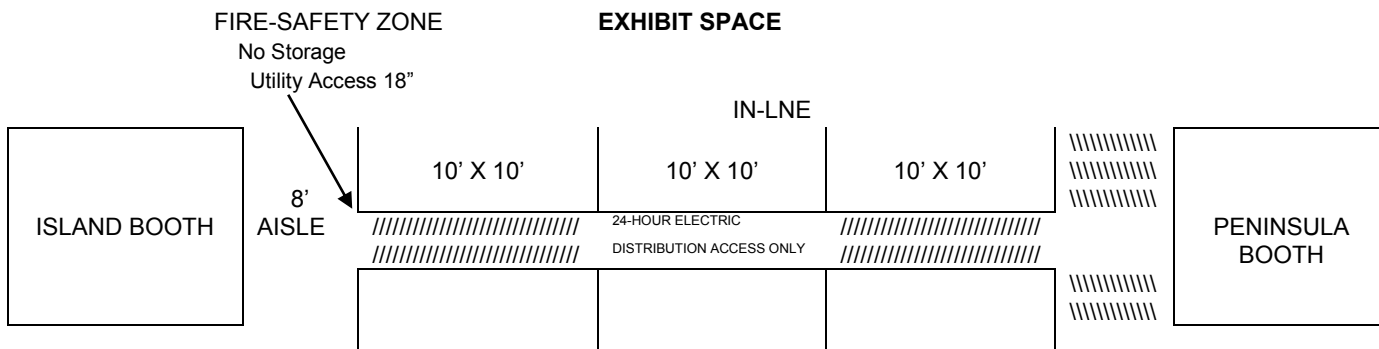
**SAMPLE PACKAGE "D"**  
 1 - 18" track w/light on either side



**SAMPLE PACKAGE "E"**  
 additional fixture  
 (shown w/Package D)



<b>BOOTH NUMBER THIS DIRECTION</b>   _____	<b>YOUR BOOTH NUMBER</b>  _____	<b>BOOTH NUMBER THIS DIRECTION</b>   _____
---	---------------------------------------	--



**PLEASE RETURN THIS COMPLETED FORM WITH YOUR ORDER (Page 15).**



# LAST DAY TO RECEIVE ADVANCE RATE IS



## ELECTRICAL: BOOTH LIGHTING SERVICES \*

### ORDER FORM & CONDITIONS - 2016

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. <https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			

**IMPORTANT:** SES IS THE EXCLUSIVE BOOTH LIGHTING PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR BOOTH LIGHTING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELANON OF EQUIPMENT AND/OR SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELANON FEE. NO REFUNDS WILL BE ISSUED ON PACKAGES CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

### BOOTH LIGHTING PACKAGES

PRICES FOR ALL LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENANCE, AND REMOVAL. (SEE BOX BELOW FOR THOSE THAT DO NOT.) ALL TRACK AND FIXTURES FOR STANCHION AND TRACK INSTALLATION ARE BLACK IN COLOR. LAMPS ARE MR-16 / 75 WATT (THESE LAMPS EXCEED THE LUMENS OF 150 WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.

Packages A, B, C, and D are intended for in-line booths and for standard booths set with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

ITEM DESCRIPTION	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
PACKAGE "A" – TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		\$196	\$312	\$
PACKAGE "B" – TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		\$246	\$399	\$
PACKAGE "C" – TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		\$298	\$451	\$
PACKAGE "D" – STANCHION LIGHT ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		\$120	\$160	\$
PACKAGE "E" – ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, OR D		\$59	\$95	\$
PACKAGE "F" – OVERHEAD LIGHT 1,000 WATT QUARTZ LIGHT MOUNTED IN CATWALK ONLY. ANYTHING MOUNTED OFF CATWALK WILL REQUIRE LABOR AND BOOMLIFT RENTAL. CONTACT ELECTRICAL AT 702-733-5548 FOR ASSISTANCE.		\$325	\$495	\$
PACKAGE "G" – OVERHEAD LIGHTS FOR HALL G 200 WATT – PARS – FOR USE IN HALL G – GROUND LEVEL		\$250	\$399	\$
			<b>TOTAL</b>	<b>\$</b>

### LABOR REQUEST

Straight Time: \$94/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: \$176/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.

Date(s) Needed: \_\_\_\_\_ 8AM ☐ 1PM ☐ # Electricians \_\_\_\_\_

Type of Labor Requested: ☐ Distribution Under Carpet ☐ Equipment Hookup ☐ Lighting Fixtures ☐ Overhead Distribution ☐ Attach Electrical Sign to Booth Structure  
☐ Other:

We will honor your requested time for service to the best of our ability.

PLEASE FILL OUT FORM ON THE PRECEEDING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION AND RETURN WITH YOUR ORDER  
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

# LAST DAY TO RECEIVE ADVANCE RATE IS



## FLORAL & PLANT SERVICES ORDER FORM - 2016

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received.

<https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SANDS EXPO MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN FIRST DAY OF DELIVERY.</b>					

Our Floral Department can provide a variety of tropical plants and floral designs that will enhance your event or exhibit booth. Please visit us at <https://floral.venetian.com> to view a selection of our arrangements.

**DETAILS THAT MAKE THE DIFFERENCE!** • Personal attention to your order and needs. • Our plants are of the best quality for your event or exhibit. • We use only fresh, top-of-the line flowers for your floral needs.

**DESIGNER SERVICES** to help with your plant and flower requirements for your event or booth. Call to schedule an appointment.

**SPECIAL EVENTS:** Luncheons, banquets, cocktail parties, hospitality suites, and themed events. Let us make your event special with our specialized event personnel.

### DELIVERY

- Normal delivery times are between 5 AM and 5PM. Special arrangements may be made due to the size of your order.
- We will honor your requested time for service to the best of our ability. However, circumstances beyond our control may prevent us from meeting your requested timeframe.

DELIVERY DATE/TIME: STRIKE DATE/TIME:

### FLORAL ARRANGEMENTS

List Arrangement Name (Please visit us at <a href="https://floral.venetian.com">https://floral.venetian.com</a> to view a selection of our arrangements.)	\$72.00	\$83.00	\$108.00	\$135.00	\$162.00	QTY	TOTAL

Special Instructions: (height, color, flower preference)

GREEN & BLOOMING PLANTS AND TREES RENTAL ITEMS	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
Mum Plants		\$29 each	\$34 each	
Kalanchoe		\$32 each	\$37 each	
Some colors are seasonal. Please call 702-733-5070 for color availability.				
Orchid		\$39 each	\$44 each	
Bromeliads		\$34 each	\$39 each	
Fern – 8 inch		\$34 each	\$44 each	
Green Plants – 2 feet		\$34 each	\$44 each	
Green Plants – 3 feet		\$44 each	\$56 each	
Green Plants – 4 feet		\$50 each	\$65 each	
Green Plants – 5 feet		\$60 each	\$75 each	
Green Plants – 6 feet		\$80 each	\$93 each	
Green Plants – 8+ feet		\$150 each	\$172 each	
<u>Special Instructions:</u>		SUB-TOTAL		
		ADD 8.15% NEVADA SALES TAX		
All plants, trees, and pots are rental items and the property of The Venetian. If rental items are not returned, you may incur additional charges for unreturned rentals.		TOTAL		

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

# LAST DAY TO RECEIVE ADVANCE RATE IS



## INTERNET AND TELECOMMUNICATION SERVICES ORDER FORM - 2016

E-Mail or fax forms with payment to:  
SANDS EXPO, ORDER PROCESSING DEPT.  
201 SANDS AVENUE • LAS VEGAS, NV 89169  
P: 702-733-5531 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

ORDER ONLINE AT

<https://sandsexpo.boomerecommerce.com>

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:		E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SANDS EXPO MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

### INTERNET SERVICES

INTERNET CONNECTIONS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Internet Service up to 3Mb (Single Private IP Address)		\$1,200.00	\$1,400.00	
Internet Service up to 10Mb (Single Private IP Address)		\$2,100.00	\$2,450.00	
Internet Service up to 10Mb (Single Public IP Address)		\$3,500.00	\$4,000.00	

ADDITIONAL NEEDS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Additional Private IP Address		\$125.00	\$125.00	
Additional Public IP Address		\$150.00	\$150.00	

EQUIPMENT RENTAL	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
8 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$150.00 + \$250 Deposit	\$175.00 + \$250 Deposit	
16 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$200 + \$250 Deposit	\$225 + \$250 Deposit	
Hub rental deposits returned upon receiving working hub; unused portion returned with final billing.				

### SPECIAL LINE SERVICES

Dedicated internet service is available by request. Please contact us to discuss your needs.

GRAND TOTAL

### TELECOMMUNICATION SERVICES

TELEPHONE	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL
Single Line Touch Tone Phone (voice only)		\$395.00 includes \$125 deposit	\$447.00 includes \$125 deposit	
Additional services (voicemail, multi-line phone, Polycom, etc.) are available upon request. Please contact the Business Center at 702-733-5070 to order additional services.				
Deposit refundable on equipment returned in good working condition.				

### LABOR FOR INTERNET AND TELECOMMUNICATION SERVICES

Straight Time: \$94/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
Over Time: \$176/hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturday, Sunday, accept holidays.
Sands Expo reserves the right to add labor to your order as it relates to providing technical support, including troubleshooting and any specialized technical assistance.
Basic installation and dismantle labor is included in the price of the Internet line.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

### EXHIBITOR CHECKLIST INTERNET SERVICES

- ☐ I understand wireless service is not available for purchase in my exhibit space.
- ☐ I understand that using a wireless router can result in loss of signal and slow connection speeds. I understand that Sands Expo Does not provide technical support on my router. I understand that Sands Expo cautions against relying solely on a wireless signal for my Internet connectivity.
- ☐ I have sent in payment with Credit Card Authorization form.
- ☐ I am aware my Internet line will be placed at the back of my booth behind the drape line. If additional Internet connections are needed within my booth, I will submit a Service Location Grid (page 5) with my order detailing my under carpet placement requirements.
- ☐ I understand that ordering one Internet line gives me one IP address with one Internet connection. If I need additional connections, I must order one additional IP address for each additional connection.
- ☐ I understand that when multiple Internet connections are ordered, a hub or router must be included in my set up. I further understand that I can rent a hub from Sands Expo or bring my own equipment.
- ☐ I understand that I am responsible for picking up rental hubs from the Sands Business Center on Level 1 and returning same.
- ☐ I understand that Sands Expo **does not** guarantee the full functionality of specific applications including, but not limited to such programs as VPN, Net Meeting, Remote Terminal Services, Citrix, Video Streamlining and PC Anywhere.
- ☐ I understand Sands Expo has the right to remove any equipment deemed to be harmful to its network.
- ☐ I understand Sands Expo is the exclusive provider of all Internet services and reselling of Internet service is strictly prohibited.
- ☐ I understand that Internet services are guaranteed to be delivered no later than one hour before event.

### EXHIBITOR CHECKLIST TELECOMMUNICATION SERVICES

- ☐ I have sent in payment with Credit Card Authorization Form.
- ☐ I understand that local, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call.
- ☐ I understand that all long-distance and international calls are charged based on the prevailing rates.
- ☐ I understand equipment will not be delivered to my booth. I must pick-up equipment from the Sands Business Center on Level 1.
- ☐ I have completed the Service Location Grid (Page 5) indicating location of my phone line and I will submit with my order.
- ☐ I understand all rented equipment must be returned to the Sands Business Center within one hour following the close of the event or additional charges will be billed to my credit card. I further understand that I will be billed for any damaged equipment.
- ☐ I understand pre-ordered service cannot be guaranteed prior to one day before event opening and orders placed at show site cannot be guaranteed.
- ☐ I understand that orders that are placed after the Advance Rate cut-off date will be handled on a first-come, first-serve basis and cannot be guaranteed.
- ☐ I understand there is a labor charge to move my Telecom lines once they've been placed in my booth, or to program my equipment.

## **INSTRUCTIONS AND CONDITIONS**

1. **SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR.**
2. All material and equipment furnished by SES for these service orders shall remain SES property and shall be removed ONLY by SES personnel at the close of the show.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a ¼" AMFLO-C1 connector; the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
7. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if exhibitor requests labor from SES, they will be charged an hourly service charge for these services.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. Unless otherwise directed in writing by exhibitor or his representative, SES Plumbing personnel may be required to cut floor coverings to permit installation of service.
10. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines. Sands Expo Plumbing department will not be responsible for moisture or water in air lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with 30 days written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
14. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Order Form". You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets.
15. Automatic Fire Sprinkler System (AFSS) must comply with National Fire Protection Act #13. All booths must comply with these requirements. It is not the responsibility of SES nor the Sands Expo to approve or deny your exhibit floor plans. All questions should be addressed to Clark County Fire Department at 702-455-7100. SES is the exclusive provider at the Sands Expo for this service. When AFSS is required in your booth, please order at [www.SandsExpo.com](http://www.SandsExpo.com) or call 702-733-5070. The mailing address is: Sands Expo, Order Processing Dept., 201 Sands Avenue, Las Vegas, NV 89169.
  - a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.
  - b) Please send perspective/isometric drawings to better define your display.
16. **All on-site plumbing orders are subject to availability of labor and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee.
19. SES and the Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.

# LAST DAY TO RECEIVE ADVANCE RATE IS



## PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED \* AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2016

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT

<https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			

**IMPORTANT:** SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE RESOLVED BEFORE THE SHOW CLOSES.

<b>EXHIBITOR CHECKLIST</b>
<input type="checkbox"/> I have sent in payment with Credit Card Authorization Form
<input type="checkbox"/> I have submitted a Service Location Plan (Page 5) with my order.
<input type="checkbox"/> I have ordered drain service if I have ordered water service which requires a drain.
<input type="checkbox"/> I have ordered an Automatic Sprinkler System if required.
<input type="checkbox"/> I have ordered electrical services (Pages 10-13) if required.
<input type="checkbox"/> I have read the Instructions and Conditions on Page 18.

<b>COMPRESSED AIR:</b> 90-100 lbs. PSI. The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES). Our Plumbing department will not be responsible for moisture or water in air lines.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$457.00	\$572.00	\$
Each additional connection within the same booth (within 5 feet of 1 <sup>st</sup> outlet).		\$225.00	\$281.00	\$

<b>WATER SERVICE:</b> 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 installed. Standard connections for water outlets are 1/2" FIP.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$472.00	\$590.00	\$
Each additional connection within the same booth (within 5 feet of 1 <sup>st</sup> outlet).		\$238.00	\$298.00	

<b>LABOR RATES</b>
<b>STRAIGHT TIME: \$94/HOUR</b> - Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
<b>OVERTIME: \$176/HOUR</b> - Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays and Sundays.
<b>Holidays will be billed at two times the Overtime rate.</b>

<b>DRAINS:</b> Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the Sands Expo.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Standard Drain - 1 single or double compartment sink only.		\$472.00	\$590.00	\$
Large Drain - 1-3 compartment sink and/or dishwasher. Not to exceed 15 gallon dump capacity.		\$708.00	\$885.00	\$
Extra Large Drain - Clothes washer or a combination of above. Not to exceed 40 gallon dump capacity.		\$850.00	\$1,062.00	

<b>AUTOMATIC SPRINKLER SYSTEM NEEDED</b>
Name and phone number of exhibitor.

WATER FILLING & DRAINING: Prices do not include labor. Minimum 1 hour labor charge.				
Date Requested:		Time Requested:		
We will honor your requested time for service to the best of our ability.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
UNIT(S) 1 TO 149 GALLONS		\$249.00	\$312.00	\$
UNIT(S) 150 TO 299 GALLONS		\$367.00	\$458.00	\$
UNIT(S) 300 TO 999 GALLONS		\$651.00	\$814.00	\$
UNIT(S) 1,000 TO 4,999 GALLONS		\$870.00	\$1,088.00	\$
UNIT(S) 5,000 TO 10,000 GALLONS		\$1,171.00	\$1,464.00	

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION PLAN (Page 5) AND SUBMIT WITH YOUR ORDER.



# RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL / LABOR ORDER FORM – 2016 \*

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received.

<https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
BY SIGNING AND DELIVERING THIS FORM TO SANDS EXPO, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.					
<b>IMPORTANT: SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 48 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. PLEASE REVIEW YOUR INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

## LABOR REQUEST / RATES

Straight Time - \$94/hour: Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.

Over Time - \$176/hour: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.

- A minimum charge per booth of two hours per worker for installation will apply to all booths that have selected a window of time. Any booth that selects a specific time will have a minimum charge of four hours per worker.
- **Labor to dismantle will be estimated based on one-half (1/2) of the installation time and will be automatically applied to your invoice. Your final invoice will be adjusted to reflect actual times for dismantle.**
- A supervisor from exhibiting company must be on-site and at booth before any work is performed.

LOAD-IN SERVICES REQUESTED: Date: \_\_\_\_\_ Time: To begin between the hours of:  
☐ 8-11 AM ☐ 12-2 PM ☐ 3-5 PM No. of Persons: \_\_\_\_\_  
☐ Specific Time \_\_\_\_\_ (3 person minimum for Rigging)

LOAD-OUT SERVICES REQUESTED: Date: \_\_\_\_\_ Time: To begin between the hours of:  
☐ 3-5 PM ☐ 6-8 PM ☐ 9-11 PM ☐ Specific Time \_\_\_\_\_  
First requested time is one hour after close of show provided area is clear for work to be performed.

**WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED YOUR ESTIMATE HAS BEEN SIGNED AND RETURNED ALONG WITH YOUR CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN. REFER TO THE SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES. PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.**

## ESTIMATE

- This form, along with your CAD or VW file of your floor plans, gear list, schedule, etc., will be used to estimate costs to have requested work completed. If you do not have a CAD or VW, we can provide that service for you at an additional fee. The estimate will be forwarded to you upon completion of an Approved Drawing and the completion of this form.
- Work will be scheduled to be performed upon our receipt of the signed estimate, CAD / VW drawings, and completed Credit Card Authorization Form.
- Estimate charges will be applied to your listed method of payment on the *Credit Card Authorization Form* (page 2).
- Failure to return the estimate prior to the first show move-in day will result in a significant delay in your requested work being completed and may result in Over Time hours.
- The Sands Expo assumes no responsibility for additional labor or materials associated with lack of information provided.
- Please make sure all on-site contacts are noted on your provided documents (see Checklist on page 21).

## PRODUCT LIST

ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS; FROM THE SMALLEST TO THE LARGEST, WE CAN PROVIDE IT ALL!

- |   |  |                            |
|---|--|----------------------------|
| • CAD Work                                | • LED, Robotics, and Conventional Lighting | • Dimmers and Controls     |
| • Motorized Hoists                        | • Fully Trained and Professional Staff     | • Lighting Design Services |
| • No Shipping Costs for In-house Products | • Perishables                              | • Truss                    |
| • Custom Rigging Packages                 |  |                            |

PLEASE PROVIDE A LIST OF GEAR REQUIRED.

PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.  
PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN  
PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: **RIGGING@SANDEXPO.COM**

## NO DRAYAGE COST for SES PROVIDED EQUIPMENT

(Drayage is the cost of hauling goods.)

**PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.**



**RIGGING: HANGING SIGN SERVICES ORDER FORM - 2016 \***

E-Mail or fax forms with payment to:  
SANDS EXPO, ORDER PROCESSING DEPT.  
201 SANDS AVENUE • LAS VEGAS, NV 89169  
P: 702-733-5070 • F: 702-733-5568 • E-Mail: [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

**ORDER ONLINE AT**

Please indicate total number of pages faxed to ensure complete order was received.

<https://sandsexpo.boomerecommerce.com>

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			

BY SIGNING AND DELIVERING THIS FORM TO SANDS EXPO, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.

**IMPORTANT:** SES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT VENETIAN/PALAZZO/SANDS EXPO. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 48 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. PLEASE REVIEW YOUR INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

**EXHIBITOR CHECKLIST**☐ I have sent in payment with Credit Card Authorization Form.☐ I have completed the Labor Request portion of this order form.☐ I understand that SES Productions is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Venetian Ballroom/Hall D/Palazzo/Sands Expo. Display companies or exhibitor's representative may supervise these activities.☐ I understand that for safety reasons, all signs in excess of 200 pounds and/or requiring electric will be hung using motorized hoist.☐ I have included with my order a CAD or VW drawing which includes all items attached to the truss for approval; as well as gear legend, orientation in booth, estimated weight, pick points for hanging, and assembly instructions.☐ I understand that all items must be in working order, structurally sound; and in accordance with applicable codes.☐ I have noted all on-site contacts on my Provided Gear List document.☐ I have contacted the general service contractor for shipping instructions for all hanging items.☐ I understand that this form will be used to estimate the cost of having requested work completed. The estimate will be forwarded to me based on completed account information provided on the Credit Card Authorization Form.☐ I have returned the signed cost estimate and understand that estimated charges will be applied to my provided method of payment.☐ I have provided the measurements from the floor to the top of the sign in order for SES Productions to hang my sign at the proper height.☐ I understand that failure to return the signed estimate prior to the first show move-in day will result in a significant delay in my requested work.☐ I understand that SES Productions reserves the right to refuse to hang any application if they deem it unsafe.☐ I understand that I must be in my booth at the time of service delivery.☐ I understand that SES Productions will not open any crates/cases/boxes that are not clearly marked "signage". Client or representative must be present.☐ I have completed the Service Location Plan on page 5 and submitted it with my order.☐ I have ordered power for my sign if needed. (Please see pages 10-13 To order power.)**SIGN DESCRIPTION, SIZE, WEIGHT & POWER REQUIREMENTS**Type: ☐ cloth ☐ wood ☐ metal ☐ truss ☐ electrical ☐ non-electric  
☐ other (specify)Shape: ☐ square ☐ triangle ☐ rectangle ☐ other:

Size: height \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_

Weight: \_\_\_\_\_

Power Requirements: AMP or watts \_\_\_\_\_ voltage \_\_\_\_\_

**PLEASE PROVIDE PLACEMENT OF SIGN AND DRAWINGS OR PRINTS WITH REQUEST.****LABOR REQUEST**

Straight Time - \$94/hour. Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.

Over Time - \$176/hour. Labor before 8:00 AM and after 5:00 PM Monday Through Friday, Saturdays, Sundays, except holidays.

Load-in Service Requested:Date: \_\_\_\_\_ No. of Persons: \_\_\_\_\_  
To begin between the hours of: \_\_\_\_\_ (3 person min. for Rigging)  
☐ 8-11 AM ☐ 12-2 PM ☐ 3-5 PM ☐ Specific Time \_\_\_\_\_Load-out Services Requested:Date: \_\_\_\_\_  
To begin between the hours of: ☐ 3-5 PM ☐ 6-8 PM ☐ 9-11 PM  
☐ Specific Time \_\_\_\_\_

First requested time is one hour after close of show provided area is clear for work to be performed.

- Labor to dismantle will be estimated based on one-half (1/2) of the installation time and will be automatically applied to your invoice. Your final invoice will be adjusted to reflect actual times for dismantle.

- A supervisor from exhibiting company must be on-site and at booth before any work is performed.

- A minimum charge per booth of two hours per worker for installation will apply to booths that have selected a window of time. Any booth that selects a specific time will have a minimum charge of four hours per worker.

**WE WILL HONOR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED ESTIMATES ARE SIGNED AND RETURNED ALONG WITH CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.****REFER TO SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.****EQUIPMENT REQUEST**☐ Boom Lift - \$227 per hour ☐ Scissor Lift - \$227 per hour  
☐ Motorized Hoist - 1 ton - \$460 ☐ Sign Rotator - \$231  
(lifting device for sign) (motor to turn sign)**SINGLE POINT SIGN PACKAGE PRICING - \$2,800.00**

If your sign can be hung safely with one point, weighs less than 1,000 lbs., is no larger than 12' in diameter or no larger than a 12'x12' rectangle, you qualify for this package.

Package price includes all labor, lifts, motorized hoist, and custom Rigging to install your sign. Package price does not include sign Rotator; must be ordered separately.

Quantity: \_\_\_\_\_ Single Point Sign Package - \$2,800 each

Sign Rotator - \$231 each

For specific questions concerning hanging applications, E-mail us at [riggering@sandsexpo.com](mailto:riggering@sandsexpo.com). Prices, Policies, and Procedures Subject to Change



## EXHIBITOR DONATION PARTICIPATION LETTER

Welcome to The Venetian, The Palazzo and Sands Expo. We would like to take this opportunity to inform you of our ongoing sustainability efforts regarding outreach to the local Las Vegas community.

When events come to Las Vegas, thousands of products are packaged and shipped for the event. At the end of the event, some exhibitors choose to leave their items on the show floor due to excessive return shipping costs. In previous years, our staff simply gathered what were left on the floor and donated them to a local charity.

Our goal is to increase our community outreach and the amount of donations to the community. To achieve this goal, we would love to have your participation. We encourage you to leave show items that you do not plan to ship back on the event floor so we can donate them to a local charity on your behalf. In doing so, you can reduce shipping costs as well as carbon emissions from transportation. Your items will be distributed throughout a network of local charities based on the type of materials you donate. Save money, save the environment and help the community.

Preferred donation items are:

- Show bags and Lanyards
- Pens, notepads and office equipment
- Promotional and giveaway items
- Furniture and household items
- Bottled Water

If you would like to donate materials, please visit the Sands Expo Business Center to pick up donation stickers. Please place the stickers on the items for donation and Sands Expo Outreach team will pick them up at your convenience or at end of the event.

Thank you very much for your consideration in this matter.

Community Outreach Team

The Venetian, The Palazzo and Sands Expo

Email: [RGreen@SandsExpo.com](mailto:RGreen@SandsExpo.com)



Corporate Headquarters  
3355 Las Vegas Blvd. South, Las Vegas, Nevada 89109

The Venetian | The Palazzo | Sands Expo | Sands Bethlehem | Paiza | Sands Macao | The Venetian Macao  
Four Seasons Hotel Macao | The Plaza Macao | Sands Cotai Central | Marina Bay Sands