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

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ISSA Show North America

Las Vegas Convention Center

November 19 - 21, 2019

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Show Organizer Information and Forms





Ronald McDonald House Charities of Greater Las Vegas

ISSA and ISSA Charities are partnering with the Ronald McDonald House Charities (RMHC) of Greater Las Vegas this year and we encourage you to contribute your exhibit products at the conclusion of the show, and benefit from our *free* **donation management services**. Your company may qualify for a **tax deduction of up to twice the cost**, and you'll eliminate the cumbersome and expensive task of repacking and reshipping display merchandise.

It's easy to participate...

- 1. Prior to the show, please complete this form and email it to Marifer Sandoval, RMHC, marifer@rmhlv.org, by Thursday, October 31, 2019.
- 2. During the show, a Ronald McDonald House representative will visit your booth to coordinate collection of your donated items.
- 3. At the show's close, Ronald McDonald House representatives will collect your donations.
- 4. Following the show, Ronald McDonald House will send tax documentation to your company.

	Tradeshow Dor	atio	on Form
	My company will donate products at the close of the booth number is Market value of donation I'm not sure if we will donate products at the close of	ı is _	
M	y company will most likely contribute (check	all tl	hat apply):
	Carpet/upholstery cleaning chemicals/equipment Cleaning solutions Cleaning tools and equipment Disposables Floor maintenance chemicals and equipment Food service supplies Furniture Janitorial supplies		Maintenance chemicals/dispensing systems Paper products and supplies Plastic products and supplies Power cleaning chemicals and equipment Restroom equipment and supplies Specialty products, equipment and services Other:
Co	mpany	Con	ntact
Address		Pho	one Fax
Cit	y, State/Province, Zip/Postal Code	Em	nail

Marifer Sandoval | Ronald McDonald House Charities of Greater Las Vegas 2323 Potosi Street | Las Vegas, NV 89146 | marifer@rmhlv.org or 702.252.4663 x2260





Keeping families close



EXHIBITOR SERVICE MANUAL

November 18- 21st 2019 | Las Vegas, NV Exhibit Days | November 19-21st Las Vegas Convention Center

GES SERVICES Order by October 28 to receive best pricing. Last day for orders November 10		
Ordered?	Form	Deadline Date
	MANDATORY: Utilities: Electrical and Plumbing	October 28
	MANDATORY: Utilities: Electrical and Plumbing Layout	October 28
	MANDATORY: Exhibitor Signage and Rigging Inspection Form	October 28
	MANDATORY: Payment & Credit Card Charge Authorization	October 28
	MANDATORY: 3rd Party Billing Request	October 28
	MANDATORY: Key Information/ Supervised Labor Checklist	October 28
	MANDATORY: Freight Service Questionnaire	October 28
	MANDATORY: Shipping: Material Handling Labels	October 28
	Booth Display: Booth Layout	October 28
	Booth Display: Carpet	October 28
	Booth Display: Exhibit Standard System Order Form	October 28
	Booth Display: Furniture & Accessories	October 28
	Booth Display: Graphics & Signage	October 28
	Booth Display: Truss Lighting Package Order Form	October 28
	Booth Display: Truss Order Form	October 28
	Booth Display: Vehicle Placement Order Form	October 28
	EAC: Notice of Intent to use an EAC	October 28
	Labor: Cartload Service	October 28
	Labor: Cleaning	October 28
	Labor: Hanging Sign	October 28
	Labor: In-Booth Fork Lift	October 28
	Labor: Installation & Dismantling	October 28
	Labor: Stagehand	October 28
	Labor: Skid Accessible Storage	October 28
	Shipping: Pre-Printed Outbound Material Handling	October 28
	Shipping: Transportation Plus Material Handling	October 28
	ISSA Services	
	Exhibit Directory Listing Proof	July 1
	ISSA Innovation Award Program Entry	July 15
	2020 Booth Selection Application Due	August 16
	2020 Booth Selection Schedule Available	August 26- September 6
	2019 Booth Approval	September 19
	EAC Work Authorization Form	September 27
	Convention Center Meeting Room Request	October 1
	ISSA Meeting Hub Request	October 1
	Complimentary Badge Allotment Registration	October 11

TRADE SHOW PARTNERS SERVICES		
Ordered?	Form	Deadline Date
	Lead Retrieval (Experient)	September 24 – October 9
	Audio/Visual (On Services)	October 4
	Internet/Telephone (COX)	October 11
	Booth Security (SOA)	October 18
	Floral/Plants (Floral Exhibits, Ltd.)	October 29
	Product Donation (Ronald McDonald House of Vegas)	October 31
	Photography (Oscar Associates)	November 1
	Temporary Personnel/Hostess (Judy Venn)	November 1
	Catering (Centerplate)	November 4
INTERNATIONAL EXHIBITOR SERVICES		
Ordered?	Form	Deadline Date
	Ocean Freight (Rogers Worldwide)	October 15
	Air Freight (Rogers Worldwide)	October 22
	International Booth Package (GES)	October 28



BUILDING USERS MANUAL

2017-

LAS VEGAS CONVENTION CENTER . CASHMAN CENTER





Las Vegas Convention and Visitors Authority 3150 Paradise Road, Las Vegas NV 89109-9096 702-892-0711 • Fax: 702-892-2824 LVCVA.com • VegasMeansBusiness.com



April 5, 2017

Welcome to Las Vegas and the Las Vegas Convention Center and Cashman Center!

This 2017 edition of the Building User's Manual has been compiled to assist you in your efforts to produce a successful show. Current policies and procedures are contained within, as well as rules and regulations related to safety, fire code, etc.

A Convention Services Manager (CSM) is assigned specifically to your show to act as your liaison with various departments of the Convention Center/Cashman Center throughout your entire planning process. If you have any questions about any of the items covered in this manual, please contact your Convention Services Manager first. He/she will be able to handle your inquiry quickly and efficiently on your behalf.

Since policies have a way of changing, your assigned CSM will ask you for your e-mail address so we can keep you informed of any revisions. Your CSM will also handle any special requests and answer any questions you may have about the facility.

Thank you for allowing us to be the venue for your event. We wish you continued success.

Sincerely,

Patrick Coyne

Senior Director of Convention Services

Las Vegas Convention and Visitors Authority

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MEET THE TEAM CONVENTION SERVICES



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FACILITY CONTACT INFORMATION

Administration/Convention Services (702) 892-2960

American Express OPEN® (702) 943-6990

Centerplate Food & Beverage Services (702) 943-6779

Centerplate Fax (702) 943-6782

COX Business (702) 943-6500

FedEx (702) 943-6780

Las Vegas Convention Center (702) 892-0711

Cashman Center (702) 386-7110

Registration Services (702) 386-7828

Fire Prevention Office (702) 892-7413

Customer Safety Dispatch (702) 892-7400

WEBSITES

- LVCVA Meeting Planner Website <u>vegasmeansbusiness.com</u>
- LVCVA Corporate Website LVCVA.com
- LVCVA Consumer Website VisitLasVegas.com

SOCIAL MEDIA

- Twitter.com/lvcva
- Twitter.com/vegas
- Facebook.com/lasvegas
- Youtube.com/lasvegas

- instagram.com/vegas
- lasvegas.tumblr
- vine.co/Vegas
- pinterest.com/visitlasvegas

BUILDING GUIDELINES

ADVERTISING AND CUSTOM SIGNAGE

ADVERTISING

- Commercial exhibitor advertising is not allowed in the public areas of the facility centers, including parking lots, without payment of additional compensation to the Las Vegas Convention & Visitors Authority (LVCVA)
- The current rate for all public areas is fifteen percent (15%) of show management's gross revenue.
- You will be required to furnish the LVCVA with a list of all advertising sold in public areas 30 days prior to the first day of move-in, including a rate card and copy of invoice.

CUSTOM SIGNAGE ONLY IN APPROVED LOCATIONS

- Banners and signage may be attached to the facility only in approved locations and by approved methods. Please contact your Convention Services Manager (CSM) with questions.
- When there are multiple events in the building your Convention Services Manager will approve the appropriate locations for all banners/signage in public areas.
- Freestanding signs (i.e. kiosks, meter boards, etc.) must have a base design that is approved by the Convention Services Manager and the facility Fire Prevention Office. Show floor plans shall indicate proposed location of all freestanding signs, both within any exhibit hall, lobby or plaza. Placement of freestanding signs requires approval of the Convention Services Manager and the facility Fire Prevention Office.

CASHMAN CENTER

• For your convenience, Cashman Center has established permanent hang points for banners in the following locations:

<u>Location</u>	Overall Dimension
Hall A entrance	30' x 8'
Hall B entrance	30' x 8'
Meeting Rooms entrance	30' x 8'
Theater entrance	24' x 8'

* ADHESION

- Nails, tacks, screws and tape will not be used to hang signs and banners.
- Any approved signs placed on windows (i.e. static cling, foam core, etc.) must not leave residue on the window surface.
- Stickers are not allowed on facility property.
- Signs and banners placed outside of the building must lie flat against the building and be properly secured.

❖ WALL CLINGS

- Use of wall clings must be approved in advance by your CSM.
- Only approved materials can be used. Ask your CSM or Official Service Contractor for substrate specifications.
- All clings must be installed/removed by the Official Service Contractor.
- Message on cling may be directional, association related or advertising/sponsorships. Clings used for advertising/sponsorship are subject to the 15% of receipts for advertising.
- The Official Service Contractor is responsible for any chargeback for repairs of damages incurred during installation or removal of wall cling.
- Contact your CSM for product information and locations.

❖ PROHIBITED

 Permanent facility digital signage screens and commercial signage may not be visibly blocked in any manner. This includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc.

- Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited.
- Arbor counterweights will be loaded on arbors or stored in designated area, counterweights are not to be removed from the stage area.

LVCC

- The beams in the grand lobby, central concourse and south halls are not approved as weight bearing structures.
- Hanging or placing signs or banners from the Paradise Road pedestrian bridge, from any of the Desert Inn bridges, the monorail or from the South meeting rooms is prohibited.
- Signage may not be placed inside or outside of the windows of the Paradise Road pedestrian bridge or any of the Desert Inn bridges.
- Signs and banners are <u>not</u> permitted on the light poles on LVCC property. Banners, posters or advertising on light poles off LVCC property is a violation of state or county codes and will be removed at the expense of the lessee. The lessee may also be cited and fined, and it will be the lessee's responsibility to bill the offending exhibitors.

CASHMAN CENTER

Signs and banners are permitted on the light poles on Cashman Center property. Labor and
materials are the responsibility of the Lessee. When used to promote the association or event, the
pole sign brackets are at no charge. Commercial advertising is permitted and is subject to LVCVA
revenue percentage. Banners, posters or advertising on light poles off Cashman Center property
is a violation of state or county codes and will be removed at the expense of the association or
event. The association or event may also be cited and fined, and it will be the Lessee's responsibility
to bill the offending exhibitors.

AEROSOL CANS

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases, are prohibited inside the building unless prior review and approval is obtained.

AIR CONDITIONING AND HEATING

 The facility provides cooling or heating in the exhibit halls during show hours. Fees are charged per hall, per day, for cooling and heating during non-show days. Contact your Convention Services Manager for a price quote.

AMERICAN EXPRESS OPEN®

LVCC

- American Express OPEN®, the Official Small Business Card of the Las Vegas Convention Center
 has launched the American Express OPEN® Business Lounge near the main entrance to the
 LVCC.
- The lounge offers OPEN card members and new applicants a quiet oasis to recharge and do business with amenities including comfortable seating, Wi-Fi, laptops, printers, coffee, tea, and light snacks.
- Business owners who are not Card members can apply for an OPEN Card with representatives at American Express OPEN® kiosks located in the lobby area of the Central, North, and South Halls.
- American Express OPEN® is the leading payment card issuer for small businesses in the United States, supporting business owners with products and services to help them run and grow their businesses. Learn more at www.OPEN.com

ANIMALS

Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition
of a service animal.

- Permission for any animal to appear in a show or booth must first be approved by show management, then by the Convention Services Manager (CSM).
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- The following criteria must be met before the animal is allowed on property:
 - A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured must be provided.
 - o Animals, with the exception of fish, are not allowed in the building overnight.
 - o A trainer must accompany animals at all times.

BALLOONS

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

❖ INDOORS

PERMITTED

- Helium balloons larger than 36 inches separate or tethered, are allowed in the exhibit halls.
- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Balloons may be used outside but must be tethered and may require FAA approval.

PROHIBITED

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts, however smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released outdoors due to airport flight patterns in the area.

ADDITIONAL PLANNING NOTES

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the Official Service Contractor, cleaning contractor or the facility.

❖ OUTDOORS

Moored balloons (to include hot air balloons), and kites are permitted on facility campuses with the following conditions:

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

HOT AIR BALLOON OPERATIONS

- Any hot air balloon that is inflated and standing must have a FAA certified pilot, with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on facility campuses due to the proximity to the local airports, this is an FAA regulation.
 - McCarran International Airport is less than 5 miles from LVCC
 - North Las Vegas Airport is less than 5 miles from Cashman Center

 Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in a location selected by LVCVA staff outside of the building

RUNAWAY BALLONS

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

BOOTH SET-UP

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

BROADCAST AND PUBLICATIONS

- The LVCVA does not regulate, control, approve or disapprove any broadcast, performance or publication of music or any other audio or visual presentation.
- We do not play or perform any music, nor do we offer referrals to anyone who does.

❖ LICENSING INFORMATION

- If the Lessee or an exhibitor wishes to use copyrighted material, it will be necessary for you to make arrangement with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.
- The facility retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations of the lease agreement.
- Please contact the following agencies for more information:

American Society of Composers, Authors and Publishers (ASCAP)

Licensing: (800) 652-7227 General Information: (800) 505-4052 Broadcast Music, Inc. (BMI)

General Information: (800) 925-8451

SESAC

General Information: (800) 826-9996

BUILDING CHECKLIST:

LVCC

Timing	Action
6 Months Out	Submit Proposed Floor Plans
6 Months Out	Approve Hanging Signs and Banners
60 Days Out	Submit Written Plan for Pyrotechnics
60 Days Out	Submit name/contact information for rigging foreman to LVCVA Director
	of Engineering and Facility Projects
60 Days Out	Submit Traffic Plan
	Submit Helicopter Landing and Skydiving information
30 Days Out	Provide Insurance Certificates
30 Days Out	Submit Detailed Lobby Plans
30 Days Out	Submit List of Exhibitor Appointed Contractors
30 Days Out	Submit Show Security Schedules, Locator Form and Weapons Request
-	Form
30 Days Out	Submit List of Advertising Sold in Public Spaces

Contact your Convention Services Manager for additional information.

CASHMAN CENTER

Timing	Action
60 Days Out	Submit Proposed Floor Plans
60 Days Out	Approve Hanging Signs and Banners
60 Days Out	Submit Written Plan for Pyrotechnics
30 Days Out	Submit Helicopter Landing and Skydiving Information
30 Days Out	Provide Insurance Certificates
30 Days Out	Submit Detailed Lobby Plans
30 Days Out	Submit List of Exhibitor Appointed Contractors
30 Days Out	Submit Show Security Schedules, Locator Form and Weapons Request
	Form
30 Days Out	Submit Traffic Plan

BUSINESS CENTER

LVCC:

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

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

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

CATWALK ACCESS

Individuals or companies requesting catwalk passes need prior approval from show management and the Convention Services Manager.

PROCESS

- Catwalk passes can be obtained from the facility Customer Safety locations:
 - LVCC Grand Concourse across from Hall C3
 - Cashman Center Lot C entrance
- You must be 18 years or older to obtain or use a catwalk pass.
- A current driver's license or valid state I.D. will need to be presented before any pass is issued.
- The driver's license/I.D. will remain at Security Dispatch until all passes have been accounted for and turned in to dispatch.
- Catwalk passes are issued and returned on a daily basis.
- Catwalk passes are not transferrable and cannot be loaned to another person.
- All lost passes must be reported. There will be a charge of \$100 for a first time lost pass. A second
 lost pass by the same individual or company will be charged \$500. The retained identification will
 be returned upon total accountability of the passes.
- Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from property and may be prosecuted according to Nevada Revised Statutes.

CHEMICALS

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable SDS – Safety Data Sheet (Formerly MSDS – Material Safety Data Sheets). It is highly recommended that the SDS be submitted at the time floor plans are submitted.
- A list of chemicals must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance with an outside resource for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines or drains of the facility.

CHILD CARE

- Child care facilities shall not be permitted at the facility properties unless Lessee obtains appropriate licensing, permits and inspections from the following Clark County entities:
 - Clark County Child Care Licensing
 - Southern Nevada Health Department
 - Clark County Fire Department

Company must provide insurance in the amount of \$10 million naming the Las Vegas Convention and Visitors Authority as additional insured. Subject to final approval by your Convention Services Manager and Legal Counsel.

DIGITAL ADVERTISING

- The LVCVA is pleased to offer advertising at the Las Vegas Convention Center that can enhance
 your show and provide an additional revenue opportunity through digital signage ad space. We
 have partnered with Cox Business to provide this high-tech digital experience throughout our
 building for our show clients and your exhibitors
- The digital signage network consists of 14 video walls throughout the North, Central and South Hall public areas. Please contact Cox Business for more information Phone: (702) 943-6500.

REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/UNMANNED AERIAL VEHICLES (UAVs)/DRONES GUIDELINES

RPAS/UAVs/Drones are permitted. The following guidelines must be strictly adhered to:

- Exhibitors have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- A form must be completed and submitted.
- All Federal Aviation Administration (FAA) and Department of Homeland Security guidelines must be observed.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS must weigh less than 55 pounds.

❖ EXHIBIT HALLS/MEETING ROOMS/OUTDOORS

- RPAS are restricted to within your defined booth space only.
- RPAS must be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- RPAS are prohibited from flying over populated areas.
- RPAS are prohibited from flying within 18" of any building structure including sprinklers.

❖ OUTDOORS

 FAA regulation restrict RPAS from being flown within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport).
 Due to the proximity to these airports, RPAS's are prohibited from flying outside on any LVCVA campus. Waivers obtained through the FAA must be provided to the Convention Services Manager.

ELEVATORS AND ESCALATORS

❖ PROHIBITED

- Freight is not permitted on passenger elevators.
- The transportation of dollies, oversized luggage, boxes or freight and tool boxes on escalators is prohibited.

❖ FREIGHT ELEVATOR LOCATIONS

• Freight elevators for contractor use are located near freight door 10 and in the west lobby. Freight for the 2nd floor in the south halls must be transported via the south hall ramps.

EMERGENCY SITUATIONS

To report an emergency, please call (702) 892-7400.

- Security staff is trained to handle emergency situations. The Customer Safety Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- The Convention Services Manager is responsible for keeping show management and Official Service Contractors informed of decisions relating to emergency events in progress.
- All emergencies should be reported to the Customer Safety Department first.
- Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.
- Texting program information.

EXCLUSIVES

The LVCVA has three exclusive partners: Centerplate, COX Business and FedEx Office.

EXIT SIGNS

- Building exit signs must be illuminated and visible at all times.
- Exit signs may not be turned off.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.
- There will be no power interruption to the emergency sockets within an exit sign. The LVCVA emergency power supply will not be used as a secondary power source for temporary signs.

FIREARMS ON DISPLAY

- Any exhibitor displaying firearms at a trade show must contact the Convention Services Manager so approval can be submitted to the Executive Director of Customer Safety.
- The company shipping the firearms to the exhibitor must have a Federal Firearms License.
- All firearms must be disabled by either removing the firing pin or other component to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a Certified Firearms Expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During non-exhibit hours, firearms must be secured. Options include: cable lock, locked display
 cabinet, or by contract security guard. Alternatives must be approved by LVCVA Customer Safety
 Department.

FOG MACHINES

- Use of all fog machines must be pre-approved by the Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the fire prevention office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use) and it must be in good repair.
- The fog-generating fluids must be water-based and stored in the original containers that were provided by the manufacturer. Substitute containers or un-marked containers will result in denial of the use of the fog machine(s).
- The Safety Data Sheet (SDS) for the fog fluid must be sent to the fire prevention office for approval in advance of the event move-in.
- The SDS sheet must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show.

<u>GREEN INITIATIVES</u>

 The Las Vegas Convention & Visitors Authority (LVCVA) is committed to building on our current successes and maintaining a proactive approach towards future sustainable activities such as recycling, green purchasing, education, and conservation programs. Read more about our Sustainable Initiatives here.

HEAVY EQUIPMENT PROCEDURES

Show management must provide the facility a list and obtain approval for all equipment weighing over 250,000 lbs. A site plan is required showing locations of each piece of heavy equipment.

*** FLOOR LOAD LIMITS**

- Heavy equipment being brought into Halls S3, S4, C3, C3 Concourse, and C4, <u>may</u> require advance review and approval by a structural engineering firm at the expense of show management and/or the exhibitor.
- The floor weight load limit for Halls S3-S4 is 300 pounds per square foot. Halls C3, C3 Concourse and C4 have weight restrictions in designated areas. Please contact your Convention Services Manager for additional information.

MOVEMENT OF EQUIPMENT

- Equipment with smooth tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building
- Equipment with cleated tracks over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building.
- LVCC/Cashman Center personnel must be present in either case. Meetings must take place between the facility and the general contractor to determine routes and method of movement.

HELICOPTERS

- Lessee or exhibitors requiring helicopter usage on LVCVA premises shall provide insurance coverage of \$10 million Aircraft Liability including passenger liability.
 - A Certificate of Insurance naming the Las Vegas Convention and Visitors Authority as additional insured must be provided thirty (30) days prior to the use of the facility for landing a helicopter.

Complete a Helicopter Landing Request Form.

- Shows do not require additional permits to land in one of the designated areas noted below: however, Clark County Fire Department (CCFD) must be notified of your intent to land a helicopter on our property:
 - o LVCC, Blue lot 1
 - o LVCC, Silver lots 1 & 2
 - o LVCC, Orange lots 1 & 2

CASHMAN:

- Helicopter landings at Cashman Center require a permit from the Las Vegas Fire Department. LVCVA will obtain this permit, but Show Management or the Exhibitor must provide the CSM with a written plan including landing and take-off frequency, times and locations. Exhibitor and/or Show Management will work with the CSM and Fire Prevention to determine acceptable landing zones.
- Air traffic control communication must be established with the local airports for both take-offs and landings.
- Appropriate fire extinguishing and grounding equipment must be supplied and maintained while the aircraft is on property.
- A windsock will be provided the LVCVA in designated lots as needed.

INDOOR AIR QUALITY

- All forklift trucks, platform lifts, boom lifts and other motorized equipment utilized for the move-in
 and move-out of events shall utilize cleaner burner alternative fuel than gasoline. The alternative
 fuel shall be electric, natural gas, and/or propane fuel. All refueling, changing of propane/natural
 gas bottle/containers or recharging of these vehicles must be conducted outside the facility.
 - Propane cylinders awaiting use shall be stored in a secured propane storage cage that
 meets the requirements of OSHA. Storage cages must be secured in a location selected
 by LVCVA staff outside of the building.
- Any vehicles that are utilized to deliver freight directly into the facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle shall be allowed to sit and idle in the facility.
- The use of any special equipment (such as cranes, large lift trucks, etc.) in the facility for move-in and move-out shall be coordinated with the Convention Services Manager 30 days in advance, so provisions can be made to ensure proper ventilation is maintained. If the existing ventilation system cannot provide adequate air exchanges, the Official Service Contractor shall provide means of ventilation at their expense.
- All equipment utilized for move-in and move-out shall be kept in compliance with all governing laws and regulations at all times.

JANITORIAL AND CLEANING SERVICE

- Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition (i.e., trash and floor tape removed).
- The facility will clean public areas, meeting rooms and rest rooms during the leased period.

- Areas used for exhibits, general sessions (exhibit halls), including parking lots, show offices, registration areas or meeting rooms used for storage or work rooms are the responsibility of the Lessee.
- All other janitorial and cleaning service, through move-in, show and move-out is the responsibility
 of the Lessee. All cleaning materials/equipment must be stored in an approved area.
- Excessive cleaning and trash removal will result in an additional cost to be invoiced to Lessee. Any
 building damages incurred will be repaired and labor/materials invoiced to Lessee.

KEYS CARDS/ACCESS LOCKS

- If you require meeting room keys, please submit your request to your Convention Services Manager prior to your event dates.
- Each unreturned metal key will be charged back to you at \$20.00 per lost key. There will be no charge for unreturned key cards.
- Please note that the LVCVA assumes no responsibility for any items left in the meeting rooms regardless if locks have been changed or if keys have been issued to Show Management. You may consider contracting with your security company to ensure the security of these rooms.

LOBBIES

LVCC – Exhibit Hall Lobbies are not leased space and must always be kept open for public access and used within certain guidelines set forth by the LVCVA.

Cashman Center – Meeting Room Lobbies & Exhibit Hall Corridors are not leased space and must always be kept open for public access and used within certain guidelines set forth by the LVCVA.

❖ GUIDELINES

- No carpet or flooring may be placed on the existing carpet in the lobbies or public areas without
 prior approval from your Convention Services Manager. If carpet or flooring is approved to cover
 the existing carpet, visqueen must be laid between the building carpet and the carpet being
 installed. Use only non-residue tape. All carpet must be pre-cut, cutting is not allowed over building
 carpet.
- Electric carts and bicycles may not be used on any carpeted area in the LVCC/Cashman Center unless visqueen is placed on the carpet.
- Carts/forklifts are not allowed on the second floor of the LVCC.
- Neon signs may not be covered or turned off without the permission of the Convention Services manager.
- LVCVA management reserves the right to determine areas to be used by each show and resolve any conflicts in the event the lobbies/plazas are to be shared by two or more shows.
- To accommodate the comfort of attendees, the LVCVA will configure seating in all lobbies and public areas one (1) day prior to show opening. The location and arrangement of seating will be at the discretion of LVCVA management and will remain as configured for the entirety of the show.

LVCVA EMPLOYEE ACCESS

• The Convention Services Manager will work with show management to allow access to leased space to LVCVA personnel in order for them to perform their work-related duties.

MARQUEE

Cashman Center

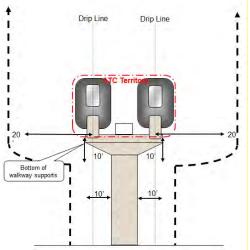
- Announcements on the marquee, located on Las Vegas Blvd. North must contain a client contact phone number or website address.
- Lessee is allowed one (1) complimentary message per cycle on the message center.
- Outdoor messages are programmed to be displayed one (1) week prior to the event.

MASSAGE SERVICES

Massage Services are not permitted within the public (unleased) space. They are permitted within space that is leased to the show.

MONORAIL - LIMITS OF APPROACH

If a client is leasing space in the parking lots or utilizing other outdoor space, the Convention Services Manager must be apprised of plans for these areas. There are established "Limits of Approach" with respect to the area surrounding the monorail system. To ensure a safe working environment, work within this area is not permitted without prior approval.



THE LIMITS OF APPROACH ARE DEFINED AS FOLLOWS:

• Within 10 feet horizontally of a monorail column, from ground level up to a distance of 10 feet vertically down from the bottom of the walkway supports that run the length of the guide way,

OR

• Within 20 feet horizontally of a Las Vegas Monorail Station or the drip line on the monorail guide beam from a height of 10 feet below the bottom of the walkway supports upwards. The drip line is the line that extends through the center of the monorail guide beam into the dynamic envelope of the Automatic Train Control (ATC) Territory. The area of concern extends from the ground up to and beyond the guide way due to the danger of objects falling into Automatic Train Control (ATC) Territory from above.

OUTDOOR EXHIBITS

❖ RULES AND REGULATIONS

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have 24-foot aisle for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must be on a 10-foot wide aisle.
- Temporary restroom facilities may be required for outdoor exhibits.
- When parking lots are used for outdoor exhibits, the lessee will be charged back for the cost of open trash boxes and if they are ordered through the facility.
- Use of water from LVCC hydrant requires an in-line meter with usage readings.
- Any Temporary Assembly Structures, (structures that have either membrane or solid hard shell
 or glass) sides that exceed 4,500 square feet have additional requirements set by Clark County,
 please click here for Clark County requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or slatted to allow for air to flow though.
- The use of pipe and drape, MIS or gem wall units outdoors must have advanced approval from the CSM. However, pipe and drape, MIS or gem wall units is allowed to be used inside fully enclosed structures
- Installation and dismantling of tower cranes require a 300-foot clear zone. We recommend that tower cranes not be installed within 300 feet of Desert Inn Road and Paradise Road (LVCC).
- Tower cranes need FAA approval.

- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- Reference Food Preparation within Exhibits for information on exhibition and display cooking.
- Reference Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of diesel on property will require a <u>Clark County Permit</u>.
- LVCVA management reserves the right to make any changes on site that is deemed necessary without advanced notice, for safety concerns.

*** TENTS AND CANOPIES**

All outdoor tents and/or temporary structures must be installed by facility approved Exhibitor Appointed Contractors (EAC) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 30 days prior to conventionservices@lvcva.com

- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Permit. Must also have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Permit. They must also have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- Self-installed pop-up canopies require either weights or stakes, must be lowered every evening at close of show, and depending on weather conditions, may need to be taken down – to be determined by facility on site.

❖ STAKING

- All staking needs to be drilled, no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without the prior approval from a CSM, please contact conventionservices@lvcva.com for approval.
- Final on-site staking approval must be obtained by a member of the LVCVA exterior engineers or engineering management before any drilling and staking may begin.
- The asphalt must be returned back to its original condition. LVCVA standards are:
 - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
 - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt tamp until solid.
 - Cover areas approximately 2" around patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.

❖ TRUSS STRUCTURES

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

PAGING

- Show paging is available for all of the exhibit halls.
- The LVCVA will provide a mixer and microphone and place where specified by show management, either on the show floor or in a meeting room.

• If the location for show paging on the show floor is not near available power, show management will need to provide an electrical drop.

PERSONAL MOBILITY DEVICES

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

ROOF ACCESS

- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to conventionservices@lvcva.com.
- Once written approval has been given, go to the Engineering Department on the specified installation date to complete the process. Anyone requiring a roof pass on the weekend must go to Security.
- Roof access times are Monday Friday, 7:30 am 4:30 pm, (winter hours may vary due to weather
 conditions and day light savings time). Engineering will need 24 hours' notice for scheduling roof
 access.
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Persons accessing the roof without a pass will be trespassed.
- · Access to the roof areas via lift is prohibited.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

*** EQUIPMENT INSTALLATION**

- Satellite pads are available on the roof of Halls C1-C5, N1-N4, and S3-S4 (LVCC). Any contractor
 or exhibitor requiring access to roof must first obtain permission from show management and the
 Convention Services Manager as well as obtain a <u>roof access</u> and <u>catwalk pass</u>.
- Roof access passes expire at the end of each day. No work is permitted on the roof during
 inclement weather. No work is permitted on the roof after 5:00 p.m. All roof hatches will be
 secured at this time
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a 3/4" carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your Convention Services Manager for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of satellite and any debris after the show or event concludes.

❖ PROHIBITED

- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum clad Flooded Jacked Cable is not permitted.

SATELLITE/ANTENNA INSTALLATION (refer to roof access)

SECURITY STANDARDS PROGRAM

The LVCVA Minimum Security Program establishes standards for the assignment and performance
of contract security companies operating on LVCVA property. The minimum standards assure that
all events occurring on LVCVA property are conducted in a safe and secure environment.

Clients are encouraged to communicate with the LVCVA Customer Safety Department as early as
possible before the event to ensure ample time is allotted for the preparation of a comprehensive
security plan. Phone: (702) 892-7407

SERVICES

The Las Vegas Convention Center offers a spectrum of high quality services complimenting its convention and meeting facilities. With full service kitchen facilities, two restaurants with seating for over 1,300, 18 concession stands, and one Starbucks cafe, every culinary need can be met with a taste of Las Vegas. Event services include a master antenna system, local, cable and closed circuit television. Registration services operated on a fee basis; and badges and badge holders available upon request. Complimentary wireless Internet access is available in all common areas and meeting rooms.







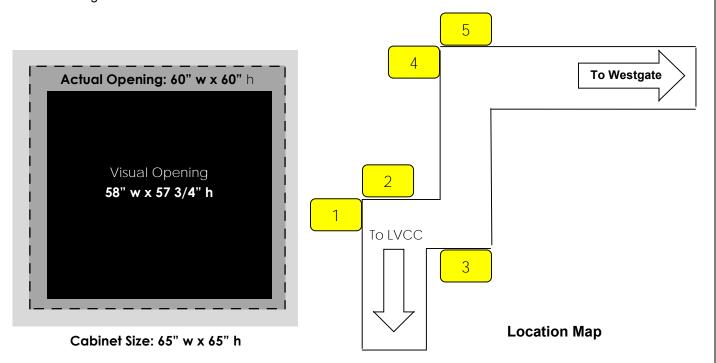


SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

- Your Official Service Contractor will handle the shipping and receiving of all goods to the LVCC/Cashman Center.
- Please note that the facility is unable to accept any goods shipped to the facility for Show Management or any exhibiting company.

SKY BRIDGE LIGHTBOX ADVERTISING

Lightbox advertising includes five (5) backlit displays located on the sky bridge that connects Westgate to the Las Vegas Convention Center.



Production requirements for lightbox graphics include a professionally produced material used for backlit display boxes. Event producers may use any production vendor of their choice, as long as appropriate materials are utilized in the production of the graphics. It is the responsibility of the Lessee to work directly with a qualified printer for artwork submission, deadlines and payment of graphics. The event producer is responsible for the payment of the standard 15% commission to the Las Vegas Convention Center for public area advertising as specified in their lease.

LVCVA Sign Shop staff will coordinate insertion and removal of the graphics into the lightboxes pre-and-post show. If graphics are to be returned to the event producer, please ensure specific instructions are provided. Standard practice will be to remove and discard all graphic materials after completion of show, unless otherwise instructed.

Lightbox Specifications:

Cabinet Size: 65" w x 65" h Actual Opening Size: 60" w x 60" h Visual Opening Size: 58" w x 57 3/4" h

Completed Graphic Signs Delivery Information:

LVCVA Attn: Sign Shop 3150 Paradise Road Las Vegas, NV 89109 (702) 892-0711

Please include your show name AND show dates on delivery information. Lessee must give the LVCVA Sign Shop at least 5 business days for installation of their graphic signs.

Please contact your contractor for a list of available areas and qualified printers.

SKY DIVING

- Any lessee or exhibitor wishing to have a sky diving exhibition must have the approval of the Convention Services Manager thirty (30) days prior to proposed event.
- All jumps must be pre-approved by the FAA and proof of approval provided to the Convention Services Manager.

- Lessee, exhibitor, and skydiving company or companies must provide insurance coverage of \$5
 million naming the Las Vegas Convention and Visitors Authority, Lessee, and exhibitor as
 additional insured.
- Any approved jump must meet all existing LVCVA policies and procedures for such activity.

SOUND LEVELS

• The Las Vegas Convention Center retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the lease agreement and the building policies.

TRANSPORTATION & TRAFFIC PLANS

 Please forward the following traffic plan information to your Convention Services Manager for approval at least sixty (60) days prior to your first move-in day:

Name of transportation company	 Schedule of shuttle service
Number of routes	 Any special requirements
 Number and destination of buses 	 Any ADA transportation information
 On-site contact name and telephone number 	 Any potential challenges
Location of bus staging	 Las Vegas Metropolitan Police traffic control schedule

- If you anticipate heavy or unusual vehicle traffic during your show, contact your CSM.
- Out of state limousine/transportation companies may not operate without a valid Nevada license and permit.
- TNC's (Transportation Network Companies) who have an exclusive with a show may not distribute, advertise, or place signage anywhere on Authority property other than leased space.

❖ OVERSIZE/OVERWEIGHT VEHICLES AND LOADS

- The State of Nevada requires special truck permits to move exceptionally large or heavy loads on all roads throughout the State, including those into and out of the facility.
- You may have logistical issues if you need to bring in any single item, vehicle, piece of equipment, building, etc. that, either self-propelled, towed or trailered, is wider than 8'6", taller than 14', longer than 70', has more than 10' of overhang, or weighs more than 80,000 pounds.
- These loads and other unregistered vehicles such as airplanes, floats, boats, mobile/manufactured homes and buildings will require special planning and routing arrangements. In any case, this can be a costly affair, so plan early and contact a reliable heavy transporter at least 90 days in advance of any required movement. The transporter will coordinate with the appropriate authorities: State permits, city traffic, utilities, pilot escorts, and law enforcement.
- For more information, contact Nevada DOT Over Dimensional Vehicle Permits Office at (800) 552-2127 or visit their website at Nevada Department of Transportation.

UNION AND NON-UNION LABOR DISPUTES

- It is the responsibility of the trade show general contractor to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures and all involved parties must follow them. Work now, grieve later.
- Threats to or illegal confrontations with exhibitors or show management will not be tolerated.
 Individuals involved in threats or illegal confrontations with exhibitors, show management, other
 workers, or LVCVA personnel may be issued a Trespass Notice and escorted from the Las Vegas
 Convention Center. If any information is received, or incidents observed, notify the LVCVA
 Customer Safety Department at telephone number (702) 892-7400.

VEHICLES

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

WEAPONS

- A personal or concealed weapon of any type are not permitted
 - Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).

EXHIBITION AND MEETING SPACE

Please visit the <u>LVCVA website</u> for capacity details and floor plans for all meeting rooms and exhibit halls.

MEETING ROOMS

- Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the carpet being installed. Use only non-residue tape. No sub-flooring is allowed for exhibits.
- When moving freight or equipment in these areas the existing carpet must be protected by the use
 of approved runners or visqueen. Forklifts, electric carts, etc. are not permitted on the second floor.
 All freight and materials must be moved via pallet jack or hand cart
- Exhibitor crates and pallets must be placed on rollers or visqueen.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls or doors without approval of the Convention Services Manager.
- No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, fire extinguishers, exit signs or exits.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Convention Services Manager at least 60 days in advance of set up.
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room air walls will be moved only by LVCVA personnel. Air walls must be configured prior to laying carpet over building carpet. Contact your Convention Services Manager if you need assistance.
- Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.

MEETING ROOM EQUIPMENT (provided)

- When multiple shows are scheduled, equipment is available to the extent of inventory that is shared between all shows.
- When extensive building equipment is being utilized (i.e. large general session, multiple max room sets) production schedule needs to be discussed with the CSM for appropriate labor scheduling/
- Cables and wires must be routed above doorways; not across the threshold.

BLEACHERS

Bleachers are available for a fee. Please contact your Convention Services Manager for details.

CHAIRS

Chairs are the gray stacking type and available for meeting room sets to the extent of our inventory. At the base, chairs are 20 x 20 inches.

EASELS

The LVCVA provides easels to the extent of our inventory. Note: Easels are not the type that will hold a flip chart.

LECTERNS

Standing lecterns are provided free of charge to the extent of our inventory.

MICROPHONES

The LVCVA will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.

RISERS

The LVCVA sets panels for a stage/dais if required. Panels are 4' x 8' and are available in heights of 16", 24", and 32". The next size ranges from 36" to 48" in two inch increments. The platform is two-sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. The LVCVA will utilize to the extent of the inventory. According to code, side and back rails are required for stages above 32".

TABLES

Table sizes are 18" x 8', 30" x 8', and 6' rounds, all 30" high. The tops are gray and are hard plastic. They do not come draped or skirted.

❖ MEETING ROOM EQUIPMENT (NOT provided)

DRAPED/SKIRTED TABLES

If a draped head table or skirted table is required, it must be ordered from the official service contractor. The LVCVA has plastic tables, and they cannot be draped, as there is no way to staple into them. The LVCVA does not provide linens or skirting.

AUDIO/VISUAL EQUIPMENT

All projectors, screens, DVDs, laptops, etc., are ordered through the audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.

FLIP CHARTS/MARKERS/POINTERS

Flip charts, markers, and pointers must be obtained from the audio/visual contractor.

PADS/PENCILS

The LVCVA does not provide pads or pencils.

PIPE/DRAPE

The LVCVA does not provide pipe and drape.

COCKTAIL TABLES

The LVCVA does not provide cocktail tables/high boys.

ADDITIONAL PLANNING NOTES

• Each meeting room is allowed one (1) no-charge setup per day. Check with the Convention Services Manager for multiple setup fees.

SHOW POWER IN MEETING ROOMS

• Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room. (See below for listing of available show power.)

Room #	Show Power Plugs, 208V/3Ph	Other Show Power Connection, 208V/3Ph
C102-C107	NONE	
C201-C206	NONE	
N101 - N103	60 Amp	
N104 / 105 / 106	NONE	
N107 - N110	60 Amp	
N111	60 Amp	125 Amp
N112	60 Amp	100 Amp
N113 - N117	60 Amp	
N118	NONE	
N119 - N120	60 Amp	
N201	60 Amp	100 Amp
N202 - N210	60 Amp	
N211	60 Amp	100 Amp
N212 - N218	60 Amp	
N219	60 Amp	100 Amp
N220 - N228	60 Amp	
N229	60 Amp	100 Amp
N230 -N231	60 Amp	·
N232	60 Amp	60 Amp
N233 - N245	60 Amp	
N246	60 Amp	200 Amp
N247 - N249	60 Amp	
N250	60 Amp	60 Amp
N251	60 Amp	
N252	4 – twistlock 20 Amp	
N2533	4 – twistlock 20 Amp	100 Amp Camlock
N254 - N255	4 – twistlock 20 Amp	
N256	4 – twistlock 20 Amp	100 Amp Camlock
N257 - N259	4 – twistlock 20 Amp	
N260 - N261	4 – twistlock 20 Amp	100 Amp Camlock
N262 - N263	4 – twistlock 20 Amp	
N263C	NONE	
N264	4 – twistlock 20 Amp	100 Amp Camlock
Dmd 1- Dmd 4	NONE	
S101 - S118	60 Amp	
S201 - S218	60 Amp	
S219 - S220		100 Amp Camlock
S221	60 Amp	
S222 - S223		100 Amp Camlock
S224 - S233	60 Amp	

OFFICIAL SERVICE CONTRACTOR RULES AND POLICIES

BADGES/CONTRACTOR PHOTO IDENTIFICATION

The Las Vegas Convention and Visitors Authority (LVCVA) is a participant in the ESCA Exhibition Industry Worker Identification System (WIS) Badge. This identification badge system allows the LVCVA to improve the overall security of our facilities, their licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility and space at all times. This is why all Exhibitor Appointed Contractors (e.g. contractors, suppliers and vendors) who work on-site at the Las Vegas Convention Center and Cashman Center must be identified with the WIS badge on their person. Please note the following exception: At this time, all trade union workers are temporarily exempt from obtaining the WIS Badge. Permanent exceptions include all contract security employees and LVCVA building partners – Centerplate, COX Business and FedEx.

Show staff, exhibitors and attendees will continue to use the show-issued credential.

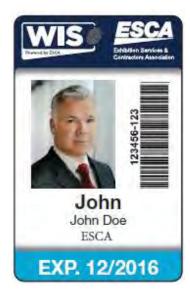
The Exhibition Services & Contractors Association (ESCA) has been retained by the LVCVA to administer this program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies go online to www.ESCA.org for a complete overview of the process involved in registering for the badges. The WIS Badge is a completely web-based program designed for contractors to order employee badges.

WIS Badge Pricing:

ESCA Member (Full-Time Employees) \$18.00 Temporary Access Badges (ESCA Member) \$10.00 All Others \$25.00 Temporary Access Badges (All Others) \$13.00

Should any difficulties be encountered with obtaining an Administrator USER ID and PASSWORD, Mitt Arnaudet, WIS National Administrator, ESCA Member Services Director may be contacted to provide additional assistance regarding the process at (972) 447-8210 or by email: mitt@esca.org.

ESCA-WIS Identification Badge





PLEASE NOTE: The WIS badge does not grant the bearer access to any events in any venues. The badge merely verifies that the individual is approved to enter the venue if they are being employed by a contractor working on the specific event. Security for specific events is still in force and all workers must be cleared to enter the events via the normal security protocol in effect for the specific events and venues.

BIKE/CART POLICY

All bikes and carts operated on LVCC/Cashman Center LVCVA property must be registered annually with the LVCVA Customer Safety Department. Included in the registration process is an annual safety inspection which will be completed at time of registration.

ANNUAL REGISTRATION AND INSPECTION

- Bike/carts can be registered at any time and permits are valid from January 1st through December 31st each year. The annual fee is \$10.00.
- Registered carts will be issued a permit which will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All bike/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on LVCC/Cashman Center property:
 - Carts Name of company operating cart must be prominently displayed on cart.
 - Carts Must have functional headlight, taillight, horn, brakes, and locking on/off switch.
 - Bicycle permits are registered to companies only, not individuals.
 - Bicycles Must have a mounted red flag at least 8" x 8" visible at least four (4) feet above the seat and reflectors visible from the front and rear.
- Companies which are approved to operate on LVCVA properties and are listed on the Exhibitor Appointed Contractor listing (EAC) may register/operate up to three (3) 3-wheeled carts per company. This limit does not apply to on-site, show specific general contractors.

CART CHARGING

- Charging of Electric Carts:
 - Cart charging location will be designated by LVCC/Cashman Center management.
 - Cart charging inside the building is prohibited.
 - Use of extension cords from inside building to vehicles is prohibited.

PROHIBITED/RESTRICTIONS

- Cart and bicycle traffic during events in the building may be restricted to certain areas and times. Areas of high pedestrian traffic should be avoided.
- LVCC ONLY: Carts and forklifts are not to be used on the West side of Diamond Parking Lot sidewalk adjacent to Las Vegas Boulevard.
- At no time are carts permitted to enter parking lots that are designated for vehicle parking. Parking lots can be accessed only when designated as exhibit space.
- No bicycles/carts are allowed on carpeted second floor areas.
- Carts/bicycles are prohibited from blocking entrances to buildings, stairways, handicapped ramps or main thoroughfares.
- Use of electric carts on carpet is permitted only when carpet is protected by reinforced visqueen.
- While operating a cart or bicycle, cellular phone usage is prohibited.

SAFETY

- Reporting of Accidents/Incidents Accidents involving any carts/bicycles must be reported immediately to the LVCVA Customer Safety Department at (702) 892-7400.
- Bicycles and carts are to be operated in a safe manner at all times.
 - General Bike/carts shall not be operated in a manner that may endanger passengers or other individuals or cause damage or harm to the LVCVA property.
 - Speed limits Operators shall not exceed speed limits for motorized vehicles. Operators must reduce speed while making turns and during inclement weather conditions. In crowded pedestrian area, operators must park or proceed at a slow walking pace. Reduce speed when turning, crossing slopes, or when on bumpy, wet or soft surfaces.
 - Passenger Limit and Load Capacity Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.

- Passenger Safety Passengers must keep their head, legs and arms within the cab.
- Carrying Cargo Cargo must not extend more than one foot from either side of the front.
 Cargo that extends more than three feet from the rear of the cart must be flagged with a bright colored material. All cargo must be secured.
- Roadway Direction of travel, speed limits, flow of vehicle traffic and all roadway signage must be adhered to at all times.
- Bike/cart operators failing to follow LVCVA Building Rules and Regulations may be asked to surrender the Bike/Cart permit and operators may be subject to trespass.

Bike/cart operators are responsible for complying with this policy and all other state and local laws pertaining to the use of bicycles/carts.

OFFICIAL SERVICE CONTRACTOR RULES AND POLICIES

BUILDING DAMAGE

- Official Service Contractors are billed at \$.002 of the total gross square footage of all exhibit halls and meeting rooms leased for exhibits. This fee is used to cover minor building damage that occurs during a trade show or convention.
 - Prior to the event, Show Management and the Official Service Contractor will be afforded the opportunity to inspect the leased space to identify any existing damage. During or immediately following an event, damage reports will be made for each occurrence of damage sustained. Damage of incidental nature will be covered under the above assessment with no further charges due. Damage exceeding a cost of \$1,000 will be deemed as substantial. Any damage incurred of a substantial nature will be invoiced to the Official Service Contractor at the current time and materials rate.
 - The Official Service Contractor's Account Executive, the LVCVA Convention Services Manager and the Director of Engineering/Facility Operations will review any reports of substantial damage prior to invoicing. Substantial damage that can be associated with an EAC will be invoiced to that company.
 - In the event of a dispute, Show Management and the Official Service Contractor will meet with the Senior Director of Convention Services and the Director of Engineering/Facility Operations. Mutual agreement will be reached to the satisfaction of all parties

CLEANING

- A clean building is provided at move-in unless arrangements are made between the Official Service
 Contractor and the building for an early move-in. If this is done, it is the responsibility of the Official
 Service Contractor making the request to make sure the building is returned clean. This includes
 all stairwells, parking lots, roads and catwalks utilized by the Official Service Contractor and show.
 - Your cleaning personnel must be on site on the first day of move-in through the last day of move-out.
 - LVCC Only:
 - The LVCVA provides compactors. They are placed around the building, at freight doors 4, 7, 15, 24, 26, 35, and 40. Your personnel will pick up the trash in the hall and take it to those compactors. When full, LVCVA Client Services personnel will call the compactor in to be emptied by Republic Services. All compactors are self-dumping with ramps. The compactor bays of all compactors utilized during any phase of show activity must be cleaned and clear of debris as each one is changed out and on the last day of move-out. Failure to do so may result in an additional fee.
 - All cardboard boxes must be broken down when placed in the compactors. Cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast and there will be delays due to the ordering of the change out of the compactor.
 - All wood (pallets, display materials, etc.) is to be placed in designated bulk trash areas. At a minimum, bulk trash must be removed on the first show day and on the final day of move-out. It is your responsibility to have bulk trash removed from our property.
 - When cleaning, during move-in and move-out, no piles of trash may be left in the building overnight.

- Orange Lot 1 (the freight and staging area), the docks by Doors 7 and 8, the North Road (doors 15 through 24), South Hall Doors 26-35, Red Lot dock doors 36-40 and South Hall second level truck dock doors 43-52 must be kept clean and free of debris during move-in, show, and move-out.
- Parking lots or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.
- Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.
- The tracks of the freight doors are to be cleaned out each night.
- Gas powered vacuums are not allowed inside the building without permission from the Fire Prevention Office.
- LVCVA Client Services personnel clean common use areas, i.e., rest rooms, hallways of meeting rooms and meeting rooms when used for meetings. The LVCVA does not clean meeting rooms or the hallways when area is utilized for exhibits or when the rooms are used as offices, store rooms, or by the Official Service Contractor. Your personnel must pick up exhibitor material in hallways. We do not clean behind the registration counters.
- The LVCVA provides 40-gallon waste containers, upon show management approval, throughout the exhibit hall on the first day of the show, but it is your responsibility to empty and replace the liners. It is recommended that clear liners be utilized.
- All items must be removed from building, including discarded booth furniture that the clients have left behind. All left over publications must be removed.
- All tape and residue must be removed from the floors during move-out. Clear tape is not to be used on exhibit hall floors.
- Trash must be removed from behind draped areas.
- All residues must be removed from glass/windows both internal and external if unauthorized or poor quality materials are used.
- Paint spills, hydraulic leaks, medical waste or anything of this nature should be handled immediately by the Official Service Contractor/cleaning contractor.
- It is the responsibility of the Official Service Contractors to clean the catwalks at the completion of each show. It is also required that the Official Service Contractor maintain the catwalks in a clean and safe environment during move-in and move-out. No items may be thrown off the catwalks (i.e. equipment, trash, etc.).

FLOOR PLANS

- Floor Plans for the Exhibit Halls, Lobbies, General Sessions and Meeting Room exhibits must be submitted (30) days before the start of move-in. Plans may be submitted to boothplans@lvcva.com
- Floor Plans for Exhibit Halls and Lobbies must be submitted as separate documents.
- When it becomes necessary to revise an approved floor plan, please highlight all changes on the plan and re-submit.

FIRE PREVENTION RULES AND REGULATIONS

• All operators on LVCC/Cashman Center property must have successfully completed an approved course of instruction regarding the safe operation of forklifts, scissor lifts and boom lifts. The Employers Insurance Company of Nevada, the Department of Industrial Relations (Safety Consultation and Training Section) or the National Safety Council can provide assistance to an employer for the development of this certification program. The certification of successful completion of this course must be in the driver's possession while operating a forklift on LVCVA property. LVCVA Security officers will make random checks for proof of certification and failure to provide such proof will result in the operator being prohibited from further operation of a forklift on the property and possible trespass from property.

LVCC Only:

- On the North Road, vehicular traffic is from east to west, with only emergency access from Paradise Road eastbound.
- Pedestrian crosswalks have been striped between Westgate and the Skywalk entrance.
 Crosswalks must remain clear at all times. Trucks, trailers, forklifts, crates and equipment may not be parked or left in the striped areas
- A 20-foot clear area around fire hydrants must be maintained along North Road and throughout the Las Vegas Convention Center.

TRAILER & EMPTY STORAGE

• Official Service Contractor trailer storage is only permitted in the parking lots with the prior approval of the Senior Director of Convention Services or the Senior Manager of Convention Services.

LVCC Only:

- No parking, storage, or staging of any type, vehicle or equipment, is authorized under the meeting room overpass next to Desert Inn Road.
- The Centerplate loading dock area south of freight door #3 must be clear of any storage and staging.
- A red line has been painted along the south side of Orange 1 Lot parallel to Desert Inn Road. The purpose of this area is to protect traffic on Desert Inn Road from falling objects. Trucks, trailers, forklifts, crates and equipment may not be parked or left south of these red lined areas. All vehicles, including forklifts and high lifts, must also remain clear of any red painted curb areas.
- All empty crates must be kept a minimum of 40' from the building in their designated areas with the exception of the north halls, which must be 20' from the building on the north road side only.
- Empty crates may be staged on the North Road in their designated areas, and stacked no higher than 16'. Storage and equipment is not permitted in the striped areas of the North Halls.
- Crates may be stored on the upper level ramp outside Halls S3 and S4 in their designated areas.
 With Convention Services Manager approval, crates may be stored at a maximum height of 16' under the South Hall ramp.
- On the North Road, vehicular traffic is from east to west, with only emergency access from Paradise Road eastbound.
 - Pedestrian crosswalks have been striped between Westgate and the Skywalk entrance.
 Crosswalks must remain clear at all times. Trucks, trailers, forklifts, crates and equipment many not be parked or left in the striped areas.

• Cashman Only:

- Empty crates may be placed outside of Hall A east side against the stadium fencing.
- Trailer storage is allowed in Parking Lot D (SE corner) with 24-hour security coverage

UTILITIES

- LVCC/Cashman Center fire hydrants may not be used to fill water trucks.
- The LVCVA landscape irrigation system may contain liquid fertilizer and connecting to it in any way for any purpose is prohibited.
- Please observe the following policies with regard to electrical/lighting service:
 - For safety and conservation reasons, the LVCVA will now enforce the following requirements of our existing 24-hour show power policy:
 - All exhibit power shall be shut off no later than one (1) hour after trade shows, conventions, or event closing and will be turned on prior to three (3) hours before opening. Electrical power usage and timing for registration and service desk areas will be determined by show management, the Official Service Contractor's electrical contractor, and the Convention Services Manager.
 - In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.
 - A copy of the list of exhibitors requiring 24-hour power, with outlets listed, must be provided to the Convention Services Manager prior to each convention or trade show. In the event it is determined by the LVCVA Director of Engineering that there is an excessive amount of 24-hour power in use, the department may require the Official Service Contractor to provide on-site electrical labor for all hours, including move-in and move-out that the trade show, convention, or event is not in operation.
 - Do not trip breakers or turn off any lights in lobbies or common areas. If the client requests this, advise the LVCVA electrical department and they will provide the necessary service.
 - Facility light bulbs should not be removed.
 - Advise the LVCVA electrical department before you turn out any lights over booths in the exhibit halls.
 - Do not use the door tracks in meeting rooms to hang track lights.
 - Flat cables run underneath carpet in the halls, must be identified with yellow caution tape.

- Do not hang show lights (i.e. for exhibit booths, general session) from the catwalks without permission from LVCVA Director of Engineering/Director of Facilities Operations and the Convention Services Manager.
- All electrical panels shall be re-secured after use. All dead front covers, panel board covers, KO seals, and hardware securing covers to the enclosures shall be re-installed to maintain the integrity of electrical equipment. All show power cables coming from electrical panel interiors, shall be removed after each show and panels shall be re-secured accordingly.
- All light fixtures throughout the exhibit halls that were unplugged before or during a show shall be plugged back into their designated receptacles after the show has ended. Any calls received in engineering for a "light out" due to a fixture left unplugged from the previous show shall be forwarded back to the Official Service Contractor for immediate service at their own expense.
- Whenever electrical circuits are intentionally turned off for a show, by show electricians, either by turning off circuit breakers or by turning off light switches, these circuits should be identified and marked by the show electricians, so our in-house electricians are aware of the situation. This prevents us from turning on circuits accidentally during a show. Placing red tape with a company name and the date lights were turned off on the circuit breaker or switch is all that is needed.
- Official Service Contractors will replace all drain covers immediately after the show has ended.
- Work on energized panels >50 volts AC is only to be performed by a qualified electrician. With arcflash clothing (as per NFPA 70E), insulated tools, rubber gloves, and any other electrical protective equipment as required by OSHA.
- Whenever possible, when working on electrical circuits they shall be de-energized and lockout/tag
 out applied. Lockout/Tag out must be coordinated with the LVCVA through the CSM. Locks and
 tags shall be supplied by the contractor and shall be removed immediately upon completion of
 work.

ADDITIONAL PLANNING NOTES

- Nothing may be hung from or attached to the roof system of LVCC/Cashman Center without approval from the LVCVA Director of Engineering/Cashman Director of Facility Operations. LVCC/Cashman has a suspended load limits procedure, and it is the contractor's responsibility to ensure that the weight limits are not exceeded. (Refer to "Rigging" in this section for further information.)
- Do not attempt to walk on the beams in the lobbies and Grand Concourse. These beams are hollow and will not support the weight of a person.
- Carpeting can be placed on top of building carpet in the meeting rooms and lobby areas with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the carpet being installed. Use only non-residue tape. All carpet must be pre-cut, cutting is not allowed over building carpet.
 - When carpeting stairs, please contact your Convention Services Manager for approval.
- Freight door #1 will be limited when there is other show activity in the building. Contact the Convention Services Manager to coordinate use of freight door #1.
- Due to security concerns, all catwalk and roof access locations must remain secure. Taping or blocking open an access will be grounds for trespass from property.
- The use of low tack, self-adhesive visqueen is not permitted on lobby or hallway carpeting. Low residue, cloth gaffer tape is recommended
- Any trailer being used as an onsite office, workspace or storage unit must have prior approval from the Convention Services Manager. It must also have a 2'x2' sign readily visible to identify its owner.
- All charging equipment must be code compliant and listed for intended use.

CONTRACTOR AND VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. The Contractor and Vendor Permit application must be completed annually.

• ANNUAL CONTRACTOR FEE \$250.00

CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada
- If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.employers.com
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

■ For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC/Cashman Center. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

• BUSINESS LICENSE

ALL CONTRACTORS MUST OBTSIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. Please click http://www.clarkcountynv.gov/business-license/Pages/BusinessLicenseServiceSpotlight.aspx or contact the following entities below for further information:

Clark County Department of Business License 500 Grand Central Parkway, Third Floor Las Vegas, NV 89155 (702) 455-0174 clarkcountyny.gov

City of LV Dept. of Business Licensing 333 N Rancho Dr.
Las Vegas, NV 89106 (702) 229-6281 lasvegasnevada.gov

FLORAL/PLANT CONTRACTORS RULES

- To prevent damage to the building, floral and plant operations may not be staged on any carpeted area in the LVCC/Cashman Center without prior approval from the Convention Services Manager. If approval is granted, visqueen must be placed over all carpeted areas.
- If you have made arrangements for a floral contractor and are unable to provide them with a staging area on the exhibit floor, please contact your Convention Services Manager for detailed procedures.

HAND CARRY

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.

LVCC BUILDING USERS MANUAL

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^{**}All documentation must be received before work may commence on the property of the Las Vegas Convention Center or Cashman Center. **

• The use of hand carts & dollies is not permitted.



HOT WORK

RULES AND REGULATIONS FOR INSTALLATION AND DISMANTLE OF BOOTHS ON LVCVA PROPERTY

Hot Work is any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, oxygen cutting, arc welding, oxy-fuel gas welding, hot taps and torch applied roofing or flooring, or any cutting of wood or metal that creates sparks.

Any form of Hot Work, whether inside the facility or outside the facility, used for the installation of a show or the dismantling of a show, MUST be pre-approved by the Fire Prevention office of the LVCVA. The Fire Prevention office will issue a Hot Work Permit to the person / persons performing the Hot Work. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot
 work and the person issuing the hot work permit. The permit tag checklist shall be completed
 jointly then signed by the worker and the person issuing the hot work permit. The hot work site
 will be inspected for:
 - i. Removal of flammable materials from the area;
 - ii. Clear of combustible materials and/or ensure combustible materials are protected;
 - iii. Ensure floor and wall openings are protected;
 - iv. Ensure floors and surfaces are swept clean of dust and debris;
 - v. Walls and partitions are non-combustible or protected;
 - vi. Determine the number and locations of fire watch and fire extinguishers
- The Hot Work Permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot work activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot work shall require at least two persons: one conducting the hot work activity, and one to function as a fire watch. The entity conducting the hot work activity shall provide the fire watch.

- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of 3 hours) after the
 conclusion of hot work activities. The duration of fire watch shall be determined by the Fire
 Prevention Office based on the hazards associated with the hot work activity.
- Hot work conducted in areas not observable by a single person (i.e. multiple levels where sparks
 and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire
 watch to ensure that all exposed areas are monitored.
- Individuals designated to fire watch duty shall have fire extinguishers of at least 10 lbs. ABC dry
 chemical readily available. The entity conducting the hot work activity shall provide the
 extinguisher.
- Fire watch persons will have recent training in fire safety, fire extinguisher use, and emergency reporting.
- Persons assigned to fire watch duty shall understand emergency reporting procedures and have means to contact the Control Center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire watch period), the released Hot Work Permit shall be signed off by the person responsible and delivered to the Fire Prevention Office.

Unless special conditions exist, no permit is required when performing hot work in a welding shop or other area specifically designed for these functions.

LVCC Only: This policy does not replace the need for an exhibitor to retain a Hot Work Permit from the Clark County Fire Department when Hot Work is performed during the actual show or event.

Please contact the Fire Prevention Office for additional information.

RIGGING

- The Lessee/Show Manager will be responsible for adhering to the following rules and regulations
 as it pertains to rigging as indicated below.
- Inform your Convention Service Manager of the person that will be responsible for all rigging 60 days prior to the start of any rigging work. This person will be responsible for all rigging installations and removal.
- Rigging plans must be submitted to <u>riggingandsprinklers@lvcva.com</u> no less than 14 days prior to the first move in day.
- Ensure that the overall rigging plan is done in accordance with the suspended load limits
 procedure as prepared by LVCVA's structural engineering consultant. The weight load limits
 provided are not to be exceeded.
- Only trained and qualified riggers may be used.
- All hoist motors and rigging apparatus must be inspected before they are installed. At a
 minimum, all hoist motors must be visibly inspected yearly and weight tested every two years by
 a certified inspector. Certification papers for hoist motors must be provided within one hour of a
 request.
- Carpet and/or burlap material and any other material used to protect a beam against steel cables, chains for rigging point, shall be removed after the show.
- All rigging structures hung more than three feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- The LVCVA Engineering Management team must be notified in advance of any weight loads that will reach the maximum capacity of rig points in any particular area or if there is any unbalanced weight loads or structures, i.e., vehicles, boats, etc. This rigging shall have an implemented, supplemental, support system that connects into the facility overhead rigging points. These systems shall be designed, reviewed and stamped by a licensed engineer. A copy of the stamped design must be sent no less than 14 days prior to installation to riggingandsprinklers@lvcva.com
- Any weight load exceeding the building load limit will be removed at the Lessee/Show Manager's expense immediately.

- The catwalks have a weight restriction of 25 pounds per square foot, calculations must be made for transformers, dimmer apparatus, electrical cables and storage boxes to ensure that this weight is not exceeded.
- Rigging apparatus, supports or devices used for hanging truss made of non-metal material such
 as span set straps or nylon rope shall not be used near house light fixtures. The minimum
 distance shall be three (3) feet. this also applies to safety or backup supports, cables or straps.
 Only chain or aircraft cable may be used.
- No rigging apparatus shall be hung in such a way that it deflects the air flow or affects the temperature of the cooling and heating systems in the exhibit halls, meeting rooms or hallways of the Las Vegas Convention Center.
- Ground/floor based rigging/truss is not permitted without each leg of the structure terminating at
 floor level via footing or base plate. Rigging/truss structures that require jointed legs will only be
 permitted with jointed legs that consist of two legs with joints and two legs that make up a flat
 mating surface that bolt together.
- Ground/floor based rigging/truss/drape that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineered stamp drawing indicating that this is not necessary.
- LVCC Only: The following items are specific to rigging in the South Halls:
 - Using cable trays as support devices for rigging, signs and electrical cables shall not be permitted.
 - o The first floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
 - o Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

RIGGING SUBMITTAL PROCEDURE

- Rigging drawings shall be submitted electronically in either pdf or dwg format no later than 14 days prior to the first day of installation.
- All weight loads requiring professional evaluation shall be sent to <u>riggingandsprinklers@lvcva.com</u> with weight loads clearly marked on the plan. A copy of the evaluation will be sent back to the submitter and the Convention Services Manager prior to rigging install.
- The booth layout, and associated rigging loads, shall be overlain onto the full rigging plans, and submitted as one complete file.
- If changes are made after submittal to LVCVA, those changes shall be clouded and clearly stated and the file resubmitted.
- The point loads shall be shown on the booth layout plan at the point of hoist. The distributed loads shall also be shown on each purlin/beam/truss that will be used as a point of attachment. Use leaders/arrows to indicate method of distribution to purlin/beam/truss.
- All diagrams on the current Rigging Plans shall be followed.
- LVCC Only: In the lower level of South Hall, lugs may be added and shall be installed per the
 detail (Lug Detail) shown on the Rigging Drawings. Prior to installation, LVCVA shall be notified
 with a plan, indicating location of new lug. Welding shall be done by a welder certified for the
 appropriate welds and a Hot Works Permit shall be obtained by the LVCVA Fire Prevention
 Department prior to the welding occurring. Special Inspection by a qualified welding inspector
 shall also be provided. Welder Certification and Special Inspection Report shall be submitted to
 LVCVA each time.

FEDERAL AND STATE GUIDELINES

ADA – AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications.

- The Lessee, its sub lessees and contractors, must comply with the ADA as indicated in the lease
 agreement. All permanent aspects of the facility are the responsibility of the LVCVA. Access to any
 given show and the services they are providing are the responsibility of the Lessee.
- "Access Las Vegas" brochures and "ADA Accessibility Maps" are available. Contact your Convention Services Manager for copies.

SERVICE ANIMALS

- Under ADA's regulations, the definition of "service animal" is limited to a dog that is individually
 trained to do work or perform tasks for an individual with a disability. The task(s) performed by the
 dog must be directly related to the person's disability.
- Under the ADA, "comfort," "therapy," or "emotional support" animals do not meet the definition of a service animal.

NEVADA DEPARTMENT OF TAXATION

- The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an
 event allowing any retail sales on the show floor has the responsibility to collect and remit the
 taxes for their respective event.
- If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with the LVCVA
 - Nevada tax-exempt sales tax permit providing the evidence of non-taxability
 - U.S. Government tax-exempt sales tax permit
- Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

NON-SMOKING POLICY

- In accordance with the Nevada Clean Indoor Air Act, LVCC/Cashman Center are non-smoking facilities.
- The uses of electronic cigarettes, electronic vaping devices, personal vaporizers or electronic nicotine delivery systems are not permitted within the facility.

RAFFLES

 For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at (702) 486-2020.

LEASING AND INSURANCE

INSURANCE AND INDEMNITY

- As the Lessee, you must provide the LVCVA with a copy of the show's insurance certificate for liability and workers compensation insurance thirty (30) days prior to the first move-in date or as otherwise set forth in the Lease Agreement.
- The certificate must list the total days leased in the facility and include all indicated coverage set forth in the Lease Agreement, including commercial general liability and automobile liability.
- All issuing insurance companies must have authorization to do business in the State of Nevada.
 This certificate of insurance must state that the Las Vegas Convention and Visitors Authority is
 an additional insured.
- Automobile liability coverage referenced in the Lease Agreement is required to remove the exception from coverage for vehicle incidents set forth in most Commercial General Liability policies.
- Contact your Convention Services Manager for assistance.
- See sample Certificate of Insurance

LEASE

- You have thirty (30) days from the day you receive the lease to sign and return it. You must advise us if you cannot meet this deadline.
- Meeting rooms used for exhibits are charged at double the current rate. Meeting rooms subleased
 for meetings will be charged the minimum daily rate, whichever is greater. Final charges for meeting
 rooms will be determined at the close of the show.
- The LVCVA has retained certain exclusives. These include but are not limited to telecommunications, and food service. (LVCC only – includes exclusive business center services.) Contact your Convention Services Manager if you have any questions about LVCVA exclusives.
- Standard meeting room equipment such as tables and chairs will be provided at no charge. Special equipment such as bleachers will be invoiced at the current rate.
- LVCC/Cashman Center will clean public areas, meeting rooms (when used for meetings only) and
 rest rooms during your leased period. We will not clean parking lots that are used for exhibits. For
 security reasons we do not clean show offices and we do not clean meeting rooms when used for
 storage or workrooms.
- You must furnish the LVCVA in writing a list of companies (i.e. I&D, florists, EACs, etc.) who are
 providing a service to you or your exhibitors. You are responsible to make sure they are properly
 licensed and insured and authorized to work in the LVCC or Cashman.
- All lobbies, concourses, skywalk and pedestrian bridge are included as leased space but are considered to be public space at all times. Commercial exhibits are not permitted in such public spaces.
- LVCC only Tents, pavilions or exhibits are prohibited in any rainwater swale area.
- Payments of fees, advance deposits or invoices may be accepted by credit card without limitation
 if payment is received on or before the thirtieth (30) calendar day after the invoice date. Payment
 methods accepted include cash, check, money order, ACH, wire, and all major credit and debit
 cards; however, the LVCVA reserves the right to restrict credit card transactions on past due
 accounts.

LICENSES – CASHMAN ONLY LEASE

• Lessee shall obtain all permits or licenses required by laws, ordinances, rules and regulations from the City of Las Vegas. For further information, please contact:

City of Las Vegas Department of Planning Business License Division

Phone: (702) 229-6954 Fax (702) 382-6642

Please be aware that our office is CLOSED on Fridays

lasvegasnevada.gov

City of Las Vegas Business Licensing

PARKING

PARKING

❖ GENERAL INFORMATION

- The current parking fee is \$10.00 at LVCC and \$5.00 at Cashman Center (we accept cash or credit cards) per space with in and out privileges. Anyone leaving the LVCC/Cashman Center and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.
- Vehicles must be parked in designate parking spaces only.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on LVCC/Cashman Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- LVCC Only: When not used as part of an outdoor exhibit, the only parking lots where privately owned, enclosed vehicles (i.e., box vans, RVs, enclosed trailers, etc.) are permitted to park is the Gold, Bronze, Diamond and Platinum Lots, when available.
- Parking lot capacities are available upon reguest.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.

❖ ADDITIONAL PLANNING NOTES

- All parking attendants and traffic control personnel will be provided by LVCVA for standard traffic operations.
- Official Service Contractor trailer storage, in designated lots, must be approved in advance. Contact your Convention Services Manager.
- Parking is prohibited at all loading docks, dumpsters, compactors, entrances to buildings, along drives, crosswalks, hashed-out areas, fire hydrants, building perimeter red-lined areas, spaces posted with signs, red curbs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times.
- LVCC Only: -- No shuttle bus/truck staging with long term engine idling (Clark County, NV Board of Health, APC Reg: Sec 45.1) is permitted along the South Drive or North Road at any point.
- Paid parking dates are determined by building activity. If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your Convention Services Manager for paid parking dates.
- When lot usage is for parking, a minimum number of ADA accessible parking spaces will remain and be determined by LVCVA management with traffic control personnel provided by the LVCVA.
- When lots are leased by Show Management for parking, lots may not be resold without prior approval from the LVCVA Senior Director of Convention Services and the charge cannot exceed the LVCVA standard fee per vehicle.
- Your Convention Services Manager will provide a limited number of complimentary show staff parking passes.

PARKING LOTS

- When lots are used for a special event or exhibits, see Outdoor Exhibit Guidelines.
- If a portion of a lot is leased for ancillary or exhibit space, entrances/exits cannot be blocked or restricted. LVCC Only: -- When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval by the Clark County Fire Department, and when applicable, by the Clark County Building Division (See Temporary Exhibit Structures in the Building Guidelines section.) Cashman Center: --When parking lots are leased for exhibits or special event, a floor plan must be submitted for approval by the City of Las Vegas Special Events Department.
- Show Management is responsible for providing contract security.
- LVCC Only: -- Staking plans must be submitted to your CSM prior to any staking/drilling in the parking lots
- Cashman Center only: If music or broadcasting the client must lay out their activity so speakers
 are not facing residential areas to the East and South. Reasonable sound levels must be adhered
 to.
- Contract cleaners, selected by Show Management, are responsible for cleaning the lots.

- When lots are used for driving demonstrations, racing events or vehicle performance demonstrations, contact your Convention Services Manager for guidelines.
- Parking lots must be returned in the same condition as the lots were originally leased.

❖ PLATINUM LOT RESTRICTION-LVCC Only

• The South and West perimeter of the Platinum Lot must remain clear 28' from fence line. Only private vehicles will be permitted in that area.

PUBLIC EVENTS

GUN SHOW POLICIES AND PROCEDURES

- The Lessee must obtain approval from the Las Vegas Metropolitan Police Department (Metro) and have Metro on property during all gun shows. Contact LVMPD's Events Planning Section, 702-828-3442.
- Metro will be posted at a table near the entrance and any firearm brought into the show must be inspected my Metro. The inspection will consist of checking the serial number to confirm the firearm has not been reported stolen or used in a crime and ensuring the firearm is unloaded.
- Concealed firearms are prohibited on property as provided in N.R.S.202.3673.
- Metro will zip tie all firearms that are cleared and taken into the show. The show manager is responsible for supplying the zip ties.
- Vendors/Attendees must remove magazines or ammo clips from the weapon prior to entering the building. This applies to move-in/move-out activities as well as show days.
- Vendors/Attendees will not have loaded weapons inside the building or on the show floor unless authorized by the Executive Director of Customer Safety or his designee.
- Firearms (handguns, rifles, shotguns, etc.) may be legally bought and sold at gun shows in Clark
 County. In order to complete the sale, the Lessee must make arrangements to have a local licensed
 firearms dealer on property to handle transfers and conduct background checks. All firearm sales will
 go through this dealer.
- All sales of firearms or ammunitions must be conducted on the show floor.
- Show contract security is responsible for checking that all firearms leaving the building have a receipt and the serial number on the receipt matches the firearm. The show security desk should be located near the Metro desk so if a discrepancy is discovered Metro can handle the situation.
- For safety/fire reasons black powder is strictly prohibited inside the facility.
- Please complete the "Application for Combustible for Explosive Products to be Sold, Displayed or Kept within Exhibits" form prior to show for approval by the LVCC Fire Prevention Office. Email to boothplans@lvcva.com.

SAFETY

FIRE AND SAFETY EXHIBIT GUIDELINES

- All means of entrance and exit must be clear and free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of
 product is permitted within but cannot be stored behind the booth.
- All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

- Construction and demolition of multi-level booths and exhibits requires compliance with OSHA fall protection regulations (20 CFR 1910 Subpart D and 1910.140) for general industry requirements.
- Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Fire Prevention office. See Halogen Lamp Restriction in this section.
- Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building.
 - o Combustible/flammable materials must not be stored beneath display vehicles.
 - o Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - o Vehicles shall not be moved during exhibit hours.
 - 36" of clear access or aisles must be maintained around the vehicle.
 - o Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - No leaks underneath vehicles.
 - Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Fire Prevention Office.
 - Vehicles in the building for loading or unloading must not be left with engine idling.
 - Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Fire Prevention Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20ft.
 - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Fire Prevention Office and the Convention Services Manager.
 - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
 - Propane cylinders awaiting use should be stored in a secured propane storage cage that
 meets the requirements of OSHA. Storage cages must be secured in a location selected
 by LVCVA staff outside of the building.
 - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - Use of LPG (propane) outdoors must be approved by the LVCVA Fire Prevention Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors
 which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck
 and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50ft. (2003 NFPA 101, 13.7.4.3.2)
- Exhibitors who plan to demonstrate fuel-burning appliances in the LVCC/Cashman Center must have approval from the Convention Services Manager 60 days prior to the event.
- Fireplaces must be listed as vent less or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
 - Screen front fireplaces will not be approved for burning.
 - Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed on the "Food and Beverage Sampling/On-Site Preparation Approval Form" and submitted to foodprepandsample@lvcva.com.

FLOOR PLANS

Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas and parking lots.

❖ FLOOR PLAN GUIDELINES

- Floor plans must be drawn to scale and include all structures, obstructions and booths.
- Lobby floor plans must be on a separate scaled drawing showing all booths, displays, kiosks, signs, vehicles, etc. Please note that all public areas may not be subleased space and all use of this space must be approved by the LVCVA.
- Floor plans should include the following scale for equipment for meetings and general sessions
 - Chair 20" x 20"
 - Row Spacing from back of chair to front of chair 18"
 - Staging Any 4' x 8' configuration within the limits of our inventory.
 - Heights 16", 24", 32" and 36" to 54" in 2" increments.
 - o Tables 8' x 18", 8' x 30", 72" round all 30" high
- **LVCC Only:** To most effectively use the lobby areas and the reconfiguration of the exhibit halls, we strongly suggest show managers consider using the telescoping overhead doors as the "Main Entrance." The banks of smaller walk-through doors are intended as Exits only and, by code, must not be held open by wedges, props, ties or any holders other than the magnetic self-releasing locks.

❖ SUBMITTAL INSTRUCTIONS

- All floor plans submitted to the LVCVA Fire Prevention Office for approval come from either the Lessee or the Lessee's Official Service Contractor
- The approval process for all floor plans is a two-step process. First, the LVCVA Fire Prevention Office must approve it. It is then forwarded to the Convention Services Manager. A plan must be "signed off" by both departments before it is considered an "Approved" plan.
- Once the Lessee has approved the floor plan, it should be labeled with a number and date and
 forwarded. Floor plans should be sent via e-mail (<u>boothplans@lvcva.com</u>) to the LVCVA Fire
 Prevention Office for approval. A copy of the approved floor plan will be returned approved or
 denied. Reasons for denial will be noted on the returned plan.
- When it becomes necessary to resubmit or revise a floor plan, please follow the above procedure.
 Number and date the revision and include a cover letter detailing the revised parts of the floor plan.
 Minor changes, such as booth or island sizes, may be faxed (702) 892-2919 or e-mailed

- (<u>boothplans@lvcva.com</u>) to the LVCVA Fire Prevention Office for interim approval with a cover letter noting the plan that is changed and with a 1A, 1B, etc. designation. All of the interim changes can be combined in a final floor plan prior to move-in.
- Floor plans must be submitted and approved in advance before space is sold or assigned. This is
 to ensure that exits, aisles, fire protection equipment, etc. are clear and unobstructed. The Fire
 Prevention Office and the Convention Services Manager must approve any changes before they
 may be put into effect.

FOOD PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, an Application for Food Preparation or Sampling form must be completed and emailed to conventionservices@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve and/or forward the information to the Las Vegas Convention Center Fire Prevention Office and Centerplate.

EXHIBITION AND DISPLAY COOKING

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

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills
 that exceed 288 square inches that produces grease laden vapors must have a fire extinguishing
 system installed according to NFPA17A and an exhaust duct system complying with the currently
 adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 6 gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches in area.
 Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional
 or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of
 food, and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

FOOD SAMPLING INFORMATION FOR EXHIBITORS

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows.

Exhibitors who are giving away free, open food or beverage are required to submit an Application for Food Preparation or Sampling form to conventionservices@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve or forward for approval to the Las Vegas convention Center Fire Prevention Office. A member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes
 - Non-alcoholic beverages: 3oz
 - o Food items: 2 oz
- Any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required.
- Hand washing and sanitation stations may be purchased through Centerplate, or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to their website for the requirements, <u>southernnevadahealthdistrict.org.</u>
- Hot water for hand washing will be provided by Centerplate. Hot water refill station(s) will be available on the show floor. Check with show management for the location(s).

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

HALOGEN LAMP RESTRICTIONS

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

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

UNAPPROVED HALOGEN BULBS



APPROVED HALOGEN BULBS - 75 watts max



LVCC BUILDING USERS MANUAL

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MULTI-LEVEL AND/OR COVERED EXHIBITS

RULES AND REGULATIONS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Fire Prevention Office no later than 45 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multi-level or covered areas. Definitions:
 - Multi-level Any occupied second story or greater area which is accessible by an approved means of egress.
 - Covered Area Any area that covers the exhibit space and prevents the building fire sprinkler system from
 discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck
 exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that is not
 recognized as acceptable for use under fire sprinkler systems by fire code.
 - Means of Egress An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system
 installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level
 exhibit only when the following conditions apply.
 - The exhibit is used in an event where the duration is 7 calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot works.
 - Any upper deck area to be occupied must have an approved plan with an engineering stamp.
 - Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress.
 - Means of egress shall be of an approved type and constructed to the requirement of the code.
 - Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
 - Exhibits with multi-levels, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
 - Any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area (see "covered area" definition above) and all multiple-level exhibits must submit a booth plan to the LVCVA Fire Prevention office for approval prior to the exhibit coming onto the LVCVA property. Plans must be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Fire Prevention Office.

FIRE WATCH

- Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit.
- The requirement to have a fire watch will be handled on a case by case basis.

PERMITS

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

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies over 700 square feet
- Outdoor temporary structures over 4,500 square feet
- Hot work
- Spray and dipping booths

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- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches
- Flame effects and pyrotechnics
- Carnivals

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

PYROTECHNICS AND SPECIAL EFFECTS

Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department, City of Las Vegas Fire and Rescue, the LVCC/Cashman Center.

- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by Show Management may be
 permitted with the approval of the LVCVA and the Clark County Fire Department. Any pyrotechnic activity must
 comply with NFPA 1126 (Standard for the Use of Pyrotechnics before a Proximate Audience) and be approved and
 permitted by the Clark County Fire Department.
- Show Management is responsible for providing the appropriate Clark County Fire Department with the written plan
 of operations within 60 days of the scheduled event date. Please contact the Fire Inspector directly via mail or
 telephone:

Clark County Building Department Fire Prevention Bureau 4701 W Russell Rd Las Vegas, NV 89118 Telephone (702) 455-7316 Fax (702) 455-7347 City of Las Vegas Fire Department 500 N. Casino Center Boulevard Las Vegas, NV 89101 Telephone (702) 383-2888 Fax (702) 384-1667

- The plan of operations shall provide the following:
 - Name of the person, group, or organization sponsoring the production
 - Date and time of day of the production
 - Exact location of the production.
 - Name of the person actually in charge of firing the pyrotechnics (i.e. the pyrotechnic operator).
 - Number, names and ages of all assistants who are to be present.
 - Qualifications of the pyrotechnic operator.
 - Pyrotechnic experience of the operator.
 - Confirmation of any applicable state and federal licenses held by the operator or assistant(s).
 - Evidence of the permittee's insurance carrier or financial responsibility.
 - Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistant(s).
 - Diagram of the grounds or facilities where the production is to be held. This diagram shall show the point at
 which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the
 performance, and the lines behind which the audience shall be restrained.
 - Point of on-site assembly of pyrotechnic devices.
 - Manner and place of storage of the pyrotechnic materials and devices.
 - Safety data sheet (SDS) for the pyrotechnic material(s) to be used.
 - Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
- When you receive a permit for your plan from the appropriate Clark County Fire Department, please forward a copy
 of the plan and permit to your Convention Services Manager and the LVCVA Fire Prevention Office within 30 days
 of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for
 Fire Prevention inspectors or other designated agents of the authority having jurisdiction.
- Portable Fire-Fighting Equipment: Two or more fire extinguishers of the proper classification and size as approved by the authority having jurisdiction shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available. (NFPA 1126)
- Personnel who have a working knowledge of the use of the applicable fire extinguishers shall be provided by the permittee and present while the pyrotechnics are being handled, used, or removed.

- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
 - Exception No.1: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received. (b) Approval of the owner or owner's agent is received. (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
 - Exception No.2: Fire detection and life safety systems shall be permitted to be interrupted during the
 operation of permanently installed pyrotechnic effects only for initial acceptance of the system. (NFPA
 1126.6.1.6)
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.
- Airbursts shall comply with NFPA 1126 and be subject to the following conditions:
 - The airburst shall be suspended by a minimum 30-gauge metal wire that is attached securely to a secure support acceptable to the authority having jurisdiction.
 - The airburst shall occur at a minimum height of three times the diameter of the effect.
 - Where the effect is demonstrated, there shall be no burning or glowing particles below the 15-ft (4.6 m) level above the floor.
- During pyrotechnic activity the following items must be properly maintained:
 - Access:
 - Fire lane kept clear
 - Hydrants not blocked
 - Fire department connections clear
 - Standpipe connections clear
 - At least two fire extinguishers provided
 - Extinguishing equipment charged and in good working order
 - Warning signs
 - o Exits:
 - All designated exits clear
 - Exits visible
 - Pyrotechnic Materials and Devices
 - Proper and current license in the possession of the pyrotechnic operator
 - Permit on site
 - Fire department briefed on proposed activity
 - Proper ventilation
 - Electrical:
 - Cords and connections in good condition
 - Power supply
 - Pyrotechnic firing mechanism in good working order
 - Flame Proofing:
 - Set and scenic materials treated for flame retardance
 - Burlap or other protective materials used for rigging treated for flame retardance.

SECURITY

CONTRACT SECURITY STANDARDS OF PERFORMANCE

The LVCVA Minimum Security Program establishes standards for the assignment and performance of contract security companies operating on LVCVA property. The minimum standards assure that all events occurring on LVCVA property are conducted in a safe and secure environment. Clients are encouraged to communicate with the LVCVA Customer Safety Department as early as possible before the event to ensure ample time is allotted for the preparation of a comprehensive security plan. Phone: (702) 892-7400.

❖ STANDARDS OF PERFORMANCE

These Standards of Performance are distributed to all approved contract security companies that work in LVCVA facilities.

- In a continuing effort to provide our customers with legendary service and decrease thefts, the following standards and policies will apply to all contract security companies working at LVCVA facilities. (Note: Violations of these standards may be documented by LVCVA Customer Safety and such documentation will be available to the client.)
 - It is the policy of LVCVA that no person employed by or otherwise associated with any contracted company, vendor or any other entity working on LVCVA property, shall remove any product, material, or other items from LVCVA buildings, freight yards, or service roads, regardless of how it was obtained without the written permission of the Executive Director of Customer Safety or his designee. This is to include material that is discarded, abandoned or given away. Any person in possession of such described material shall be presumed to be in possession of stolen property, regardless of the material's condition or usefulness, and will be subject to permanent trespass from all LVCVA facilities and subject to arrest. Possession includes the movement of property into any parking lot or vehicle. (Exceptions include a person's verifiable personal property such as items necessary to perform one's job, lunch containers or clothing.)
 - Carts, forklifts and other means of conveyance used in conducting the contractor's business shall not be allowed within any LVCVA parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the Executive Director of Customer Safety or his designee.
- Guards will be positioned on post in the most effective location to achieve the mission of the post.
- Guards will be briefed as to their duties at any particular post.
- Guards will be alert and proactive in their duties at all times.
- Guards will remain on post until relieved or until "walk-off" time.
- All guards will be properly groomed.
- All guards will be neatly dressed in an approved uniform and be readily identifiable to others.
- Civilian coats, jackets or hats will not be worn over the uniform.
- Identification card including Sheriff's card will be displayed on the front of the uniform.
- Headsets, radios, IPods, cell phones and televisions are prohibited on post.
- · Reading of books, newspapers or magazines is prohibited on post.
- Guards are limited to one small bag for personal items at their post. (All bags subject to search at any time.)
- No sleeping, smoking, eating or drinking (except water) on post.
- Guards are not permitted to sit while on post when there is activity at the post area with the exception of individual booth assignments.
- One chair with a seat level no lower than 30 inches may be placed at each fixed post to allow for occasional short term seating for the posted guard. Lower chairs are not permitted at any post.
- It will be the responsibility of contract management to inform their employees of this policy and standards. These standards may be freely posted, duplicated and distributed. Ignorance of the policy will not be a viable defense and trespass orders may be permanent.
- The following information is provided to assist the client in preparing a successful security placement plan to be reviewed by the Executive Director of Customer Safety:
 - LVCC Only: Lobby doors The common lobby areas of the Las Vegas Convention Center are generally
 accessible to the public. The glass doors at the lobby entrances do not usually require the posting of
 contract security guards.
 - LVCC Only: Concourse doors the hinged and roll-up doors accessing exhibit halls from the lobby and concourse areas are another point of vulnerability. A minimum of one guard should be placed at each ingress/egress door. It is highly recommended that a rover guard be assigned to monitor all concourse doors to watch for propped doors or unauthorized entries.

- Perimeter doors The LVCVA facilities include hundreds of perimeter doors. These are necessary to allow for rapid evacuations in the case of an emergency. They can also be a point of vulnerability for security purposes. Some event plans allow for perimeter doors to be attended ingress/egress points. All security placement plans should include coverage for perimeter doors during event activity hours when the exhibit hall is occupied. A minimum of one guard will be posted at designated event ingress and egress points.
- Designated trash doors Each exhibit hall has a designated trash door. The doors are clearly marked with signage and a flashing blue strobe light above the door. Contract cleaners are restricted to entering and exiting these doors in order to control the movement of trash containers that can be used to transport stolen property.
- LVCC Only: Designated trash door locations:
 - Central Halls Walk-through doors at freight doors 3 and 6.
 - North Halls Walk-through doors at freight doors 15 and 24.
 - South Halls Walk-through doors at 26, 40, and 43
- LVCC Only: LVCVA Customer Safety will not unlock a trash door unless a contract security guard is posted. For a greater level of security two guards are recommended with one positioned inside, the other outside to verify the direct transport of containers to the nearest compactor/dumpster.
- LVCVA Security will immediately lock any trash door that is found with no guard posted.
- All trash containers subject to search. Contract security guards posted at trash doors should be directed to conduct visual checks of carts (whales) to look for possible stolen property.
- · Freight doors
- Security must be posted for any/all opened freight doors, including one guard per each opened freight door.
- Contract security will remain posted until move-out is completed.
- Freight doors will not be opened unless contract security is posted.
- Freight doors will be closed if found to be without posted contract security.
- Early move-in/move-out activity is subject to compliance with the Security Companies section of this Building Users Manual.
- Move-in/Move-out: Contract Security must be posted for any/all perimeter opened doors, including one guard per each opened freight door commencing on the day and time early move-in begins.
- Off-Hours: Guards are required to be posted at perimeter and concourse doors that are designated as entry points after show hours and overnight.
- Photo ID's: The LVCVA Building Users Manual mandates the following:
 - All official trade associates and/or member affiliates, including but not limited to building employees, union workers, or contractors needing access to exhibit halls will be required at all times to display photo identification.
 - This badging requirement does not apply to show staff, attendees, or exhibitors who will continue to receive badges directly from the show/lessee.
 - Contract security guards are expected to screen persons entering controlled areas for the required photo ID's. LVCVA Customer Safety will support contract security guards in this enforcement as needed.
- Meeting rooms The assignment of guards at utilized meeting rooms is at the discretion of the client.
- Breaker ratio A minimum of one supervisor or person designated as the group leader is required for every six guards on duty. This ensures that guards will get needed rest breaks.
- Booth guards Booth guards must be hired from a state licensed, EAC approved/permitted company. Exhibitor staff or other unlicensed persons cannot perform security functions. Approved booth guards must carry written authorization from their employer confirming assignment to the booth to include date and times of assignment.

Contracted Security Guard Placement Plan (Cashman Center)

The following is the minimum guard placement standard for Cashman Center, realizing all events are unique, additional guards may be required as directed by LVCVA management.

Exhibit Hall A

A minimum of five (5) security guards consisting of four guards and one supervisor/group leader is required. The guards/placements will be as follows:

- One guard Exhibit hall main entry doors
- One guard Freight door or crash doors
- One guard Roll-up #3 trash doors
- One guard Corridor Access Point
- One supervisor/group leader
- One guard overnight/fire watch (if required)
 (Overnight guard to be provided relief by a roving supervisor)

Exhibit Hall B

A minimum of five (5) security guards consisting of four guards and one supervisor/group leader is required. The guards/placements will be as follows:

- One guard Exhibit hall main entry doors
- One guard Freight door or crash doors
- One guard Hall B roll-up trash doors
- One guard 24-hour door
- One supervisor/group leader
- One guard overnight/fire watch (if required)
 (Overnight guard to be provided relief by a roving supervisor)

Meeting Rooms

A minimum of two (2) security guards will be assigned to this area.

- One guard Main entry doors Front
- One guard Entry doors Rear
- One guard overnight/fire watch (if required).

(Overnight guard to be provided relief by a roving supervisor)

Theater

A minimum of four (4) security guards consisting of three guards and one supervisor/group leader is required. The guards/placements will be as follows:

- One guard Main entry doors
- One guard Rear theater door (female guard may be preferred according to event)
- One guard Mezzanine level
- One supervisor/group leader
- One guard overnight/fire watch (if required)
 (Overnight guard to be provided relief by a roving supervisor)

Stadium

The following is the minimum guard placement standard for Cashman Center Stadium, realizing all events are unique, additional guards may be required as directed by LVCVA Customer Safety.

Stadium Events (baseball, soccer, football, etc.)

A minimum number of guards/supervisor(s) will be determined by LVCVA Customer Safety based on the specifics of the event. The following lists the general requirements for guard placement:

- One guard on the east wing gate/stairs (1st base side of stadium)
- One guard on the north wing gate/stairs (3rd base side of stadium)
- One guard on the east berm area (when in use)
- One guard on the north berm area (when in use)
- One guard 1st base dugout or field area
- One guard 3rd base dugout or field area
- One guard at Press Gate
- One guard at the Main Gate
- One guard roving on the Concourse Level
- One guard Club Level east wing/stairs (1st base side of stadium)
- One guard Club Level north wing/stairs (3rd base side of stadium)
- One guard at the Party Zone area (when in use)
- One guard at the Visitor's Locker Room in tunnel
- One guard at the Home Locker Room in tunnel
- One guard at the north end of the tunnel
- One guard (minimum) for relief/breaks
- One supervisor/group leader (minimum)

Firework nights will require (6) additional guards plus a second supervisor/relief. The guard placement will be as follows:

- One guard at the gift shop
- One guard on the left field berm
- One guard on the right field berm
- Two guards in Lot D (along Washington Ave.)
- One guard in Lot D (south barricade line)
- One Supervisor/group leader

Parking Lots

Outdoor security staffing will be handled on a per event basis according to leased space and activities scheduled. Designated trailer/equipment storage areas require a minimum of one security guard to be assigned to this area. (Overnight guards to be provided relief by a roving supervisor)

Theater and Exhibit Hall A or B – Same event

When utilizing the theater in conjunction with an exhibit hall for the same event, a minimum of nine (9) security guards consisting of eight guards and one supervisor/group leader is required.

Exhibit Hall

- One supervisor/group leader
- One guard Hall A or Hall B trash doors (assignment of trash door will be designated by the Cashman Center security supervisor)
- One guard Exhibit hall corridor/24-hour door
- One guard Roll-up #3 or Hall B roll-up door
- One guard Hall B entry doors
- One guard Hall A/B crash doors or Relief Guard (Adjustments can be made as event activities vary.)

Theater

- One guard Main entry doors
- One guard Rear theater door (female guard may be preferred according to event)
- One guard Mezzanine level
- One guard overnight/fire watch (if required)
 (Overnight guard to be provided relief by a roving supervisor)

Exhibit Halls A and B – Same Event

When utilizing both exhibit halls for the same event, a minimum of eight (8) security guards consisting of seven guards and one supervisor/group leader is required. The guards/placements will be as follows:

- One guard Hall A entry/exit doors
- One guard Hall B entry/exit doors
- One guard Hall A and B crash doors (roving)
- One guard Hall A or B trash door (assignment of trash door will be designated by Cashman Center security supervisor)
- One guard Exhibit Hall corridor (north end)
- One guard 24-hour entry door
- One supervisor/group leader (Overnight guards to be provided relief by a roving supervisor)

Meeting Rooms and Exhibit Halls – Same Event

When utilizing meeting rooms in conjunction with both exhibit halls for the same event, a minimum of nine (9) security guards consisting of 8 guards and one supervisor/group leader is required. The guards/placements will be as follows:

Meeting Rooms

- One guard Meeting room front entry doors
- One guard Meeting room rear entry doors
- One guard Hall A entry door or roll-up door #2

Exhibit Halls

- One guard Hall A entry/exit doors
- One guard Hall B entry/exit doors
- One guard Hall A and B crash doors (roving)
- One guard Hall A or B trash door (assignment of trash door will be designated by Cashman Center security supervisor)
- One guard Exhibit Hall corridor or 24-hour entry door
- One supervisor/group leader (Overnight guards to be provided relief by a roving supervisor)

SECURITY COMPANIES (PRIVATE)

Private security companies must be licensed by the State of Nevada Private Investigators Licensing Board to conduct business as a private patrolman per Chapter 248 N.R.S.

RULES AND REGULATIONS

- The following requirements must be met in order for a private security company to work in LVCC/Cashman Center.
 - The Las Vegas Convention and Visitors Authority require a \$250 annual fee from all independent Official Service Contractors providing a service at the Las Vegas Convention Center and Cashman Center. See Contractors and Vendor Requirements.
 - Copy of current city/county business license on file with the LVCVA Customer Safety Department per local ordinance.
 - Copy of current certificate of insurance showing valid Nevada worker's compensation coverage.
 - A certificate of insurance for \$1 million naming the Las Vegas Convention and Visitors Authority as additional insured. (General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability.)
 - During the course of a show (to include move-in and move-out), LVCVA Customer Safety will be furnished a copy of all criminal, incident or injury reports which occur on this property. These are to be delivered to LVCVA Customer Safety during the shift in which the incident occurred or as soon as possible thereafter. Notify LVCVA Customer Safety immediately of any major offense or unusual activity which may require reporting, assistance or follow-up investigation.
 - Report all lost and found to the LVCVA Customer Safety.
 - Contract security agencies will keep LVCVA Customer Safety informed of any action taken against any person(s) or of any properties seized, recovered or found.
 - LVCC/Cashman Center door numbers will be used by contract security agencies for requests of assistance
 or for opening and closing areas (as requested by show management). All freight doors and pedestrian
 doors are clearly marked. In addition, the hall in which the doors are located will be identified.
 - Any deviations from these policies must have prior written approval from the LVCVA Executive Director of Customer Safety.
- Security guards must have their Sheriff's work card prominently displayed on their uniform and any other documents that may be required by city/county ordinance or state law. They must be in a distinctive uniform approved by the State of Nevada Private Investigator's Licensing Board, the Metropolitan Police Department and the LVCVA.

WEAPONS

- Weapons of any type are not allowed on property.
- Possession of a firearm on LVCVA property may be approved as follows:
 - A letter to your Convention Services Manager from the organization/convention on their letterhead that is contracting your services requesting armed officers and the reason for the request. The <u>LVCVA Weapons</u> Request Form filled out in full with all information attached, including signature of the Show Manager
 - Armed security guards must be in uniform and wear a distinctive badge.
 - All security guards must display a Clark County Sheriff's card.

ALL INFORMATION IN THIS MANUAL IS SUBJECT TO CHANGE

FORMS





Food and Beverage Sampling / On-Site Preparation Approval Form

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the Catering Department at the LVCC requires specific information for all on-site food and beverage preparation and dispensing.

Name of Event:	Date of Event:
Company Name:	Booth #:
Contact/Title:	Contact Number:
Email: On-	Site Contact Number:
Proprietary Product to be Prepared/Sampled:	
Non-Alcoholic Beverages are limited to a maximum 3oz containers. All alcoho specific laws and policies apply. Please speak with your catering sales mana	
Food items are limited to a sample size not more than 2oz.	
Portion Size to be Dispensed 2oz 3oz	
Nevada Health Law requires use of a hand washing and sanitation station wh	en sampling or preparing food/beverage.
You may provide your own station or purchase from Centerplate.	
Will you be purchasing a hand washing and sanitation kit from Colf yes, a member of the Catering Department at the LVCC will be in contact.	enterplate? Yes No
Will you be heating or cooking food? Yes No If yes, an LVCVA Fire Prevention coordinator will be in contact	
Please list the heating or cooking equipment to be used:	
By submitting this form, I acknowledge I have real beverage policies at the LVCC. Approval from both LVCC and the Catering Department of the completed form to:	ent at LVCC must be received prior to
All aforomentioned policies will be strictly managed by the LVCC C	Contorplate, and the Southern Nevada Health District

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Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities.



EXHIBITOR APPOINTED CONTRACTOR & VENDOR REQUIREMENTS

<u>Any</u> show-appointed and/or exhibitor-appointed company providing a service in a supervisor or non-supervisory role during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1	ANNUAL	CONTRACTOR FEE	\$250.00
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2. CERTIFICATE OF INSURANCE

- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured. Contractor shall annually provide the LVCVA with a certificate evidencing such insurance. The "Insured" listed on the Certificate of Insurance must exactly match the "Name of Company" set forth on page 2.
- Workers' Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com
- 3. ESCA BADGE REQUIREMENT
 - All company employees <u>MUST</u> have *WIS/ESCA ID Badges in order to work at either facility.
- 4. LEGAL COMPLIANCE
 - For an in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC and/or Cashman Center. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

Please select which category of business your company performs (select all that apply)

☐ Audio Visual/Lighting	☐ Fire Protection	☐ Production
☐ Cleaning	□ Floral/Plants	☐ Supervisory
☐ Computer Rentals	☐ Flooring	☐ Security/Private Investigator
☐ Destination/Event Management	☐ General Contractor	☐ Temporary Staffing
☐ Display/Design	☐ Install/Dismantle (I & D)	☐ Tents/Pavilions/Temp Structures
☐ Entertainment/Talent/Modeling	□ Labor	☐ Theatrical/Rigging
☐ Equipment/Furniture Rental	☐ Medical	☐ Transportation
☐ Exhibit House/Tradeshow Exhibits	☐ Photography/Videography/Recording	☐ Misc./Other*
*Misc./Other selected, please list the cat	regory(s) here:	
, р. с.		

I agree to provide all required payments and e Further, I agree to the terms and conditions se	et forth in Section 4 hereof.	-	
Name of Company:			
DBA (if applicable):			
Address:			
City, State, Zip:			
EAC Contact:	(Print Name)		
Title:	Date:		
Web Address:	Phone:		
E-Mail Address:	Fax:		
Payment Method: Check attached □ OR To address of CC holder: *An invoice will be emailed via Square to com		*, please	provide email
All invoice will be emailed via Square to com	ipiete credit card information.		
 By submitting this form with payment option s enforceable I understand the *WIS/ESCA badge requirem Include certificate of insurance for general liable Make check payable to the Las Vegas Conve 	ent bility and worker's compensation ention and Visitors Authority	as descril	
• Return this form with a check for \$250 for the	annual fee to the following addre	ss:	
Las Vegas Conv 315	r of Convention Services vention and Visitors Authority 0 Paradise Road Vegas, NV 89109		
Direct questions to the Co Phone: (702) 892-2860	nvention Services Department, L Email: <u>eacpermit@lvcva.</u>		
☐ Completed Form ☐ \$250.00 Contractor Fee ☐ Certificate of Insurance with appro ☐ I understand the *WIS/ <u>ESCA</u> badg All documents must be received <u>BEFORE</u> work in Center or Cashman Center	ge requirement	of the Las	s Vegas Convention
	CO LICENSE WILEN MODIZING A	T 51TH5	THE LAC VECAC
ALL CONTRACTORS MUST OBTAIN A BUSINES CONVENTION CENTER OR CASHMAN CENTICENSE/Pages/BusinessLicenseServiceSpotlight.aspx of the contract of th	TER. Please click <u>http://w</u>	ww.clarkc	ountynv.gov/business-
Clark County Department of Business License 500 Grand Central Parkway, Third Floor Las Vegas, NV 89155 702-455-0174 www.clarkcountynv.gov	Business Licensing Division Plan 333 North Rancho Drive Las Vegas, NV 89106 702-229-6281 www.lasvegasnevada.gov	ning Depa	rtment
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HELICOPTER LANDING REQUEST FORM

Name of Show:		
Name of Exhibiting Company		<u> </u>
Exhibit Hall:		Booth Number:
Contact Person/Title:		
Phone:	Email:	
Proposed landing date, if known:		
Proposed landing location, if know	n:	
Type of helicopter:		
		d, the Las Vegas Convention and Visitor's ce requirements. You will then work with the the details.
		entionservices@lvcva.com for approval. nd without prior authorization.
This area	for LVCVA use, please do	not write below
Final landing date:	Time:	Location:
Contractor Contact:		Cell #:
On-site exhibitor contact:		Cell #:
Take-off date:	Time:	Location:
	For info phone: (702 nt to update or char	2) 892-0711 age this policy without written notice

SAMPLE INSURANCE CERTIFICATE

NLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOL EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIE	DER. THIS
A CONTRACT BETWEEN THE ISSUING INSURER(S), AUR.	
e policy(les) must be endorsed. If SUBROGATION IS WAIVED, su endorsement. A statement on this certificate does not confer ri	
CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: (A/C, No):	
INSURER(S) AFFORDING COVERAGE INSURER A : Carrier A Must have an AM Best Rating of A-VII or Better	NAIC#
INSURER B : Carrier A Must have an AM Best Rating of A-VII or Better INSURER C : INSURER D :	
6	A CONTRACT BETWEEN THE ISSUING INSURER(S), AU Be policy(ies) must be endorsed. If SUBROGATION IS WAIVED, sul endorsement. A statement on this certificate does not confer rig CONTACT NAME: PHONE (AIC, No. Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Carrier A Must have an AM Best Rating of A-VII or Better INSURER B: Carrier A Must have an AM Best Rating of A-VII or Better INSURER C:

INSURER F:

			CATE NUMBER:		_		REVISION NUMBER:		
	THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS								
	CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH						D HEREIN IS SUBJECT TO	O ALL TH	E TERMS,
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Α		^			100		PREMISES (Each occurrence)	*	
ı	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	· ·	
ı		H					PERSONAL & ADV INJURY	\$	1,000,000
ı							GENERAL AGGREGATE	\$	1,000,000
ı	GEN'L AGGREGATE LIMIT APPLIESPER:						PRODUCTS - COMP/OP AGG	\$	1,000,000
L	POLICY PRO- JECT LOC							\$	
Г	AUTOMOBILE LIABILITY	- 2					COMBINED SINGLE LIMIT (Each accident)	\$	1,000,000
В	X ANY AUTO	x					BODILY INJURY (Perperson)	\$	
1	ALL OWNED SCHEDULED AUTOS AUTOS			\ \ \			BODILY INJURY (Peraccident)	\$	
ı	X NON-OWNED	1					PROPERTY DAMAGE (PER ACCIDENT)	\$	
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Н	WORKERS COMPENSATION						X WC STATU- TORYLIMITS OTH- ER	Ψ	
Iв	ANDEMPLOYERS'LIABILITY Y/N						E.L. EACH ACCIDENT		1,000,000
I٦	OFFICER/MEMBER EXCLUDED?	N/A						•	1,000,000
ı	(Mandatory in NH) If yes, describe under						E.L. DISEASE - EAEMPLOYEE	\$	1,000,000
⊢	DÉSCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	1,000,000
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ı									
\vdash									
	SCRIPTION OF OPERATIONS / LOCATIONS / VEHICL			ALC: To-			and Waitens See	Arrest 60	
	Each liability policy shall be endorsed to include the Las Vegas Convention and Visitors Authority, its officers, employees, and volunteers as additional insureds. These policies shall be primary and								
	any other insurance carried shall be excess and non-contributing. (All deductibles and self-insured								
	tentions shall be fully dis								

CERTIFICATE HOLDER	CANCELLATION
LAS VEGAS CONVENTION AND VISITORS AUTHORITY 3150 PARADISE ROAD LAS VEGAS, NV 89109	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Must be signed by person authorized by insurer and licensed by the State of Nevada



Roof Access for Equipment Installation

Name of Show:	Ext	nibiting Company:	
Contact:	Booth #:		Exhibit hall:
Exhibitor EAC EAC company:			
Mobile phone:	Email: _		
Install Date:		Install Time:	
Removal Date:		Removal Time:	
Description of equipment to be installed:			
All equipment placed on the roof must be labe	led with th	e contractor's name	e, booth number, and show name.
Will you require cabling? Yes No Cox Business is the exclusive provider of transprovide cabling from the roof pad to your boot Lvcc.orders@cox.com or (855) 519-2624 Cox order #:	-		•

Please complete this form and email it to <u>conventionservices@lvcva.com</u> for approval.

RULES AND REGULATIONS

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

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

LVCC BUILDING USERS MANUAL

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LAS VEGAS CONVENTION AND VISITORS AUTHORITY CUSTOMER SAFETY DEPARTMENT

WEAPONS REQUEST FORM 3150 PARADISE ROAD LAS VEGAS, NV 89109-9096 (702) 892-7400 FAX: (702) 892-7410

RITY, EXECUTIVE DIF	RECTOR OF CUSTOMER	R SAFETY
	be perr	mitted
ame)		
☐ Cashman C	enter	
(DI D.: 1)		
(Please Print)		
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othes <i>(If concealed,</i>	CCW permit is requi	red)
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cts that the security sonnel. This is in ac	company, who is providuition to show manage	ding armed security, has ement's approval.
NAME / TITLE & SIGN	ATURE	
	ctor of Customer Safet	
	CVA SECURITY DE	be perromanne) Cashman Center (Please Print) TIME TO TIME TO TIME TO othes (If concealed, CCW permit is required and (PILB) # Expiration Date



REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/ UAV/ DRONES

Name of Event:	Date of Event:
Booth #:	Meeting Room #:
Name of Exhibiting Company	
Contact Person/Title:	
Phone:	Email:
Power Source: Battery or Other:	
other safety measure. Tethering is represented by the made of material that is sturdy electrical escaping the enclosure. The demonstration will stay restricted.	a (including ceiling) using netting, plastic, or not an approve safety measure. Netting must nough to prevent the RPAS from breaking or ed to the booth space.
 Exhibitors must have approval fr Services Manager (CSM) before This form must be completed an RPAS carrying weapons are pro 	d submitted. hibited. es, restaurants or other common areas.
nautical miles in class Bravo airs class Delta airspace (North Las airports, RPAS are prohibited fro	rom being flown outdoors within five (5) space (McCarran International Airport) and Vegas Airport). Due to the proximity to these om flying outside on any LVCVA campus. In the FAA but must be provided to the an advance of the event.
I have read the R	PAS/UAV/Drone guidelines



APPLICATION FOR COMBUSTIBLE OR EXPLOSIVE PRODUCTS TO BE SOLD, DISPLAYED, OR KEPT WITHIN EXHIBITS

This application is to ensure that those products listed below shall be fully compliant with all applicable Federal, State, local and facility statues, codes and ordinances, rules and regulations, for the handling, exhibition and storage of combust and explosive materials.

Dates of Event:	Booth / Table Number:
Name of Exhibiting Company:	
Contact Person/Title:	
Phone:	Fax:
Email:	
Exhibitor Signature:	
	e present within the booth during the gun show event:

(Please print or type legibly. Unreadable applications cannot be processed and approved.)

Product	Amount	Separation	Approved	Denied	Pending
Binary Explosives (Limit: 5 lbs., per ingredient; ≥ 10 lbs. total)		≥ 10 ft.			
Black Powder (Limit: 1 lb., per entire exhibit hall)					
Smokeless Powder (Limit: 20 lbs., per entire exhibit hall)					
Primers (limit: 10,000 primers, per entire exhibit hall)		≥ 15 ft.			
Flares (Limit: 1 lb.)					
Magnesium Fines (Limit: 1 lb.)					
Pyrotechnic Propellants (Limit: 1 lb.)					
Magnesium Fire Starters (For Display, Only)					
Hydrocarbon Solids Fire Starters (For Display, Only)					
Thermite (Not allowed in the facility)					

Items that are pending may require additional information from exhibitors. Contact Fire Prevention Office.

NOTE: Open flames are not permitted inside the exhibit hall during gun show events.

Please email, fax or deliver this form to: Fire Prevention Office

Las Vegas Convention & Visitors Authority

3150 Paradise Road Las Vegas, Nevada, 89109

FAX: (702) 892-2919 24/7: (702) 892-7400

Email: boothplans@lvcva.com

LVCC BUILDING USERS MANUAL

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EXHIBITOR SERVICE MANUAL

ISSA Show North America 2019 Las Vegas, NV | November 18-21

ISSA MEDIA CONTACT LIST

By sending out information to the media regarding your company, its new products and services, and especially its participation in the ISSA Show North America 2019, in Las Vegas, Nevada, USA, you can build awareness of your company throughout the industry and the world. To help you reach the best contacts in the cleaning, maintenance, restoration, and related industries, we've compiled the following list. Remember to send your press releases out at least 6-8 weeks prior to an issue's publication date and call to make sure editors have received the information and don't have any unanswered questions.

Please note: This is a list of media and related groups that usually cover the facility, cleaning, restoration, and related industries and/or the show. Depending on the show's location and media needs and schedules, not all media will be present at the show itself. Exhibitors also are encouraged to contact non-industry media with news and editorial ideas that may be of regional, local, or national interest and/or relevant to the public. Key: **FSP = Facility Service Provider**, **D = Distributor**



American School & Hospital Facility (FSP)

Publisher: Line Murphy Editor: Irene Tlach 978-500-1904

<u>itlach@facilitymanagement.com</u> <u>lmurphy@facilitymanagement.com</u>

American School & University (FSP)

Editor-in-Chief/Associate Publisher: Joe Agron Managing Editor/Content Products Director:

Steven Averett

Associate Editor: Kimberlee Payton-Jones

215-752-2787

jagron@asumag.com

steven.averett@penton.com

kimberlee.payton-jones@penton.com

American Window Cleaner (FSP)

Publisher/President Michael Draper 309-530-1215

michaeldraper1973@gmail.com

Broom Brush & Mop (FSP)

Publisher: Don Rankin Editor: Harrell Kerkhoff Associate Editor: Rick Mullen

217-268-4959

<u>drankin@consolidated.net</u>, rankinmag@consolidated.net

Brushware (D)

President: Norman Finegold Publisher: Karen Grinter

Correspondent: Bob Lawrence

910-693-2644

editors@brushwaremag.com

Buildings (FSP)

Chief Content Director: Chris Olson

Senior Editor: Jennie Morton Senior Editor: **Janelle Penny**

319-364-6167

chris.olson@buildings.com

EXHIBITOR SERVICE MANUAL

ISSA Show North America 2019 Las Vegas, NV | November 18-21

janelle.penny@buildings.com

Building Operating Management (FSP)

Editor: Ed Sullivan 800-727-7995

ed.sullivan@tradepress.com

Building Services Management (FSP)

Executive Editor: Chris Sanford Managing Editor: LaQuita Owens

800-417-2963

chris@bsmmag.com laquita@bsmmag.com

California Building News (FSP)

Editor: Henry Eason 415-596-4965

henry@easoncom.com

Chain Store Age (FSP)

Publisher: Gary Esposito Editor: Marianne Wilson

212-756-5257

gesposito@chainstoreage.com mwilson@chainstoreage.com

Clean India Journal (D)

Editor-in-Chief: Mangala Chandran Managing Editor: Mohana M. Sub Editor: Suprita Anupam

91-22-6120-4111

Cleaner Times (D)

Editor: Jim McMurry

Managing Editor: Michael Hamline

501-280-0007 jim@adpub.com michael@adpub.com



ISSA Show North America 2019 Las Vegas, NV | November 18-21

Cleaning & Maintenance Management (FSP)

Editor: Kelly Zimmerman

847-982-0800 kelly@issa.com

Cleaning & Restoration (FSP)

Alexa Schlosser 443-878-1000

<u>aschlosser@restorationindustry.org</u> communications@restorationindustry.org

Cleaning Business Today (FSP)

Publisher: Tom Stewart Editor: CeCe Mikell 888-257-7879

tom@cleaningbusinesstoday.com

Cleaning Consultants (FSP)

President/Publisher: William "Bill" Griffin

206-682-9748

wgriffin@cleaningconsultants.com

Cleanfax (FSP, Restoration)

Editor: Amanda Hosey 847-982-0800

amandah@issa.com

Cleaning Hygiene Today (FSP)

News Contact: Caroline Hill Article Contact: Cathy Hayward

01322-662-289

caroline.hill@kpmmedia.co.uk

cathy@kpmmedia.co.uk

CleanLink (D)

Editor: Corinne Zudonyi

414-228-7701

Corinne.zudonyi@tradepress.com

Contracting Profits (FSP)

Editor: Dan Weltin

Associate Editor: Nick Bullock

414-228-7701

dan.weltin@tradepress.com

Correctional News

Group Publisher: Larry Howe Managing Editor: Torrey Sims

720-536-3222

torrey@emlenmedia.com

cn@emlenpub.com

eClean Magazine 501-517-1620

allison@ecleanmag.com

EHT (formerly Executive Housekeeping Today)

(FSP)

Editor: Andi Vance-Curry 800-200-6342 or 614-895-1766

editor@ieha.org,

Environmental Health & Safety Journal

<u>Editor</u>: Michael Bittner editor@ehsjournal.org.

Environmental Leader E-Newsletter (Other)

Managing Editor: Jessica Lyons Hardcastle

970-377-9505 x702.

jen@businesssectormedia.com

news@environmentalleader.com

European Cleaning Journal (D)

Michelle Marshall

440-1494-791222

Michelle@europeancleaningjournal.com

Facility Executive (FSP)

Editor-in-Chief: Anne Vazquez

Assistant Editor: Dominique Cantelme

732-842-7433

avazquez@groupc.com

dcantelme@groupc.com



ISSA Show North America 2019 Las Vegas, NV | November 18-21

Facilities Maintenance Decisions

Editor-in-Chief: Dan Hounsell Associate Editor: Dave Lubach

800-727-7995

dan.hounsell@tradepress.com Dave.lubach@tradepress.com

FacilitiesNet (FSP)

Editor: Casey Laughman 800-727-7995 x524

Casey.laughman@tradepress.com

Facility Cleaning Decisions (FSP)

Corinne Zudonyi 414-228-7701 x521 corinne.zudonyi@tradepress.com

Facility Cleaning & Maintenance (D)

Editor: Clare Tattersall

905-697-8905

claret@mediaedge.ca

Facility Executive (FSP)

Editor in Chief: Anne Cosgrove

Assistant Editor: Dominique Cantelme

732-842-7433 or 800-524-0337

acosgrove@groupc.com
dcantelme@groupc.comm

FMJ (Facility Management Journal) (FSP)

Editor Erin Sevitz.

News Editor: Emily Bennett

erin.sevitz@ifma.org emily.bennett@ifma.org

Facility Manager (FSP)

Editor: Steve Glazner

Managing Editor: Anita Dosik

978-500-1904

steve@appa.org anita@appa.org

FacilityCare (FSP)

Emily Howard 443-282-0495

ehoward@columbiabooks.com

Floor Focus (D)

423-752-0400

info@floorfocus.com

Floor Trends

Editor: Matthew Spieler

Associate Editor/TalkFloor Web Editor:

Michael Chmielecki

Associate Editor: Terra Donnelly

631- 273-2796 (Editor)
spielerm@bnpmedia.com
chmieleckim@bnpmedia.com
donnellyt@bnpmedia.com

FMLink E-newsletter (FSP)

Publisher: Peter Kimmel

301-365-1600

peterk@fmlink.com

FM World (FSP)

Editor: Martin Read

News Editor: Herpreet Kaur Grewal

44-(0)-020-7880-6229 editorial@fm-world.co.uk

Green Building News (Other)

Group Publisher: Larry Howe Managing Editor: Torrey Sims

720-536-3222

torrey@emlenmedia.com gbn@emlenpub.com



ISSA Show North America 2019 Las Vegas, NV | November 18-21

hco@emlenpub.com

Green Cleaning Magazine

Publisher: Mark Durrick 970-335-8167

mdurrick@greencleaningmagazine.com info@greencleaningmagazine.com

Food Safety (Other)

Editorial Director: Barbara VanRenterghem

508-210-3149 Direct

Digital Editor: Tiffany Maberry

678-853-1062 Direct

tiffany@foodsafetymagazine.com barbara@foodsafetymagazine.com

GreenBiz Group (Other)

Chairman Executive Editor: Joel Makower

Managing Editor: Elsa Wenzel Associate Editor: Lauren Hepler

editor@greenbiz.com

Green Sports Alliance (Other)

503-278-5393

Contacts: Natalie Nishitani:

Dania Gutierrez

Natalie@greensportsalliance.org Dania@greensportsalliance.org

Happi (Other)

Vice President/Editorial Director: Tom Branna

Associate Editor: Christine Esposito Associate Editor: Melissa Meisel

201-880-2285

tbranna@rodmanmedia.com cesposito@rodmanmedia.com mmeisel@rodmanmedia.com

Health Care, Construction & Operations News

(Other)

Group Publisher: Larry Howe Managing Editor: Torrey Sims

720-536-3222

torrev@emlenmedia.com

Healthy Facilities Institute

President: Allen Rathey

208-938-3137

allen@healthyfacilitiesinstitute.com

Health Facilities Management (FSP)

Editor: Mike Hrickiewicz

Associate Editor: Jamie Morgan

312-893-6813

mhrickiewicz@healthforum.com jmorgan@healthforum.com

Healthy Schools Campaign

Communications Director: Jeremy Borling Writer and Content Coordinator: Abby Callard

312-419-1810

jeremy@healthyschoolscampaign.org abby@healthyschoolscampaign.org

InfectionControl.tips (FSP)

Co-Founder/Managing Editor: Michael Diamond

905-979-9911

michael@infectiontips.org

Inclean (FSP)

Editor: Claire Hibbit

Assistant editor: Lizzie Hunter

02-8586-6140

chibbit@intermedia.com.au lhunter@intermedia.com.au

Industrial Maintenance & Plant Operation (FSP)

Editor: Mike Hockett

Associate Editor: Bethe Croy

917-920-7000

andrew.berg@advantagemedia.com



ISSA Show North America 2019 Las Vegas, NV | November 18-21

mike.hockett@advantagemedia.com

bethe.croy@advantagemedia.com

Inside Supply Management (FSP)

Managing Editor: John Yuva

Senior Copy Editor: Lisa Wolters-Broder

480-752-6276 x3071

jyuva@ism.ws

lwoltersbroder@ism.ws

ISSA Today (D, FSP)

Editorial Director: Jeff Cross

740-973-4236

jeffcross@issa.com

ISSA Official Exhibit Directory (D,FSP)

Editorial Director: Jeff Cross

740-973-4236

jeffcross@issa.com

KPM Media

Story Editor: Charlie Kortens

01322-662-289

News Editor: Sarah Obeirne

<u>Charlie.kortens@kpmmedia.co.uk</u> <u>sarah.obeirne@kpmmedia.co</u>m

Lodging (FSP)

Editor-in-Chief: Sean Downey

Editor, LodgingMagazine.com: Megan Sullivan

Managing Editor: Kate Hughes

215-321-9662

msullivan@lodgingmagazine.com khughes@lodgingmagazine.com

Maintenance Sales News (D)

Publisher: Don Rankin Editor: Harrell Kerkhoff

217-268-4959

drankin@consolidated.net

Modern Distribution Management (D)

Editor: Jenel Stelton-Holtmeier Associate Editor: Eric Smith

303-443-5060 jenel@mdm.com eric@mdm.com

Nonwovens Industry (D)

Editor: Karen McIntyre

Managing Editor: Tim Wright Editorial Director: Tom Branna kmcintyre@rodmanmedia.com twright@rodmanmedia.com

Occupational Health & Safety (Other)

Editor: Jerry Laws

Associate Content Editor: Matt Holden

EE-News Editor: Brent Dirks

972-687-6780

ilaws@1105media.com mholden@1105media.com bdirks@1105media.com

OPI Magazine (Office Products)

CEO: Steve Hilleard

Editor-at-Large: Andy Braithwaite

Editor: Heike Diekcmann 44(0)20-7841-2940 steve.hilleard@opi.net andy.braithwaite@opi.net heike.diekcmann@opi.net

Plant Services (FSP)

Editor-in Chief: Thomas Wilk

Associate Editor Digital Media: Alexis Gajewski



ISSA Show North America 2019 Las Vegas, NV | November 18-21

soconnor@1105media.com bbarrett@1105media.com

630-467-1300

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Premises and Facilities Management (FSP)

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44-(0)-1732-359990
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david.strydom@imlgroup.co.uk

Reinigungs Markt (German Language; FSP**)**Executive Editor & Publisher: Reinhard Knittler

Editor in Charge: Andreas Rubisch

Editor: Volker Beck 49(0)7453-9385787 info@knittler.de

Restoration and Remediation

Publisher: Sarah Harding Editor: Michelle Blevins

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hardings@bnpmedia blevinsm@bnpmedia.com

Sanitary Maintenance (D)

Editor-in-Chief:Dan Weltin Associate Editor: Nick Bragg

414-228-7701

dan.weltin@tradepress.com, nick.bragg@tradepress.com

School Planning & Management (FSP) 1105 Media

Editor-in-Chief: Jerry Enderle

Managing Editor: Shannon O'Connor Assistant Editor: Brandon Barrett

937-550-9874

jenderle@1105media.com

Services (FSP)

Editor: Shannon J. Winslow-Claunch

877-234-1863

editor@servicesmag.org

Strategic Market Alliance (D)

Marketing Services Manager: Chris Rowe

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crowe@smasolutions.com

Tomorrow's Health & Safety (FSP)

Editor: Tanita Cross 44-1625-426054

tanita@opusbm.co.uk

Tomorrow's FM (FSP)

Editor: Rebekah Thompson

44-1625-426054

rebekah@opusbm.co.uk

info@opusbusinessmedia.co.uk

Walden's ISSA Show Convention Daily (Other)

Editor: Alfred Walden Jr.

Sales/Editorial Contributor: Charlie Walden

201-818-8630

<u>afwalden@waldenmott.com</u> <u>charlie@waldenmott.com</u>



Convention Center Meeting Room Request Form

November 18 -21 | Exhibits: November 19-21 Las Vegas, NV | Las Vegas Convention Center

If you would like to arrange a meeting or plan a food function at the Las Vegas Convention Center (within the guidelines of the Association's policies), please provide the following information to ISSA, no later than **October 1**, **2019**. There are a limited number of meeting rooms available. **There is a daily meeting room rental charge.**

<u>Please note that meeting room space will not be released for any activity during the show hours</u>. These hours include Tuesday, November 19 and Wednesday, November 20 from 10:00am - 5:00pm, and Thursday, November 21 from 10:00am - 2:00pm.

Your meeting room rental includes:

- Room set up, lectern, up to (3) risers, (1) wired microphone, up to (4) 8'fttables.
- Note there is an additional charge for a dedicated electrical drop.
- Note tables are not skirted without the purchase of food & beverage.

Company:
Primary Contact:
Email: Phone:
Meeting Date: End Time: End Time:
Anticipated Attendance:
Room Set-Up (Check One):
□ Banquet □ Classroom □ Conference/Boardroom □ Theater □ U-Shape
Staging Up to (3) 4'X8' risers are included in Meeting Room Set Up
Yes, I need Risers: 16" height, qty: 24" height, qty: 32" height, qty:
Additional Tables: Head Table for # Additional Tables needed: 8' tables. Qty: a maximum (4) 8" tables. If you are having a head table, this is deducted from your (4) table 36" cocktail rounds. Qty: Catering
I plan on ordering catering services
Audio Visual Meeting Room rental includes (1) hardwired microphone. For wireless mic or any additional items. Contact the official A/V provider.
Complimentary wired Mic: Lectern Lavaliere Standing Table Top microphone I plan on ordering additional audio- visual services.

Please Return form to: Allison Hill Trade Show Operations Coordinator | Allison@issa.com or Fax 847-982-1012



ISSA MEETING HUB

Available November 19-21, 2019 Las Vegas Convention Center | Central Hall Email completed form to allison@issa.com

Deadline: October 1,2019

CONTACT INFORMATION:

Company Name:					
Street Address:					
City:		State/Province:		_ Zip/Postal Code:_	
Country:	Phone Number:		Fax Nun	mber:	
On-site Contact			Cell Phone:		
On-site Contact Email:					
PACKAGE OPTIONS: (p Package /	•		Package B (Max 12 Persons	s)	
	′ x 10′		10' x 20'		
•	al Fee: \$3,800		Day Rental Fee: \$7		
•	al Fee: \$1,725 ntal Fee: \$350		aily Rental Fee: \$3 Hour Rental Fee: \$		
Meeting Date Requested: _			to hourly rental o	only)	
The ISSA Meeting Hub is av	ailable November 19-21.				

PACKAGE DETAILS:



Package A:

- 8' high sound absorbent fabric walls
- Carpeting
- Four (4) arm chairs
- One (1) 40" diameter table
- Electricity



Package B:

- 8' high sound absorbent fabric walls
- Carpeting
- Ten (10) arm chairs - Two (2) 8' draped tables
- Electricity

Note: Custom furniture and additional services (should space allow) for the rooms can be rented from GES or other service contractors listed in the Exhibitor Service Manual. Refreshments and food can be ordered from the Food Service Contractor. All space must return to default room set for next room reservation. Additional fees may be incurred.

ISSA Meeting Hub Room: ISSA staff will assign meeting room location, based on size and availability.

Payment Terms: 100% due with application. Failure to pay in full by July 14, 2019, may result in cancellation of ISSA Meeting Hub Room. Please remit by company check in U.S. funds. Cancellation Policy: 50% of amount paid will be refunded if ISSA is notified of cancellation by July 14, 2019. No refunds after August 1, 2019.

We understand that the meeting space in the ISSA Meeting Hub may not be used for "product display" and we acknowledge that we have read the Rules and Regulations (contained on reverse side of this application) and agree to abide by them.

		Title:		
(Print Name)				
nature		Date:		
MENT INFORMATION:				
se include invoice # and/or compan	y name with payment			
total cost for the ISSA Meeting	Hub Room is \$	·		
se remit by company check or v	wire transfer in U.S. funds	s.		
heck Enclosed: Remit in U.S. fu	nds made payable to:	☐ Credit C	Card payment:	
ISSA		□Visa □N	MasterCard □American Express [□Discove
3300 Dundee Road		Card Numb	er:	
Northbrook, IL 60062		Exp Date: _		
ISSA Meeting Hub		Name on Card:		
ACH/EFT Instructions	Domestic Wire Inform		Foreign Wire Information	
JP Morgan Chase, N.A.	JP Morgan Chase, N.A		J.P. Morgan Chase, N.A.	
10 South Dearborn St.	10 South Dearborn St	t.	10 South Dearborn St.	
Chicago, IL 60603	Chicago, IL 60603		Chicago, IL 60603	
ABA #071000013	ABA #021000021		Telex:420120	
Credit to: ISSA Account #237248	Credit to: ISSA Acount #237248		ABA #021000021 Credit to: ISSA	
Account #237246	ACOUIT #257246		Account #237248	
			71000 and 11207 2-40	
ISSA USE ONLY:				
Date Received:	ID#:			
A	Total R	Rental:\$		
Amount of Deposit: \$				

CONTRACT RULES & REGULATIONS: The following Rules and Regulations are part of the Contract between the meeting space Lessee (herein referred to as "Lessee") and the International Sanitary Supply Association, Inc. (herein referred to as "ISSA"). Failure to comply there with shall subject the Exhibitor to the sanctions and penalties set forth.

1. ELIGIBILITY

Any member or non-member exhibitor firm and Distributor Members may reserve meeting space in the ISSA Meeting Hub Assignment for use during the tradeshow.

2. ASSIGNMENT

Upon receipt of the completed Contract, the ISSA will assign meeting space in the ISSA Meeting Hub based on the size requested and availability. **Note**: No more than (2) two-hour time slots may be booked consecutively.

3. SUBLEASING ISSA MEETING HUB ASSIGNMENT

Lessee may not assign, sublet, or apportion the whole or any part of their meeting space in the ISSA Meeting Hub to another company.

4. GENERAL PURPOSE

The purpose of meeting space in the ISSA Meeting Hub is to offer the lessee/exhibitor an accessible area on the show floor to conduct meetings with customers in an environment away from the busy "product display booth" area. THE ISSA MEETING HUB ASSIGNMENT MAY NOT BE USED FOR PRODUCT DISPLAY.

5. REGISTRATION AND BADGES

All ISSA meeting space Lessees are required to officially register and pay the appropriate tradeshow registration fees. The official badge must be worn at all times when on the show floor and when occupying meeting space in the ISSA Meeting Hub. Lessee shall register only their employees. (Manufacturer Representatives are required to register under their company name and abide by the registration procedures as established by the Association.)

6. OPEN HOURS

Personnel of an ISSA Meeting Hub meeting room may access the convention floor during the following hours (rentals begin after keynote speakers each day):

 Tuesday, November 19
 10:00 a.m. - 5:00 p.m.

 Wednesday, November 20
 10:00 a.m. - 5:00 p.m.

 Thursday, November 21
 10:00 a.m. - 2:00 p.m.

INSTALLATION AND DISMANTLING SCHEDULE

Installation of meeting space in the ISSA Meeting Hub will be completed by the start of show on Tuesday, November 19. At the close of the show, the General Contractor will begin to dismantle the booth. Arrangements must be made to remove any supplies or office equipment that may have been shipped in or rented.

8. DESIGN/CONSTRUCTION

Meeting space in the ISSA Meeting Hub is designed for privacy with a lockable door and 8-foot-high sound-absorbent fabric interior walls.

9. ISSA MEETING HUB MEETING ROOM MATERIALS

All meeting space in the ISSA Meeting Hub decorative materials or signs must be of flame-retardant material or treated with an approved flame-retardant solution. Electrical wiring and equipment must comply with all federal, state, and municipal fire codes and regulations. All packing containers, wrapping, and waste paper must be removed from meeting space. Paint, lacquer, adhesive, or any other coating shall not be applied to the meeting space walls or carpeting. Meeting space holder shall not injure, mar, or otherwise deface any part of the exhibit hall, nor make any alterations or improvements to the ISSA meeting space.

10. CONTRACTORS

The General Contractor, GES, will install and dismantle the ISSA Meeting Hub Room package of your choice. Any additional furnishings or services can be rented from the contractors as listed in the Exhibitor Service Manual.

11. FOOD SERVICE

Arrangements for refreshments/food service can be made through the exclusive food service contractor at the convention center. Lessee may serve food and beverages, including alcoholic beverages during exhibit hours only if it has written authorization from ISSA and a written agreement with the official caterer of the Exhibit Facility. Lessee serving alcoholic beverages must provide ISSA with proof of insurance, including host liquor liability coverage, naming ISSA as an additional insured. Lessee and its employees and agents shall not serve alcoholic beverages to anyone less than 21 years of age or to anyone regardless of age who is obviously visibly intoxicated. Lessee agrees to indemnify and hold ISSA harmless with respect to any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs and other expenses incurred by ISSA on account of any alcohol served at Lessee's meeting space.

12. MUSIC, PHOTOGRAPHS, AND OTHER COPYRIGHTED MATERIAL

Lessee is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. The Lessee shall remain liable for and shall indemnify and hold the ISSA, their agents, and employees harmless from all loss, cost, claims, causes of action, suits, damages,

13. SMOKING

Smoking is prohibited in the exhibit facility.

14. LIABILITY AND INDEMNIFICATION

At the conclusion of the tradeshow, the Lessee must surrender space occupied by it in the same condition as it was at the time the space was initially occupied. The Lessee is responsible for all damage to the exhibit hall, and for the defense and payment of any and all claims, demands, and suits on account of any alleged injury or death to individuals, or damage to property, occurring in the ISSA Meeting Hub space or elsewhere because of the acts or omissions of the Lessee, its officers, employees, agents, licensees, invitees, or contractors; and Lessee agrees to indemnify and hold harmless the ISSA, and exhibit facility, from and against any and all liability, costs, expenses, claims, and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the Lessee.

Neither the ISSA, its service contractors, nor the owners of the Exhibit Facility, their agents, contractors, or employees are liable for injuries to any person or for damage to property owned or controlled by the Lessee, which damages or injuries may be claimed to be incident to or arising from or in any way be connected with the Lessee's occupation of display space or the acts or omissions of Lessee's officers, employees, agents, contractors, licensees, or invitees, except for claims for damages or injuries caused by or resulting from the willful or wanton misconduct of the ISSA or the owners of exhibit facility and their respective officers, agents, and employees.

Neither the exhibit facility, ISSA, nor any of the service contractors will be responsible for the loss of or damage to any property in storage, while in transit to or from the exhibit building, or while in the exhibit building. All property of the Lessee shall be deemed to remain under the Lessee's custody and control in storage, in transit to and from and within the confines of the exhibit hall, even though it may at any time be under the temporary control or direction of ISSA or its service contractors.

15. INSURANCE

Lessee agrees to maintain comprehensive general liability insurance against claims for personal injury, death, or property damage incidents arising out of, or in any way connected with the Lessee's participation in the exhibition, in an amount not less than one million dollars (\$1,000,000) per occurrence, three million dollars (\$3,000,000) aggregate for personal injury, death, or property damage in any one occurrence and be prepared to furnish a certificate of insurance to the ISSA if requested. Such insurance should include coverage of the indemnification obligations of the Lessee under the Rules and Regulations and should cover ISSA as an additional named insured. Each Lessee is responsible for obtaining, for its protection and entirely at its own expense, such insurance for its exhibit and display materials. Such insurance should cover all risks (liability, fire, theft, damage, etc.) from place of shipment to exhibition facility and return, including the period, which the exhibit/materials remain in the exhibition. All policies shall contain an express waiver by the lessee's insurance company of any right to subrogation as to any claims against ISSA, its officers, directors, agents, or employees.

16. FORCE MAJEURE

The Exhibition is subject to acts of God, acts of war, terrorism, government regulation, disaster, fire, strikes, civil disorder, curtailment of transportation facilities preventing or unreasonably delaying attendees and guests from appearing at ISSA Show North America®, or other similar cause beyond the control of ISSA making it inadvisable, illegal, or impossible to hold the Exhibition. This Contract may be terminated without penalty for any one or more of such reasons by written notice from ISSA to the Exhibitor. If the contract is so terminated by ISSA, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition.

17. SECURITY

Each Lessee is responsible for safeguarding its materials at all times. Guard service will be provided by ISSA on a 24-hour basis beginning with move-in through move-out. Although reasonable precautions are taken to protect property, neither ISSA nor the guard service is responsible for any loss or damage to property or persons.

18. UNOCCUPIED SPACE

Any space not claimed or occupied during the pre-paid reserved time, without notice to ISSA, may be resold or reassigned by ISSA without any obligation for refund of amount paid.

19. VIOLATIONS

ISSA shall have full power to interpret and enforce all provisions of these Rules and Regulations and make such amendments and such further Rules and Regulations as it shall consider necessary or advisable for the proper conduct of the Exhibition.

Lessee agrees to observe all of these Rules and Regulations as promulgated and revised from time to time and is charged with knowledge of all local laws, state laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the Exhibition. Failure to comply with the above will result in one or more of several sanctions, including but not limited to the following: prohibition, exclusion and/or removal of any exhibit and/or Lessee, their employees, or ISSA Meeting Hub Assignment personnel; closing of a ISSA Meeting Hub Assignment; forfeiture of any further right to exhibit in the current Exhibition, and forfeiture of all fees and rentals paid; censure by the ISSA Board; loss of membership in ISSA.

Reserve Your Hotel for ISSA Show North America 2019
November 18 - 21, 2019 | Las Vegas Convention Center | Las Vegas, NV

HOTEL DISTANCE SINGLE/DOUBLE RATES

2.0	\$165-\$245 \$79-\$159
1.9	\$69-\$159
1.4	\$55-\$155
1.5	
0.3	\$163
1.0	\$209
	1.4 1.5

*Distance indicated is miles from convention center



NORTH AMERICA 2019

TRADE SHOW PARTNER

COMPLIMENTARY SHUTTLE SERVICE

Book a hotel in the official ISSA housing block and receive free shuttle bus service to the Las Vegas Convention Center, a \$35 value. Your registration badge will be printed with a bus icon designation as long as you book your hotel under the SAME NAME as your show registration. If you are sharing a guestroom, you must note all names on the hotel reservation to be sure everyone receives the complimentary bus icon designation on their badge(s).



BEST RATE PLEDGE

We comparison shop to ensure our rates remain the lowest.



EXCEPTIONAL SERVICE

We're your advocate before, during and after your stay.



HOTEL REWARDS POINTS

Get credit for your hotel loyalty program.

SECURE YOUR RESERVATION

onpeak.com/ISSA2019

Visit the onPeak desk in the show office for booking assistance.



Hotel Meeting Space Contact List

ISSA Show North America 2019 Las Vegas, NV | November 18-21

Exhibitors may arrange a business meeting, or plan a food function at one of the official ISSA hotels during non-exhibit hours. Exhibitors or attendees <u>are not</u> allowed to open hospitality suites or schedule other activities that would conflict with the exhibit hours listed below:

 Tuesday, November 19
 10:00 a.m. - 5:00 p.m.

 Wednesday, November 20
 10:00 a.m. - 5:00 p.m.

 Thursday, November 21
 10:00 a.m. - 2:00p.m.

OFFICAL HOTEL LIST	ROOM RATE	MEETING SPACE CONTACT
Bellagio Headquarter Hotel 3600 Las Vegas Blvd S	\$199	Marissa Kilkenny Catering Sales Manager Phone: 702-693-7134 Email: <u>mkilkenny@bellagioresort.com</u>
Ballys ARCSI and IEHA Headquarter Hotel 3645 Las Vegas Blvd S	\$79	Desiree Vigil Convention Services Manager Phone: 702-281-9322 Email: dmiller2@caesars.com
Aria Resort & Casino 3730 S Las Vegas Blvd.	\$185	Bonnie Rangel Convention Services Manager Phone: 702-590-7347 Email: <u>brangel@aria.com</u>
The Cosmopolitan of Las Vegas 3708 Las Vegas Blvd.	\$209	Lisa Lucio Catering and Conference Services Account Executive Phone: 702-698-7559 Email: lisa.lucio@cosmopolitanlasvegas.com
Embassy Suites Convention Center Las Vegas 3600 Paradise Rd.	\$149	Melissa Tilghman Catering Manager Phone: 702-947-7175 Email: Melissa.tilghman@hilton.com
Flamingo Las Vegas 3555 Las Vegas Blvd.	\$69	Desiree Vigil Convention Services Manager Phone: 702-281-9322 Email: dmiller2@caesars.com
Hilton Grand Vacations on the Las Vegas Strip 2650 Las Vegas Boulevard South	\$129	Peter Lin Events Manager Phone: 702-946-9226 Email: peter.lin@hgv.com



Hotel Meeting Space Contact List

ISSA Show North America 2019 Las Vegas, NV | November 18-21

OFFICAL HOTEL LIST	ROOM RATE	MEETING SPACE CONTACT	
Harrah's 3375 Las Vegas Blvd.	\$55	Desiree Vigil Convention Services Manager Phone: 702-281-9322 Email: dmiller2@caesars.com	
Las Vegas Marriott Convention Center 325 Convention Center dr.	\$163	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com	
Paris 3655 Las Vegas Blvd.	Desiree Vigil Convention Services Mana		
Planet Hollywood 3667 Las Vegas Blvd.	\$99	Desiree Vigil Convention Services Manager Phone: 702-281-9322 Email: dmiller2@caesars.com	
Renaissance Las Vegas 3400 Paradise Road Las Vegas	\$162	Grace Choe Conference Service Manager Phone: 702-784-5748 Email: gchoe@renaissancelasvegs.com	
SLS Las Vegas 2535 Las Vegas Blvd.	\$119	Kelle Bishop Group Convention Coordinator Phone: 702-761-7106 Email: kelle.bishiop@slslasvegas.com	
LINQ 3535 Las Vegas Blvd.	\$85	Desiree Vigil Convention Services Manager Phone: 702-281-9322 Email: dmiller2@caesars.com	
Treasure Island 3300 Las Vegas, South	\$89	Jason Mills Convention Services Manager Phone: 702-894-7763 Email: jmills@treasureisland.com	
Vdara Hotel and Spa 2600 W Harmon Ave.	\$125	Celeste Ahlbrandt Catering and Convention Coordinator Phone: 702-590-2315 Email: cahlbrandt@vdara.com	



Hotel Meeting Space Contact List

ISSA Show North America 2019 Las Vegas, NV | November 18-21

OFFICAL HOTEL LIST	ROOM RATE	MEETING SPACE CONTACT
Wynn Las Vegas 3131 Las Vegas Blvd.	\$209	Jonee Cartwright Conference Services Manager Phone: 702-770-2745 Email: jonee.cartwright@wynnlasvegas.com
Mirage Hotel 3400 Las Vegas Boulevard South	\$125	Jennifer Williams Catering Sales Manager Phone: 702-541-5232 Email: <u>jwilliams1@mirage.com</u>
Courtyard Las Vegas Convention Center 3275 Paradise Road	\$148	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
Residence Inn Las Vegas Convention Center 3225 Paradise Road	\$148	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
Springhill Suites Las Vegas Convention Center 2989 Paradise Rd	\$159	Leslie Curtis Email: Leslie.curtis@springhillsuiteslasvegas.com
Westgate Las Vegas 3000 Paradise Road \$105		Shari Dickerson Convention Service Manager Phone: 702-732-5624 Email: shari dickerson@wgresorts.com



November 18-21 | Exhibits: November 19-21 Las Vegas, NV | Las Vegas Convention Center

Protect Your Intellectual Property Rights

Intellectual property rights (IPR) encourage the innovation and creativity that is fundamental to sustained economic growth. Unfortunately, the growing global trade in pirated and counterfeit goods directly threatens innovation, and can ultimately have a deleterious effect on health and safety. Fake products, including a wide variety of cleaning related products, account for an estimated 5 to 7 percent of global trade. Such trade costs legitimate rights holders around the world billions of dollars.

Counterfeit products that infringe on intellectual property rights are often discovered at trade shows, conventions, and other such gatherings. It is important that companies and other owners of intellectual property take affirmative steps in advance of such events to ensure that their intellectual property rights will be fully protected. This article provides general information on how to secure your IPR and what to do in the event you discover a potential infringement at ISSA Show North America *or other similar events.

Obtaining Rights in Your Intellectual Property

Patents. A patent protects a new and useful process, machine, article of manufacture, or industrial design. When the U.S. Patent and Trademark Office (USPTO) grants a patent, the patent holder obtains "the right to exclude others from making, using, offering for sale, or selling" the invention in the United States and the right to exclude others from "importing" the invention into the United States. The patent holder must enforce its rights to exclude others from using its patented invention or technology.

Trademarks. A trademark is a word, phrase, symbol, or design, or a combination of words, phrases, symbols, or designs, that identifies and distinguishes one source of goods from others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product.

The USPTO reviews trademark applications for federal registration and determines whether the application meets the registration requirements but does *not* decide whether someone has the right to use a mark. As such, a trademark owner may still use its mark even without a registration. There are, however, significant advantages to federal registration. In either event, it is up to the owner of a mark to enforce its rights in the mark against other users and potential trademark applicants.

Domestic Protection Only. It is important to note that U.S. patents and trademarks are not automatically protected outside the United States. In most cases, the first step in protecting intellectual property beyond U.S. borders is for companies to register their trademark or patent with the appropriate authority in each country, or through international treaties that are administered by the World Intellectual Property Organization.

For more information on obtaining a patent or trademark in the United States, contact the USPTO at 800-786-9199. To file with the USPTO electronically, visit:

For Patents: http://www.uspto.gov/ebc/efs help.html
For Trademarks: www.uspto.gov/teas/index.html

For information on the International protection of IPR: http://www.uspto.gov/main/profiles/international.htm



November 18-21 | Exhibits: November 19-21 Las Vegas, NV | Las Vegas Convention Center

Copyrights. Copyright is a form of protection provided under U.S. law to the authors of "original works of authorship"—including literary, dramatic, musical, artistic, and other certain other intellectual works—for a fixed period of time. This protection is available to both published and unpublished works. Copyright is secured automatically when the work is created, and a work is "created" when it is fixed in a copy or phonorecord for the first time. There are, however, certain advantages to registering a copyright. For information on securing a U.S. copyright registration, contact the U.S. Copyright Office:

Public Information Office: 202-707-3000 | Information Specialists: 202-707-5959 | Web Site: www.copyright.gov

What Should Exhibitors Do About Intellectual Property Right Violations?

ISSA recognizes the crucial importance of protecting one's trademarks, patents, copyrights and other valuable intellectual property against possible infringement. However, ISSA is limited in the enforcement options it can exercise on behalf of exhibitors. Intellectual property right disputes are inherently private disputes between exhibitors and it is the responsibility of an aggrieved party to pursue appropriate legal remedies. In general, ISSA can only intercede where a legally enforceable court order or similar document has been obtained.

ISSA recommends that exhibitors take the following actions to legally secure their intellectual property rights (IPR):

- 1. Consult with legal counsel regarding the appropriate steps one should take to affirmatively secure IPR.
- 2. When you discover or otherwise suspect infringement or other violation of IPR, consult with your attorney as soon as possible regarding your enforcement options.
- 3. If you have reason to believe that the violating party may exhibit an infringing product or object that is the subject of an IPR dispute at ISSA Show North America®, contact ISSA Show Management as soon as possible, including, if reasonable, in advance of the start of the trade show.
- 4. Provide ISSA Show Management with information that substantiates that a violation of your IPR has occurred, including any documentary proof (i.e., a court order or decision, patent or trademark registration, etc.). Without such information, ISSA may not legally be able to assist you.
- 5. If you encounter an IPR violation on the trade show floor, immediately bring the matter to the attention of ISSA Show Management. Do not take affirmative action to remedy the situation such as physically confronting the violator, the removal of the infringing product from the booth of another exhibitor, or verbally arguing on the show floor.

Remember, protecting your intellectual property rights is your responsibility! ISSA can only assist you if you have legally enforceable rights that have been properly secured. ISSA will review any claim of an IPR violation and attempt to help you resolve it, but is not a legal enforcement body. Trademark, copyright, patents and other such disputes are handled in a court of law.

If you have a legally enforceable court order, ISSA Show Management will help you to enforce the order on site. Such enforcement may include removing product or literature from a booth, closing down an exhibitor's booth or taking any other action necessary to enforce a court or regulatory order or decision. In some circumstances, ISSA may suspend or cancel an exhibitor's privilege to exhibit.

Contact your ISSA Account Executive (sales@issa.com) or visit the ISSA Show Office onsite.



One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

Exhibitors can:

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

Order Everything You Need for Your Show



- Go to https://e.ges.com/011601008/esm
- · Log in or sign up with a new account
- · Browse products and services and you will be guided through the ordering process





Show Information

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

ISSA Show North America

Las Vegas Convention Center November 19 - 21, 2019

Questions?



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

Contact us online: https://e.ges.com/011601008/contactus/esm

Official Service Provider

GES Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970 7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520

Las Vegas, NV 89118-4702

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

Show Information

Booth Size: 10' x 10'

Backwall Drape: Blue/White/Blue

Sidewall Drape: Blue Facility Carpeted: No Aisle Carpet Color: Blue Jay

1 - Booth ID Sign

Discount Deadline Date

Monday, October 28 GES orders must be received with payment by this date.

Exhibitor Move In

Saturday, November 16 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times. Sunday, November 17 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times. Monday, November 18 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times.

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

Show Hours

Tuesday, November 19 10:00 AM - 5:00 PM Wednesday, November 20 10:00 AM - 5:00 PM Thursday, November 21 10:00 AM - 2:00 PM

Exhibitor Move Out

Thursday, November 21 2:00 PM - 5:00 PM Friday, November 22 8:00 AM - 5:00 PM Saturday, November 23 8:00 AM - 5:00 PM

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

Carrier Check-in Post-Show

Thursday, November 21 3:00 PM Carriers post-show must be checked-in by this time.

Friday, November 22 12:00 PM Carriers post-show must be checked-in by this time.

November 23 12:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

1519

041919

Saturday, November 23 5:00 PM All exhibitor materials must be removed.



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

Advance Shipments to Warehouse:

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

Direct Shipments to Show Site:

c/o GES ISSA Show North America (Your Company Name & Booth Number) Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109-9096 USA

Marshaling Yard Site Address:

ISSA Show North America (Your Company Name & Booth Number) 2982 West Post Road Las Vegas, NV 89119 USA

Shipments should arrive on or between:

October 14 - November 12, 2019

Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Shipments should arrive on:

November 16, 2019, 8:00 AM - 5:00 PM November 17, 2019, 8:00 AM - 5:00 PM November 18, 2019, 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times.



General Information

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to https://e.ges.com/011601008/esm
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: https://e.ges.com/011601008/contactus/esm

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

Exhibitor Services

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

Tips for New Exhibitors

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of October 28, 2019 for best pricing.

For quick and easy ordering, visit the Expresso online ordering site: http://e.ges.com/011601008/esm

Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. http://e.ges.com/011601008/item/200500
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: http://e.ges.com/011601008/shippinghandling/esm

Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract.
- Clearly indicate when paying by check. All check payments should be returned to:

GES Bank of America P.O. Box 96174 Chicago, IL 60693

Bank ACH/wire transfer payment information

If requested, following is the physical address for Beneficiary: **GES**

c/o Bank of America Account #: 7188101819 routing identifiers:

Wire ABA Routing #: 026009593 Bank of America, Wire Transfer-Customer Services TX1-492-07-14 ACH ABA Routing #: 071000039 2000 Clayton Road

Dallas, TX 75202-3714 USA SWIFT Address: BOFAUS3N Concord, CA 94520 USA

Telephone # (702) 263-2795 or CHIPS Address: 0959

(702) 914-5112

011601008

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G-10 072817

901 Main Street,

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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



No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all four (4) sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

Ordering carpet for your booth? Think about the kind of padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: http://e.ges.com/011601008/carpet/esm

Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: http://e.ges.com/011601008/electrical



- Booth Layout is required to process your electrical orders.
- Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- · Pre-order labor to save.

Labor Services: http://e.ges.com/011601008/LaborandEquipment/esm



011601008

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Payment and Credit Card Charge Authorization

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Form Deadline Date: October 28, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Option	nal)
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third F No Yes - Please return Third	Party for billing of services: d Party Billing Request form	GES invoice Sent to: Primary Contact	Secondary Contact

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES. Only submitting your Credit Card Authorization? Do it online: http://e.ges.com/011601008/item/2222
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795

or (702) 914-5112

GES Account #: 7188101819

Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N

If requested, following is the physical address for routing

Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cash-application@ges.com.

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

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

CHIPS Address: 0959

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

Cardholder Name - Ple	ase Print				
Billing Address					
City			State		Country
Account Numbe	r	Expiration Date	MasterCard		rate Card
l agree in placing this		D 4D 4 O 4 O 4]VISA]American Express	Perso	nal Card
_	rder that I have accepted GES Payment Policy and GES Terms &	Conditions of Contract, inclu	ding authorization for GES	to retain pe	rsonal
`	rve my need for GES services at future events.				
Please	X				
Sign	Cardholder Signature		Check Number		Check Dated
<u> </u>	Cardifolder digitature		Total Check	K	
Ö			Payment		\$
	Cardholder Name - Please Print	Date	Total Credit		
מ			Card Payme	ent	\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693



Domestic Third Party Billing Request

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name		Email		Phone Number	В	ooth Number
Return this for	m when a Third Party (any party other than	exhibiting company)	("AGENT") shou	uld be billed	for services.
Step 1. Provi	de the Exhibiting	Company cont	act information	and signat	ure	
Exhibiting Company Nam	ne					
Exhibiting Company Add	ress			City	State	Zip/Country
Phone	Fax	Cor	ntact's Email Address			
Please	X			I agree in pl	acing this order	that I have accepted
Sign	Exhibiting Company Authori	zed Signature		Conditions o GES to retail	of Contract, inclu n personal infor	nd GES Terms & ding authorization for mation to better serve
	Exhibiting Company Author	zed Name - Please Print	Date	my need	for GES service	s at future events.
Step 2. Chec	k services below	to invoice to t	the Third Party			
☐All Services If	the Third Party <u>is not</u> to be omplete Payment and Cre	e invoiced for "All Service	ces", please select speci			
☐ Audio Visual ☐ I & D Labor ☐ Signs ☐ Other (Please Spe	☐ Booth Cleaning ☐ Forklift Labor	☐ Electrical Outlets ☐ Material Handling	☐Electrical Labor ☐Plumbing	□Exhibit Syster □Rental Carpet		ES Logistics ental Furniture
	de the Third Part	y contact infor	mation			
Third Party Company Na	ime					
Third Party Company Add	dress			City	State	Zip/Country
Phone	Fax	Cor	ntact's Email Address			
Step 4. Comp	olete Third Party	Credit Card Ch	arge Authoriza	tion with si	gnature	
Cardholder Name - Pleas	se Print					
Billing Address				City	State	Zip/Country
Account Number			Expiration Date	☐ MasterCard ☐ VISA ☐ American Expr	□P	orporate Card ersonal Card
Please Sign	X Third Party Cardholder's Sig	gnature		GES Pa Conditions o GES to retail	ayment Policy a of Contract, inclu n personal infor	that I have accepted and GES Terms & ding authorization for mation to better serve s at future events.
	Third Party Cardholder's Na	me - Please Print	Date		5560	
is ultimately responsible Agent does not pay the in	deny any Third Party Billing Requestor payment of charges for servoice before the last day of the stand GES' Payment Policy apply to er.	rvices requested by Exhibit now, charges will revert to the	ting Company or its Agents, Exhibiting Company. All Invo	and for all acts and/o	or omissions of ble upon receipt	its Agents. If an GES Terms &



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

International Third Party Billing Request

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name		Email		Phone Number		ooth Number
			nan exhibiting company)	,		for services.
Step 1. Provid	e the Exhibiting	Company Co	ontact information	i and signat	ure	
Exhibiting Company Name						
Exhibiting Company Address	SS			City	State	Zip/Country
Phone	Fax		Contact's Email Address			
Account Number			Expiration Date	☐MasterCard □ □VISA		orporate Card ersonal Card
			MM/YY	☐ American Expi		
Please	X					that I have accepted nd GES Terms &
Sign	Exhibiting Company Authoriz	zed Signature		Conditions of GES to retai	of Contract, inclu n personal infor	ding authorization for mation to better serve
	Exhibiting Company Authoriz	zed Name - Please Prir	nt Date			at future events and ENTS of the same.
Step 2. Check	services below	to invoice t	o the Third Party			
•			ervices", please select spec	ific services below	v. Exhibitor wi	II need to
con	nplete Payment and Cred	dit Card Authorization	on and submit with this form	if Third Party is n	ot to be invoi	ced for all services
☐ Audio Visual	Booth Cleaning	☐ Electrical Outlets		Exhibit System		ES Logistics
☐ I & D Labor ☐ Signs ☐ Other (Please Special	☐Forklift Labor	☐ Material Handlin	g	☐ Rental Carpe	t ∐K	ental Furniture
Step 3 Provide	e the Third Part	v contact inf	formation			
		y contact iii				
Third Party Company Name)					
Third Party Company Addre	 988			City	State	Zip/Country
Phone	Fax		Contact's Email Address			
Step 4. Compl	ete Third Party	Credit Card	Charge Authoriza	tion with si	anature	
					9	
Cardholder Name - Please	Print					
Billing Address				City	State	Zip/Country
Account Number			Expiration Date	MasterCard		orporate Card
			MM/YY	│	_	ersonal Card
Please	X					that I have accepted ad GES Terms &
Sign	Third Party Cardholder's Sig	nature		Conditions of GES to retail	of Contract, inclu n personal infor	ding authorization for mation to better serve
	Third Party Cardholder's Na	me - Please Print	Date	,		at future events and ENTS of the same.
	any Third Party Billing Request that	is not complete or received	d by the deadline date. It is understoo	od and agreed that the E	xhibiting Compar	ny is ultimately
last day of the show, charges wi	ill revert to the Exhibiting Company	. All Invoices are due and p	s Agents, and for all acts and/or omb payable upon receipt. GES Terms & C you are paying by check or bank wire t	onditions of Contract, and		

GES

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G-3b 011819

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





November 19-21, 2019 Las Vegas Convention Center Las Vegas, NV

FAQ - Shipping to U.S. Tradeshows

Q: Should I ship to the U.S. via air freight or ocean freight?

A: Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

Q: How long does it take to clear U.S. Customs and Border Protection?

A: Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

Q: What is a Trade Fair Entry?

A: Applies to tradeshows certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the **exhibitor's behalf.** Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show. However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

Q: What happens if I miss the deadline for arrival in the U.S.?

A: Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

Q: What documents are required to clear shipments through U.S. Customs and Border Protection?

A: Include five (5) copies of a proforma invoice/packing list in ENGLISH. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, <u>harmonized tariff number</u> of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

Q: How should goods be packed for international transport?

A: Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate recrating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions ("this side up," "fragile," "hazardous materials") are indelibly marked on the outside of the crates.

Q: How has 9/11 changed international exhibition logistics?

A: International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the post 9/11 regulations that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered "unknown shipper" cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?

A: All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) MUST be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website: http://www.aphis.usda.gov/ppq/wpm/import.html.

Q: How will the CBP's ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?

A: Customs has initiated an "Importer Security Filing and Additional Carrier Requirements" rule, also known as the 10+2 Initiative to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment's departure via ocean freight from the port of exportation.

Ten data elements are required from importer:

- 1. Manufacturer (or seller) name and address
- 2. Seller name and address
- 3. Buyer name and address
- 4. Ship-to name and address
- Container stuffing location
- 6. Consolidator (stuffer) name/address
- 7. Importer identification number
- 8. Consignee identification number

Country of origin
 U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

Q: How does the Lacey Act affect international show importations?

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from \$20,000 to \$250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

Rogers Worldwide
Customs Brokerage/International Freight Forwarding
1-702-272-1596 or import@rerogers.com
www.rerogers.com







International Freight Forwarding & Customs

"You Travel the world with your Business.

We make sure your Exhibit does too."



ROGERS WORLDWIDE can provide customs brokerage and international freight forwarding services for **ISSA Show North America 2019**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

Quick Links:

- · Get a Quote
- · Find Shipping Instructions
- · Download a Commercial Invoice/Packing List Form
- Read FAQ About Shipping to Tradeshows in the U.S.

CONTACT US

Rogers Worldwide Offices & Partners list

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

Rogers Worldwide USA Main Office

Tel: 1-702-272-1596 Fax: 1-702-648-6968 import@rerogers.com www.rerogers.com

CARGO ARRIVAL DEADLINES

Advance Ocean Freight is to arrive by: October 25, 2019 at the Long Beach or Los Angeles CFS Advance Air freight is to arrive by: October 31, 2019 at the McCarran Airport (LAS)

Deadline for Ocean Freight arrival at show site is **November 1**, **2019** Deadline for Air freight arrival at Show Site is **November 7**, **2019**

Your shipment should be consigned to:

Las Vegas Convention Center 3150 Paradise Rd. Las Vegas, NV 89109

Show Name: ISSA Show North America 2019

Exhibitor name: Booth#:

Notify on arrival: Rogers Worldwide - Tel (702) 272-1596 • Fax (702) 648 6968

DOCUMENTATION

For all shipments, we require three (3) copies of a Commercial Invoice/Packing List in ENGLISH.

Special requirements

- Specify the Harmonized tariff code for each item listed on your invoice. A complete list of these
 codes can be found at http://www.usitc.gov/tata/hts/bychapter/index.htm on the U.S. International
 Trade Commission website.
- All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA. Please review these requirements at http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml.
 WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.
- Devices that emit radio frequency and/or radiation emissions (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites:
 FDA.gov and FCC.gov.

CASE MARKING

Eacl	n case	/crate	must	be	clearly	/ marke	ed as	tol	lows:

Exhibitor Na	ame:
c/o ISSA Show North America 2019	
Hall	, Stand #
Las Vegas,	NV USA
Case #	of (example: 1 of 10, 2 of 10, etc.)
Made in	(country of origin)

TERMS & CONDITIONS

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

We hope your participation in this event is a great success and we look forward to being of service to you.

ISSA Packages







Fabric Header Graphic

- Fabric Backwall Graphic
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation

Key Features:



INLINE

\$5,800.00 + tax

*Labor for additional client assistance subject to additional charges.



INLINE

\$6,300.00 + tax





- ► Backwall w/sidewalls
- One-sided Fabric Backwall Graphic w/Fabric Sidewall Panels
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- ► Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation

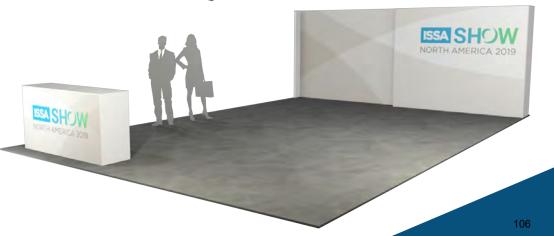
ISSA-002

Key Features:

- Backwall
- 3-sided Fabric Backwall Graphic Wrap
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation







INLINE

\$8,000.00 + tax

*Labor for additional client assistance subject to additional charges.

ISSA-009

Key Features:

- Backwall
- Front and back fabric graphic panels
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation



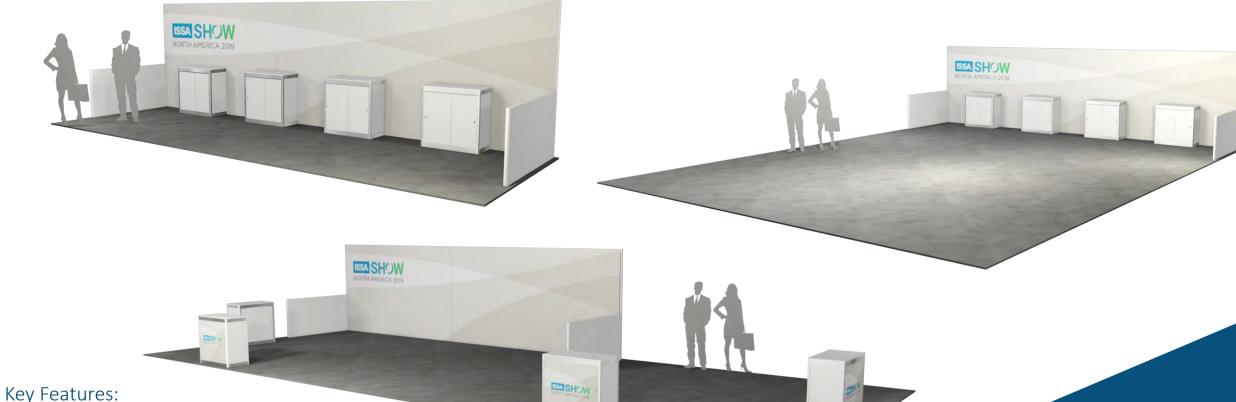
ISLAND

\$8,000.00 + tax

*Labor for additional client assistance subject to additional charges.

ISSA SHOW

ISSA-006



- Backwall w/side rails
- One-sided Fabric Backwall Graphic w/Fabric Sidewall Panels
- (4) Counters with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation

INLINE

\$11,000.00 + tax

*Labor for additional client assistance subject to additional charges.

ISSA-005



Key Features

ISSA SHOW

ISSA SHOW

ISSA SHOW

- Backwall w/closet
- 3-sided Fabric Backwall Graphic Wrap
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation

INLINE

\$10,500.00 + tax

*Labor for additional client assistance subject to additional charges.

ISSA SHOW NORTH AMERICA 2019





ISSA SHOW

Key Features:

- Backwall w/closet
- Fabric Backwall Graphic wrap w/header
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- **Transportation**



ISLAND

\$12,000.00 + tax

*Labor for additional client assistance subject to additional charges.





ISLAND

\$17,000.00 + tax

*Labor for additional client assistance subject to additional charges.

Key Features:

- Backwall w/closet
- 3-sided Fabric Backwall Graphic Wrap
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation

ISSA-001











Key features:

- Backwall w/closet
- 3-sided Fabric Backwall Graphic Wrap
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation
- Circular Hanging Sign Rental



ISLAND

\$19,000.00 + tax

*Labor for additional client assistance subject to additional charges.

ISSA SHOW













- 4 Towers
- 4-sided fabric graphic panels
- Counter with Overlay Graphics
- Pre-Cut Standard Carpet up to 30x30
- ► Labor: Installation & Dismantle*
- Material Handling of Rental Properties
- Transportation

ISLAND

\$19,500.00 + tax





Get in Touch With Us

Email: advantage@ges.com

Phone: 800.801.5180

7000 Lindell Road Las Vegas, NV 89118 (702) 515-5500

Carpet

Standard

Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- · Custom Cut includes 4 mil poly covering
- · Available in pre-cut sizes
- · Installation and pick-up at the close of the show
- · Front edge taping



Plush

Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- · Front edge taping

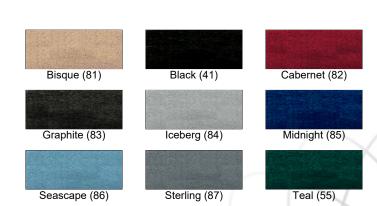


Ultra Plush

Ultra Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- · Anti-static treatment
- 3M Scotchgard[™] protection
- · Installation and pick-up at the close of the show
- Front edge taping



The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



Carpet Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number







Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Due to dye lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

Carpet

Standard Color Options
(Gray will be provided if no color is indicated below)

(41) (42) (56) (40) (45) (52) (49)





Item Code	Description	Color Code	On or Before (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		163.40	193.10	244.55		\$
5002	Pre-Cut Standard Carpet 10'x20'		319.35	377.95	478.45		\$
5003	Pre-Cut Standard Carpet 10'x30'		489.60	580.30	734.65		\$
5004	Pre-Cut Standard Carpet 10'x15'		250.10	296.50	375.30		\$

Calculate Sq. Ft. = Width _____ X Length ____ = ___ Total Sq. Ft.

Item Code	Description	Color Code	On or Befor	e 10/28/19 Discount (\$)	Regular (\$)	Sq. Ft.	To	otal
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.85	3.35	4.25		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		3.90	4.65	5.90		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		4.60	5.50	7.00		\$	
Item Code	Description		On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Sq. Ft.	To	otal
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.60	1.90	2.40		\$	
Item Code	Description		On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.65	0.75	0.95		8.25	\$

Electrical or Utilities Under Carpet?

☐ Yes* ☐ No *If yes, please order labor on Electrical Floorwork Labor Order Form.

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

Authorized Name - Please Print

Please Sign X
Authorized Signature

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.



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Carpet Package Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number





Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

Carpet Packages







Item Code	Description	Color Code	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Sq. Ft.	Total
400021	Standard Carpet Package, Per Sq.Ft.		5.09	5.81	7.74		\$
400022	Plush Carpet Package, Per Sq.Ft.		6.03	6.98	9.23		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		6.66	7.74	10.22		\$

Electrical or Utilities Under Carpet?

☐ Yes* ☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

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



X
Authorized Signature

Authorized Name - Please Print

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

Total Payment Enclosed

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Date

Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, 300052 - Padded Chair Black





300053 - Padded Stool

Tables





300058 - Table, Starbase, 40" Diameter x 30" High

Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



Beige (54)



Gray (40)



Black (41)



Green (45)



Blue (42)



Red (49)



Gold (46)



White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300102 - Coat Rack



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand





300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300202 - Pegboard, White,



300107 - Refrigerator



300120 - Sign Holder, Bell



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300212 - Tackboard, 2'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



Furniture and Accessories

Accessories



300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



Furniture and Accessories Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number







Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso: http://e.ges.com/011601008/BoothFurnishingsRental/esm

Furniture and Accessories

Skirt and Drape Color Options
(Gray will be provided if no color is indicated below)

(54) (41) (42) (46) (40) (45) (49) (50)

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Item Code	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	61.25	72.40	91.50		\$
300052	Padded Chair	91.75	109.25	138.20		\$
300053	Padded Stool	107.70	127.85	161.80		\$

Tables

Item Code	Description	On or Before Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	193.60	229.15	290.15		\$
300058	Table, Starbase, 40" Diameter x 30" High	193.60	229.15	290.15		\$

Skirted Tables

Item Code	Description	Color Code	On or Before (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		115.35	136.85	173.20		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		138.70	164.15	207.95		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		162.30	192.30	243.50		\$
3007	Table, Skirt 4th Side		37.95	44.80	56.75		\$
حا	Select size: 6' Table 8' Table						

Unskirted Tables

	Item Code	Description	On or Before Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
2	300400	Table 4', Unskirted, 24" x 30" High	77.20	92.05	116.45		\$
5	300600	Table 6', Unskirted, 24" x 30" High	100.80	119.35	151.20		\$
2	300800	Table 8', Unskirted, 24" x 30" High	124.40	147.20	186.45		\$

Skirted Counters

5	Item Code	Description	Color Code	On or Before Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
3	3014	Counter 4', Skirted 4 Sides, 24" x 42" High		131.00	155.70	197.05		\$
	3016	Counter 6', Skirted 3 Sides, 24" x 42" High		162.30	192.30	243.50		\$
2	3018	Counter 8', Skirted 3 Sides, 24" x 42" High		185.40	220.15	278.75		\$
2	3017	Counter, Skirt 4th Side		45.35	53.60	67.90		\$
-	حا	Select size: 6' Counter 8' Counter						

Form Continues on Next Page



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Furniture and Accessories Order Form

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

Discount Deadline Date: October 28, 2019

Company N	lame	Email		Phone	Number	Во	oth Number
Unskirte	d Counter						
Item Code	Description		On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High		85.65	101.85	128.90	\$	3
301600	Counter 6', Unskirted, 24" x 42" High		116.95	138.45	175.30	\$	5
301800	Counter 8', Unskirted, 24" x 42" High		140.05	166.05	210.30	9	5
Risers							
Item Code	Description		On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High		53.30	62.85	79.55	9	5
300191	Riser 4', Single Tier, 48"x8"x8" High		37.95	44.80	56.75	9	5
300194	Riser 6', Double Tier, 72"x8"x16" High		68.70	81.15	102.90	9	3
300192	Riser 6', Single Tier, 72"x8"x8" High		53.30	62.85	79.55	9	3
Custom	Booth Drape			•		•	
Item Code	Description	Color Code	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		15.90	18.95	24.00	9	3
3002	Drape, 8' High, Per Foot, 4' Minimum		19.15	22.65	28.65	9	3
Display	Furniture			'			
	Description		On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View		544.00	644.50	816.10	9	3
300074	Display Case 4', Full View		528.05	626.20	792.75	9	3
300075	Display Case 4', Half View		528.05	626.20	792.75	9	3
300076	Display Case 4', Quarter View		528.05	626.20	792.75	9	3
300078	Display Case 5', Full View		544.00	644.50	816.10	9	3
300079	Display Case 5', Half View		544.00	644.50	816.10	\$	3
300080	Display Case 5', Quarter View		544.00	644.50	816.10	9	3
300082	Display Case 6', Full View		559.35	662.80	839.15	9	3
300083	Display Case 6', Half View		559.35	662.80	839.15	9	3
300084	Display Case 6', Quarter View		559.35	662.80	839.15	9	3
300088	Display Case 7', Vertical		730.45	865.45	1,095.65	\$	3
Accesso	pries			1	Į.	· · · · · · · · · · · · · · · · · · ·	
Item Code	Description		On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot		5.20	6.25	7.95	9	3
300127	Aisle Stanchion, Tensa		88.60	97.35	123.05	\$	3
300123	Aisle Stanchion, without Chain		45.35	53.60	67.90	\$	3
300103	Aluminum Easel		61.25	72.40	91.50	\$	3
300111	Bag Stand		84.10	99.70	126.25	\$	3
300102	Coat Rack		84.10	99.70	126.25	\$	3
300110	Fish Bowl		34.75	41.10	52.00	\$	3
300104	Garment Rack		84.10	99.70	126.25	9	3
300106	Literature Rack		84.10	99.70	126.25	9	3
300201	Pegboard, White, 4'x8'		146.95	173.70	219.85	9	3
Þ	Select alignment: Horizontal Vertical					1	
300202	Pegboard, White, 2'x8'		115.35	136.85	173.20	\$	3
300107	Refrigerator		333.65	395.20	500.20	9	3

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

Discount Deadline Date: October 28, 2019

Company N	Name Ema	ail	Phone	e Number	Booth Number	
300015	Rod, 6' to 10' Telescopic	17.60	20.75	26.25	\$	
300131	Security Cage, Large, without Lock	465.75	551.95	698.60	\$	
300132	Security Cage, Small, without Lock	232.85	275.55	349.05	\$	
300120	Sign Holder, Bell Base	76.40	90.70	114.85	\$	
300108	Sign Holder, Chrome, 22"x28"	76.40	90.70	114.85	\$	
300211	Tackboard	154.10	183.00	231.80	\$	
L)	Select alignment: Horizontal Vertical					
300212	Tackboard, 2'x8'	123.35	146.15	184.85	\$	
300112	Ticket Tumbler, Small, Table Top	131.00	155.70	197.05	\$	
300113	Wastebasket	19.15	22.65	28.65	\$	
300118	Waterfall Stand	84.10	99.70	126.25	\$	

Electrical Outlets Not Included

Need power for that display case or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: http://e.ges.com/011601008/electrical/esm



- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

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

Total Payment Enclosed

Date

\$

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.





Furniture Package Order Form

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

ISSA Show North America

Las Vegas Convention Center November 19 - 21, 2019

Discount Deadline Date: October 28, 2019

Company Name Phone Number **Booth Number**







Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	On or Before 10/28/19 Online (\$) Discount (\$)		Regular (\$)	Qty	Total			
4906	Furniture Package 1		252.32	298.44	377.64		\$			
4	Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.									

Skirt Color Options





Furniture Package 2

Item Code	Description	On or Befor	On or Before 10/28/19 Online (\$) Discount (\$)		Qty	Total				
490012	Furniture Package 2	521.78	619.92	784.44		\$				
	La Includes 10% Off. (4) Padded Chairs. (1) Starbase Table 40"X30". (1) Wastebasket									



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

Total Payment **Enclosed**

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305224 - Baja Sofa, 86"L 28"D 30"H



305180 - Fairfax Sofa, White Vinyl/ Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



62"L 30"D 28"H



305262 - Loveseat, Naples, Black Vinyl, 305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H





305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H





305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305120 - Sectional, South Beach, 3 pc., 305236 - Sofa, Allegro, Blue Fabric, Platinum, 152"L 40"D 33"H



73"L 34.5"D 29.5"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H





305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305102 - Munich Corner Chair, 26"L 27"D 28.5"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H



305216 -Wentworth Chair

Seating - Chairs



305098 - Blade Chair, Red



305100 - Blade Chair, Sky Blue



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair. Berlin, Black/ White, 18"L 22"D



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/ Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



305232 - Chair, Fusion, Red/ White, 19"L 21"D 32"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 18"D 31"H 40"D



305284 - Chair, Rustique Arm, Gunmetal, 20"L



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305178 - Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H



305442 - Laguna Chair, 18"L 19"D 34"H





305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305456 - Marina Chair, Black Vinyl



305457 - Marina Chair, Brown Fabric



305455 - Marina Chair, Ocean Blue Fabric



305458 - Marina Chair, Red Fabric



305459 - Marina Chair, White Vinyl



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305441 - Zenith Chair, 19"L 22"D 32"H

Seating - Ottomans



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D



305280 - Ottoman, Endless Square, Black, 34"L 34"D



305279 - Ottoman, Endless Square, White, 34"L 34"D 15"H



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305361 - Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18'H





305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/ Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305248 - Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman. Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman. Vibe Cube, Yellow, Vinyl, 18"L 18"D

Seating - Office and Utility Seating



305325 - Chair, Executive, Black, 25"L 24"D 48"H



305305 - Chair, Executive, Pro, 45.7"H



305309 - Meeting Chair, White Vinyl, White, 27.5"L 27.5"D 25.5"L 23.5"D 34"H



305307 - Pro **Executive Mid Back** Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro **Executive Mid Back** Chair, White, 24"L 22"D 40"H



305215 - Task Stool

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 -Barstool, Banana, Black, 21"L 22"D 30"H



305013 -Barstool, Banana, White, 21"L 22"D 30"H



305289 -Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 -Barstool, Lift, Chrome/Grav Seat, 15" Round 23-33.5"H



305291 -Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 -Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305008 -Barstool, Oslo, White, 17"L 20"D 30"H



305288 -Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 -Barstool, Shark Swivel. White/ Chrome Base, 22"L 19"D 34"-44"H



305207 -Barstool, Zoey Swivel, White/ Chrome Base, 15"Lx17"Dx31"-3 5"H





305114 - Blade Barstool, Red



305115 - Blade Barstool, Sky Blue



305259 -Christopher Barstool, 19"L 15"D 41"H



305443 - Laguna 305075 - Lucent Barstool, Maple, Chrome, 18"L 20"D 47"H



Barstool, 22"L x 22.5"D x 45.5"H



305440 - Zenith Barstool, 19"L 20"D 44"H



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Brushed Red



Brushed Blue

Tables - Cafe



305154 - 30" Round Café Table w/ Hydraulic Base, Blue



305158 - 30" Round Café Table w/ Hydraulic Base, Wood



305446 - 30" Round Café Table w/ Standard Black Base, Blue



305449 - 30" Round Café Table w/ Standard Black Base, Wood



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305429 -Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base. 30" Round 29"H



305167 - Table, Cafe, Graphite/ Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/ Hydraulic Chrome Base. 30" Round 29"H



305159 - Table, Cafe, Graphite/ Hvdraulic Chrome Base. 36" Round 29"H



305165 - Table, Cafe, Maple/ Black, 30" Round 29"H



305168 - Table, Cafe, Maple/ Black, 36" Round 29"H



305157 - Table, Cafe, Maple/ Hydraulic Chrome Base. 30" Round 29"H



305160 - Table, Cafe, Maple/ Hvdraulic Chrome Base, 36" Round 29"H



305161 - Table, Cafe, Red/ Black. 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/ Hydraulic Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/ Hydraulic Chrome Base, 36" Round 29"H



305140 -Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25"L 26.25"D 30"H



305141 -Ventura Communal Café Table w/ Grommet Holes, White, 72.25"L 26.25"D 30"H









Bar, Red/Black,

30" Round 42"H



Bar, Silver Hydraulic



305142 - Table,

Bar, Graphite/

Chrome Base,

Hvdraulic

305083 - Bar

Hydraulic Base,

30"RND 45"H

Table w/



305145 - Table,

Bar, Graphite/

Chrome Base,

36" Round 45"H

Hydraulic

305082 - Bar

Standard Black

Base, 30"RND

Table w/

42"H

305302 - Table, Textured Grain/ Chrome Base, 30" Round 45"H



305134 - Table,

30" Round 42"H

42"H

305287 - Table, Bar. White Laminate/Black Base, 36" Round 42"H



305137 - Table,

36" Round 42"H

Bar, Maple/Black, Bar, Maple/Black,

41.25"H

305303 - Table, Bar, White Laminate/ Hydraulic Chrome Base, 36" Round 45"H



30" Round 45"H

305143 - Table,

30" Round 45"H

Bar, Maple/

Hydraulic Chrome Base,

305030 - Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H



305146 - Table,

Bar, Maple/

Chrome Base,

36" Round 45"H

Hydraulic

305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H



305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H



Bar, Silver

Textured Grain/

Black Base, 30"

Round 42"H

Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H



305033 - Ventura 305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H





305020 - Ventura 305022 - Ventura Communal Black Communal White Bar Table, Powered. 72.25"L 26.25"D 42"H

Bar Table, Powered. 72.25"L 26.25"D 42"H

Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



305171 - Sydney Cocktail Table, Blue



305116 - Sydney Cocktail Table, Wood



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H



Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305051 - Sydney End Table, Blue



305054 - Sydney End Table, Wood



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305275 - Table, Timber, Wood, 16" Round 17"H

Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H





305176 - Table, Conf., Geo, Black, 305173 - Table, Conf., Geo, 60"L 36"D 29"H



Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D



305281 - Table, Conf., White Laminate, 42" Round 29"H

Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H





305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H

Product Display



305415 - Madison Bookcase, 36"L 12"D 72"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 36"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 36"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H



305045 - Posh Shelving, 36"L 18"D 72"H

Office and Utility Furniture



305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H



305416 - Madison Credenza, 60"L 20"D 29"H



305417 - Madison Executive Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H





305128 - Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered, Black Metal, 60"L 30"D 30"H



305382 - Wireless Charging Table, Powered

Lamps



305204 - Lamp, Floor, Mason, Silver, 18" Round 55"H



305205 - Lamp, Table, Mason, Silver, 16" Round 26"H



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ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number







Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will
 not be available for separate rental. Please note: you are responsible for providing your own adapters/
 charging accessories. Electrical outlet is not included in price; please order separately. One 110V power
 source is required for each charging panel. Two charging units can be daisy chained together depending on
 booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso: http://e.ges.com/011601008/BoothFurnishingsRental/esm

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	868.90	955.35	1,209.45		\$
305224	Baja Sofa, 86"L 28"D 30"H	1,025.90	1,122.95	1,421.60		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	828.55	913.45	1,156.40		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	323.55	355.40	449.80		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	708.70	777.65	984.50		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	762.80	838.10	1,060.90		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	469.45	556.45	704.45		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	769.15	846.35	1,071.50		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,973.25	2,162.10	2,737.10		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,283.70	1,407.80	1,782.30		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,453.45	1,600.65	2,026.30		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,453.45	1,600.65	2,026.30		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,456.10	1,726.10	2,185.20		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	776.60	920.60	1,165.40		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	589.85	698.60	884.55		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	662.25	784.25	992.75		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	504.20	597.55	756.40		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	769.15	846.35	1,071.50		\$

Seating - (Club Chairs
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	Coaming	ig - Oldb Orlairs								
2	Item Code	Description	On or Before 10/28/19 Online (\$) Discount (\$)		Regular (\$)	Qty	Total			
3	305225	Baja Chair, 36"L 30.5"D 28"H	710.80	779.25	986.65		\$			
	305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	611.85	725.65	918.75		\$			
2	305072	Chair, Barcelona, Black, 30"L 31"D 35"H	806.30	955.35	1,209.45		\$			
2	305073	Chair, Barcelona, White, 30"L 30"D 31"H	948.45	1,128.55	1,428.75		\$			
- دٰ	305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	392.80	466.00	589.85		\$			



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Discount Deadline Date: October 28, 2019

Company I	Name Email		Phone	Number	Booth	Number
Seating	- Club Chairs					
305269	Chair, Tangiers, 34"L 37"D 36"H	353.55	418.80	530.20	\$	
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	389.10	460.95	583.50	\$	
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	613.20	673.65	852.95	\$	
305102	Munich Corner Chair, 26"L 27"D 28.5"H	607.90	667.05	844.50	\$	
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	938.90	1,030.65	1,304.90	\$	
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	938.90	1,030.65	1,304.90	\$	
305216	Wentworth Chair	465.75	511.10	647.15	\$	
Seating	- Chairs					
tem Code	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305098	Blade Chair, Red	158.05	173.45	219.60	\$	
305100	Blade Chair, Sky Blue	158.05	173.45	219.60	\$	
305152	Chair, Altura, Guest, 25"L 20"D 34"H	306.85	362.85	459.35	\$	
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	133.95	158.60	200.80	\$	
305110	Chair, Brewer, Black, 20"L 20"D 32"H	153.05	181.15	229.40	\$	
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	120.40	142.95	181.15	\$	
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	80.10	95.20	120.40	\$	
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	169.50	200.80	254.10	\$	
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	399.70	473.95	599.95	\$	
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	176.65	209.00	264.70	\$	
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	254.35	301.55	381.65	\$	
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	612.15	671.30	849.80	\$	
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	244.00	268.15	339.50	\$	
305442	Laguna Chair, 18"L 19"D 34"H	311.90	341.90	432.85	\$	
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	256.75	281.65	356.45	\$	
305420	Malba Chair, Gray, 20"L 20"D 32"H	239.75	263.10	333.10	\$	
305421	Malba Chair, Green, 20"L 20"D 32"H	239.75	263.10	333.10	\$	
305456	Marina Chair, Black Vinyl	256.75	281.65	356.45	\$	
305457	Marina Chair, Brown Fabric	256.75	281.65	356.45	\$	
305455	Marina Chair, Ocean Blue Fabric	256.75	281.65	356.45	\$	
305458	Marina Chair, Red Fabric	256.75	281.65	356.45	\$	
305459	Marina Chair, White Vinyl	256.75	281.65	356.45	\$	
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	607.90	667.05	844.50	\$	
305441	Zenith Chair, 19"L 22"D 32"H	303.40	333.65	422.25	\$	
Seating	- Ottomans					
tem Code	Description	On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	548.50	601.80	761.75	\$	
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	548.50	601.80	761.75	\$	
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	548.50	601.80	761.75	\$	
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	548.50	601.80	761.75	\$	
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	548.50	601.80	761.75	\$	
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	548.50	601.80	761.75	\$	

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Discount Deadline Date: October 28, 2019

Company N	Name Email		Phone	Booth Number		
Seating	- Ottomans					
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	548.50	601.80	761.75	\$	5
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	517.70	568.10	719.30	\$;
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	517.70	568.10	719.30	\$;
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	102.40	121.75	154.10	\$;
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	102.40	121.75	154.10	\$;
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	394.65	433.10	548.50	\$;
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	236.60	259.65	328.90	\$;
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	236.60	259.65	328.90	\$	3
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	236.60	259.65	328.90	\$	3
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18	"H 236.60	259.65	328.90	\$	3
305361	Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"	H 236.60	259.65	328.90	\$	3
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"	236.60 236.60	259.65	328.90	\$;
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	236.60	259.65	328.90	\$;
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D	18"H 236.60	259.65	328.90	\$;
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	236.60	259.65	328.90	\$;
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"	D 18"H 236.60	259.65	328.90	\$;
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	236.60	259.65	328.90	\$;
05092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18	'H 253.00	299.70	379.55	\$	3
05246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	139.50	165.75	209.80	\$;
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"	H 139.50	165.75	209.80	\$	3
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"	'H 139.50	165.75	209.80	\$	<u> </u>
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	139.50	165.75	209.80	\$	3
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	165.50	181.95	230.20	\$	<u> </u>
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	139.50	165.75	209.80	\$	
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	139.50	165.75	209.80	\$	
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	139.50	165.75	209.80	\$	
Seating	- Office and Utility Seating					
	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305325	Chair, Executive, Black, 25"L 24"D 48"H	513.50	563.05	712.90	\$;
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	274.50	325.45	411.90	\$;
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	354.35	388.80	492.25	\$	3
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 4	0"H 688.50	755.90	956.95	\$;
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	512.40	562.30	711.85	\$	3
305215	Task Stool	193.10	211.90	268.40	\$	
Seating	- Barstools			I.		
	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	371.30	408.20	516.65	\$	
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	371.30	408.20	516.65	\$	
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	371.30	408.20	516.65	\$	
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	371.30	408.20	516.65	\$	
305012	Barstool, Banana, Black, 21"L 22"D 30"H	163.90	194.40	246.15	\$	



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Discount Deadline Date: October 28, 2019

Company N	Name Email		Phone	Number	Booth Nun	nber
	- Barstools		T		Ι.	
305013	Barstool, Banana, White, 21"L 22"D 30"H	163.90	194.40	246.15	\$	
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	114.85	136.05	172.15	\$	
	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	114.85	136.05	172.15	\$	
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	114.85	136.05	172.15	\$	
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	114.85	136.05	172.15	\$	
305008	Barstool, Oslo, White, 17"L 20"D 30"H	299.45	355.15	449.55	\$	
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	146.40	173.20	219.35	\$	
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	443.70	525.95	665.70	\$	
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	403.15	477.95	605.00	\$	
305114	Blade Barstool, Red	212.20	233.95	296.00	\$	
305115	Blade Barstool, Sky Blue	212.20	233.95	296.00	\$	
305259	Christopher Barstool, 19"L 15"D 41"H	371.30	408.20	516.65	\$	
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	316.15	346.10	438.15	\$	
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	393.60	431.50	546.35	\$	
305440	Zenith Barstool, 19"L 20"D 44"H	399.95	439.20	555.90	\$	
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	473.15	519.60	657.75	\$	
Tables -	- Cafe					
	Description	On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305154	30" Round Café Table w/ Hydraulic Base, Blue	394.65	433.10	548.50	\$	
305158	30" Round Café Table w/ Hydraulic Base, Wood	394.65	433.10	548.50	\$	
305446	30" Round Café Table w/ Standard Black Base, Blue	342.65	377.15	477.40	\$	
305449	30" Round Café Table w/ Standard Black Base, Wood	342.65	377.15	477.40	\$	
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	342.65	377.15	477.40	\$	
305084	Café Table w/ Standard Black Base, 30"RND 29"H	342.65	377.15	477.40	\$	
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	360.70	396.25	501.80	\$	
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	561.20	615.85	779.75	\$	
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	394.65	433.10	548.50	\$	
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29	307.40	364.15	460.95	\$	
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	268.95	318.55	403.15	\$	
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	307.40	364.15	460.95	\$	
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	364.70	432.30	547.15	\$	
305165	Table, Cafe, Maple/Black, 30" Round 29"H	230.20	272.65	345.30	\$	
305168	Table, Cafe, Maple/Black, 36" Round 29"H	268.95	318.55	403.15	\$	
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	307.40	364.15	460.95	\$	
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	364.70	432.30	547.15	\$	
305161	Table, Cafe, Red/Black, 30" Round 29"H	230.20	272.65	345.30	\$	
305282	Table, Cafe, Ned/Black, 30 Nound 29 Th	180.10	213.50	270.25	\$	
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	226.25	268.40	339.75	\$	
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	163.10	193.90	245.35		
305301					\$	
เอบออปไ	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	221.75	263.35	333.40	\$	



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

Discount Deadline Date: October 28, 2019

Company N	Jame Email		Phone	Booth Number		
Tables -	· Cafe					
305141	Ventura Communal Café Table w/ Grommet Holes, White, 72.25"	720.35	790.10	1,000.45	\$	
305135	Ventura Communal Café Table, Black, 72.25"L 26.25"D 30"H	720.35	790.10	1,000.45	\$	
305138	Ventura Communal Café Table, Maple, 72.25"L 26.25"D 30"H	720.35	790.10	1,000.45	\$	
305017	Ventura Communal Café Table, Powered, Black, 72.25"L 26.25"D	1,031.20	1,131.20	1,432.20	\$	
305015	Ventura Communal Café Table, Powered, White, 72.25"L 26.25"D	1,031.20	1,131.20	1,432.20	\$	
305144	Ventura Communal Café Table, White, 72.25"L 26.25"D 30"H	720.35	790.10	1,000.45	\$	
Tables -	· Bar		l			
	Description	On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305447	30" Round Bar Table w/ Hydraulic Base, Blue	394.65	433.10	548.50	\$	
305450	30" Round Bar Table w/ Hydraulic Base, Wood	394.65	433.10	548.50	\$	
305445	30" Round Bar Table w/ Standard Black Base, Blue	342.65	377.15	477.40	\$	
305448	30" Round Bar Table w/ Standard Black Base, Wood	342.65	377.15	477.40	\$	
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	394.65	433.10	548.50	\$	
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	394.65	433.10	548.50	\$	
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	342.65	377.15	477.40	\$	
305405	Madison Bar Table/Black Base, 30"RND 42"H	561.20	615.85	779.75	\$	
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	394.65	433.10	548.50	\$	
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	312.70	370.50	469.20	\$	
305133	Table, Bar, Graphite/Black, 30" Round 42"H	239.50	283.80	359.10	\$	
305136	Table, Bar, Graphite/Black, 36" Round 42"H	294.40	349.30	442.15	\$	
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	312.70	370.50	469.20	\$	
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	368.15	436.85	553.00	\$	
305134	Table, Bar, Maple/Black, 30" Round 42"H	239.50	283.80	359.10	\$	
305137	Table, Bar, Maple/Black, 36" Round 42"H	294.40	349.30	442.15	\$	
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	312.70	370.50	469.20	\$	
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	368.15	436.85	553.00	\$	
305130	Table, Bar, Red/Black, 30" Round 42"H	239.50	283.80	359.10	\$	
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	196.00	231.80	293.60	\$	
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	240.80	285.65	361.50	\$	
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	184.60	218.80	276.90	\$	
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	233.15	276.35	349.85	\$	
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,103.35	1,215.00	1,538.30	\$	
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.2	1,103.35	1,215.00	1,538.30	\$	
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,103.35	1,215.00	1,538.30	\$	
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,103.35	1,215.00	1,538.30	\$	
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,103.35	1,215.00	1,538.30	\$	
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,485.25	1,625.85	2,058.15	\$	
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,485.25	1,625.85	2,058.15	\$	



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

Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

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Item Code	Description	On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	503.95	553.00	700.20		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	433.90	476.10	602.60		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	384.05	421.45	533.65		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	454.05	497.85	630.15		\$
305171	Sydney Cocktail Table, Blue	406.30	445.85	564.40		\$
305116	Sydney Cocktail Table, Wood	406.30	445.85	564.40		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	572.90	628.60	795.70		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	572.90	628.60	795.70		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	251.95	298.10	377.40		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	274.25	325.15	411.65		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	289.90	343.45	434.70		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	367.85	436.55	552.75		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	367.85	436.55	552.75		\$

Tables - End Tables

Item Code	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	480.60	527.00	667.30		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	355.40	389.60	493.30		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	340.55	373.70	473.15		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	455.15	499.40	632.30		\$
305051	Sydney End Table, Blue	331.00	363.60	460.45		\$
305054	Sydney End Table, Wood	331.00	363.60	460.45		\$
305273	Table, Aura, White Metal, 15" Round 22"H	132.90	157.30	199.20		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	124.90	148.55	188.05		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	227.55	269.75	341.60		\$
305211	Table, End, Oliver, 22" Round 22"H	242.40	287.50	363.90		\$
305046	Table, End, Silverado, 24" Round 22"H	272.40	322.00	407.65		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	270.55	320.65	406.05		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	270.55	320.65	406.05		\$
305275	Table, Timber, Wood, 16" Round 17"H	155.40	184.05	233.15		\$

Tables - Conference

Tables - Conference						
Item Code	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,046.05	1,148.15	1,453.45		\$
305400	5' Madison Table, 60"L 48"D 29"H	704.45	773.40	979.20		\$
305401	8' Madison Table, 96"L 60"D 29"H	855.10	938.65	1,188.20		\$
305001	Atomic Table, 36"RND 30"H	426.50	467.60	592.00		\$
305002	Atomic Table, 42"RND 30"H	426.50	467.60	592.00		\$
305410	Madison Conference Table, 42"RND 29"H	640.80	703.10	890.10		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	120.95	132.35	167.60		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	277.45	328.60	416.15		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	447.45	529.90	671.00		\$



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

Discount Deadline Date: October 28, 2019

Company N	Name Email		Phone	Number		Booth N	lumber	
Tables -	- Conference							
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	293.35	348.00	440.55		\$		
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	447.45	529.90	671.00		\$		
305027	Table, Conf., Graphite, 42" Round 29"H	368.15	436.85	553.00		\$		
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	331.80	393.85	498.60		\$		
305281	Table, Conf., White Laminate, 42" Round 29"H	267.90	317.45	401.80		\$		
Tables - Martini Bar								
tem Code	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty		Total	
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,291.55	2,514.05	3,182.70		\$		
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,986.00	2,178.80	2,758.35		\$		
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,291.55	2,514.05	3,182.70		\$		
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	1,986.00	2,178.80	2,758.35		\$		
Product Display								
tem Code	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty		Total	
305415	Madison Bookcase, 36"L 12"D 72"H	519.85	570.75	722.45		\$		
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	433.40	513.75	650.35		\$		
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	518.80	615.30	778.95		\$		
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	433.40	513.75	650.35		\$		
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	518.80	615.30	778.95		\$		
305045	Posh Shelving, 36"L 18"D 72"H	520.90	571.55	723.55		\$		
Office a	nd Utility Furniture					•		
tem Code	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty		Total	
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	312.70	370.80	469.45		\$		
305416	Madison Credenza, 60"L 20"D 29"H	885.85	972.05	1,230.65		\$		
305417	Madison Executive Desk, 60"L 30"D 29"H	801.00	880.00	1,113.95		\$		
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	212.20	233.95	296.00		\$		
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	729.90	801.25	1,014.20		\$		
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	690.65	757.50	959.05		\$		
305382	Wireless Charging Table, Powered	690.65	757.50	959.05		\$		
Lamps								
	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty		Total	
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	243.50	288.30	364.95		\$		
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	328.10	389.35	492.80		\$		

Electrical Outlets Not Included



Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

Reminder



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Specialty Furniture Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	er Booth Number			
Total and Sig	n: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520					
Please	X		I agree in placing this order that I have accepted GES Payment Policy and GE			
Sign	Authorized Signature		Terms & Conditions of Contract, includir authorization for GES to retain persona			
		ir 	nformation to better serve my need for G services at future events.			
	Authorized Name - Please Print		Total Payment			

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.



Convenience Package Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Discount Deadline Date: October 28, 2019

Company Name Email Phone Number **Booth Number**







Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:

http://e.ges.com/011601008/packages/esm



Standard Furniture Package

Item Code	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total		
404301	Chair Package A	396.25	470.30	595.20		\$		
L)	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							
404323	Display Case Package A	968.35	1,147.65	1,452.90		\$		
٦	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.							
404324	Display Case Package B	936.45	1,110.45	1,405.70		\$		
ل ا	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.							
404311	Stool Package A	428.15	507.50	642.40		\$		
L)	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.							

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
4046	Chair Package B		341.35	405.30	513.00		\$
Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		396.85	470.65	595.75		\$
Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

Skirt Color Options



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051519

Convenience Package Order Form

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

Company Name Email Phone Number Specialty Furniture Package On or Before 10/28/19 Item Code Description Regular (\$) Qty Total Online (\$) Discount (\$) 404506 Premium Stool Package 640.50 759.30 961.50 \$ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42". Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520 I agree in placing this order that I have Please accepted GES Payment Policy and GES Sign Terms & Conditions of Contract, including Authorized Signature authorization for GES to retain personal information to better serve my need for GES services at future events. Authorized Name - Please Print Date **Total Payment Enclosed**

Cancellation Policy: Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.



Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation and dismantling. For other custom furnishings, hanging signs or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- · five shelves
- one standard 10' x 20' carpet
- · no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding



Standard Exhibit Systems

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color

Fabric: Gray (F40)





Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)

Trim Color



Black (41)

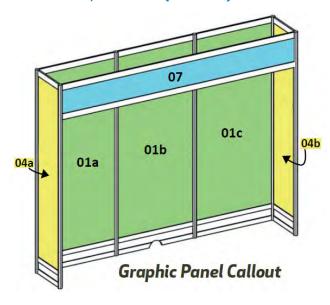


Silver (79)



Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$563.85 /Regular Price - \$783.45

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$284.05 /Regular Price - \$394.40

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$241.60 /Regular Price - \$335.50
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by October 28, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: https://e.ges.com/011601008/exhibit2/esm

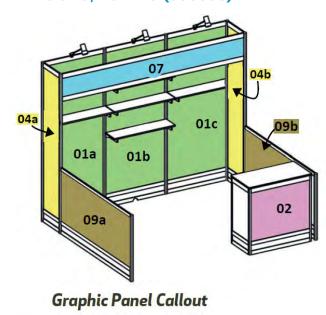


Booth Rendering



Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$563.85 /Regular Price - \$783.45

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$284.05 /Regular Price - \$394.40

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$241.60 /Regular Price - \$335.50
Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$198.90 /Regular Price - \$276.35

Produced on 3/16" Thick White Foamcore

09 608309 77 1/2" wide x 30 1/4" tall
Online Discount - \$399.95 /Regular Price - \$556.20
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by October 28, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: https://e.ges.com/011601008/exhibit3/esm

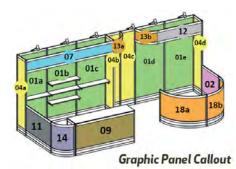


Booth Rendering



Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



12 608312 57 7/8" wide x 12" tall

Discount Price - \$124.65 /Regular Price - \$172.65 Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall

Discount Price - \$61.80 /Regular Price - \$85.65 Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$314.80 /Regular Price - \$438.15 Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$399.95 /Regular Price - \$556.20

Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$153.05 /Regular Price - \$211.90

Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by October 28, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: https://e.ges.com/011601008/exhibit4/esm

01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$563.85 /Regular Price - \$783.45 Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$284.05 /Regular Price - \$394.40 Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$118.05 /Regular Price - \$163.90 Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$198.90 /Regular Price - \$276.35 Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$241.60 /Regular Price - \$335.50 Produced on 3/16" Thick White Foamcore



Booth Rendering



Exhibit Systems Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number







Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- · Arm lights and shelves cannot be placed on pipe and drape.





(C41) (C50) (C79) (F41) (F40) C Color Codes are Coated Panels

C Color Codes are Coated Pa F Color Codes are Fabric

Trim Color Options (Silver will be provided if no color is indicated below)

(41) (79)

Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,730.60	2,050.70	2,596.30		\$
ل ا	Carpet Color Code: Trim Color: Panel Color:					
600003	Exhibit System GEM #3, 10'x10' Inline	3,262.55	3,866.45	4,895.00		\$
H	Carpet Color Code: Trim Color: Panel Color:					

10x20 Exhibits

Item Code	Description			On or Befor Online (\$)	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'>	k20' Inline		7,175.95	8,502.05	10,763.65		\$
4	Carpet Color Code:	Trim Color:	Panel Color:					

Accessories

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Access	nes					
Item Code	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	563.85	668.10	845.80		\$
600110	Exhibit, Armlight Black	83.80	99.20	125.45		\$
600103	Exhibit, Counter, 1M Curved	778.95	922.70	1,168.30		\$
لجا	Trim Color: Panel Color:					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	410.30	420.90	532.85		\$
Þ	Trim Color: Panel Color:					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	632.05	649.55	822.20		\$
J	Trim Color: Panel Color:					
600221	Exhibit, Light Box, Large 37"x85"	716.65	849.00	1,074.95		\$
600222	Exhibit, Light Box, Medium 37"x56"	565.20	669.95	848.20		\$
600223	Exhibit, Light Box, Small 37"x28"	349.05	413.75	523.80		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	493.85	584.80	740.50		\$
600291	Exhibit, Panel, Wirewall, 1M	482.20	571.30	723.25		\$
600243	Exhibit, Shelf, 1M x 10" Deep	66.05	78.25	99.20		\$

785.60

863.05

1,092.75

GES

Tackboard, Gem, 4' X 8'

051519 011601008

Exhibit Systems Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Electrical or Utili	ties Under Carpet? No *If yes, please order labor on Electrical Floorwork I	_abor Order Form.	
Total and Please Sign	Return to Fax: (866) 329-1437 • International Fax: (70 X Authorized Signature	I agree i accepted Terms & 0 authoriza	in placing this order that I have I GES Payment Policy and GES Conditions of Contract, including ation for GES to retain personal In to better serve my need for GES
	Authorized Name - Please Print	Date Total Pa Enclose	

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.



Digital File Preparation

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

ISSA Show North America

Las Vegas Convention Center November 19 - 21, 2019

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- · Send your graphics early with client name, show name and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Graphics

- Avoid setting type in Photoshop instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an.eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to alow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little
 can be done to correct the problem. Look at your high res file at 100% if
 you can see the banding, it WILL appear in the print. Adding 1 pt. of
 noise to the file may resolve the problem.

Suitable programs for images or logos:

- · Adobe Illustrator CC 2018 .ai, .pdf, .eps
- · Adobe InDesign CC 2018 .indd, .pdf
- · Adobe Photoshop CC 2018 .pdf, .tiff, .jpeg
- · Adobe Acrobat

Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical printsample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred* AI/EPS (vector)

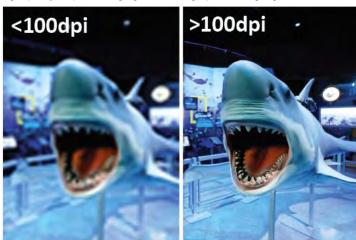


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and upload artwork files directly online: https://e.ges.com/011601008/signs/esm

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company_SHOW_Booth 1234.zip)

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Digital File Preparation

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

ISSA Show North America Las Vegas Convention Center

November 19 - 21, 2019

Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts) are preferred.

Editable Text



Outlined Text - preferred*

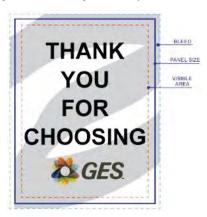


Final Print package should contain:

- · Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- · All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.





Graphics and Signage Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number



Order graphics and upload artwork files directly online: https://e.ges.com/011601008/signs/esm

Graphics and Signage

Item Code	Description	On or Befor	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	276.90	328.10	415.35		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	214.85	254.35	322.00		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	226.75	268.40	339.75		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	408.20	483.25	611.85		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	251.95	298.65	378.20		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	534.70	633.10	801.50		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	376.90	446.65	565.45		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	24.65	29.15	36.85		8.25	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

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

Total Payment Enclosed

Date

\$

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Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

Includes cardboard base, graphic and delivery.
Printed base available at additional cost.

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

Includes cardboard base, graphic and delivery.

Printed base available at additional cost.

22" x 28" with Sign Holder



6' x 3' Banner



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

Banner is available horizontal or vertical. Includes silver grommets.



Material Handling/Drayage Information

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

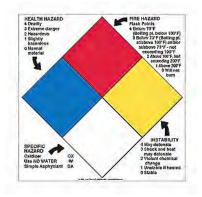
ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- · Some convention centers and hotels do not have facilities for receiving or storing freight.
- · Saves valuable set-up time.

Advanced Shipments to Warehouse - No Hazardous Materials

- GES does not accept any Hazardous Materials at our warehouse.
- · All hazardous material shipments must deliver directly to show site.



How to Ship in Advance to the GES Warehouse

- · Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- · Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- · Complete the enclosed Material Handling Information Sheet.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.



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Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours; make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/011601008/logistics_Quote

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate Bills of Lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Overtime Surcharges Shows that move-in or move-out on weekends or after 5:00 PM during the weekday may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges A surcharge will be incurred per shipment for those that are received with incomplete
 information on shipping labels identifying company name and booth number and/or shipments that are left on the show
 floor at the end of the show with no labels and no Bill of Lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

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Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter[®]. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.



Measure of Damage

- Liability GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

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



GES Transportation Plus





GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



10% off material handling



GES on-site support professionals



24/7 online shipment tracking: http://www.ges.com/us/logistics/tools



Consolidated show invoice



Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/011601008/logistics_quote

Discount does not apply to shipments that are considered small packages, local, truckloads, or shipments over 5,000 lbs.

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Material Handling/Drayage Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name

Fmail

Phone Number

Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor.
 Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Advance Shipments to Warehouse Dates:

Rate \$103.15 cwt Mon, Oct 14, 2019: Advance shipments may begin arriving at

warehouse.

Tue, Nov 12, 2019: Last day for shipments to arrive at

warehouse.

The GES Warehouse is unable to receive Hazardous Materials. These items must be shipped directly to the exhibit site.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

Crated Uncrated Direct Shipments to Show site Dates:

Rate \$93.10 cwt \$116.38 cwt Sat, Nov 16, 2019: Direct shipments may begin arriving at exhibit site after 8:00

AM.

Mon, Nov 18, 2019: Last day for shipments to arrive at exhibit site by 5:00 PM.

Reference Targeted Floorplan for Dates & Times.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$53.85. Each additional package will be charged \$9.55.

Step 2. Estimate Order

Small Packages

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1	1st Small Package Shipmer	nt x	\$53.85	=_	 Total
#	f of additional packages (ea	ch) >	\$9.55	=	Total



Material Handling/Drayage Order Form

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

Company Name		Email	Phone I	Number	Booth Number
Material Handli	ing/Drayage				
	T (Enter in increments of 100's only n per shipment.). We understand the made accordingly.				
po	ounds of freight ÷ 100 =	Total CWT x	Rate =	Total	
By Carrier:	eces:				
Total and Si Please Sign	X Authorized Signature	87 • International Fax: (702	2) 263-1520	accepted GES Terms & Condi authorization f information to be	ing this order that I have Payment Policy and GES ions of Contract, including or GES to retain personal tter serve my need for GES s at future events.
	Authorized Name - Please Print		Date	Total Payme Enclosed	

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$8.20 per CWT will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Uncrated Shipments:

A 25% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and holidays.



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ADVANCE SHIPMENT

EXHIBITION FREIGHT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

011601008

BOOTH NUMBER

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between: Monday, Oct 14, 2019 - Tuesday, Nov 12, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier		
Number	of	pieces





FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

011601008

BOOTH NUMBER

C/O GES

7000 Lindell Road Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between: Monday, Oct 14, 2019 - Tuesday, Nov 12, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Са	rrier	

Number

f



FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

011601008

BOOTH NUMBER

C/O GES

Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Saturday, Nov 16, 2019 after 8:00 AM - Monday, Nov 18, 2019 by 5:00 PM Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier		
Number	of	pieces





FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

011601008

BOOTH NUMBER

C/O GES

Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Saturday, Nov 16, 2019 after 8:00 AM - Monday, Nov 18, 2019 by 5:00 PM Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier		
Number	of	pieces





FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

011601008

BOOTH NUMBER

GES C/O 7000 Lindell Road Las Vegas, NV 89118 USA

> Shipment Should Arrive on or Between: Monday, Oct 14, 2019 - Tuesday, Nov 12, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier		
Number	of	pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

011601008

BOOTH NUMBER

GES C/O

> 7000 Lindell Road Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between: Monday, Oct 14, 2019 - Tuesday, Nov 12, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be quaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

arrier			CEC
umber	of	pieces 🍨	J GEO

Target Move-In and Freight Information

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

ISSA Show North America

Las Vegas Convention Center November 19 - 21, 2019



Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending
 on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the
 marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/
 samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional offtarget charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 30% (\$30 minimum) will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

Important Reminders



- A target assignment is the point at which direct deliveries may begin checking in It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide Bills of Lading and can be contacted at any
 point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



Questions?



- Chat with us http://www.ges.com/chat
- Contact us online: https://e.ges.com/011601008/contactus/esm



Request for Variance to Assigned Target Time

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name				Booth Number
Contact Name				
Phone Number				
Fax Number				
Email Address				
Address				
City	State	Zip	Country	
Current Assigned Target Date/Time				
New Requested Target Date/Time				
New Nequested Taiget Date/Time				
Reason for request:				

Important information

- All change request forms due by October 28, 2019.
- This form will be reviewed as soon as possible upon submission, and you will be contacted with a response of approval or denial.
- Please send completed form via email to Kristie Wilson at krwilson@ges.com.

Off Target - Late/Early to Show Site Surcharge:

A 30% surcharge will apply to all inbound shipments arriving OFF TARGET.

Questions?



- Chat with us http://www.ges.com/chat
- Contact us online: https://e.ges.com/011601008/contactus/esm



Request for Pre-Printed Outbound Material Handling Release/Labels

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Form Deadline Date: October 28, 2019



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by October 28, 2019.
- Want an easier way? Submit your information online: https://e.ges.com/011601008/prePrint/esm

Step 1. Tell us the location of materials for pickup (show site address).

Company/Consignee	Carrier	Attention		
3150 Paradise Road	Las Vegas	NV	89109-9096	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	
Step 2. Tell us the location w	here freight should be sent			
Shipping Destination 1:				
Number of Labels Needed:				
Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	
Shipping Destination 2:				
Number of Labels Needed:				
Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
			Booth Number	

without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

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



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Warehouse Storage - Before and After Show

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Company Name Email Phone Number Booth Number



Full Service Advantages Before and After Shows:

GES has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- · Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

Special Show to Show Storage Rates: Applies to local GES Shows in the Las Vegas area.

Storage, Special Rate as contracted

(includes Transportation back to the local GES Facility and handling fees.)

(1000 lb. minimum) \$82.75 cwt.

Monthly Storage (does not include Return to Warehouse charges)

(1000 lb. minimum) \$8.20 cwt.

Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling

(1000 lb. minimum) \$21.30 cwt.

GES has warehouse facilities and services in many cities throughout the country. Please contact Sandra Gonzalez: 702.515.5751.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

Contact us for Service Information



- Chat with us http://www.ges.com/chat
- Contact us online: https://e.ges.com/011601008/contactus/esm

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Freight Service Questionnaire

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name

Email

Phone Number

Booth Number



Required Information For Exhibitors with Freight Shipments:

- · This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit: http://e.ges.com/011601008/freightQuestionnaire/esm

1.	Estimate total number of pieces being shipped:	6.	What is the minimum number of days to set your display?
0	Crated Uncrated Machinery Total	7.	What is the weight of the single heaviest piece that must be lifted? lbs.
2.	Indicate total number of trucks in each category that you will use: Van Line	8.	What is the total weight of your exhibit or equipment being shipped?
	Common Carrier Flatbed Co. Truck Overseas Container	9.	lbs. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?
3	List carrier name(s):		
4.	If using a Customs Broker, please print name:		It is the responsibility of the exhibitor to provide proper
	Phone Number:		special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.
5.	Print the name of person in charge of your move-in:	Dir 1.	rect Shipments Only What date and time are you scheduling your shipment(s) to arrive on-site?
	Phone Number:		
			

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



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Marshaling Yard and Direct Deliveries Information

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Tips For New Exhibitors



What is a marshaling yard? The marshaling yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

2982 West Post Road Las Vegas, NV 89119 USA

Marshaling Yard Process

It is important that you advise your carrier of this marshaling yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be
 weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Las Vegas Convention Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Las Vegas Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the marshaling yard with a completed copy of the GES Receiving Report to be weighed to obtain the light
 weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy
 weight.
- · All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us http://www.ges.com/chat
- Contact us online: https://e.ges.com/011601008/contactus/esm

051519 011601008

Show Site Storage Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the
 items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the
 GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicenter.
- Standard labor rates apply for each delivery to the booth or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	63.90		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	103.70	129.95	162.60			\$
705044	Storage, OT	181.95	227.30	284.05			\$

^{**}Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Expresso calculate your rates: https://e.ges.com/011601008/labor/esm

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Show Site Storage Order Form

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

Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- · Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- · Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST**	190.95	250.90	312.95			\$
705200	5,000#, OT	267.90	351.15	438.70			\$

^{**}Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Expresso calculate your rates: https://e.ges.com/011601008/labor/esm

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule	Schedule	Schedule
Dates	Start Time	End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

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

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cartload Service Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

Vehicles That Qualify for Cartload - Under One (1) Ton









Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates.
 - Cartload service is billed each way. Only one (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- · A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any
 parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove
 your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- · To receive this service, go to the facility's main entrance and watch for the Cartload Service signs.
- · Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	84.85	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	84.85	1	\$
200506	Cartload Service, Over Time, Dock to Booth	84.85	1	\$
200506	Cartload Service, Over Time, Booth to Dock	84.85	1	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$





Display Vehicle Placement Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. GES will receive
 equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive
 service
- For duel axle vehicles measure the distance from the front wheel to between the back wheels.

Vehicles that apply to this fee:

- Cars, Motorcycles, Pickup trucks, trailers. We require a photo and description of the mobile unit/vehicle and what will be inside or on it and will bill appropriately.
- If you are displaying mobile machinery, please specify in detail what it is along with a photo so we can bill you
 appropriately. This show may have a separate mobile machinery rate, please look for one in the kit or contact us and
 we will advise.

Please note the following:

- Any product, display, structure components that are in/on the vehicle, trailer or otherwise will be billed separately at the material handling rate.
- If this form is not completed prior to your move-in and the required documentation is not attached, you will be billed according to the assessment of the operations manager on site, no exceptions or disputes.
- We require a photo of the vehicle for billing purposes. Any photo that is not the complete rendering of the display will need to have an attached full description of what will be on/in the vehicle/trailer.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.
- This is for Display Vehicles ONLY and does not apply to any contents contained within the vehicle.
- GES will determine whether a vehicle meets the qualifications as a Display Vehicle, as intended on this form. If criteria is not met, standard material handling rates apply.

Form Continues on Next Page

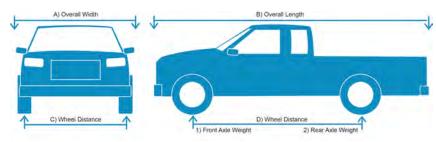




All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name Email Phone Number Booth Number

Step 1. Provide Vehicle Information



	Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	 Front Axle Weight 	Rear Axle Weight	Total Weight
1.									
2.									
3.									

Exhibitor will be at show site on ______, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total	
200507	Vehicle Placement Round-Trip, per vehicle	239.25		\$]

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed \$



^{*} Please attach separate sheet for more than 3 vehicles.

Installation and Dismantling Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number Booth Num	
Show Site Contact	Show Site Email	Show Site Phone Number	:



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read
 the show site work rules carefully.
- Exhibitor may unpack and place merchandise.
- · Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	103.70	129.70	207.40			\$
705000	Install & Dismantle, ST Move Out	103.70	129.70	207.40			\$
705000	Install & Dismantle, OT Move In	181.95	227.30	363.60			\$
705000	Install & Dismantle, OT Move Out	181.95	227.30	363.60			\$

^{**}Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Expresso calculate your rates: https://e.ges.com/011601008/labor/esm

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 25% (\$ 50.00 minimum) surcharge will be added)

OGES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

https://e.ges.com/011601008/laborchecklist/esm

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- · Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VII, b., Labor.
- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

Installation and Dismantling Order Form

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

Company Name Email Phone Number Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2	

- O Exhibitor Supervised
 - · Indicate workers needed for installation and dismantling.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

CES ic r	esponsible	for the	following	type of	f hooth:
GES IS I	CODOLISIDIC	ioi iiie	IUIIUWIIIU	LVDE U	ı buduli.

O Pop-Up	Two Story	Custom
Other:		

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Please Sign	X	
	Authorized Signature	
	Authorized Name - Please Print	Date

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

Total Payment Enclosed rents. ¢



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Forklift Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- · Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight Time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	=	Total
705200	5,000#, ST Move In	190.95	250.90	312.95			\$	
705200	5,000#, ST Move Out	190.95	250.90	312.95			\$	
705200	5,000#, OT Move In	267.90	351.15	438.70			\$	
705200	5,000#, OT Move Out	267.90	351.15	438.70			\$	

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	103.70	129.70	207.40			\$
705030	Freight, ST Move Out	103.70	129.70	207.40			\$
705030	Freight, OT Move In	181.95	227.05	363.60			\$
705030	Freight, OT Move Out	181.95	227.05	363.60			\$

Hate math? Let Expresso calculate your rates: https://e.ges.com/011601008/labor/esm

Step 2. Labor Information



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

\bigcirc	Exhibitor	Supervised	(Do No	t Proceed)
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Exhibitor will supervise.

- · Indicate workers needed for installation and dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES	ie ree	nonsihle	for the	following	tyne(s)	of work
GES	15 165	ponsible	ioi liie	IOIIOWIIIQ	type(5)	OI WOIK.

Uncrating	Unskidding	Positioning
○ Leveling	 Dismantling 	 Recrating

Levelling	Dismanting
○ Pockidding	

Additional	labor	will	he	assigned	if	necessary.



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Forklift Order Form

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

Company Name Email Phone Number Booth Number

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$

051519 011601008

T-1 040819



Hanging Sign / Truss Labor Information

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Please complete and return the Hanging Sign / Truss Labor Order Form by October 28, 2019.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- · All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth and vinyl banners, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/ orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site
 prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.



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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Discount Deadline Date: October 28, 2019

Booth Number Company Name Email Phone Number Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial, non-electrical hanging signs.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

ı	ift	with	Crew,	Per	Hour
_		*****	OICW.	1 01	ı ıouı

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	665.20	834.65	1,043.15			\$
705300	High Lift Move Out	665.20	834.65	1,043.15			\$

Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	832.80	1,041.00	1,248.95			\$
705300	High Lift Move Out	832.80	1,041.00	1,248.95			\$
705301	Scissor Lift Move In	380.60	475.55	570.75			\$
705301	Scissor Lift Move Out	380.60	475.55	570.75			\$
705302	Condor Move In	832.80	1,041.00	1,248.95			\$
705302	Condor Move Out	832.80	1,041.00	1,248.95			\$

Sign Assembly

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, Non-Electrical, ST Move In Only	103.70	129.70	207.40			\$
705020	Sign Assembly, Non-Electrical, OT Move In Only	181.95	227.30	363.60			\$
705061	Sign Assembly, Electrical, ST Move In Only	127.85	159.15	191.50			\$
705061	Sign Assembly, Electrical, OT Move In Only	241.60	301.55	362.30			\$

Hate math? Let Expresso calculate your rates: https://e.ges.com/011601008/labor/esm



To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by October 28, 2019. The hanging sign Reminder must arrive at the warehouse by October 28, 2019 to receive the Discount Price and must arrive no later than November 12, 2019 to ensure the sign is hung prior to show opening. By sending us the information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.



codes

H-2 050719 Cstm 051519 011601008

Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	E	Email		Phone Number	Booth Number		
Show Site Contact	S	Show Site Er	nail	Show Site Phone Number			
Step 2. Please In	dicate Service						
Hanging Sign Op							
How many signs will	be hung in your booth?		Shape of Sign				
(if there are multiple each sign and label	signs, please complete an order for 1 of 3, etc)	form for	SquareTriangleSerpentine	○ Rectangle○ Circle○ Other	_		
Type of Sign			Pick Points				
Banner	○ Structural Signage			oick points			
	○ Moss			pint			
Dimensions and W	eight of Sign		Have you submitted you	our structurally engineered rigging			
Width	Height		Dates Submitted	, , , , , , , ,			
Length	Total Weightlbs		Assembly		_		
Height			-				
•	m floor to top of sign:		Does your sign require	-			
Feet							
Must be compliant	t with Show Rules and Regulations	s.	Hanging Sign / Truss Labor Rate and Information.				
Electrical			Hoists				
ls your sign electri	ical?		Are hoists required?				
	○ No		○ Yes	○ No			
How much power	is required for the sign?		if yes, how many?		_		
Places note that (GES will automatically apply your p		Exhibitor Owned	GES Rental			
	ount. See facility electrical order f			automatically apply a motor outlet fo he booth on your account.	r		
Are rotators requir	red?		Supervision				
	○ No		•	vice the hanging of vour sign?			
If yes, How many?	?	_	_	vise the hanging of your sign?			
Exhibitor Owne	ed GES Rental		○ Yes	○ No			
	SES will automatically apply a mot laced in the booth on your accoun		If yes, what date would	d you like the sign to be hung?			
ioi every rotator pr	in the book on your account		•	vith a contact name and number to			
			- 		_		

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.



Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number			
Show Site Contact	Show Site Email	Show Site Phone Number				
Truss Options						
Type of Truss	Pick Points					
O Plated (end plates) O Spigot	Number o	of structural pick points				
Size of Truss	should be	nt, point loads and the load path to the ceiling prepared on a .dwg format and reflected on a pperial Units) truss/lighting plot plan, submitte	a			
Dimensions Truss Design	along with may be re	n this order form. A Reflective Ceiling Plot (RC equested electronically from the installing city	CP)			
Width Length		ı in completing your drawing. GES is able to ssistance at creating the .dwg for your truss ri	ig at			
Total Truss/Lighting Weight	an additio	nal cost. Please see example attached.	J			
	Assembly					
Height		quired to assemble your flown truss prior to				
Number of feet from floor to top of sign:	installatio	n. See Step 1 of this form for rates.				
Feet	Location of	Truss				
Must be compliant with Show Rules and Re	egulations. O Aerial/	Flown Ground Supported				
Electrical	Use the E	Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation				
Do you require an electrical drop to the trus						
		given by providing surrounding booth numbers				
How much power is required for the truss?	Hoists					
	Are hoists	s required?				
Please provide a diagram for electrical drop with your order.	o and placement Yes	○ No				
with your order.	if yes, how	w many?				
GES will automatically apply your power ar the drop on your account. See Electrical O		tor Owned GES Rental				
Order Forms for rates.	Exhibitor show floo	owned hoists must be certified. If asked upor r for records, exhibitor must provide within 1 h				
Truss Attachments	of reques	c.				
Audio Visual Equipment*Signage/BannersStatic LightingDimmable/Programmable Lighting*		ote that GES will automatically apply a motor of the hoist placed in the booth on your account.	outlet			
*Stagehand labor is required. Please refer Labor Order Form.	the ordina required a and exhib organizer of or relat	lations that are deemed considerably heavy, or unusual, a structural engineer stamp manated GES discretion. Work is done at exhibitor's bitor shall indemnify and defend GES and the from any claims and/or bodily injuries arising ed to the installation of any truss without and stamped drawings.	ay be risk show			



Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half ($\frac{1}{2}$) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

I agree in placing this order that I have accepted the information provided on the Hanging Sign/Truss Labor Information and Order Form, GES Payment Policy and GES Terms and Conditions of contract. Please proceed with my hanging sign/truss order. I understand that my initial estimate may be billed at 1 hour estimate based on the union to perform the work. Invoice will be calculated according to actual hours worked and materials used.

Total and	d Sign:	Return to Fax:	(866)	329-1437	 International 	Fax: ((702)	263-1520
-----------	---------	----------------	-------	----------	-----------------------------------	--------	-------	----------

Please Sign	X Authorized Signature	
	Authorized Name - Please Print	Date

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

Total Payment Enclosed \$

Booth Layout - Hanging Signs

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



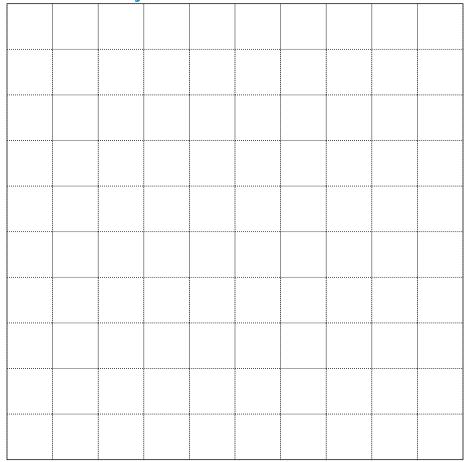
Form Tips:

- · Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is	_ feet square since my booth is	feet wide by	feet long.
Back Adjacent Booth or	Aisle Number:	·	
Right Side Adjacent Bo	oth or Aisle Number:		
Left Side Adjacent Boot	th or Aisle Number:	 	
Front Adjacent Booth o	r Aisle Number:		

Step 2. Draw Your Booth Layout



Front of Booth

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



4-3 012119



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

0110601008

Booth Number

C/O GES 7000 Lindell Road Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between: Monday, Oct 14, 2019 - Monday, Oct 28, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Jarrier		
Number	of	pieces





FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA Show North America

Name of Exhibition

0110601008

Booth Number

C/O GES 7000 Lindell Road Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between: Monday, Oct 14, 2019 - Monday, Oct 28, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier		ALC:
Number	ofpieces	

Electrical Chain Hoist and Truss Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name

Fmail

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricin





Easy Ordering Tips:

- Sign and/or truss points exceeding 300 lbs. will require a hoist.
- GES is responsible for assembling and hanging all truss. However, your company may have a representative
 available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss
 on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.
- Enjoy a fast and easy ordering experience online with Expresso: http://e.ges.com/011601008/hoist/esm

Chain Hoists, Motors and Truss

\sim N/	Lodestar	Chain	Hoiete	
CIVI	Lodestar	Chain	HOISIS	

Yes, hoist is being used for hanging sign

Item Code	Description	On or Befo Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	575.80	575.80	720.10		\$
702132	Hoist, Electric Chain, 1/2 TON	575.80	575.80	720.10		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Motor Outlet

Item Code	Description	On or Befo Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
609108	Motor Outlet	131.30	131.30	164.70		\$

Rotating Motors

Item Code	Description	On or Before (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	134.45	134.45	168.15		\$
609106	Rotating Motor 250#	134.45	134.45	168.15		\$
609105	Rotating Motor 500#	134.45	134.45	168.15		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Tomcat Aluminum Truss

12" and 20" Aluminum Trusses are available. Please call for quote 702.515.8691

GES needs a final engineered drawing of all trusses and lighting by October 28, 2019. Failure to provide engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost. Any changes or additions made to your engineered drawing after October 28, 2019 will be billed at regular rates for the entire build.

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

Please Sign	X Authorized Signature	
	Authorized Name - Please Print	Date

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

Total Payment Enclosed

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Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation



Truss Lighting Package Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Discount Deadline Date: October 28, 2019

Qty

Total

Company Name Email Phone Number **Booth Number**





Easy Ordering Tips:

- A full line of accessories and custom systems are available. Please email lvrigging@ges.com for more information.
- Requires motor and lighting power. Please order both below.
- Delivery, installation, rental, initial focus time, and dismantling are included in package price.
- Changing of truss package will require additional equipment/labor, which will be chargeable.
- Please include Booth Layout form for placement of your truss.
- Please provide us with a drawing (a .dwg file) showing the placement of your trapeze and par fixtures. Also, please indicate on your drawing the focus direction for each fixture.

Order Truss Lighting Packages

Truss Lighting Package tem Code Description On or Before 10/28/19 Regular (\$) Regular (\$)				
Item Code	Description			Regular (\$)
700601	Truss Lighting - Package #1	3,062.80	3,062.80	4,594.25

10 linear feet of Truss, 3 - Par Cans or Leikos Lights, 1/2 hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power. 700602 Truss Lighting - Package #2 6.125.90 6.125.90 9.188.45 1\$

20 linear feet of Truss, 6 - Par Cans or Leikos Lights, 1/2 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power. 700603 6,840.95 6,840.95 10,261.80 \$ Truss Lighting - Package #3

30 linear feet of Truss, 9 - Par Cans or Leikos Lights, 1 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power. 700604 Truss Lighting - Package #4 8.737.85 8.737.85 13,105.55

40 linear feet of Truss, 12 - Par Cans or Leikos Lights, 1-1/2 Hours Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.

700605 Truss Lighting - Package #5 13,251.95 13,251.95 20,260.25 \$ 80 linear feet of Truss, 16 - Par Cans or Leikos Lights, 3 Hours Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp

208v 3ph for lighting power. 700606 Truss Lighting - Package #6 19,113.70 19,113.70 28,670.55

160 linear feet of Truss, 32 - Par Cans or Leikos Lights, 5 Hours Focus Time. Requires one 60 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power. 700607

29,816.60 29,816.60 44,724.65 Truss Lighting - Package #7 250 linear feet of Truss, 50 - Par Cans or Leikos Lights, 8 Hours Focus Time. Requires one 60 amp 208v 3ph for motor power & one 100 amp 208v 3ph for lighting power.



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Truss Lighting Package Order Form

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

Email

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Company Name

Discount Deadline Date: October 28, 2019

Booth Number

Phone Number

Motor C	Jutlets								
	Description				On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
700025	030 Amp, 5	HP 208V / 3Phase			875.50	875.50	1,312.05		\$
700026	060 Amp, 10) HP 208V / 3Phase			1,166.20	1,166.20	1,749.70		\$
700027	100 Amp, 20) HP 208V / 3Phase			1,551.30	1,551.30	2,327.60		\$
Please Truss Siz	ze	te choice(s)	Truss Color ☐ Black	□s	tilver	Light	t s Leikos	☐ Parca	n
Total Please Sign		X Authorized Signature Authorized Name - Ple	6) 329-1437 • Internation	onal Fax:	(702) 263-1520	Date	accepted Terms & 0 authoriza information	GES Paym Conditions cation for GE to better se ervices at fu	is order that I have ent Policy and GES of Contract, including S to retain personal erve my need for GES ture events.

Delivery, installation, rental, initial focus time and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



Stagehand Labor Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Numb	er



Easy Ordering Tips:

- GES needs a .dwg drawing of all truss and lighting rigging, including rigging point loads and load path, per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load calculations prior to discount deadline date may delay your move-in date.
- · Don't forget to order labor for Move In and Move Out.
- When scheduling, keep in mind time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- For any rigging related questions: email us at lvrigging@ges.com
- Short Turn: One (1) Straight Time and one (1) Overtime hour at prevailing rates for any worker requested to return, by exhibitor, without an 8 hour break
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	142.70	177.95	213.75			\$
705094	Stagehand Labor, ST Move Out	142.70	177.95	213.75			\$
705094	Stagehand Labor, OT Move In	269.75	299.70	367.05			\$
705094	Stagehand Labor, OT Move Out	269.75	299.70	367.05			\$

Type of Stagehand Labor:

	ound Rigger () Theatrical Stage Electric () Projectionist
--	---------------	-------------------------------	-----------------

○ AV Technician
○ Sound Technician
○ Programmer

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705302	Condor Move In	627.25	784.25	940.75			\$
705302	Condor Move Out	627.25	784.25	940.75			\$

Equipment Only

	Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
	706301	Scissor Lift	200.80	251.70	401.80			\$
000	706305	Genie Lift, Hand Crank	95.20	119.60	143.75			\$

Hate math? Let Expresso calculate your rates: https://e.ges.com/011601008/labor/esm



Stagehand Labor Order Form

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

Discount Deadline Date: October 28, 2019

mpany Name	Email		Phone Number	Booth Number
ow Site Contact	Show Site Ema	ail	Show Site Phone Num	ber
tep 2. Please Indicate Se	rvice			
Project Equipment:				
Туре				Quantity
Mounted To:				
○ Wall or Structure ○ Groun	d-Supported Truss	Suspended Truss	Other:	
Video Walls:				
Monitor on suspended truss	Monitor connected	to cameras	○ LED	
Lighting - O Dimmable	Programmable O Non-Dim	mable/Non-Progra	ımmable	
Robotic/LED and or moving lightOther:		◯ Lekos	○ Studio and	motion picture lights
Speakers/Sound Equipment				
Size				Quantity
Mounted To:	_	Suspended Truss		



- GES maintains jurisdiction over the installation, operation and dismantling of all electrical equipment, including: audio, projection, studio lighting, television cameras, monitors/plasmas, lighting control systems, dimming system, ground support and flown truss for rigging of electrical chain hoist and all items fastened to the truss. During show days all programming and standby will be done through GES Stagehands. Exceptions reviewed by management.
- Exhibitors may be charged to transfer the individual rigging plan to the overall facility plan for approval at the hourly rate. (facility requirement)

Step 3. Schedule Stagehand Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Please have a representative supervise the work to be done and sign labor order upon completion of the work. Confirm labor and equipment by 2:30 PM the day before date requested. Equipment and labor cancelled without a 24 hour notice shall be charged a (4) hour cancellation fee per worker and (1) hour per equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is (4) hours per worker and (1) hour per equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please send a production schedule identifying what your stagehand needs are.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dates	Start Time	End Time	Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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



011601008



Stagehand Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name		Email	Phone Num	ber Booth Number
Show Site Contact		Show Site Email	Show Site P	Phone Number
Please Sign	X			I agree in placing this order that I have accepted GES Payment Policy and GES
Olgii	Authorized Signature			Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES
	Authorized Name - Please Print			Total Payment Enclosed Services at future events. \$\$



Cleaning and Porter Service Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name

Fmail

Phone Number

Booth Number



Online Savings are Just a Click Away
Place your order online before the discount deadline for best pricing





Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width _____10 ____ X Length _____10 ___ = ____100 ___ Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Cod	e Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.55	0.80		1	\$
500600	Duration of Show (per sq. ft. per day)	0.40	0.65		3	\$
500602	Per Day (per sq. ft. per day)	0.55	0.80			\$
Sham	Shampooing					

Sharipoonig

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.75	1.10		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	1.00	1.80			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	On or Before (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	219.60	219.60	329.65			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	318.25	318.25	477.40			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	383.50	383.50	575.00			\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Dates	Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Dates	Start Time	End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



011601008

Electrical Checklist

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
☐ Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
☐ Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

- GES Electrical Jurisdiction (Requires labor and/or material) All distribution of electrical wiring. All facility overhead
 and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All
 motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures.
 Installation of electrical motors and electrical apparatus to be energized.
- 2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
- No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
- 4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
- 5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not
 allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for
 any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value
 of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
- 6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.



7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

Reminder

Reminder:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.



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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical appparatus with a minimum of 5 amp at each location.

✓ V120 PH1 ⊗Hz60✓ W1000 Ø

120 Volt Single Phase 60 Cycle 1000 Watts ✓ V230 ⊗✓ A30⊘ PH3 Ø

230 volts 30 Amps 3 Phase

Is this price listed for power per day?

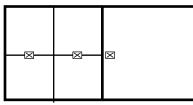
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

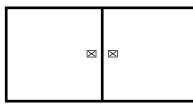
Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

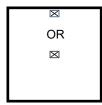


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

Island/Pavillion Booths

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.



Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.



How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- · Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

What else should I know?

All floor plans are reviewed prior to show site in order to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time. If labor is scheduled and the electrician shows up and there is no one there to direct them, there will be a 1 hour not ready charge billed per worker requested. You will need to go to the service desk when you are ready to place a new order. Show site labor rates may apply.

Laborers are required when ordering booth work labor for installation of monitors over 37" and when cords need to be fished under carpet for floor work labor.

Additional charge of \$195.00 will be applied for every 1000 watt overhead light ordered when your booth is located in certain areas due to the nature of the building and equipment required to install these lights.

Materials are charged on an as needed bases and are added to your invoice. Be sure to budget for these incidentals like extension cords, plug strips and tape. GES Electrical can assist you in estimating, though it is difficult to predict the length and amount needed until work is actually performed.



Electrical Outlets Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	er



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	131.00	196.80		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	235.50	353.55		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	281.15	421.70		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	313.75	470.75		\$
700005	030 Amp, 1 HP 120V	439.20	659.10		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase		470.00	704.70		\$
700024	020 Amp, 3 HP 208V / 3Phase		626.45	939.15		\$
700025	030 Amp, 5 HP 208V / 3Phase		875.50	1,312.05		\$
700026	060 Amp, 10 HP 208V / 3Phase		1,166.20	1,749.70		\$
700027	100 Amp, 20 HP 208V / 3Phase		1,551.30	2,327.60		\$
700028	200 Amp, 50 HP 208V / 3Phase		2,519.35	3,778.65	·	\$

^{*} Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Cod	e Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.75	10.30		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

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

Please Sign	x	
0.9	Authorized Signature	
	Authorized Name Please Print	Data

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

Total Payment Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



24 Hour Electrical Outlets Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

1200 1010	201 Motor and Equipment Oditets				
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	262.00	393.60		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	471.00	707.10		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	562.30	843.40		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	627.50	941.50		\$
700005	030 Amp, 1 HP 120V	878.40	1,318.20		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase		940.00	1,409.40		\$
700024	020 Amp, 3 HP 208V / 3Phase		1,252.90	1,878.30		\$
700025	030 Amp, 5 HP 208V / 3Phase		1,751.00	2,624.10		\$
700026	060 Amp, 10 HP 208V / 3Phase		2,332.40	3,499.40		\$
700027	100 Amp, 20 HP 208V / 3Phase		3,102.60	4,655.20		\$
700028	200 Amp, 50 HP 208V / 3Phase		5,038.70	7,557.30		\$

^{*} Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.75	10.30		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

ıotaı	and	Sign:	Return to Fax	c: (866) 329	9-1437 •	International Fa	ax: (702) 263-1520

Please Sign

Authorized Si

Authorized Signature

Authorized Name - Please Print

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

Total Payment Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



Lighting Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 75 Watt Black Arm Light (664752): This option provides a 75 watt bulb. Typically this light is used to light
 up a wall panel, highlight a graphic panel, or product on a shelf.
- Bay Light (700376): This lighting will cover up to a 25' x 25' floor space, providing ambient coverage versus direct spotting of lights.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.
- Track Light with Fixtures (700339): This option provides 50 watts per track head. This is another light that can provide direct lighting to product from a short distance.









700352



700339



Lighting Options

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_	Ligituing	Options				
3	Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3	700337	Addtl. Track Light Fixture (Track not Included)***	62.60	93.60		\$
5	664752	Arm Light, 75 Watt Black***	90.45	135.25		\$
<u>n</u>	700376	Fixture, Bay Light****	1,108.65	1,662.95		\$
2	700361	Floodlight, 1000 Watt Overhead**	509.25	763.85		\$
,	700350	Floodlight, 120 Watt*	131.00	196.80		\$
	700352	Floodlight, 120 Watt Double*	229.15	344.00		\$
3	700339	Track with 3 Light Fixtures, White***	347.70	522.25		\$

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Lighting Order Form

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

Company Name Email Phone Number Booth Number

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

- * On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.
- ** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.
- *** If distribution of power is required to provide power to the lights, a labor order will be required.
- **** This price is inclusive of light, power, assembly, installation and removal. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. All floorplans are reviewed prior to showsite to determine hanging points, load paths and materials needed. A fee of \$50.00 will be billed for this time.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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	Otai	anu	Jiuii.	Return to Fax.	(000) 329-14	·o <i>r</i> • miemaliona	1 Fax. (/Uz	1 203-1520

Please Sign	X	I agree in placing this order that I have accepted GES Payment Policy and GES			
Sign	Authorized Signature		Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.		
	Authorized Name - Please Print	Date	Total Payment Enclosed \$		

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half Lunch hour between 12:00 PM 12:30 PM daily. Dinner between 6:30 PM 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	127.85	159.15	191.50			\$
705060	Electrical, OT	241.60	301.55	362.30			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

Exhibitor Supervised

- You must schedule date & time below as well as # of electricians and estimated hours.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- · Labor cannot be scheduled prior to assigned target date.
- If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- OGES Supervised (OK to proceed without exhibitor.)
 - If this is left unmarked and a floor plan has been submitted, GES Electrical will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
 Date and time not required. No need to complete Step 3.
 - Date and time not required. No need to complete Step 3.
 Proceed to Total and Sign.

Is there more than	one (1)	drop	location?

If yes, please refer to	the Electrica	al Equipment Order For	m for
additional pricing that	mav apply.		

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Electrical Floorwork Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Chann Cita Cantant	Ob any Otto Francis	Charry Cita Dhana Niverh	
Show Site Contact	Show Site Email	Show Site Phone Numb	er

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

-			•								
	ota	ıand	Sign	Return to	Fav. (866)	\	 International 	Fav.	(702)	263-	1520

Please Sign	X	
3	Authorized Signature	
	Authorized Name - Please Print	Date

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

Total Payment Enclosed events. \$

By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.





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Electrical Booth Work Labor Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- · Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half Lunch hour between 12:00 PM 12:30 PM daily. Dinner between 6:30 PM 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	127.85	159.15	191.50			\$
705061	Electrical, OT	241.60	301.55	362.30			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

_	Jp: Connection and hard- e within booth space exc	•	•	services, electrical motors or disconnects. Connection of total combined sal labor.			
◯ Lighting	g						
	sembly and installation of sembly, installation and d			hting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher. or light boxes.			
○ Miscell	aneous						
	y electrical distribution an anges to or the addition o		•	chibit or display of all electrical equipment, lighting fixtures, power tracks, etc. apparatus.			
Hang	Monitor*: Size	Qty	Other				
*Moni	tors 37" and larger requir	e 2 electricians.					
• Mc	ounting of single monitors	s (to include plas	sma screens, LCD	R CRT) and installation of hanging brackets.			
	 Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible. 						



Electrical Booth Work Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	er

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign	X	
	Authorized Signature	
	Authorized Name - Please Print	Date

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

Total Payment Enclosed

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\$	

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Equipment Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- GES forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half Lunch hour between 12:00 PM 12:30 PM daily. Dinner between 6:30 PM 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift

Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses. (3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket

Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705200	5,000 lb, ST	213.75	267.35	320.65			\$
705200	5,000 lb, OT	309.50	386.95	464.40			\$
705230	5,000 lb w/Basket, ST	380.85	476.10	571.30			\$
705230	5,000 lb w/Basket, OT	602.05	752.70	903.10			\$

Equipment with Operator, Per Hour

5	Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
2	705300	High Lift	832.80	1,041.00	1,248.95			\$
2	705301	Scissor Lift	380.60	475.55	570.75			\$
	705302	Condor	832.80	1,041.00	1,248.95			\$





Electrical Equipment Order Form

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

Discount Deadline Date: October 28, 2019

Company Name			Email			Phone Number	B00	in Number
Show Site Contact			Show Sit	e Email		Show Site Phone Nu	umber	
Step 2. Ple	ease Indica	te Service	.					
Describe wor	k that needs to	be performed	d:					
Step 3. Sc	hedule Ele	ctrical Equ	uipment					
dispatched to the booth to supervis charged a one (1	guaranteed only v booth space. Con e the work to be do) hour cancellation charge per worke	firm labor and eq one and sign the fee per worker a	uipment by 2:30 work order upon and equipment. If	PM the day befo	re date requesto ipment and labo	ed. Please have a or cancelled withou	n authorized rep ut a 24 hour noti	oresentative in ice shall be
The minimum cha	arge for labor is on	e (1) hour per wo	orker and equipm	ent. Labor therea	after is charged	in half (½) hour ind	crements per wo	orker.
to the original est requiring electrica close/move-out d	the number of work imate and based u al installation labor ays/time (overtime a notify the GES El	ipon the date rec will automatically rates may apply	eived. Additional y be charged a d), and does not r	labor required w smantle fee. Dis leed to be sched	ill be calculated mantle labor is o	and invoiced at th charged at 50% of	e show site rate installation labo	e. Exhibitors or based on show
highest standards	form, including cas s of integrity from a es are subject to c	all employees. Pl	ease call our cor	nfidential Always	Honest hotline a			
Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment	_	Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM			MM/DD/YR	AM PM	AM PM	

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

Please
Sign

X

Authorized Signature

AM

PM

AM

Authorized Name - Please Print Date

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

ΑM

РМ

Total Payment Enclosed

ΑM

РМ

\$

By signing and delivering the Electrical Equipment Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



Booth Layout - Electrical

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

Email

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Company Name

Form Deadline Date: October 28, 2019

Booth Number

Phone Number

Show Site Contact			Show	Site Email			Shov	V Site Phone	Number	
Main Drop Locati	on	(1)	120 V _	AM	1PS		•	208 V Sin	gle Phas	se AMPS
208 V Three Pha	se <i>F</i>	AMPS 🗾	480 V T	hree Phase		AMPS				
Form Tip	DS:									
		dicate the ou	tline of v	our booth	٦.					
• As a ch	eck and bala	ance, please	be sure	the powe	er allotted					tches the outlet(s)
				Form. Eac	ch power	distrib	ution p	oint shou	ld have	a minimum of 5
		of power is al		on the ho	ooth lavo	utier	efriger	ator unin	terrunt	ed power equipment
		oo small for								
Return	multiple boo	oth layouts if	necessa	ry. Can b	e submi	tted thr	ough F	DF or CA	۹D.	
Step 1. Booth Ir	nformatio	on								
Each square is fe	et square sinc	ce my booth is_	fee	et wide by	feet	long.				
Step 2. Draw Yo	our Booth	n Layout								
	Back o	f Booth Num	ber (indic	ate adjace	nt booth o	or aisle	number	:)	
										Please note the following requirements must be
									1	met in order for Booth
										Layout to be accepted:
										Orientation listed
										Main Drop Location (MDL) listed
										Power distribution points listed
										Readable/Legible
Indicate										Indicate
Adjacent										Adjacent Booth or
Booth or Aisle Number:										Aisle Number:

GES

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

Front of (indicate adjacent booth or aisle number:

Plumbing Services Information

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

ISSA Show North America

Las Vegas Convention Center November 19 - 21, 2019

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- · Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- · All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- · Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- · All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- · A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and
 materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- · All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- · A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the
exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an
Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own
filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a
 pressure regulator valve or pump installed.
- · Water will be available 1/2 hour before the show opens and turned off 1/2 hour after the show closes on each show day.

Labor

Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:

Complete valid Payment and Credit Card Authorization

Order Plumbing Outlets

Schedule Plumbing Labor

Return Booth Layout for Plumbing

Incomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.

GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever
is less.



Plumbing Services Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number







Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	On or Befor Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	636.00	636.00	954.30		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price i	21.55	21.55	32.10		\$
701039	Air Outlet, Connection	168.95	168.95	253.30		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	317.45	317.45	476.10		\$

Note: Airline size is predicated on numbered CFM's ordered.

Natural Gas

Item Code	Description	On or Befor	e 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
701059	Natural Gas Outlet	636.00	636.00	954.30		\$
	Natural Gas Outlet, Connection	168.95	168.95	253.30		\$
	/OII 1.0/4II					

Drain: 1/2" and 3/4"

Item Code	Description	On or Before Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	636.00	636.00	954.30		\$
701051	Drain Outlet, Connection	168.95	168.95	253.30		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	317.45	317.45	476.10		\$

Water: 1/2" and 3/4"

Iter	m Code	Description	On or Before (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
70	1081	1st Water Outlet	636.00	636.00	954.30		\$
70	1087	Water Outlet, Connection	168.95	168.95	253.30		\$
70	1088	Water Outlet, Supplemental (within 10 feet of first outlet)	317.45	317.45	476.10		\$

Water Filling and Draining

	Item Code	Description	On or Before Online (\$)	re 10/28/19 Discount (\$)	Regular (\$)	Qty	Total
	701054	Fill & Drain, 1-149 Gallons, Per Unit	336.05	336.05	503.65		\$
)	701055	Fill & Drain, 150-299 Gallons, Per Unit	485.10	485.10	727.25		\$
) -)	701056	Fill & Drain, 300-999 Gallons, Per Unit	875.00	875.00	1,312.85		\$
-	701057	Fill & Drain, 1000-4999 Gallons, Per Unit	1,169.40	1,169.40	1,754.45		\$
,	701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,547.60	1,547.60	2,322.05		\$

The above price includes a one-time fill and drain for each container. Labor is not included. Plumbing contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained.



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051519	

Please Sign	x	I agree in placing this order that I have accepted GES Payment Policy and GES				
Sigii	Authorized Signature		Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.			
	Authorized Name - Please Print	Date	Total Payment Supplies the Supplies Total Payment Supplies the Supplie			

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Plumbing Labor Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half lunch hour between 12:00 PM 12:30 PM daily. Dinner between 6:30 PM 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	110.85	138.45	166.30			\$
705011	Plumbing, OT	212.20	265.20	318.25			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705302	Condor	832.80	1,041.00	1,248.95			\$
705301	Scissor Lift	380.60	475.55	570.75			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

Exhibitor Supervised

- You must schedule date & time below as well as # of plumbers and estimated hours.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.

Option 2

- OES Supervised (OK to proceed without exhibitor.)
 - If this is left unmarked and a floor plan has been submitted, GES will proceed with the labor. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3.
 Proceed to Total and Sign.



Plumbing Labor Order Form

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

Discount Deadline Date: October 28, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Numb	er

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign	X	
,	Authorized Signature	
	Authorized Name - Please Print	Date

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

Total Payment Enclosed

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By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

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Booth Layout - Plumbing

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Form Deadline Date: October 28, 2019

Please note the following requirements must be met in order for Booth Layout to be

Main Drop Location (MDL) listedPlumbing distribution points

accepted:

listed

Orientation listed

· Readable/Legible

Company Name Email Phone Number Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is	feet square since my booth is	feet wide by	feet long				
Back Adjacent Boot	h or Aisle Number:						
Right Side Adjacent	Right Side Adjacent Booth or Aisle Number:						
Left Side Adjacent Booth or Aisle Number:							
Front Adjacent Boot	th or Aisle Number:						

Step 2. Draw Your Booth Layout

		Front o	6 D 4b		<u> </u>	

Front of Booth

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



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Audio Visual Order Form

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019 Discount Deadline Date: October 28, 2019

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Electrical labor and outlets are not included, please order separately.
- If you order after the discount deadline date we may need to substitute the item, based on availability.
- · Please include Booth Layout form for placement of items.
- Orders over \$3,000 require a custom labor quote.
- A 25% (\$125.00 minimum) will be added to the final invoice for handling charges.

Step 1: Order Audio Visual Item(s)

LCD/LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700831	19" 1920 x 1200 LCD Monitor	95.00	125.00		\$
700830	24" 1920 x 1200 LCD Monitor	185.00	225.00		\$
700855	32" 1920 x 1200 LCD Monitor	200.00	250.00		\$
700854	40" 1920 x 1080 LED Monitor	400.00	500.00		\$
700853	46" 1920 x 1080 LED Monitor	475.00	600.00		\$
700852	55" 1920 x 1080 LED Monitor	625.00	775.00		\$
700851	60" 1920 x 1080 LED Monitor	900.00	1,125.00		\$
700887	70" 1920 x 1080 LED Monitor	1,200.00	1,500.00		\$
700850	80" 1920 x 1080 LED Monitor	1,500.00	1,875.00		\$
700866	90" 1920 x 1080 LED Monitor	3,000.00	3,750.00	·	\$

Touchscreen Monitors

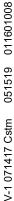
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700828	32" 1920 x 1080 LCD Touchscreen Monitor	787.50	1,050.00		\$
700888	46" 1920 x 1080 LCD Touchscreen Monitor	1,350.00	1,800.00		\$
700889	65" 1920 x 1080 LCD Touchscreen Monitor	2,700.00	3,600.00		\$

4K LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700867	65" 3840 x 2160 LED Monitor	3,937.50	5,250.00		\$
700868	84" 3840 x 2160 LED Monitor	7,875.00	10,500.00		\$

LED Panel

	Item Code	Description	
3	700870	Barco C5 (5mm)	Call for Quote
3	700873	Barco i10 (10mm)	Call for Quote
5	700871	Barco i6 (6mm)	Call for Quote
2	700872	Barco i8 (8mm)	Call for Quote
2	700869	Revolution Displays RD3 (3mm)	Call for Quote





Audio Visual Order Form

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

Company	Name	Email	Phone	Number	В	ooth Number
I FD Ps	anel - Creative					
	Description					
700891	LEDigami Walpaper 10 (10mm)	Call for Q	Quote			
700875	PixelFlex 18 (18mm)	Call for Q	Quote			
700876	PixelFlex 37 (37mm)	Call for Q	Quote			
700874	WinVision 9HD (9mm)	Call for Q	uote			
Monitor	Accessories					
tem Code	Description		Discount (\$)	Regular (\$)	Qty	Total
700801	Bluray Player		112.50	150.00		\$
700800	DVD Player		56.25	75.00		\$
700860	Shelf for Chrome Pole Stand		56.25	75.00		\$
700859	Spandex Wrapped Monitor Chrome Pole Star	nd	56.25	75.00		\$
Compu	ters					
	Description		Discount (\$)	Regular (\$)	Qty	Total
700890	Intel Core 2 Duo T7300 Windows 7 Laptop		200.00	250.00		\$
700822	Intel i5 2520M Windows 7 Laptop		225.00	275.00		\$
700823	Intel i7 720QM Windows 7 Laptop		250.00	325.00		\$
700878	Mac Mini		225.00	300.00		\$
700892	MacBook Pro 15" Laptop		450.00	600.00		\$
700877	MacBook Pro 17" Laptop		562.50	750.00		\$
700836	iMac 24" Desktop		450.00	600.00		\$
700837	iMac 27" Desktop		562.50	750.00		\$
700861	iPad II 16GB Tablet		337.50	450.00		\$
Compu	ter Accessories					
	Description		Discount (\$)	Regular (\$)	Qty	Total
700863	Apple iPad Floor Stand		112.50	150.00		\$
700862	Apple iPad Table Stand		56.25	75.00		\$
Printers						
tem Code			Discount (\$)	Regular (\$)	Qty	Total
700816	HP 3800N Series Color Printer		225.00	300.00		\$
700815	HP 4000N Series Black & White Printer		112.50	150.00		\$
3ooth S	Speaker Systems					
	Description		Discount (\$)	Regular (\$)	Qty	Total
700879	Anchor AN1000 Powered Speaker (5-10ppl)		56.25	75.00		\$
700880	EV Sxa 100 Speaker System (10-50ppl)		175.00	225.00		\$
700881	EV Sxa 250 Speaker System (pair w/stands)	(50-100ppl)	225.00	275.00		\$
700883	MeyerSound UPA-1P Speaker System (pair v		787.50	1,050.00		\$
700882	MeyerSound UPM-1P Speaker System (pair v		562.50	750.00		\$





Audio Visual Order Form

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

Company N	Name	Email	Pho	Phone Number		Booth Number	
Booth M	lixers						
tem Code	Description		Discount (\$)	Regular (\$)	Qty	Total	
700884	Allen & Heath 10 Channel Mixer		112.5	150.00		\$	
700885	Allen & Heath 14 Channel Mixer		168.7	225.00		\$	
Microph	ones/Computer Audio		•			•	
tem Code	Description		Discount (\$)	Regular (\$)	Qty	Total	
700886	Low Profile Skin Tone Headset Microp	phone (add to wireless)	112.5	150.00		\$	
700894	Shure SM58 Microphone		56.2	75.00		\$	
700814	UHF Wireless Microphone Kit		281.2	375.00		\$	
700893	Whirlwind PCDI		56.2	75.00		\$	
	·		-			<u> </u>	
Step 2	2: Calculate Handling S	urcharge (Set and S	trike Labor)				
Please ca invoice.	alculate 25% into your total payment fo	handling surcharges (set and str	ike labor). This is a requ	uired charge and	will be a	dded to your final	
Item Code	Description		Order Tota	l + Surcha	rge %	Grand Total	

\$

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

Please Sign

Audio Visual Handling Surcharge

700700

X
Authorized Signature

Authorized Name - Please Print Date

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

\$

Total Payment Enclosed

25%

\$

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Notice of Intent to Use EAC and Policies and Procedures

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Form Deadline Date: October 17, 2019

Company Name Phone Number **Booth Number** Email



Attention:

This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor:	
Contact Name:	Cell Phone:
Street Address:	Email:
City:	State: Zip/Postal Code:
Office Phone: (area code)	Fax: (area code)
Description of proposed service for Exhibitor:	

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: https://www.certfocus.com/expresso/ *There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.

Please Sign	×	
J.g	Authorized Exhibitor Signature	
	Authorized Exhibitor Name - Please Print	Date

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Form Deadline Date: October 17, 2019

Company Name

Phone Number

Booth Number



Attention:

This form must be completed by the EAC.

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- 5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at 6 the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- 10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- 11. EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit each accident. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), International Sanitary Supply Association (Show Management), ISSA Show North America (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- 12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- 13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- 14. EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- 15. EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.





Agreement and Rules and Regulations between GES and EAC

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Form Deadline Date: October 17, 2019

Company Name Phone Number **Booth Number**

Rules and Regulations (continued)

- 17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
- 18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
- 19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental
- 20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
- 21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the
- 22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
- 23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- 24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
- 25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
- 26. This agreement is to be interpreted under the laws of the State of Nevada.

Authorized Signature of EAC:

Please

Contact Name at Show Site:

Office Phone:

27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Sign Authorized EAC's Signature Authorized EAC's Name - Please Print Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118 Printed Name: Company:

Official Use Only	
Accepted by GÉS Authorized Representative:	
x	
Authorized Signature	
Authorized Name - Please Print	Date

Cell Phone at Show Site:



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EAC & COI Guidelines & Procedures

November 19 - November 21 | Las Vegas, NV Las Vegas Convention Center

What is an EAC?

An Exhibitor Appointed Contractor (EAC) is any company other than any of the designated official contractor(s) which an exhibitor wants to employ inside the exhibit hall before, during (with proper identification), or after the show (Union Rules and Regulations apply).

Who is the designated official contractor for ISSA 2019?

Global Experience Specialists, or GES, is the official general services contractor for ISSA N.A.

What is a COI?

A Certificate of Insurance, which is required to exhibit at ISSA 2019.

Who needs a COI?

If you are exhibiting at the show and building your own booth, you will need a COI for your company. If you are hiring an EAC, that contractor will also need a COI. If you are hiring multiple contractors, each one will need a COI.

Now that I have contracted my services, what are my next steps?

- 1. Download and review the ISSA EAC and Wristband Policy
- 2. Review the <u>Las Vegas Convention Center's Policies</u> for all EACs working on-site at the convention center and follow their requirements
- 3. Have your Exhibitor Appointed Contractor (EAC) submit a valid Certificate of Insurance through Certifocus your hired EACs by September 27, 2019. *(Please note there is a \$21 fee applied to **each** COI submitted)

What if I am not hiring an EAC?

1. You will still need to log in to your <u>Exhibitor Dashboard</u> to submit a valid Certificate of Insurance for your company by September 27, 2019.

*Please have your preparer match the requirements the sample copy provided.

Questions? Contact ISSA Allison Hill (allison@issa.com)



EXHIBITOR SERVICE MANUAL

November 19 - November 21 | Las Vegas, NV Las Vegas Convention Center

PROCEDURES FOR USING AN EAC ON-SITE WRISTBAND POLICY

Both the exhibitor and their appointed contractor must satisfy the following requirements:

- The Exhibitor Appointed Contractor Work Authorization Form, to be completed by the exhibiting firm only, is due to ISSA headquarters no later than **September 30, 2019.**
- The Exhibitor Appointed Contractor must provide ISSA with the proper Certificate of Insurance no later than September 30, 2019. If this requirement is not met by the mentioned date, the Exhibitor Appointed Contractor will not be allowed on the trade show floor to service their clients.

GES, Global Experience Specialists is the Official Service Contractor for ISSA North America 2019. Exhibitors who wish to use a contractor other than the designated official contractors to set-up, service and dismantle their exhibits, may do so, provided both the exhibitor and appointed contractor comply with the procedures outlined below. Please note that no exceptions will be made for material handling (drayage), electrical, plumbing, rigging, decorator labor, millwright work, telephone, booth cleaning, booth security, and catering.

RULES & REGULATIONS

- 1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- 2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- 3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- 4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
- 5. The Exhibitor agrees that he/she is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- 6. The Exhibitor Appointed Contractor shall provide certificates of insurance.
- 7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC, not number of booths).
- 8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided an appropriate registration badge. See EAC wristband policy below.
- 9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- 10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.
- 11. During show hours, only exhibit badges will be permitted on the show floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper convention badges.
- 12. The Exhibitor Appointed Contractor shall indemnify and hold ISSA and GES Global Experience Specialists harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

EXHIBITOR SERVICE MANUAL



November 19 - November 21 | Las Vegas, NV Las Vegas Convention Center

INSURANCE COVERAGE REQUIREMENTS

- 1. Comprehensive General Liability with limits as follows:
 - \$1 million in respect of injuries to any one person in any occurrence
 - \$2 million in respect of injuries to more than one person in any one occurrence
 - \$1 million in respect of damage to property.

ISSA, GES Global Experience Specialists, and Las Vegas Convention Center, must be named as additional insured. This policy should include coverage for premises/operations, contractual liability, broad form property damage liability, products liability if a product is provided, and personal injury liability, if guard service is provided.

- 2. **Workers' Compensation and Occupational Disease** insurance in full compliance of all federal and states laws and cover all company employees.
- 3. **Employers Liability** insurance with minimum limits of \$500,000 per accident covering injury or death to any employee outside the scope of Workers' Compensation and Occupational Disease coverage
- 4. **Comprehensive General** Automobile liability insurance covering any owned, non-owned or hired self-propelled of the type for use on and off the Las Vegas Convention Center, including coverage of loading and unloading hazards with limits of liability of \$1 million in respect of injuries and property damage in any one occurrence.

The policy must be in effect over the dates of **Saturday, November 16**, through **Saturday, November 23**. We also ask that the certificate of insurance contain a specific provision requiring that we be notified in writing 30 days in advance of any cancellation, non-renewal, or material change.

EAC ON-SITE WRISTBAND POLICY

All EACs will be required to wear a temporary wristband to gain access to the exhibit floor.

Review the following procedures, and contact allison@issa.com with any questions.

- 1. All EACs must have their certificate of insurance and the original notification as an exhibitor appointed contractor on file with the ISSA.
- 2. All EACs must comply with the Las Vegas Convention Center EAC regulations.
- 3. All EACs will be required to wear a temporary wristband to gain access to the floor during move in and move out. Access to the exhibit floor during show hours requires a registration badge.
- 4. Wristbands requests for subsequent days must be delivered in writing by 2:30pm to the EAC desk. Wristbands will be distributed at that time as well as the following morning beginning at 7:30am.
- 5. All EACs must have a master list of all individuals on payroll. This list must be available to ISSA on request.

Things to remember:

- 1. Wristbands must be worn on the wrist.
- 2. Everyone must have state issued photo identification, no exceptions.
- 3. All EAC's must abide by the Las Vegas Convention Center ESCA badge policies
- 4. SOA Security will be conducting spot checks against names on your submitted list. Offenders will be escorted off the exhibit floor.
- 5. Only order the number of wristband needed. Wristband requests will be matched against payroll lists.

Show Site Work Rules

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.

Teamsters Union

Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. GES will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space. An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC outlet. Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet

Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC out including concealed and over/under carpet wiring. Electricians distribute and hook-up all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

Trusses

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians. Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

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

Always Honest Hotline

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



Stop. Think. Safety.

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019



Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- · This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- · Stay clear of heavy machinery.
- Never stand on furniture.
- · Wear closed toe shoes.
- · Clean up or report spills.
- · Keep aisles free and clear of any and all debris.
- · Practice good housekeeping.
- Check electrical cords for damage.
- · Protect valuables at show site.
- · Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.





NORTH AMERICA 2019

2019 BOOTH CONSTRUCTION GUIDELINES

Las Vegas Convention Center, Las Vegas, NV November 18-21, 2019 Exhibitor Days: November 19-21, 2019



Organized by:



Recognized by:







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If you have questions, please contact the ISSA trade show team at **sales@issa.com.**

3300 Dundee Road, Northbrook, IL 60062 US 800.225.4772 / 847.982.0800 • issa.com

ISSA SHOW NORTH AMERICA 2019 TERMS AND CONDITIONS

The following Terms and Conditions are part of the Application between the Exhibitor and ISSA.

Failure to comply therewith shall subject Exhibitor to the sanctions and penalties set forth.

1. GENERAL PURPOSE AND SCOPE OF EXHIBITION

The purpose of ISSA Show North America 2019 (hereinafter "Exhibition") is to promote business opportunities for products and services of interest to the general association membership.

Firms may exhibit subject to the following criteria:

- The Exhibitor must own the exclusive rights to any and all products and brands that will be exhibited, or be the sole representative of such products for the United States.
- Firms rendering services to the cleaning industry may exhibit such services, subject to all other limitations
 and criteria regarding the Exhibition.
- Products and services exhibited must be consistent with the purpose of the Exhibition.
- Manufacturer Representatives (as defined in the ISSA Bylaws) are not eligible to exhibit.

A company that is classified as a distributor or wholesaler by ISSA is permitted to exhibit subject to the following conditions:

- The exhibitor may display products sold under its own proprietary label or mark.
- The exhibitor may display hand samples or signage of manufacturers as long as that manufacturer is also an exhibitor at the show.

ISSA reserves the right to allow firms to exhibit, on a case-by-case basis, subject to the sole discretion of ISSA and without prejudice toward competition. Denial of the right to exhibit may be based on previous violations of ISSA policies and past performance at ISSA events.

2. APPLICATION

Each Exhibitor must submit an Application for exhibit space and all fees due to ISSA consistent with the Terms and Conditions provided herein. Exhibitor understands that submission of a signed Application and fees is only an offer to enter into an Agreement, which ISSA may accept or reject at its own discretion. ISSA shall indicate acceptance by providing the Exhibitor with written notification of such acceptance, either by fax, e-mail or U.S. mail, at which time a binding agreement shall be established. Fees due with submission of an Application shall include a non-refundable deposit equal to 50% of the total cost of the desired Exhibit space PLUS the full amount of the administrative fee. Exhibitor must pay the balance of the total cost of the reserved Exhibit space by April 1 of the year in which the Exhibition is to be conducted, or the Exhibit space may be released. For Applications submitted after April 1, 2019, full payment for the Exhibit space is required.

Booth fees include standard booth equipment (back and side drapery) plus identification sign for in-line booth space. Each exhibitor is responsible for the expenses arising from installation, operation, and removal of their exhibit space.

3. ISSA MEMBERSHIP

Pricing for exhibit space is based on Exhibitor's status as an ISSA member or non-member. Exhibitor must be a current ISSA Member in the year in which the ISSA trade show takes place to be eligible for pricing at ISSA member exhibit rates. Exhibitor may apply for membership in ISSA during this exhibit application process. In which case, Exhibitor acknowledges and, as a condition of continued membership in ISSA, agrees to comply with the ISSA Code of Ethics posted at issa.com/code and which is incorporated by reference herein. Exhibitor consents to receive all communications sent by or on behalf of ISSA, the ISSA Foundation, and all ISSA affinity program providers.

4. SPACE ASSIGNMENT

When payment is submitted by the published deadlines, Exhibit space will be assigned. Companies who participate in the booth selection process will be assigned exhibit space based on seniority and points. Companies may reserve more than one booth location on the show floor.

SENIORITY: All new and returning member Exhibitors receive +1 Seniority Point each year it exhibits with continual membership. Seniority continues perpetually unless a former Exhibitor does not exhibit for two consecutive years, in which event it permanently forfeits all accumulated seniority.

POINTS: An Exhibitor will earn +1 booth point for each 100 square feet reserved for the current year only. These points only apply for the one-year affected. An Exhibitor can earn +1, +2, +3 or +4 sponsorship points (Bronze, Silver, Gold, or Platinum) which will be credited toward the following year's booth drawing. In the event of mergers and acquisitions, seniority and points are not cumulative but the highest seniority and points of the merging firms will apply.

ISSA reserves the right to delete all seniority and points and deny admission of employees of a specific firm at the sole discretion of ISSA in the event that a firm, or employee of the firm, either: a) publicly makes statements that defame ISSA or ISSA Show, or b) violates ISSA Show policies, specifically in regard to registration of individuals, conduct of an unapproved event off the show floor, or conduct of an event that is considered in conflict with ISSA Show North America 2019

ISSA reserves the right to rearrange the floor plan and/or relocate any Exhibit if deemed advisable in the best interests of the Exhibition at the sole discretion of ISSA.

5. REFUND POLICY/CANCELLATION/SPACE REDUCTIONS/ RELOCATION REQUESTS

Once an application and fees have been accepted by ISSA and Exhibit space has been assigned, a request for cancellation or reduction of Exhibit space must be made in writing to ISSA and will be considered final. A notification of cancellation or reduction in Exhibit space received by April 1, 2019 will be entitled to a refund of fees submitted minus the 50% non-refundable deposit for any portion of space originally reserved and subsequently abandoned. Notifications of cancellation or reduction in space received after April 1, 2019 will not be entitled to any refund for the cancelled space.

Once space has been confirmed and committed to an Exhibitor, a request to change Exhibit location for any reason must be in writing and may be accepted at the sole discretion of ISSA and is subject to forfeiture of the non-refundable deposit on the original space.

6. SUBLEASING SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of space assigned, or permit any other party to exhibit therein, or distribute any other party's advertising materials, or permit use of such space for the purpose of promoting any business other than that of the Exhibitor assigned to the space.

7. REGISTRATION OF EXHIBITOR PERSONNEL

For every 100 sq. ft. of exhibit space reserved, an exhibitor receives 1 complimentary trade show badge redeemable through the registration system within 40 days of the start of the show. Within the 40 days prior to the start of the show, exhibitors who do not redeem complimentary badges will forfeit this benefit. Additional badges may be purchased for a fee through the registration system. Only a firm's full-time employees and those individuals who are approved non-employees as per these Application rules and regulations (i.e.: individuals representing advertising agencies, marketing consultants) may be registered as Exhibitor Personnel. Possible penalties include: confiscation of badges(s), removal from the trade show floor, and forfeiture of registration fees. In addition, penalties for a first violation include a \$500 fine, suspension of membership, and suspension of show participation of one year. Penalties for a second violation include a \$1,000 fine, suspension of membership and suspension of show participation for at least two years. All penalties are to be determined and levied at the sole discretion of ISSA.

8. ADVERTISING POLICIES

"Advertising" shall be defined to include online, digital, print and sponsorship opportunities with ISSA. Advertising is sold on a first-come, first-served basis. ISSA reserves the right to adjust advertising schedules at is sole discretion to provide equal advertising opportunities for its membership. Online, digital and print advertising is available at the rates set forth in the ISSA online Media Kit at www.issa.com/mediakit; and sponsorship opportunities are available at the rates set forth in the online Sponsorship Opportunities web page at www.issa.com/sponsorships. Prices, rates, promotions, discounts and premiums are subject to change at any time at ISSA's sole discretion without notice.

For advertising by ISSA members, payment is due within 30 days of the initial invoice date, and accounts that are 30 days or more overdue are charged a 2 percent monthly late fee.

Non-Members of ISSA must pay for any advertising in full at the time order is placed.

ISSA reserves the right to hold the Advertiser and/or its agency jointly and severally liable in the case of overdue accounts. ISSA reserves the right to cancel and/or suspend any advertising order at any time upon Advertiser's failure to pay any monies due in a timely manner.

Cancellations of advertising must be in writing and received by ISSA within 30 calendar days of submitting the advertising order. Advertiser shall incur a cancellation fee of 50% of the total order. Cancellations of sponsorships must be in writing and, if received after 30 calendar days, advertiser will incur a cancellation fee of 100% of the total order. For full advertising terms and conditions, visit issa.com.

ISSA SHOW NORTH AMERICA 2019 TERMS AND CONDITIONS - cont'd.

9. DISPLAY METHODS

Common areas of the Exhibit hall, such as corridors, aisles, restaurants, or lounges may not be used for exhibiting goods or services, distributing literature, or making announcements. All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the Exhibitor's Exhibit space.

Methods of display that, in the judgment of ISSA, are not designed to achieve the purpose of the Exhibition, will not be permitted. ISSA reserves the right to forbid and enjoin the admission or conduct of persons, and the distribution of printed or other material that, in the judgment of ISSA, are inconsistent with the purpose of the Exhibition.

Audio/visual, sound effects, lighting, music, entertainment, and other such activities are permitted provided the sound intensity, lighting or other actions do not interfere with the neighboring Exhibitors or their patrons' ability to conduct business or are otherwise judged by ISSA to be disruptive of the Exhibition. All such effects are subject to approvals or restrictions of the Exhibit Facility and ISSA.

10. EXHIBIT DESIGN CONSTRUCTIONS

Exhibit displays shall be limited to 8' 3" (2.5m) in height for a standard in-line booth. For in-line booths on the perimeter, the back wall will be permitted to a height of 22 feet.

An Island Exhibit of 1,200 square feet or larger will be permitted up to a maximum height of 30 feet. Smaller Island, Split-Island and Peninsula Exhibits of 1,199 square feet or less will be permitted up to a height of 22 feet. When a booth design exceeds 12 feet in height, the Exhibitor is to provide ISSA with a scaled drawing indicating all dimensions, both concept and construction, for approval by ISSA and/or the Exhibit Facility by no later than 60 days prior to the event. An Island or Split-Island Exhibit can be arranged based on the "cubic content" concept, which allows utilization of the total contracted Exhibit space. Peninsula booths, next to in-line linear booths, must adhere to the same reasonable sight guidelines from the aisle, as linear in-line booths. Common walls above 8 feet will need to remain graphic free on any side facing an aisle, or neighboring booths, and must have a clean, finished look from all viewing points. The Exhibitor should take caution in selecting the booth space.

Exhibits having enclosed ceilings or "double-deckers" must comply with fire and safety regulations of the Exhibit Facility. Contact ISSA for complete information prior to the design or construction of your booth. Cross-Aisle booths must be equivalent in size and requires a minimum of two sets of 4 or more Standard In-Line (10' x 10') booths; or two Island booths 20' x 30' or larger and will be charged at 50% of space fees for aisle space. Exhibits and related structures must be designed and constructed in compliance with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Please contact ISSA if you require assistance in this regard.

11. EXHIBITION SCHEDULE/INSTALLATION/ DISMANTLING

Exhibitor shall adhere to the Exhibition schedule and shall strictly observe the opening and closing hours each day of the Exhibition as set forth in the Exhibition schedule. The Exhibition schedule, set up and dismantling schedule will be published and provided to each Exhibitor in the Exhibitor Service Manual. Exact move-in date will be reflected on the Targeted Floor Plan, provided by the official contractor. No Exhibit shall be packed, removed or dismantled prior to the closing of the Exhibition. Any Exhibitor packing, removing or dismantling the Exhibit or leaving the booth unattended prior to the official closing of the Exhibition may be suspended from exhibiting at ISSA trade shows for at least one year, and/or may be subject to the penalties set forth in Section 6.

12. HANGING SIGNS

Hanging identification signs and graphics will be permitted to the same height level as the exhibit structure, and must be at least 12' off of the floor, provided written approval is received from ISSA. All hanging signs must be set back at least 10' from the back wall of the booth. Hanging signs for split islands will be permitted to a total length on each side of up to 50% of the corresponding dimension of the booth. Island booths are permitted to hang any sign so long as it stays within height guidelines, is at least 12'0" off of the floor, and stays within the rented exhibit space. A hanging sign must be reviewed and approved by ISSA and the Exhibit Facility at least 60 days prior to the Exhibition. An architectural stamped drawing may be required. Hanging signs are not permissible with standard in-line booths.

13. CONTRACTORS

Exhibitors who wish to use a contractor other than the "designated" official contractors to set up, service and dismantle their exhibits, may do so provided both the xhibitor and Exhibitor Appointed Contractor comply with the rules and policies. Complete guidelines will be included in the Exhibitor Service Manual that will be provided to each exhibiting company 90 days in advance of the show. Where union labor is used or required, it is the responsibility of the Exhibitor to comply with local rules and regulations.

14. FOOD AND BEVERAGE

Exhibitor may serve food and beverages, including alcoholic beverages, at its Exhibit space during Exhibit hours only if it has written agreement with the official caterer of the Exhibit Facility. Exhibitors serving alcoholic beverages at their Exhibit space must provide ISSA with proof of insurance (consistent with section 20, including host liquor liability coverage, naming ISSA as an additional insured). Exhibitor and its employees and agents shall not serve alcoholic beverages to anyone less than 21 years of age or to anyone regardless of age who is obviously intoxicated.

Exhibitor agrees to indemnify and hold ISSA harmless with respect to any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorneys fees, costs and other expenses incurred by ISSA on account of any alcohol served at Exhibitor's Exhibit space.

15. BOOTH ATTENDANTS

Each Exhibitor shall provide at least one booth attendant during Exhibit hours. Failure to comply with this provision shall subject the Exhibitor to the sanctions and penalties as set forth in Section 26. All booth attendants must be bona fide employees of the Exhibitor, or the Exhibitor's Manufacturer Representative. In addition, Exhibitor may hire models to work in the Exhibit space. The attire of models employed by the Exhibitor and other booth personnel shall not exceed the boundaries of good taste as judged by ISSA in the exercise of its sole discretion. Subject to these rules and regulations, no Exhibitor personnel shall be in the booth of another Exhibitor without such Exhibitor's permission.

16. EXHIBITOR ENTERTAINMENT/MEETINGS

Exhibitor firms and Exhibitor personnel may not open a hospitality suite or schedule a meeting, meal function, or any other event away from the trade show floor during official Exhibition hours. Potential penalties include all penalties listed in Section 27.

17. MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

The Exhibitor is responsible for obtaining necessary licenses and permits to use music, photographs, or other copyrighted material. The Exhibitor shall remain liable for and shall indemnify and hold the ISSA, their agents, and employees harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorneys' fees, arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents, or employees of any patent, copyright or trade secret rights or privilence.

18. EXHIBITOR INTELLECTUAL PROPERTY

No Exhibitor may display any product or display or distribute any advertisements for a product that infringes upon the trademark, copyright or patent of another company. Exhibitor agrees to defend, at Exhibitor's expense, and to indemnify ISSA for any action brought against ISSA arising out of any dispute concerning Exhibitor's infringement upon the intellectual property of another.

19. LIABILITY AND INDEMNIFICATION

Exhibitor agrees to indemnify and hold harmless ISSA and the Exhibit Facility from and against any and all claims, demands, actions, causes of actions, penalties, judgments, and liabilities of every kind and description (including court costs and reasonable attorneys' fees) which may arise from or be asserted in connection with: the foregoing undertakings and responsibilities of the Exhibitor, including but not limited to the installation, maintenance, and/or removal of the Exhibitor's Exhibit display; failure to conduct the Exhibition as scheduled; failure to provide Exhibit space; or by any other act of ISSA or the Exhibit Facility except for acts of negligence.

Neither ISSA, its service contractors, nor the owners of the Exhibit Facility, their agents, contractors, or employees are liable for injuries to any person or for damage to property owned or controlled by the Exhibitor, which damages or injuries may be claimed to be incident to or arising from or in any way be connected with the Exhibitor's occupation of display space or the acts or omissions of Exhibitor's officers, employees, agents, contractors, licensees, or invitees, except for claims for damages or injuries caused by or resulting from the willful or wanton misconduct of ISSA or the owners of the Exhibit Facility and their respective officers, agents, and employees.

The Exhibit Facility, ISSA or the service contractors will not be responsible for the loss of or damage to any property in storage, while in transit to or from the Exhibit building or while in the Exhibit building. All property of the Exhibitor shall be deemed to remain under the Exhibitor's custody and control in storage, in transit to and from and within the confines of the Exhibit hall even though it may at any time be under the temporary control or direction of ISSA or its service contractors.

ISSA SHOW NORTH AMERICA 2019 TERMS AND CONDITIONS - cont'd.

20. INSURANCE

Exhibitor agrees to maintain comprehensive general liability insurance, including contractual liability insurance, against claims for personal and bodily injury, death, or property damage incident to, arising out of or in any way connected with the Exhibitor's participation in the Exhibition, in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate for personal injury, death, or property damage in any one occurrence and be prepared to furnish a certificate of insurance to the ISSA if requested. Such insurance shall include coverage of the Exhibitor's indemnification obligations under Section 19 of this Agreement and shall name ISSA as an additional insured under such policies.

Each Exhibitor is responsible for obtaining its insurance coverage at its own expense, such insurance for its Exhibit and display materials. Such insurance should cover all risks (liability, fire, theft, damage, etc., from place of shipment to Exhibit Facility and return, including the period in which the Exhibit/materials remain in the Exhibition. All policies shall contain an express waiver by the Exhibitor's insurance company of any right to subrogation as to any claims against ISSA, its officers, directors, agents, or employees.

In the event Exhibitor opts to serve alcoholic beverages at its Exhibit space, Exhibitor shall also comply with the insurance requirements, including host liquor liability coverage, as set forth in Section 14.

21. SECURITY

Each Exhibitor is responsible for safeguarding its goods, materials, and Exhibit at all times. Security service will be provided by ISSA on a 24-hour basis beginning with move-in through move-out. Although reasonable precautions are taken to protect property, neither ISSA nor the guard service is responsible for any loss or damage to property or persons.

22. UNOCCUPIED SPACE

Any space not claimed or occupied by noon, the day before the Exhibition opens, and for which no special arrangements have been made with ISSA, may be resold or reassigned by ISSA without any obligation for refund of amount paid.

23. UNFORESEEN RELOCATION

In the event that the Exhibition is unable to open at its planned site because of circumstances beyond the control of ISSA, other than for force majeure events as described in Section 24 herein, Exhibitor hereby gives ISSA full authority to relocate the site of the Exhibition and, if displays, goods and materials are already on hand at the original site, to move those items to the new site. In such event, ISSA reserves the right to cancel the Exhibition if ISSA cannot so relocate the Exhibition. If ISSA cancels the Exhibition, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition. Exhibitor agrees that ISSA shall not be responsible for damages or losses to the Exhibitor arising from acts performed by ISSA in good faith.

24. FORCE MAJEURE

The Exhibition is subject to acts of God, acts of war, terrorism, government regulation, disaster, fire, strikes, civil disorder, curtailment of transportation facilities preventing or unreasonably delaying attendees and guests from appearing at ISSA Show North America 2019, or other similar cause beyond the control of ISSA making it inadvisable, illegal, or impossible to hold the Exhibition. This contract may be terminated without penalty for any one or more of such reasons by written notice from ISSA to the Exhibitor. If the contract is so terminated by ISSA, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition.

25. COMPLIANCE WITH LAWS, REGULATIONS, AND TERMS & CONDITIONS

Exhibitor is charged with knowledge of and agrees to act in conformance with all statutes, ordinances, rules, orders, regulations and directions which are in force or applicable during the Exhibition, issued, adopted, or enhanced by the federal or state governments or any department, bureau, or office thereof. Exhibitor understands and accepts that the Terms and Conditions, display guidelines, and other such rules and regulations are integral and binding parts of this Application, and that ISSA reserves the right to modify such terms and conditions at its sole discretion. Exhibitor agrees to abide by the policies and rules and regulations of the Exhibit Facility.

26. VIOLATIONS

ISSA shall have the full power and authority to interpret and enforce all rules and regulations. ISSA reserves the right to amend, revise or otherwise modify these rules and regulations at any time in the exercise of its sole discretion. Exhibitor agrees to observe all rules and regulations as promulgated and revised from time to time. Failure to comply with such rules and regulations will result in one or more sanctions imposed at the sole discretion of ISSA including, but not limited to, prohibition, expulsion, and/or removal of any Exhibit and/or Exhibitor, its employees, or booth personnel; closing of an Exhibit or display; forfeiture of all fees of any kind paid in connection with such Exhibit; loss of seniority as set forth in Section 3 hereof; suspension and/or expulsion from future shows; and loss of membership in ISSA.

27. GOVERNING LAW

These rules and regulations and the underlying Application for Exhibit space shall be governed by and construed in accordance with the laws of the State of Illinois.

LINEAR (STANDARD)/CORNER BOOTH

Linear booths are also called "in-line" or standard booths. They are arranged in a straight line and have neighboring exhibitors on their immediate left and right, leaving only one side exposed to the aisle. Corner booths are located at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

HEIGHT:

Exhibit Fixtures and components are permitted to a maximum height of 8'3" (2.5m).

INTENT: If a portion of the exhibit booth extends above 8'3"(2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind the booth regardless of how the back of the offending exhibit is finished.

DEPTH:

All display fixtures over 4'0" in height and placed within 10 linear feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" from the aisle line.

INTENT: Each exhibitor is entitled to reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 linear feet or more (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 linear feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

STRUCTURAL INTEGRITY:

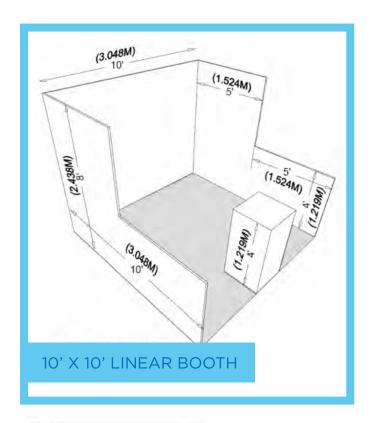
All exhibit fixtures, especially portable or "pop-up" booths must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of forklifts, heavy machinery, or equipment, and unintentional contact on the park of cleaners, laborers, or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (or carpet) and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to withstand such loading.

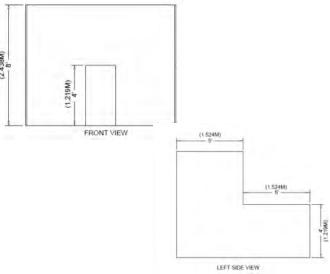
INTENT: Exhibitors adjoining portable or "pop-up" booths are entitled to reasonable safety precautions.

STORAGE:

Exhibitors are reminded that the storage of excess literature, product, or packing materials and cases behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, a limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

INTENT: Exhibitors with small exhibit presentations who have purchased portable or "pop-up" displays and who do not require the service of the labor or drayage contractor should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to neighboring exhibits.





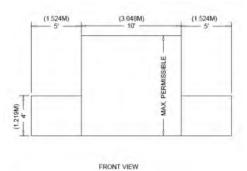
IMPORTANT:

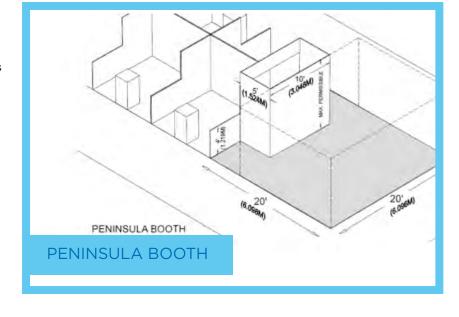
All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.

PENINSULA BOOTH

(Booth Approval Needed)

A peninsula booth is exposed to aisles on three sides that is backed up into a row of linear booths. The minimum size of a peninsula booth is 20'x20' (400 Sq. Ft.).





HEIGHT:

Exhibit Fixtures and components and identification signs are permitted to a maximum height of 22' provided written approval is received from ISSA 60 days prior to the show.

INTENT: When a peninsula booth configuration exceeds 8'3" it does not interfere with neighboring exhibitors because it does not back up against another booth's back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The height limitation has been set to avoid undue competition between exhibitors to see who can go the highest and be seen the farthest with each negating the other's efforts.

DEPTH:

All display fixtures over 4'0" in height and placed within 10 linear feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" from the aisle line. In the event that the adjoining exhibit is a peninsula booth, display fixtures will be permitted to the maximum height allowed within the entire booth.

INTENT: Exhibitors adjoining peninsula exhibits are entitled to the same responsible sightline from the aisle as they would expect if they are adjacent to an exhibitor with a standard booth.

STRUCTURAL INTEGRITY:

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures, components exceeding 12'0" (3.66m) in height must have drawings available for inspection by ISSA, the installation and dismantle contractor, the exhibitor, and governmental authority during the time the exhibit is being erected, exhibited, and dismantled at the show site that include a signature or stamp of reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company inciating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

INTENT: Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

HANGING SIGN (approval needed):

Hanging identification signs and graphics will be permitted to the same height level as the exhibit structure, and must be at least 12' off of the floor, provided written approval is received from ISSA. All hanging signs must be set back at least 10' from the back wall of the booth. Hanging signs will be permitted to a total length on each side of up to 50% of the corresponding dimension of the booth. View additional hanging sign guidelines on page 3.

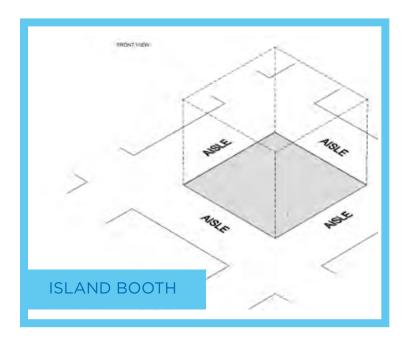
IMPORTANT:

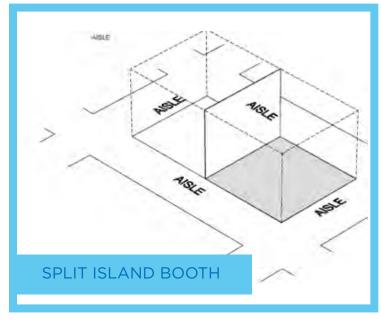
All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.

Exhibitors are cautioned when installing displays with a ceiling or second level, to check with the local fire department and exhibit facility to ensure their display meets fire precautions involving smoke alarms, fire extinguishers, sprinklers, etc.

ISLAND/SPLIT ISLAND BOOTH

A split island booth is a peninsula booth which shares a common back wall with another split island booth. A split island needs booth approval. An island is any size booth exposed to aisles on all four sides. There are no line of sight restrictions, as with linear booths.





IMPORTANT:

All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.

Exhibitors are cautioned when installing displays with a ceiling or second level, to check with the local fire department and exhibit facility to ensure their display meets fire precautions involving smoke alarms, fire extinguishers, sprinklers, etc.

HEIGHT:

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 22' for exhibits 1,199 square feet or smaller, and 30' for exhibits 1,200 square feet or larger, provided written approval is received from ISSA 60 days prior.

INTENT: The height limitation has been set to avoid undue competition between exhibitors to see who can go the highest, or be seen the farthest with each negating the other's efforts.

DEPTH:

Because an island/split island is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

STRUCTURAL INTEGRITY:

All multi-story exhibits regardless of whether people will occupy the upper area of nor, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor, and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that includes a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

INTENT: Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

HANGING SIGNS:

Hanging identification signs and graphics will be permitted to the same height level as the exhibit structure, and must be at least 12' off of the floor, provided written approval is received from ISSA. All hanging signs must be set back at least 10' from the back wall of the booth. Hanging signs for split islands will be permitted to a total length on each side of up to 50% of the corresponding dimension of the booth. Island booths are permitted to hang any sign so long as it stays within height guidelines, is at least 12'0" off of the floor, and stays within the rented exhibit space. View additional hanging sign guidelines on page 3.

PERIMETER BOOTH

A perimeter booth is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

HEIGHT:

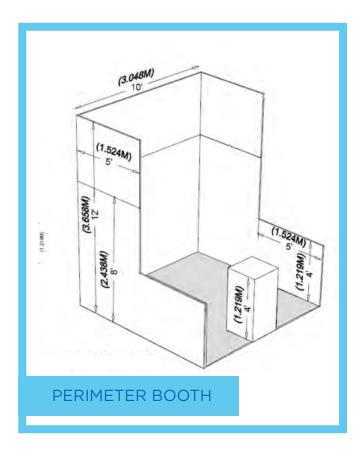
Exhibit Fixtures and components are permitted to a maximum height of 16'0" (4.88m).

INTENT: Because the outer perimeter booths are not backed up against another exhibitor's booth, back walls and materials over 8'3"(2.5m) will not interfere with or distract from any other exhibit booth.

DEPTH:

All display fixtures over 4'0" in height and placed within 10 linear feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" from the aisle line.

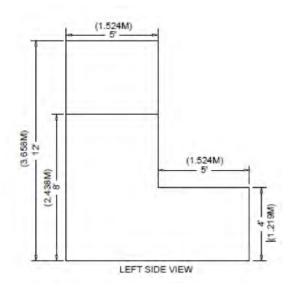
INTENT: Each exhibitor is entitled to reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 linear feet or more (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 linear feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



IMPORTANT:

If requesting a perimeter wall location to take advantage of the 16' height allowance, please be certain the exhibit floor plan does not indication any obstructions such as an overhang ceiling. Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8'0" height or the 16'0" height, to maximize use at future shows, in case a perimeter wall space is not available.

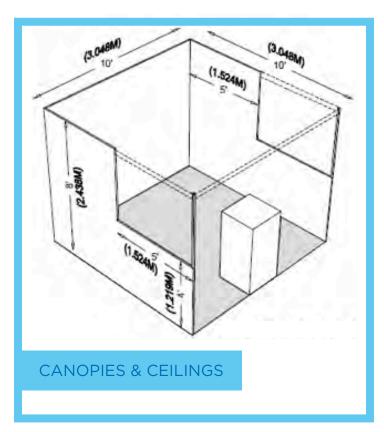
All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.



CANOPIES & CEILINGS

(Booth Approval Needed)

Canopies, including ceilings, umbrellas and canopy frames, can either be decorative or functional (such as to shade computer monitors from ambient light, or to allow for hanging products). Canopies for linear or perimeter booths should comply with the line of sight requirements.



IMPORTANT:

Exhibitors are cautioned when installing display with a ceiling or second level to check with the local fire department and exhibit facility to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

HEIGHT:

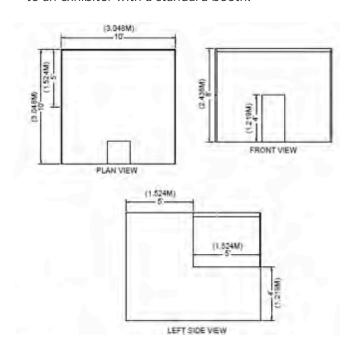
Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part of.

INTENT: Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

DEPTH:

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" in width when placed within 10 linear feet of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" from the aisle line. Furthermore, canopies, false ceilings, or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

INTENT: Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



CROSS-AISLE BOOTH

(Booth Approval Needed)

Cross-aisle booths are standard, peninsula, or island booths with the same exhibiting company, that are located on both sides of an aisle

BOOTH DESIGN:

All booth design regulations for standard, peninsula, or island booths will apply for this type of space. The exhibitor is not permitted to carpet the aisle. The aisle is not booth space and must be kept clear of all display material, exhibitor personnel, canopies, and may not be used for product demonstrations. Exhibitors with cross-aisle island space may "arch" or "bridge" their display with signage. Such signage must be 12'0" off the floor and must conform to the height restriction and structural integrity. Exhibitors with cross-aisle linear space may not use "arch" or "bridge" their display with signage.

INTENT: Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors adjoining this type of exhibit are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

TOWERS

(Booth Approval Needed)

A tower is a free standing exhibit component separate from the main exhibit structure. Towers higher than 8'0" must have drawings available for approval by ISSA. Fire and safety regulations in many facilities may strictly govern the use of towers. Permits or safety lines may be required.

HEIGHT/DEPTH:

Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part of.

INTENT: Towers are a part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with towers of the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

VEHICLES

All motorized vehicle placements within the exhibit structure will need approval from ISSA. Each facility has specific guidelines that can be found in the ISSA Show Exhibitor Service Manual. Please direct any questions regarding vehicle placement to ISSA Show Management prior to the show.

SOUND

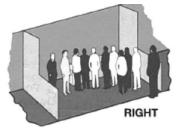
Exhibitors are responsible to ensure the noise levels from sound systems, or sound producing demonstrations, are kept to a level that does not interfere with neighboring exhibitors. The use of sound producing equipment or sound systems, is an exception to the right and not a right. ISSA reserves the right to determine if noise constitutes as interference and may discontinue it any time.

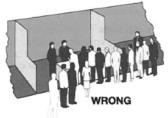
DEMONSTRATIONS

(Booth Approval Needed)

REGULATION: Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle, and sampling or demonstration tables must be placed a minimum of 2'0" from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, ISSA will have no alternative but to request that the presentation or sampling be eliminated.

SAFETY PRECAUTIONS: All product demonstrations involving any moving and potentially hazardous machines, displays, or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks, or flames must be approved in writing by ISSA 60 days prior to the show.









EXHIBITOR SERVICE MANUAL

November 18-21, 2019 | Las Vegas, NV Las Vegas Convention Center

BOOTH APPROVAL INFORMATION

Please carefully review the Exhibit Construction Guidelines.

ISSA APPROVAL

Booths exceeding 1,000 sq. ft. are to provide ISSA with a scaled drawing indicating all dimensions, concepts, and construction, for approval by ISSA.

Advanced Approval is required for:

- 1,000 sq. ft. or more
- Peninsula or Split-Island Booths
- Island booths exceeding 1,000 sq. ft.
- Double decker and/or covered booths
- Hanging signs/banners/truss
- See specific guidelines in the 2019 Booth Construction Guidelines

Submit booth drawings, complete with specifications, no later than Thursday, September 19th to:

Allison Hill

Phone: 847-897-0026 Fax: 847-982-0819 Email:<u>allison@issa.com</u>

LAS VEGAS CONVENTION CENTER APPROVAL

Booths Exceeding 1,000 sq. ft., or if the booth is multi-level or covered, are to provide the LVCC with a scaled drawing indicating all dimensions, concepts, and construction, for approval. Booth approvals should be submitted to BOOTHPLANS@LVCVA.com by August 20th.

HANGING SIGN

Complete and return the *Hanging Sign / Assembly Labor Order Form to GES by October 28, 2019.* To receive the discount price, you must complete and return the Hanging Sign / Truss Labor Order Form with hanging sign instructions and the payment & credit card charge authorization by **October 28**. The hanging sign must also arrive at the GES warehouse by October 28 to receive the discount price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Fire Regulations

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

- 1. All means of entrance and exit must be clear and free from obstruction at all times.
- 2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- 4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- 5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
- 6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
- 7. Vehicles on display (per 2003 NFPA 101, 13,7,4,4):
 - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - 7.4. External chargers or batteries are recommended for demonstration purposes.
 - 7.5. No battery charging is permitted inside the building.
 - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
 - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - 7.8. Vehicles shall not be moved during exhibit hours.
- 8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
- 9. Vehicles in the building for loading or unloading must not be left with engine idling.
- 10. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and Safety Manager.

 Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
 - 10.2. When approved, LPG (propane) containers complying with UL 147A Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager. 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 10.5. The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
 - 10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - 10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - 10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.



Fire Regulations

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ISSA Show North America Las Vegas Convention Center

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- 11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.
- 12. Smoking is not permitted in any covered or two story booths.
- 13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth.

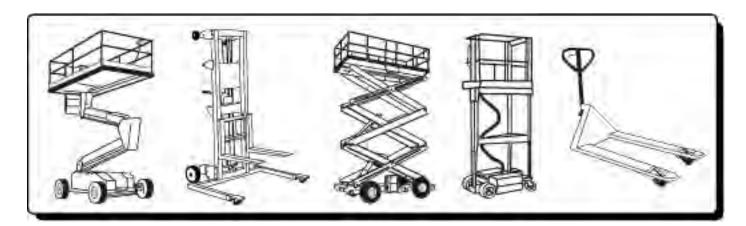
 A fire watch may be required. (See Double Deck and/or Cover Exhibits for more information.)
- 14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
- 15. Demonstration of Fuel Burning Appliances.
 - 15.1. Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to their event.
- 16. Heated and Cooking Oil or Grease Operations:
 - 16.1. Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type "K" fire extinguisher present during the operation. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)
 - 16.2. Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
 - 16.3. Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.
- 17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - 17.1. Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - 17.2. Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
 - 17.3. Screen front fireplaces will not be approved for burning.
 - 17.4. Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.



Operation of All Mechanical Lifts

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019





Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.



GES Payment Policy

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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.



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

ISSA Show North America Las Vegas Convention Center November 19 - 21, 2019

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. Agents: GES' agents, sub-contractors, carriers and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, unsupervised labor supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Unsupervised Labor (DO NOT PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. <u>Payment for Services</u>: Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

b. <u>Credit Terms:</u> All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in advance for future Services. GES retains its right to hold Customers" Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

a. <u>Customer to GES:</u> Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.

b. <u>GES to Customer:</u> To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- a. <u>Condition of Goods:</u> GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. <u>Force Majeure:</u> GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. <u>Accessible Storage:</u> GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. <u>Unattended Goods:</u> GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. <u>Empty Storage</u>: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. <u>Forced Freight:</u> GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. <u>Concealed Damage:</u> GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. <u>Unattended Booth:</u> GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers" chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. <u>Hanging items from Booth:</u> Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. <u>Sole Relief:</u> If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. <u>Labor:</u> GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers" supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. <u>Insurance</u>: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE**. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within inine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).



These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at http://www.ges.com/us/legal/privacy-policy. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

Payment Policy

Payment for Services: GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

Third Party Billing: Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any guestions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



Additional Service Order Forms



The Las Vegas Convention Center

Welcomes









November 19- 21, 2019

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

Orders Are To Be Finalized By:

12pm PST on Monday November 4th

Orders submitted after this date and time will be subject to our limited menu. Additional fee of 25% will apply on all published pricing.

To Place Orders:

Email: exhibitorcateringlvcc@centerplate.com or Visit Online: lvcvaexpresscatering.ezplanit.com For More Information Call: 702-943-6779

EXCLUSIVITY

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



Centerplate

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

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

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



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

Thank You for Your Cooperation!



Food and Beverage Sampling Policy and Guidelines

The Catering Department at the LVCC retains the exclusive right to provide, control and maintain all food and beverage services within the Las Vegas Convention Center. No outside food and beverage may be distributed without prior approval, fees may apply. Concessions, water, ice, the sale of alcoholic or non-alcoholic beverages, and the distribution of snacks, treats or candies are included under this provision.

- All approved food items brought into the building must comply with the Southern Nevada Health District and all applicable laws.
- All approved food and beverage sampling exhibitors are required to have hand washing/sanitation kits. Kits can either be brought in or purchased from Centerplate. [see page 2]
- Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies. If they are not Manufactured, Processed or Distributed by the company then you are not able to provide samples of food and beverage unless they are purchased through Centerplate. (see page 2)
 - o Food preparation, heating/kitchen services must be disclosed to the Catering Department at the LVCC no later than 3 weeks prior to the event. Subject to approval.
 - o A description of size/equipment/processing procedure must be submitted in advance for approval.
- Food and Beverage may <u>not</u> be sold within LVCC.
- Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought in the facility. This includes product owned or donated.
- Items to be distributed are limited to sample sizes, or are subject to additional fees.
 - O {see page 2}
- A certificate of liability naming Centerplate as an additional insured <u>must</u> be submitted to the Catering Department at the LVCC from each sampling client.
 - o Please provide general liability (\$1,000,000) and Workers Comp (\$1,000,000)

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!





DO NOT include any credit card or personal information with this form

Food and Beverage Sampling / On-Site Preparation Approval Form

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

Name of Event:	Date of Event:
Company Name:	Booth #:
Contact/Title:	Contact Number:
Email:On	Site Contact Numbe <u>r:</u>
Proprietary product to be prepared/sampled:	
Demonstration : An Exhibitor that does not manufactur wishes to use food and/or beverage to demonstrate a piece of elf yes, a Centerplate Sales representative will be in contact	
Non-Alcoholic Beverages are limited to a maximum 3oz containers. All approval as specific laws and policies apply. Please speak with yoinformation.	
Food items are limited to a sample size not more than 2oz.	
Portion Size to be Dispensed: 2oz food 3oz be Nevada Health Law requires use of a hand washing and sanitation station You may provide your own station or purchase from Centerplate.	
Will you be purchasing a hand washing and sanitation kit fro If yes, a catering sales representative will be in contact.	om Centerplate? Yes No
Will you be heating or cooking food? Yes No If yes, an LVCVA Fire Prevention coordinator will be in contact	
Please list the heating or cooking equipment to be used:	
By submitting this form, I acknowledge I have beverage policies at the LVCC.	read and understand the food and

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

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

All aforementioned policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health Department. Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities.



HAND WASHING & SANITATION KIT

Show/Event	Detect Form To: exhibitorcated in the second s				
Company:				Booth Number:	
Address:			City, State, Zip, Co	untry:	
Phone:		Fax:	I	E-mail:	
Authorized	Contact – Please Print:		Authorized Contac	t Signature:	
	Washing & S		<u>(it</u> : \$75.00+		
•	Disposable Bucket Hot Water re-fill s	2.5 Gallons of Ho stations will be availab must be returned to C	t Water, 1 Roll of Paper ole as directed on the show floo centerplate prior to show close.		lt in a
•	on Kit to include: 100 Professional Gra			For all deliveries, a \$25.00+ fo	oo annlies
Date	Quantity	Price	Delivery Time	Tor all deliveries, a \$25.50 · N	Tota
			Subtotal	\$	
				\$	
			NV State Tax (8.25%)		
			NV State Tax (8.25%) Delivery Fee	\$	
				\$	
ered on-site resentative	e. Centerplate will use this		Delivery Fee Total o pay total charges as specified	\$	
ered on-site resentative	e. Centerplate will use this s(s).	authorization for any	Delivery Fee Total o pay total charges as specified additional charges incurred as	\$ as well as any applicable charge	by your
lered on-site resentative redit Car rdholder's I	e. Centerplate will use this s(s). rd Authorization:	authorization for any	Delivery Fee Total o pay total charges as specified additional charges incurred as	\$ as well as any applicable charge a result of on-site orders placed	by your
dered on-site presentatives redit Car ardholder's I edit Card N	e. Centerplate will use this s(s). rd Authorization: Name: umber:	authorization for any	Delivery Fee Total o pay total charges as specified additional charges incurred as	s as well as any applicable charge a result of on-site orders placed Credit Card Type: Expiration Date:	by your

Date:_____

Authorized Signature: _____

Centerplate holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water.

Centerplate requires that a LVCC bartender dispense all alcoholic beverages.

Billing Address:

Company Name: _____

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Phone: _____ Fax: _____ Email: _____

_____State: _____ Zip: _____

	Hall/Lot: _		_ Booth #:		Aisle:	Event :				
	Represen	tative:				Title:				
						_ On-Site Cell #:				
						 Estimated No.				
	0 0 =						o. oo			
0	ERVICE	START	END	QTY		DESCRIPTION		UNIT	TOTAL	
	DATE	TIME	TIME	QII		DESCRIPTION		PRICE	PRICE	



SERVICE DATE	START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
COMMENT	ΓS:			SUBTO	OTAL	
				19% SERVICE CHARGE		
				SUBTOTAL WITH SERVICE CHARGE		
				8.25% NV STATE TAX TOTAL		
				ESTIMATED CHARGES		

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page



ONE OPTION BELOW MUST BE SELECTED:

 □ Company Check used for total charges on initial caterir □ Credit Card to be used for all charges Pre-Ordered for 	ng contract. Credit Card to be used for additional items ordered on site. the show and additional items Ordered On-Site.
Credit Card #:	Credit Card Type:
Cardholder's Name:	
Exp. Date: CID #:	
☐ Check this box if billing address for this credit card is the	e same as Address listed on page (1)
If the address is different, please fill in the inform	nation below for the credit card
Street Address	
City	State Zip
CONTRACT AS WELL AS ANY APPLICABLE CHARG	OR ANY ADDITIONAL CHARGES INCURRED AS A RESULT
AUTHORIZED SIGNATURE	DATE

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:

EMAIL:

EXHIBITORCATERINGLVCC@CENTERPLATE.COM
OR DIRECTLY TO YOUR CATERING SALES MANAGER

BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.









CATERING MENU



Welcome to Las Vegas!

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

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

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

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

Here's to your successful event in Las Vegas!

Angelina Martinez

Angelina Martinez

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



P: 702.943.6757 angelina.martinez@centerplate.com



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LUNCH PLATTERS/SALAD BOWLS	26-27	BEVERAGES	45-50





SERVICE **DIRECTORY**

CENTERPLATE CATERING SALES OFFICE

702.943.6779

LAS VEGAS CONVENTION CENTER

702.892.0711



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

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





Gluten Free Items

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

CENTERPLATE'S COMMITMENT TO QUALITY

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

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



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

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

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

We look forward to serving you!









POLICIES AND PROCEDURES

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

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

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

EXCLUSIVITY

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

FOOD AND BEVERAGE PRICING

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

SERVICE CHARGES AND TAX

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

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

POLICIES AND PROCEDURES continued

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

PAYMENT POLICY

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

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

CHINA SERVICE

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

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

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

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

LINEN SERVICE

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

CONCESSION SERVICE

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



POLICIES AND PROCEDURES continued

DELIVERY

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

DELAYED OR EXTENDED SERVICE

On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge of \$1.50+ per attendee will apply, per each $\frac{1}{2}$ hr.

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

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

HOLIDAY SERVICE

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

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

GUARANTEES

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

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

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

POLICIES AND PROCEDURES continued

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

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

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

SECURITY

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

ALLERGIES

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

LABOR

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

• Food Server, Runner, Bus Person, or Attendant: \$120.00 (4-hr minimum) \$30.00 – per additional hour

Culinary Attendant or Bartender:

\$180.00 (4-hr minimum) \$45.00 – per additional hour

Booth/Meeting Room Manager: \$600.00 – per 8 hours

• Personal Chef: \$600.00 – per 8 hours

POLICIES AND PROCEDURES continued

ALCOHOL

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

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

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

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

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

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

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





BREAKFAST

CONTINENTAL BREAKFAST

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

Las Vegas Valley \$17.50

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

Sunrise Mountain Premium \$22.25

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



LAS VEGAS VALLEY CONTINENTAL ENHANCEMENTS

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



Greek yogurt, local desert honey, seasonal berries and house granola

Steel-cut Oatmeal \$6.75

Assorted dried fruit, golden raisins, brown sugar, desert honey, milk and cinnamon

English Muffin Breakfast Sausage Sandwich \$6.75

Scrambled eggs, maple, pork sausage patty and sharp cheddar cheese

English Muffin Breakfast Country Ham Sandwich \$6.75

Scrambled eggs, country ham and jack cheese

Breakfast Vegetarian Burrito \$7.00

Flour tortilla, scrambled eggs, roasted pepper, black beans, pepper jack cheese and potatoes

Breakfast Burrito \$7.75

Flour tortilla, scrambled eggs, roasted pepper, chorizo sharp cheddar cheese and potatoes

Pretzel Bun Breakfast Sandwich \$7.00

Scrambled eggs, turkey sausage patty and fontina cheese

Orleans Breakfast Sandwich \$7.00

Cinnamon French toast, scrambled eggs, maple sausage patty and pepper jack cheese

A dedicated server is required for all hot food services.

Gluten free pastries available on request.



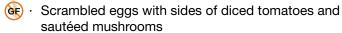
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BREAKFAST

BREAKFAST BUFFETS

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

Las Vegas Morning \$30.75





♠ · Applewood bacon

👀 · Desert valley tableau of sliced fruit and berries

← Assorted bottled fruit juices
 ← Assorted fruit juices
 ← Assorte

· Locally baked breakfast pastries, muffins and bagels

(GF) · Served with butter, preserves and cream cheese

Daybreak Sunrise \$34.00

For the second s

🕞 · Southwest potato hash

🚱 · Applewood bacon

· Green chili chorizo and jack cheese enchilada

🚱 · Desert Valley tableau of sliced fruit and berries

♦ · Assorted bottled fruit juices

· Locally baked breakfast pastries, muffin and bagels

Served with butter, preserves and cream cheese



BREAKFAST BUFFET ENHANCEMENTS

Minimum order of 25 per item.

French Toast Soufflé \$7.00

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

6 Las Vegas Farmer Market Cocotte \$7.50

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

Old Las Vegas Diner Special \$8.50

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

A dedicated server is required for all hot food services.

Gluten free pastries available on request.



BREAKFAST

PLATED BREAKFASTS

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

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



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

Las Vegas Farmer's Market Torta \$31.00

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



Breakfast Enchilada \$31.00

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

Fremont Street Frittata \$31.00

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

Vegas Egg Tian \$31.00

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

A dedicated server is required for all hot food services.

Gluten free pastries available on request.



A LA CARTE

NON-ALCOHOLIC BEVERAGES

Keurig® K-Cup Coffee Tropicana® Bottled **Freshly Brewed Coffee** \$170.00 \$196.00 (2.5 gallons, serves Fruit Juices (case of 24) \$84.00 Package Includes 48 K-Cups approximately 25 cups of coffee) Assorted flavors of orange, Ask Sales Manager about flavored coffee, decaf and tea K-cup options cranberry and apple **Freshly Brewed** Lemonade (2.5 gallons) \$90.00 **Decaffeinated Coffee** \$170.00 **Italian Gourmet Espresso Kit** \$300.00 (2.5 gallons, serves **Brewed Iced Tea** (2.5 gallons) \$90.00 (100 servings) approximately 25 cups of coffee) Each kit includes espresso, Hot Tazo® Tea \$170.00 **Royal Coffee Package** \$180.00 chocolate syrup, cinnamon, (2.5 gallons, serves approximately (2.5 gallons) milk and whipped cream 25 cups of hot tea, 24 tea bags included per order) Freshly brewed coffee with a side Must accompany espresso of cinnamon, nutmeg, chocolate machine rental (not "included") sprinkles, sugar stir sticks and Assorted Pepsi® Soft Drinks \$78.00 whipped cream **Espresso Machine Rental** \$650.00 (case of 24) (per day rental) Assortment includes Pepsi, Keurig[®] K-Cup Brewer The Italian Gourmet Diet Pepsi, Mountain Dew Daily Rental (per day) \$25.00 Espresso Kit must be and Sierra Mist ordered with the Espresso Machine. One Barista **Assorted Vitamin Water** \$144.00 included up to six hours (case of 24) per day (Each additional hour) \$45.00 \$27.75 Assorted Cartons of Milk Requires two dedicated 120 volt.

(case of 12, ½ pints)

20amp electrical outlets

A LA CARTE

NON-ALCOHOLIC BEVERAGES continued

WATER

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

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

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

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

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

Cold Water Cooler (per day) \$38.00

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

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

Bagged Ice (20 pounds) \$29.00

Custom Logo Bottled Water

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



LAS VEGAS INFUSED HYDRATION STATION

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

(Infused Spa Water

2.5 gallon container (each) \$150.00

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

🚱 Infused Iced Tea

2.5 gallon container (each) \$150.00

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

Infused Lemonade

2.5 gallon container (each)

\$150.00

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



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A LA CARTE



LAS VEGAS BAKERY

Assorted Bakery Tulip Muffins (dozen)	\$48.00	Carl's Bakery Donuts (dozen)	\$36.00
Assorted Bakery Bagels (dozen) Served with cream cheese	\$44.00	Freshly Baked Cookies (dozen) Chocolate chip, oatmeal raisin and macadamia white chocolate. Peanut butter available on request	\$39.50
Assorted Danish Pastries (dozen)	\$48.00	Brownies (dozen) Fudge, walnuts and chocolate chip	\$44.00
Assorted Breakfast Breads (dozen)	\$41.00	Assorted Gourmet Cupcakes (dozen)	\$60.00
Assorted Breakfast Scones (dozen) Served with butter	\$45.00	French Macaroons (dozen)	\$40.00
and preserves		Rice Krispy® treats (dozen)	\$44.00
Assorted Croissants (dozen)	\$45.00	Bavarian Style Pretzels (each) Bavarian pretzel served with	\$5.25
Assorted Low Fat Muffins and Scones (dozen) Served with butter and preserves	\$45.00	mustard and choice of cheese sauce or house beer sauce A dedicated server is required. \$120 per server.	

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

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

Custom artwork available with prior notice and additional fees.
Ask your Sales Manager.
A dedicated server is required.
\$120 per server.

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

Gluten free pastries available on request.



A LA CARTE

PANTRY

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

Seasonal Whole Hand Fruit	\$2.75
(each)	

Carved Seasonal Fruit and Berries (per person) \$8.25

(each) Assortment of Greek Yogurts

Assortment of Cereals and Milk (each) \$5.50

Tortilla Chips and Salsa \$5.50 (per person)

Tortilla Chips Salsa and Guacamole (per person) \$8.00

Kettle Chips and Dip (per person) \$6.00 Roasted onion and sour

Roasted onion and sour cream dip

Roasted Mixed Nuts (per pound) \$42.00

Traditional Snack Mix (per pound) \$23.00

PACKAGE GOODS

Rold Gold® Pretzels
Individual bags (per dozen) \$27.00

Planters® Salted Peanuts
Individual bags (per dozen)

Flanters® Fruit and Nut

Individual bags (per dozen) \$27.00

\$27.00

Assorted Bags of Chips Doritos®, Cheetos®, Lays®

Original and Barbecue
Individual bags (per dozen) \$28.00
Some Gluten free bags

Assorted Chex® Snack Mix

Traditional, Honey & Nut and Cheddar

Individual bags (per dozen) \$36.00

Nature Valley® Granola Bars

Assorted flavors (per dozen) \$42.00

Kellogg's® Nutri-Grain® Bars

Assorted flavors (per dozen) \$45.00

Full Size Candy Bars

(per dozen) \$39.00

Energy & Protein Bars

(per dozen) \$57.00

Ice Cream Novelties* (dozen) \$48.00

Requires a portable freezer and dedicated 110volt 10amp line

Premium Ice Cream

Novelties* (dozen) \$84.00

Requires a portable freezer and dedicated 110volt 10amp line

*Ice Cream Freezer Rental Fee \$250.00



SPECIALTY **DISPLAYS**

BREAK SERVICE

Antique Style Popcorn Machine (per day) \$190.75

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

Size: 67Hx34Wx26D

Power requirements are 110-volt 20amp

dedicated power line

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

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

Size: 22Hx22Wx18D

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

🚱 Popcorn Package

Popcorn kernels, oil and seasoning Includes serving bags (200 bags)

Must be ordered with a Popcorn Machine Rental



Portable Cookie Oven (per day)

\$55.00

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

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp

dedicated power line table or counter top required

Cookies for Cookie Station (each case)

\$240.00

Otis Spunkmeyer® cookie dough.

Please select one: chocolate chip, sugar, oatmeal raisin and white chocolate macadamia nut cookie dough

(serves 240 cookies)

Must be ordered with a Cookie Oven Rental



\$195.00



BOXED LUNCHES

Prices listed are per guest.

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

The Red Rock Wraps \$31.50

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

Selection of gourmet wrap sandwich:

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

The Garden Salad Patch \$31.50

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

Selection of gourmet salad:

- · Chicken Caesar salad
- (GF) · Southwest chicken salad
- 🚱 · Edamame veggie salad



The Delicatessen Shop Lunch \$31.50

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

Selection of gourmet sandwich:

- · Focaccia chicken pesto
- · Turkey pretzel bun
- · Caprese focaccia

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

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



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LUNCH **PLATTERS**

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

Only Vegas Platter

\$254.00

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

Sin City Sliders

\$265.00

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



Garden Patch Platter

\$191.00

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

Pan Roasted Turkey and Butter Croissant Platter

\$228.00

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

Edamame Veggie Wrap

\$245.00

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





A LA CARTE LUNCH SALAD BOWLS

Serves approximately 12 guests.

- Four Corners Salad \$75.00
 Crispy romaine, corn, black beans, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips.
 - cotija cheese and crispy tortilla strip Served with chipotle avocado ranch dressing and lime chili vinaigrette
- Fremont Street Caesar Salad \$72.00

 Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds.

 Served with creamy Caesar dressing

and lemon herb vinaigrette

Backyard Salad \$72.00
Assorted baby greens, tomato

gems, cucumbers, carrots, beets and spiced goat cheese coins.

Served with an ancho ranch dressing and red wine vinaigrette

Flower Salad \$72.00

Roasted cauliflower, broccoli

and carrot chili vinaigrette

- American Potato Salad \$69.00

 Red bliss potatoes, whole grain mustard aioli, egg and celery
 - Heirloom Rice and Grain Salad \$72.00

 Heirloom rice and grains,
 mushrooms, artichokes, tomato
 gems and herb sherry vinaigrette

ADD TO ANY SALAD AS AN ENHANCEMENT:

Herb Grilled Chicken Breast \$28.00

Carved and enhanced by sea salt and pink pepper



PLATED LUNCHES

TWO COURSE

Prices listed are per guest. Minimum 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. Two course plated lunches served with Vegas bakery rolls, iced tea, freshly brewed regular coffee and water.

MAIN COURSE

Please select one from the following:

Hardwood Smoked Turkey Breast \$45.00

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

Roasted Chicken Breast \$45.00

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

Honey Prickly Pear Caramelized Chicken Breast \$45.00

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

Local Herb Stout Marinated Steak Pavé \$45.00

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

Rare Miso and Sesame Crusted Tuna Bloc \$45.00

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



PLATED DESSERTS

Please select one from the following:

Mixed Fruit Crostata – with sweet cream and berry balsamic syrup

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

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

Tres Leches Cake - with sea salt caramel. buttered rum sauce and sweet cream

Chocolate Mousse Layer Cake with sweet cream and berry compote

A dedicated server is required for all hot food services.



(GF) Gluten free options available.



PLATED LUNCHES continued

THREE COURSE

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

Three course plated lunches come with Vegas bakery rolls and butter, freshly brewed coffee, iced tea, water and choice of salad and dessert.

MAIN COURSE

Please select one from the following:

Ancho Rubbed Roasted Chicken Breast \$45.00

Chimichurri velouté, southwest rice pilaf and seasonal local vegetable medley

Herb Grilled Chicken Breast \$45.00

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

Fioneer Chicken Breast \$45.00

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

GE Barbacoa of Beef \$45.00

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

GF Butler Steak \$45.00

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

SALADS

Please select one from the following:

🊱 Our Simple Garden Salad

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

Farmers Market Salad

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

Four Corners Salad

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

Backyard Salad

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

Fremont Street Caesar Salad

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

PLATED DESSERTS

Please select one from the following:

Flourless Chocolate Cake
With raspberry syrup and sweet cream

Lemon Custard Brûlée Tart

With seasonal berry balsamic honey compote and sweet cream

Orange Semolina Cake

Sweet cream and huckleberry compote

New York Style Cheesecake

Sweet cream and seasonal berry compote

Apple Crumble Tart

Sea salted caramel and sweet cinnamon cream

A dedicated server is required for all hot food services.

👀 Gluten free options available.



LUNCH BUFFETS

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

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





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

SANDWICHES

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

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



WRAPS

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

DESSERTS



- Whole fruit basket
- · Gourmet cookies
- Decadent brownies



A dedicated server is required for all hot food services.



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LUNCH BUFFETS continued

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

Mt. Charleston \$45.00 SALADS



Farmers Market Salad

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

(Heirloom Potato Salad

Assorted Heirloom petite potatoes with whole grain creamy mustard dressing

MINI SLIDER SANDWICHES

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

DESSERTS



· Crème brûlée with fruit garnish



- · Fresh seasonal fruit and berry martini
- · Assortment of house Las Vegas cupcakes

Hacienda Plaza \$45.00

SALADS

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

MAINS

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

DESSERTS

- · Tres leches cake
- · Spiced flourless cake
-) · Flan de queso blanco







LUNCH **BUFFETS** continued

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

Summerlin Backyard BBQ \$45.00

SALADS

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

MAINS

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

DESSERTS

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



Fremont Street \$45.00

SALADS

Fremont Salad

Romaine spears, roasted peppers, black beans, crispy cheese, spiced pumpkin seeds served with honey Meyer lemon vinaigrette and roasted red pepper ranch dressing

Flower Salad

Fire roasted cauliflower, broccoli and carrot lime chili vinaigrette

MAINS

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

DESSERTS

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

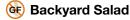
A dedicated server is required for all hot food services.



LUNCH **BUFFETS** continued

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

Green Valley Backyard \$45.00 **SALADS**



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

(GF) Basque Salad

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

MAINS

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



DESSERTS

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



A dedicated server is required for all hot food services.

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DINNER

PLATED DINNERS

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

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

ENTRÉES

Please select one from the following:

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



- Supreme of Organic Salmon \$52.00

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



A dedicated server is required for all hot food services.

DINNER

PLATED DINNERS continued

SALADS

Please select one from the following:

Farmers Market Salad

Local baby greens, herb encrusted goat cheese, radishes, seasonal berries, southwest spiced agave pecans and aged sherry vinaigrette

🚱 · Roasted Beet Salad

Roasted beets, Belgian endive, bitter greens, seasonal citrus, pistachio crisp and blood orange vinaigrette

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



CATERING MENU - LAS VEGAS CONVENTION CENTER



Please select one from the following:

- Crostata of Fresh Fruit and Berries
 Bavarian cream, balsamic honey blueberry syrup and sweet cream
- Passion Fruit Curd Cloud Tart
 Raspberry compote, macaroons and sweet cream
- Chocolate Grand Marnier Mousse Cake
 Orange salad, raspberry glaze and sweet cream
- Vanilla Bean Crème Brûlée
 Macaroon and seasonal fruit garnish
- Classic Opera Cake Vanilla bean Anglaise, fruit compote and sweet cream
- Gluten free desserts available on request.



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RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces per item.







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RECEPTION



HOT HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces per item.

Large Tempura White Shrimp Hand Battered and Thai Sweet Chili Sauce	\$5.00	Barbacoa Beef Taquito and Ancho Crema	\$6.50
Sweet Onlin Sauce	φ3.00	Lobster Indian Corn	
Crispy Chicken Bites and Ranch Dip	\$4.25	Empanada and Lime Crema	\$6.00
Chorizo Arepas and Chimichurri Aioli	\$5.75	Coconut Crusted Shrimp and Pino Colada Crema	\$7.00
Artichoke Beignets and	GE	Chili Lime Chicken Kabob and Cilantro Greek Yoghurt Dip	\$6.00
Meyer Lemon Crema	\$6.25	Raspberry and Brie Poufette	\$5.00
Southwestern Style Bacon Wrap Scallop and Lime Chile Glaze	\$6.50	A dedicated server is required for all hot food services.	
Four Corner Chicken Spring Roll and Cilantro Aioli	\$4.75		



RECEPTION

RECEPTION DISPLAYS & STATIONS

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

Imported and Domestic Cheese Board \$9.75

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

Gluten free crackers and breads available upon request.

- Tableau of Carved Seasonal Fruit and Berries \$8.50
 Served with Greek yogurt honey dipping sauce
- Local Farmer's Market Vegetable Crudité \$7.25
 Served with buttermilk ranch dip

Hummus Trio \$6.75

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

Charcuterie Board of Cured Meats and Marinated Vegetables \$13.50

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

Nacho Stand* \$12.00

Crisp corn tortilla chips, chicken tinga, refried pinto beans, jalapeño cheddar cheese sauce, pickled jalapeños, black olive rings, sour cream, pico de gallo and guacamole *A dedicated server is required. \$120 per server.

CATERING MENU - LAS VEGAS CONVENTION CENTER



Bruschetta and Flat Bread Station \$11.75

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

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

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

(Each wheel serves approximately 35 guests)

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

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

Pasta Station*** \$16.50

(Minimum of 100 guests)

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

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

Add Shrimp \$16.00

Add Crabmeat or Lobster \$18.00

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

A dedicated server is required for all hot food services.



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RECEPTION

CULINARY ATTENDED ACTION STATIONS

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

Four Corner Slider Station* \$13.50

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

Choice of three:

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

Las Vegas Street Vendor Taco* \$16.00

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

Choice of three:

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



Looking West to the Far East* \$30.00

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

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

Small Plates:

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

A dedicated server is required for all hot food services.

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

RECEPTION

CARVED TO ORDER STATIONS

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

Bone-In Turkey Breast* \$230.00

(serves 25 guests)

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

Slow Roasted Whole Sirloin of Beef* \$390.00 (serves 25 guests)

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

Herb Crusted Beef Tenderloin* \$550.00

(serves 25 guests)

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

Tri Color Pepper Crusted Heirloom Pork* \$375.00

(serves 25 guests)

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



Herb and Pepper Crusted Baron of Beef* \$550.00 (serves 75 quests)

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

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

A dedicated server is required for all hot food services.

Gluten free rolls available on request.



RECEPTION



DESSERT STATIONS

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

Served with freshly brewed regular coffee.

Ice Cream Social \$12.00

Premium vanilla ice cream, served with assorted parlor toppings:

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

Strawberry Shortcake Station \$14.50

Build your own strawberry shortcake station to include:

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



Build Your Own Shortcake Station \$14.50

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

Las Vegas Pastry Shop Window \$16.00

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

Four Corner Sweet Street Taco Station* \$16.00

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

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

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

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BEVERAGES

HOSTED BEVERAGES

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

Premium Spirits \$8.50

By the cocktail

Ketel One Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Dewar's 12 Scotch

Bulleit Bourbon

Seagram's VO Whisky

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

Deluxe Spirits \$7.75

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec







Please select one category of spirits per event.

Centerplate is proud to pour Finest Call brand mixers.

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

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

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

BEVERAGES



HOSTED BEVERAGES continued

Premium Wine

\$7.25 By the glass

House Selections

Chardonnay

Merlot

Deluxe Wine

\$6.75 By the glass

House Selections Chardonnay

Merlot



Imported Beer

\$7.50 By the bottle/can By the case \$156.00

Corona Extra Stella Artois

other options available by the case

American Premium Beer

By the bottle/can \$6.50 \$132.00 By the case

Budweiser **Bud Light**

Draft Beer By the keg*

American Premium \$525.00 \$675.00 Imported

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

Malt

\$168.00 By the case

Mike's Hard Lemonade **Angry Orchard Cider**

Las Vegas Logo

Bottled Water (each) \$2.25

\$3.25 Soda (each)

Assorted Pepsi® products

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

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.



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BEVERAGES

CASH BAR SERVICE

All beverages are purchased using cash or credit card by each guest. One bartender per 100 guests is recommended. Please select premium or deluxe package.

Premium Spirits \$8.50

By the cocktail

Ketel One Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Dewar's 12 Scotch

Bulleit Bourbon

Seagram's VO Whisky

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

Deluxe Spirits \$8.00

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec



Please select one category of spirits per event.

Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$950.00++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

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

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

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BEVERAGES

CASH BAR SERVICE continued

Premium Wine \$7.50

By the glass

House Selections

Deluxe Wine \$7.00

By the glass

House Selections



Imported Beer \$7.00

By the bottle/can

Corona Extra Stella Artois

Malt \$7.00

By the bottle/can

Mike's Hard Lemonade Angry Orchard Cider

American Premium Beer \$5.75

By the bottle/can

Budweiser

Bud Light

Las Vegas Logo

Bottled Water (each) \$2.25

Soda (each) \$3.25

Assorted Pepsi® products



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

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.

Please do not hesitate to contact your Catering Sales Manager for assistance with your event's beverage menu.

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BEVERAGES

WINES

Chardonnay	Bottle
Canyon Road, California	\$29
Bonterra (Organic), Mendocino, California	\$54
Pinot Grigio	
Placido, Italy	\$37
Castello Banfi, San Angelo, Italy	\$79
Sauvignon Blanc	
Fetzer Echo Ridge, California	\$29
Bonterra (Organic), Mendocino, California	\$54
Whitehaven Marlborough, New Zealand	\$63
Riesling	
Pacific Rim (Dry Organic), Columbia Valley	\$40
Sparkling Wine · Champagne	
Wycliff Brut, California	\$32
Maschio Prosecco, Veneto, Italy	\$42.50
LaMarca Prosécco, Treviso, Italy	\$52
Chandon Brut Classic, Carneros, Napa	\$84



Cabernet Sauvignon	Bottle
Beringer Main & Vine, California	\$29
Fetzer Valley Oaks, California	\$29
Dark Horse, California	\$32
Merlot	
Walnut Crest Select, Chile	\$29
Bonterra (Organic), Mendocino, California	\$45
Columbia Winery, Washington	\$48
Pinot Noir	
Fetzer, Chile	\$29
Rainstorm, Willamette Valley, Oregon	\$55
MacMurray Estate Vineyards, California	\$90
Malbec	
Trivento Reserve, Mendoza, Argentina	\$52
Zinfandel	
Fetzer Valley Oaks, California	\$29
1000 Stories Bourbon Barrel Aged, California	\$50
Bonterra (Organic), Mendocino, California	\$58

Wines are subject to change based upon availability.





MAKING IT BETTER TO BE THERE®

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, November 16-22, 2019, naming International Sanitary Supply Association (3300 Dundee Road, Northbrook, IL 60062) as the certificate holder. The following shall be named as additional insured: International Sanitary Supply Association - ISSA, Las Vegas Convention Center and GES.

If you already have compliant coverage, please forward your proof of insurance to allison@issa.com.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$94:

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NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 3150 Paradise Rd, Las Vegas, NV 89109

Phone Number - (800) 528-7975.

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen or damaged merchandise? We also offer Short Term Optional

Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

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ISSA Show North America

November 19 - 21, 2019

Las Vegas Convention Center Las Vegas, NV



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Email order to: order@floralexhibits.com

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info@floralexhibits.com

All prices include delivery, installation, servicing and dismantle at the end of the show.

Orders without payment will not be processed.

Cancellations may be made prior to the pre-show deadline. No refunds will be made after that date.

Product availability is subject to season and geographic location. All materials, containers and plants are available on a rental basis.

Damaged or missing items are the responsibility of the exhibitor and must be reported during the run of the show to allow for replacement. Additional charges may apply. No refunds will be given after the close of the show.

Floral Exhibits

Floral Exhibits, Ltd. 2555 S Leavitt St Chicago, IL 60608

Phone / 773.277.1888 Fax / 773.277.1919 www.floralexhibits.com

Floral & Plant Rental Form

ADVANCE ORDER DEADLINE / OCTOBER 29, 2019



exhibitor /				BOOTH NUMBER	R /
BILL T	o /		EMAIL /		
ADDRE	ESS /	CITY/	S	TATE / ZIF	o /
PHONI	E /	FAX	/	PO #	/
COMPA	ANY REPRESE	ENTATIVE /	·	DATE ORDERE) /
COMPL	FTF THIS BOX	ONLY IF DESIGNER IS NEEDED O	ON SITE		
	Contact /	Contact Phone /		/ailable Time/Date	/
QTY	TROPICAL P	PLANTS ify quantity, heights & variety	Containers for plants:	PRICE —	TOTAL
	Small Potte			\$30.00	
	Large Potte			\$35.00	
	Hanging Pla	ants		\$35.00	
	2' Plants			\$40.00	
	3' Plants			\$44.00	
	4' Plants 5' Plants			\$54.00	
	6'-7' Plants			\$64.00 \$74.00	
	8'-9' Plants			\$125.00	
	Potted Mum Potted Azal Bromeliads	PLANTS & ACCESSORIES 15 (Yellow, White, & Lavender) eas (Red, Pink, & White) rls (Great for business cards & promotional	il items!)	\$25.00 \$35.00 \$35.00 \$35.00	
	FLORAL ARI	RANGEMENTS / PLEASE CHOOSE cate desired colors)			
	Single Stem	Phalaenopsis Orchid Plant (Fuch	sia or White) Long Lasting!	\$95.00	
	Double Sten	m Potted Orchid Plant (Fuchsia or W	Vhite) Long Lasting!	\$135.00	
		gement (12"x12")		\$82.50	
		angement (18"x14")		\$97.50	
		gement (24"x18")		\$117.50	
	Custom Arra	angement (please ask for quote)		SUBTOTAL	
				Tax 8.25%	
				TOTAL	
PAYME	ENT INFORMA	ATION			
	one / VISA	MC AMEX DIS	COVER		
Name Card #	,				
Exp. D	,	CVV Code /			
Signat	 ure /				

PLEASE RETAIN A COPY FOR YOUR RECORDS



Internet Products Form

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



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

	7						
Event Name:		Company Name:					
Event Start Date: / /		Billing Name:					
Event End Date: / /	Billing Address:						
Booth/Room #:	oth/Room #:						
On-Site Contact:		Country:					
Cell #:		Phone #:					
On-Site Contact Email Address:		Billing Contact Email Addres	s:				
Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.							
20% Early Ordering Discount - Final order and payment A 20% Expedite Fee will be applied to any order pl	must aced	t be received 30 days prior to the 172 hours or less before the listed	listed event start da I event start date.	te.			
Internet/Ne	tw	ork Services					
Shared Bandwidth DATA Services - routers, servers and N (Shared Bandwidth is shared with other Inte			,	ects			
Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) I Best shared connection that is shared with other customers.	P add	lress. Order up to 20 total IP addresses.	Price \$1,495.00	Quantity			
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP addr Up to 10 Mbps connection that is shared with other customers.	ess. (Order up to 10 total IP addresses.	\$995.00				
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address as a connection that is shared with other customers.	ss. O	rder up to 3 total IP addresses.	\$745.00				
Dedicated Bandwidth Servic	es (E	Dedicated Bandwidth, NOT SHARED)					
High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps a	re a	vailable	Call for pricing				
Business Professional Plus: 200 Mbps Single drop with 3 public IP additional Dedicated connection, NOT SHARED.	esses	s. Order up to 20 total IP addresses.	\$60,000.00				
Business Professional Plus: 100 Mbps Single drop with 3 public IP addinated connection, NOT SHARED.	esses	s. Order up to 20 total IP addresses.	\$42,000.00				
Business Professional Plus: 50 Mbps Single drop with 3 public IP addre Dedicated connection, NOT SHARED.	sses.	Order up to 20 total IP addresses.	\$26,500.00				
Business Professional Plus: 25 Mbps Single drop with 3 public IP addre Dedicated connection, NOT SHARED, best option for large data transfers, video			\$14,300.00				
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Or Dedicated connection, NOT SHARED, good for robust browsing, video and aud			\$6,100.00				
Business Starter Plus: 3 Mbps Single drop with 3 public IP addresses. No Dedicated connection, NOT SHARED, good for robust web browsing.	addir	tional IP addresses allowed	\$3,500.00				
Additional Pro	duc	cts and Services					
Patch cables - Ethernet Cat 5 Cable			\$80.00 each				
Switch rental - Up to 24 port (10/100 unmanaged)	Switch rental - Up to 24 port (10/100 unmanaged)						
Additional IP address	Additional IP address						
Additional Locations - Additional drop for dedicated bandwidth pr	Additional Locations - Additional drop for dedicated bandwidth products only.						
Labor/Floor work - The 20% early ordering discount does not apply	/.		\$75.00/hour				
Outside Distance Fee			\$500.00				
To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network sta	ndaro	d, the latest in Wi-Fi 5GHz technology.	Please ensure your dev	ice(s) is compatible.			
		Total:					

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

Booth Diagram Information - Internet

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

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

		Adjac	ent Booth	#			
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Adjacent Booth #_

TERMS AND CONDITIONS OF SERVICE

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

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

- 3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.
- 4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

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

- 6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.
- 7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

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

- 9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.
- 10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.
- 11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.
- 12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.
- 13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.
- 14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation. 15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/business-policies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-generalterms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



Voice and Video Products Form

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

Vegasconvention center

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

Event Name:	Company Name:			
Event Start Date: / /	Billing Name:			
Event End Date: / /	Billing Address:			
Booth/Room #:	City: State: Zip:			
On-Site Contact:	Country:			
Cell #:	Phone #:			
On-Site Contact Email Address:	Billing Contact Email Address:			

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

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.

A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Voice Services		
Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	
Single Line with phone set (Long distance rates will apply)	\$345.00	
Multi-Line: One line with one roll-over line and handset	\$490.00	
Phone System Services (Direct Dial)		
Single Line no features	\$490.00	
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	
Single Line with Polycom Speakerphone	\$550.00	
Demarc Extension Services		
Dry Pair Demarc Extension (non-DSL)	\$250.00	
ISDN BRI circuit extension from Demarc to Booth	\$500.00	
Video Services		
Digital or HDTV Service (All channels, excluding Premium and International)		
Entire Show (First outlet only, up to 5 days)	\$525.00	
Additional Digital/HD Outlets (2 or more)	\$330.00 each	
Additional Analog Outlets (2 or more)	\$140.00 each	
Additional Services		
Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	
Voice Services Distance Fee	\$100.00	
Video Services Distance Fee	\$500.00	

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

Total:

Booth Diagram Information - Voice and Video

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

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

	Adjacent Booth #								
									2
oth #									
Adjacent Booth #_									
Adj									

Adjacent Booth #_

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- 4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.
- 5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.
- 6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.
- 7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.
- <u>8 LIMITATION OF LIABILITY</u> COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.
- 9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.
- 10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.
- 11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.
- 12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.
- 13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.
- 14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation. 15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/business-policies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-generalterms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.





Guest Wi-Fi, Exhibitor Wi-Fi and Wi-Fi Hotspots are available from Cox Business throughout the Las Vegas Convention Center.



ADVANCED CONVENTION SERVICES

Free Wi-Fi access is available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

How to Connect. Look for the .**Guest Wi-Fi** network on your mobile device settings. You will be directed to the Guest Wi-Fi splash page.

This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.

Choose the option that is best for you.

Free Wi-Fi Access (up to 384 Kbps)

or

Wi-Fi Upgrade* (up to 1.0 Mbps) for only \$14⁹⁹ per day

*Service is through on-site credit card purchase only.

Exhibitor Wi-Fi provides a reliable connection to your mobile device and offers a variety of other business options so that you can stay connected at the Las Vegas Convention Center.

How to Connect. Look for the .**Exhibitor Wi-Fi** network on your mobile device settings. You will be directed to the Exhibitor Wi-Fi splash page.

This service is not intended for streaming video, presentation software or power business use.

Choose the option that is best for you.*

1 Day Exhibitor Wi-Fi = $$79^{99}$

3 Day Exhibitor Wi-Fi = $$149^{99}$

5 Day Exhibitor Wi-Fi = $$239^{99}$

*Service is through on-site credit card purchase only.

Wi-Fi Hot Spots offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

Need Wi-Fi in one localized area to attract visitors to your booth or a customized splash page? We can help.

Cox Business utilizes 802.11ac, the latest in Wi-Fi technology.

Choose the option that is best for you.

Up to 10 users = $$2,200^{00}$

Up to 25 users = $\$3,200^{00}$

Up to 50 users = $$4,500^{00}$

Up to 100 users = $\$6,800^{00}$

Packages for more than 100 users are available, please contact us for a customized quote. Pricing based on 1.5 Mbps download.

Contact us by phone: 855-519-2624, email: orders@coxlvcc.com or online: tradeshows.coxhn.net



Customer SSID and Password

Customer SSID

Wi-Fi Hotspot Products Form

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

Vegas CONVENTION CENTER

7/17_Page 1 of 2 Toll Free Phone: **855-519-2624** – Email: LVCC.orders@cox.com – Fax: 702-920-825!

Event Name:	1 1						
vent Name: Company Name:							
Event Start Date: / /	Billing Name	e:					
Event End Date: / /	Billing Addr	ess:					
Booth/Room #:	City: State: Zip:						
On-Site Contact:	Country:						
Cell #:	Phone #:						
On-Site Contact Email Address:	Billing Conta	act Email Address	:				
ox Business has a full list of products beyond the internet drop se	rvices listed below. Please	contact us to discu	ss any additional needs	s you may have.			
20% Early Ordering Discount - Final order and page A 20% Expedite Fee will be applied to any o	/ment must be received 30 rder placed 72 hours or le:	O days prior to the l ss before the listed	isted event start date. event start date.				
	Vi-Fi Hotspots						
Service will be available a day before the event through a							
	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity			
Wi-Fi Hotspot: Up to 10 Users	\$2,200.00		\$2,800.00				
Wi-Fi Hotspot: Up to 25 Users	\$3,200.00		\$4,000.00				
Wi-Fi Hotspot: Up to 50 Users	\$4,500.00		\$5,500.00				
Wi-Fi Hotspot: Up to 100 Users*	\$6,800.00		\$8,500.00				
*Additional block of 50 Users (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00		\$3,750.00				
Splash Page with sponsor logo (Splash page template provided by Cox Business)	\$2,500.00		\$2,500.00				
Redirect Landing Page (Customer specific URL)	\$2,500.00		\$2,500.00				
Tot	al:	_ Total:					
Add	litional Services						
Labor/Floor work The 20% early ordering discount does not apply. \$75.00/hr							
Labor/Floor work the 20% early ordening discount does	Outside Distance Fee \$500.00						

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

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

TERMS AND CONDITIONS OF SERVICE

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

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

- 3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.
- 4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

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

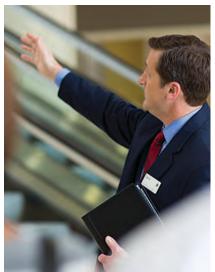
- 6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.
- 7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

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

- 9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.
- 10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.
- 11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.
- 12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.
- 13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.
- 14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation. 15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/business-policies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-generalterms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



An Inside Team. On Your Side.







You need to stand out in the crowd. We're here to make that easy.

Because we have a FedEx Office onsite at Las Vegas Convention Center, our experts can help you draw traffic and increase sales with printed materials that are ready to start working when you arrive.

Start-to-Finish Convenience

Count on us for everything from posters and brochures to direct mail campaigns for lead follow-up. Need more of anything while you're here? We're standing by with fast turnaround to keep your exhibit running smoothly.

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Find more FedEx Office locations at your favorite hotels and convention centers at **fedex.com/conventions** or call 1.800.GoFedEx 1.800.463.3339.

Here are just a few ways FedEx Office can support your event:

- Premium printing, copying and binding services
- Merchandise storage
- Mobility solutions, including scooters
- Promotional products, from lanyard to bags and drinkware
- High-quality brand imaging on largeformat signs and graphics



Lead Management Pricing

ISSA SHOW NORTH AMERICA 2019 TRADE SHOW PARTNER

2019 ISSA Show North America

November 18 - 21, 2019 | Las Vegas Convention Center | Las Vegas, Nevada

Lead retrieval is now MORE THAN just lead collection.

With eventBit® on attendee's badges, the reader or software you rent from Experient for lead retrieval will now capture near time aisle and booth traffic information. All of this new data will be aggregated in your exhibitor dashboard. As a reminder, you will only receive full contact information when you scan the attendee's badge.

eventBit IQ Performance Package with Lead Retrieval

Works by placing a small BLE (Bluetooth Low Energy) transmitter on attendee badges, read by the same lead retrieval equipment you already use.

Lead Retrieval Options: Handheld Badge Scanner (RT2000)

All the mobile lead capture benefits of SWAP®, available in a hand-held device







Tablet (Android Device)

- · Large screen for easy note-taking
- Custom lead surveys
- · All leads consolidated in your SWAP portal for follow-up

SWAP Mobile App (Use Your Own Device)

- Download the app directly to your phone or device
- · Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- · Customizable lead qualifiers and surveys
- · Ability to attach and send collateral from your device

Experient Onsite Tech support available with all Lead Retrieval and eventBit products.



Take advantage of these eventBit Performance Packages

You'll receive:

- · Statistical analytics on booth traffic
- Attendee qualification and dwell times
- Information on activity around your booth
- Near time data to make booth staffing decisions
- Booth View Alerts: Allows you to select the companies you most want to talk to and receive an alert when they are nearby.

Hubs (eventBit Data Receivers) Gain deeper insight on attendee booth behavior



Hubs are available to add into any Performance Package purchase. The eventBit Hubs, with customizable read ranges, let your company make future booth decisions by tracking specific pieces of equipment, product theaters, and offsite events to receive additional reporting on how attendees are spending time.

To enjoy the benefits of your eventBit on your SWAP-enabled personal device, you must set your Bluetooth and Location Services to ALWAYS ON.







Lead Management Pricing

2019 ISSA Show North America

November 18 - 21, 2019 Las Vegas	Convention	on Center	Las	Vegas	s, Nevada				
Exhibiting Company:									
Check if information is for: ☐ Exhibiting Comp	any 🗆 T	hird Party							
3rd Party Company (if applicable):		Cont	act Name	e:					
Address: City:									
State/Country:									
Email:									
ORDER LEAD RETRIEVAL (eventBit IQ Performa	ınce Package	e Included)				Lead Retrieval Order			
Lead Retrieval Options	on or before 10/4/2019		after 10/18/19	number of units	TOTAL	Confirmation will be emailed to you.			
Handheld Badge Scanner (RT2000)	\$570	\$645	\$675		\$	Note: All equipment must be			
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$	picked up at the exhibitor services desk unless delivery arrangements are made and			
Tablet (Android Device)	\$499	\$525	\$575		\$	arrangements are made and paid for in advance of the show.			
SWAP Mobile App (1-3 Users) Use Your Own Device	\$599	\$599	\$599		\$	Orders are subject to these Terms and Conditions:			
Add Mobile App Users (After purchase of initial lead option) \$129			129 (Each)			 Orders cannot be processed unless received with paymer Purchase Orders are not 			
Additional Services						accepted. Send check accompanied by order form.			
Developer's Kit (Real Time Data Services) Click here for more information.		\$650			\$	All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee. Orders canceled within 30 days of the show will not be refunded.			
Delivery of Reader to Booth (Post show pickup not available)		\$100			\$				
Hubs (eventBit Data Receivers)	Ca	all for Pricing			\$				
Please Note:	\$	 Taxable items and rates vary among states and are subject to change. Please call for 							
To utilize eventBit on your SWAP-enabled personal devi	ce,				8.25%	exact quote.			
you must turn on your Bluetooth and Location Services.				TOTAL	\$	Additional Terms and Conditions			
Order Online: https://exhibitor.experientswap.com					J				
Order by Mail: Experient, 5202 Presidents Court, S Order by Fax: 301.694.3286	uite 310, Fre	derick, MD 2 [.]	1703						

Payment Method

Check (Orders cannot

□ Check (Orders cannot be processed unless received with payment.)□ Visa□ MasterCard□ American Express□ DISCOVER

visa di Mastercard di Americ

Signature: Exp: /

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.

For Assistance Contact:

Michelle Willever

P: 888.266.6802

E: michelle.willever@experient-inc.com

It is against Experient's security policy to accept credit card information via email.





CONVENTION SERVICES MOBILITY RENTALS

Scootaround is the leader in mobility equipment rentals for conventions, fairs, and trade shows across North America. With one call, we can develop a comprehensive program to meet all your visitors' mobility needs and Americans with Disabilities Act (ADA) guidelines.



FLEET PROGRAM conventions@scootaround.com

f 🖸 💆 🛈 in

WE DO ALL THE WORK.

Benefits:

- · Online booking system for individual rentals
- Custom landing pages on scootaround.com for specific events
- · 24/7 reservation center
- · Professionally trained, multilingual staff
- · Current model scooters and wheelchairs
- · Monthly equipment maintenance
- Guest feedback collected through online review program
- · Individual walk-up rentals
- · Fleet services to corporate clients

Requirements from facility:

- Space to store equipment on-site (8 sq ft per scooter)
- 2. Sufficient electrical requirements to charge equipment (20 amp circuits charge 12 scooters / 30 amp circuits charge 18 scooters)
- 3. Staff members on-site to manage and distribute equipment
- 4. Scootaround will train event staff to safely operate, charge, and troubleshoot mobility units





Scootaround Innovation: WHILL Model Ci

We are at the forefront of the mobility industry, providing exclusive rentals of the revolutionary and award-winning WHILL Model Ci.

- Patented front omni-wheels for greater outdoor and indoor versatility
- · Disassembles into 3 lightweight pieces
- · Can be controlled via iPhone app
- · Climbs curbs up to 2"
- \cdot 10-mile range, speeds up to 5 MPH
- · Extremely safe, comfortable, and secure
- · scootaround.com/whill











November 18 - 21, 2019 Exhibits: November 19 - 21, 2019 Las Vegas Convention Center, Las Vegas, NV, USA

ONLINE ORDERING LINK: https://www.jvainc.com/booktalent.asp



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San Diego • Las Vegas • Reno

Email: LVinfo@jvainc.com

Sales & Marketing *Billing:* 43537 Ridge Park Drive

Temecula, California 92590

Email: info@jvainc.com

ORDER FORM/CONTRACT PLEASE PRINT OR TYPE (Signature required on page 2.) Date_ Company____ Billing Address _____ City ______ State _____ Zip _____ _____ Fax ____ Email Contact ___ ______ Booth #_____ Facility ____ On-Site Contact Person On-Site Phone Dates Services Required: __ From ______ am to _____ pm ___ From ______ am to _____ pm From _____ am to ____ ___ From _____ am to _____

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

Indicate Number of People Needed:	
Exhibit Hostess/Host/Brand Ambassador	Hospitality Suite Hostess/Host
Narrator/Spokesperson	Interpreter
Demonstrator/Sales Assistant	Costumed Character
Crowd Gatherer	Food Server/Street Marketing
Special Talent/Qualifications	
Type of Apparel	☐ Cocktail ☐ Costume
☐ Food Server	
METHOD OF PAYME	NT AND TERMS
A credit card guarantee and a 50% d	
an order. Balance is due 7 days prior	
If terms are not met, balance wil	l be charged to credit card.
Cancellation Charges If cancelled 46 or more days before show If cancelled 15–45 days before show If cancelled 14 days or less before show	50% of Total Bill
☐ Check, payable to JVA, Inc. (Mail to Sa	les and Marketing)
☐ AMEX ☐ MasterCard	□ Visa □ Diners Club
Account #	Exp. Date
Name on Card	
Authorized Signature	
☐ Charge 50% deposit to credit card	☐ Charge total to credit card
P.O. # Security Code	

TERMS AND CONDITIONS

- 1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
- Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts
 to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed
 characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
- 3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent,"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
- 4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
- 5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the respons
- 6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
- 7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
- 8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- 9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived.l, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

Authorized Signature:	Date:
Print Name & Title:	







PHOTOGRAPHY SERVICES

lays within 5 busin	less days from the end of the show. For expedited delivery on any services, please contact us. ${f Q}$	TOTAL
Pro Pack A	Includes 6 views of the exhibit delivered via E-Delivery	\$1,133.00 <u></u>
	Up to 5 Additional Pro Pak Views	\$75 . 00
Pro Pack B	Includes 15 views of the exhibit delivered via E-Delivery	\$2,240.00
	Up to 10 Additional Pro Pack Views	\$75.00
	Most Popular Single Exhibit View — E-Delivered E-Delivery of images will be uploaded to secure site for 10 days after which the link w \$75 will be charged for re-uploading.	\$199.00vill expire. A minimum cost of
Pro-Pack A w/ includes 6 views of	E - Exhibit Photography w/Video Packages Videography Services The exhibit and 5-10 of video footage of booth delivered via E-Delivery. The and unscheduled. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 m.	\$1,499.00
ncludes 15 views o	Videography Services f the exhibit and 5-10 of video footage of booth delivered via E-Delivery. und and unscheduled. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 m.	\$2,525.00
i-10 minutes of vid	ervice of Booth— (with 4 view minimum) eo footage of booth, without sound, captured during photography session. te intervals. Additional time charged at \$300 per 30 minutes.	\$490.00
i-10 minutes of vid	ervice of Booth— (No minimum Photography Order) leo footage of booth, without sound, unscheduled before or during show hours. rder Form (p.3) with or without people. Booked in 30-minute intervals. Additional time charged at \$30	\$700.00 10 per 30 minutes.
	Edit ee-6 to 10-second clips for social media or one-30 to 40 second edited video from the above service and limited graphic. Delivered electronically within 10 business days from the final day.	\$399.00
	ry of Exhibit Photography I digital images surrendered on-site on USB drive within 24 hours after image capture.	\$80.00
Additional Deli 8x10 Prints USB Drive of I	ivery Options:	\$35.00 \$55.00
	raphy -All event photography services are to be used for timed special events only and must be book in discounted pricing. Offsite and after 5pm two-hour minimum. Does not include exhibits or product p	
E-Delivery of color	st hour, \$345.00 for second hour, \$300.00 for any additional hours corrected, high-resolution images with unlimited usage rights within 7 business days from the end of to secure site for 10 days after which the link will expire. A minimum cost of \$75 will be charged for re-using the secure site for 10 days after which the link will expire.	, , ,
Location	<u>Date</u>	Time
	oit Photography- (Ideal for Exhibit Builders and Product Shots) io Look with Post-Production and E-Delivery per view	\$515.00

Photo Booth & Professional Head Shot Lounge- Packages start at \$1,200. Please contact us for further information.

Fax order forms to: 312-922-2866



ISSA November 18-21, 2019 Las Vegas

VIDEO SERVICES

<u>Production -</u> B-Roll (generally etc.	ral footage of action) testimonials, interviews, b	QTY ooth and event coverage, time lapse
kit, 1 edited and produced vide	ve Video Package - luding setup and breakdown time) of in-booth HD shoot oup to 3 minutes long with rough cut and 1 revision. In line within 15 days from the final day of the show. Final	acludes intro, outro, stock music and
Up to 2 consecutive hours (inc.	- Scheduled Raw Footage* Capture luding setup and breakdown time) of in-booth HD shoot uring show hours. Delivery of raw footage on a USB dr	
	luding setup and breakdown time) of in-booth HD shoot a a hard disk drive within 10 business days from the find	
	luding setup and breakdown time) of in-booth HD shoot a hard disk drive within 10 business days from the fina	
	Stream to Facebook, YouTube, Vimeo or embedded in days in advance. Contact OA for additional details and	
<u>Post Production</u> - editing, delivered electronically.	animation, music and sound design. On site du	
	inute Video OR 3 to 5 videos running between 6 v/2 rounds of revisions).	O sec. & 20 sec. \$1,500.00
On site editing with 24 hor	ur or less delivery.	additional \$800.00
Raw Footage Delivery Op External hard disk drive	tions	\$200.00
	se contact us for a quote. OA provides script w yn, animation and a full range of video services Please visit Video Samples to see portfolio of	s pre-show, on site and post show.
Description of V	√ideo:	
Location:		
Date:	Time	<u>: </u>

Fax order forms to: 312-922-2866



ISSA November 18-21, 2019 Las Vegas

Order Form

Bill To Company	
Billing Address	Subtotal Page 1
City State Zip	Subtotal Page 2
Ordered By	
<u>Phone</u>	(Sales tax will be applied to tangible products delivered in IL. Applicable sales tax for NY & TX,)
<u>Email</u>	Shipping & Handling \$20.00 (Via ground services)
Name on Card	TOTAL
Card Number Exp.	
Signature	To avoid shipping and handling costs please supply FedEx or UPS number for ground or
Ship to Company	overnight shipping.
	Please indicate preference:
Shipping Address	Overnight Ground
City State Zip	FedEx #
Ship to Attention	UPS #
Ship to Email	O1 3 π
Booth Name	Onsite Instructions
Booth #	
On-site Contact	
On-site Contact's email	
Cell#	Exhibit Photography/Video Reel Instructions
	Monitors ON OFF WITH People Staff Shot (over 25 people charged \$385.00 per view)

Telephone or email confirmation to be provided upon receipt of form.

By submitting order you agree to OA's Video Production terms of service found here. http://www.oscarandassociates.com/videoterms
Must be prepaid with a Check, Visa, MasterCard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated. Claims must be made in writing within 7 days of receipt of materials. Oscar & Associates does not work on speculation. 8/13



ISSA NORTH AMERICA 2019

Las Vegas Convention Center November 19-21, 2019

SECURITY GUARD ORDER FORM



RETURN BY 10/18/19
* For Advance Order Rate



DI EASE ADDANCE FOR

Special Operations Associates, Inc.

Of Nevada

NV LIC# 525

*ADVANCE ORDER RATE \$24.00 PER HOUR (6 hr. min.)

RETURN TO:
SPECIAL OPERATIONS ASSOCIATES, INC.
3405 Cambridge Street
Las Vegas, Nevada 89169
(702) 386-8065 • FAX (702) 386-9720
E-Mail: soa@soasecurity.com • www.soasecurity.com

ON-SITE RATE (after 10/18/19) \$32.00 PER HOUR (6 hr. min)

FULL PAYMENT REQUIRED WITH RECEIPT OF ORDER

CHARDS IN OUR ROOTH ON THE FOULOWING DAVE.

NOTE: ANY ADDITIONS AFTER ADVANCE ORDER DATE WILL BE CHARGED AT HIGHER RATE.

DATE	HOURS	DATE	HOURS
	TO		TO
	то		TO
	то		TO
	то		TO
	TO		TO
	TO		TO
oss to property due to SOA's négl no liability for life, accident, theft o nolds SOA harmless for any and a damages and claims arising from e	ligence or failure to perform. So of property,damage to property all losses and agrees to have engaging in business as an exh	☐ Guard to re	Il necessary safeguards and shall assume trol. The client, by signing this agreement surance to cover all product, and persona main in booth until exhibitor arrives.
		I D Cuard to we	
			ork scheduled times only.
			·
TOTAL HOURS REQUESTED AUTHORIZED BY: COMPANY NAME:			
AUTHORIZED BY:		□ Fire watch (
AUTHORIZED BY: COMPANY NAME: ADDRESS:		□ Fire watch o	guard.
AUTHORIZED BY: COMPANY NAME: ADDRESS: CITY:		□ Fire watch o	guard.
AUTHORIZED BY: COMPANY NAME: ADDRESS: CITY: PHONE:	FAX:	☐ Fire watch of state: STATE: B-MAIL:	guard. ZIP:
AUTHORIZED BY: COMPANY NAME: ADDRESS: CITY: PHONE: BOOTH NUMBER:	FAX: EXH	STATE: STATE: E-MAIL: 3% processing fee	ZIP: DATE: e added for domestic credit card
AUTHORIZED BY: COMPANY NAME: ADDRESS: CITY: PHONE: BOOTH NUMBER: CARD TYPE: AMERICAN E	FAX:EXH	STATE: STATE: F-MAIL: 3% processing fed to MASTERCARD □ 7% processing fed	ZIP:
AUTHORIZED BY: COMPANY NAME: ADDRESS: CITY: PHONE: BOOTH NUMBER: CARD TYPE: AMERICAN E	FAX:EXH	STATE: STATE: E-MAIL: 3% processing fee	ZIP:

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

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