

# Exhibitor Services Manual Table of Contents

Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

<b>Show Organizer Information and Forms</b>	<b>4</b>
General Information	5
Exhibitor Rules and Regulations	12
Show Management Important Dates and Deadlines	30
Exhibitor Liability Insurance Requirements	33
<b>GES Information and Order Forms</b>	<b>35</b>
<b>Show Information</b>	<b>36</b>
Show Information	36
Target Maps - Westgate	38
Target Maps - Las Vegas Convention Center	38
General Information	39
Tips for New Exhibitors	40
<b>Required Forms</b>	<b>43</b>
Payment and Credit Card Charge Authorization	43
Domestic Third Party Billing Request	44
International 3rd Party Billing Request	45
<b>Booth Furnishings</b>	<b>46</b>
Carpet Brochure	46
Carpet Order Form	47
Carpet Package Order Form	48
Standard Furniture Brochure	49
Furniture & Accessories Order Form	52
Furniture Package Order Form	55
Specialty Furniture Brochure	56
Specialty Furniture Order Form	65
Convenience Package Order Form	71
Standard Exhibit Systems Brochure	73
Standard Exhibit Systems Order Form	80
Standard Graphics Brochure	82
Graphics & Signage Order Form	83
Digital File Preparation	84
<b>Shipping, Drayage and Material Handling</b>	<b>86</b>
Material Handling/Drayage Information	86
GES Transportation Plus	89
Material Handling/Drayage Order Form	90
Special Handling Brochure	92
Advance Shipping Labels	93
Direct Shipping Labels	94
Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	95

011600997

072816

# Exhibitor Services Manual Table of Contents

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

Request for Variance to Assigned Target Time	96
Warehouse Storage Service Order Form	97
Freight Service Questionnaire	98
Marshaling Yard & Direct Deliveries Information	99
Show Site Storage Order Form	100
Cartload Service Order Form	102
Vehicle Placement Order Form	103
<b>Labor and Equipment</b>	<b>104</b>
Labor Information and Regulations	104
Installation and Dismantling Order Form	106
Forklift Order Form	108
Hanging Sign / Truss Labor Information	110
Hanging Sign Labor Order Form	111
Hanging Sign Shipping Labels	115
Booth Layout - Hanging Signs	116
Electric Chain Hoist & Truss Order Form	117
Stagehand Labor Order Form	119
Cleaning and Porter Service Order Form	121
<b>Utilities</b>	<b>122</b>
Electrical Checklist	122
Electrical Safety Regulations	123
Electrical Frequently Asked Questions	125
Electrical Outlets Order Form	128
24-Hour Electrical Outlets Order Form	129
Lighting Order Form	130
Electrical Floorwork Labor Order Form	132
Electrical Booth Work Labor Order Form	134
Electrical Equipment Order Form	136
Booth Layout - Electrical	138
Plumbing Services Information	139
Plumbing Services Order Form	140
Plumbing Labor Order Form	141
Booth Layout - Plumbing	143
<b>Audio Visual Services</b>	<b>144</b>
Audio Visual Order Form	144
<b>Exhibitor Appointed Contractors (EACs) and Third Parties</b>	<b>147</b>
Notice of Intent to Use EAC and Policies and Procedures	147
Agreement and Rules and Regulations between GES and EAC	148
Certificate of Liability Insurance Sample	150
<b>Regulations and Guidelines</b>	<b>151</b>
Show Site Work Rules	151

011600997

072816

# Exhibitor Services Manual Table of Contents

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Stop. Think. Safety.	152
Fire Regulation Information	153
Operation of All Mechanical Lifts	156
GES Payment Policy	157
GES Terms and Conditions of Contract	158
<b>Additional Service Order Forms</b>	<b>161</b>
<b>Additional Service Forms (LVCC)</b>	<b>162</b>
LVCC Manual	162
Aramark Booth Catering	174
Booth Security	192
Cox Data	193
Cox Hot Spot	196
Cox Voice/Video	198
Lead Retrieval Success Kit	201
Lead Retrieval Order Form	218
Media Planner & Order Form	221
Private Event Shuttle Order Form	223
Photography	224
Plant and Floral	225
<b>Additional Service Forms (Westgate)</b>	<b>226</b>
Westgate Catering	226
Booth Security	227
Encore Wireless Internet	228
Encore Internet & Telecommunications	230
Encore Hanging Sign & Rigging Guidelines	232
Encore Hanging Sign & Rigging Order Form	237
Lead Retrieval Success Kit	238
Lead Retrieval Order Form	255
Media Planner & Order Form	258
Private Event Shuttle Order Form	260
Photography	261
Plant and Floral	262
<b>Index</b>	<b>263</b>

011600997

072816

# Show Organizer Information and Forms



## GENERAL INFORMATION

We are excited to have you as an exhibitor at Solar Power International 2016! The Exhibitor Service Kit is designed to be your one-stop-shop for information about your booth. When designing your booth, please make sure to read the **Exhibitor Rules and Regulations**, as this document was drastically updated this year. Also, make sure to read the monthly **SPI Insider** and **Solar Current** newsletters to stay up-to-date on show announcements and new exhibitor services.

Solar Power International partners with multiple vendors to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move-in. Use the **Show Management Important Dates and Deadlines** and **GES Important Dates and Deadlines Checklist** documents to keep track of important due dates.

**GES, your General Service Contractor**, is ready to serve your every need and answer any questions related to your booth. **Solar Energy Trade Shows, your event producer**, is also here to provide support and ensure you have a successful exhibit experience. Please do not hesitate to contact us.

### Table of Contents

Contact Information.....	2
Location .....	2
Move-in .....	2
Exhibit Hall Hours .....	3
Move-out.....	3
Carpet and Drape .....	4
Labor and Union Regulations.....	4
Liability and Insurance .....	4
Security.....	5
Shipping/Freight.....	5
Catering .....	5
Exhibitor Dashboard .....	6
Housing.....	6
Registration.....	6
Greening Tips .....	7

## Contact Information

**GES:** (800) 801-7648

International: (702) 515-5970

Monday - Friday 6:00 am - 5:00 pm pacific

**Show Management:** [exhibitorservices@sets.solar](mailto:exhibitorservices@sets.solar)

## Location

### Las Vegas Convention Center - North Hall

3150 Paradise Rd, Las Vegas, NV 89109

### Westgate Las Vegas Resort & Casino – Paradise Event Center

3000 Paradise Rd, Las Vegas, NV 89109

**\*Note: Some rules and regulations are different for the Westgate. Please pay special attention to items in “bold red” in the Exhibitor Rules and Regulations document. Also, note there is a separate Additional Show Services and Forms tab, specific to the Westgate.**

Specific questions regarding both facilities' exhibit halls, freight docks, and freight doors should be directed to GES.

## Move-in

Please refer to the **Targeted Inbound Floorplan** under the Shipping, Drayage, and Material Handling tab to find out exactly when you are able to move in. **Note: There are inbound and outbound floorplans, specific to the Westgate in the service kit.**

### Move-in Hours for the Las Vegas Convention Center – North Hall

- Friday, September 9, 8:00 am – 5:00 pm
- Saturday, September 10, 8:00 am – 5:00 pm
- Sunday, September 11, 8:00 am – 5:00 pm
- Monday, September 12, 8:00 am – 5:00 pm

### Move-in Hours for the Westgate – Paradise Event Center

- Saturday, September 10, 8:00 am – 5:00 pm
- Sunday, September 11, 8:00 am – 5:00 pm
- Monday, September 12, 8:00 am – 5:00 pm

If you would like to change your move-in or move-out target, you must submit the [Target Variance Request](#). If you do not follow your targeted move-in, you may incur variance charges.

Any exhibitor requiring earlier or later entry must obtain written permission from Show Management the day prior. Due to union rules, additional labor charges may apply.

**All exhibits must be set and all empty crates must be removed by 5:00 pm on Monday, September 12.**

After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the show. Exhibitors may lose their right to exhibit if they do not adhere to this schedule.

**Only official contractors, exhibitor appointed contractors (EACs), and exhibiting company personnel** are permitted in the Exhibit Hall during move-in and move-out. No one under the age of 18 is permitted on the show floor at any point during the show. All of the above persons **must wear a wristband** at all times during move-in and move-out, which they will receive from security. All exhibitor appointed contractors (EACs) must be submitted to General Service Contractor via the **Notice of Intent form and Insurance** under the Exhibitor Appointed Contractors tab in the service kit.

## Exhibit Hall Hours

**Exhibit staff may enter the hall at 8:00 am each morning** to set up their booth but only those who are wearing an **Exhibitor Booth Personnel or Exhibitor Full Conference badge** will be permitted early access to the hall. All other attendee types will not be permitted to enter the hall until it officially opens.

**Exhibits must be staffed during the following exhibit hall hours:**

- Tuesday, September 13
  - Westgate, 9:00 am – 6:00 pm
  - North Hall, 10:00 am – 6:00 pm
  - Exhibit Hall Happy Hour, 5:00 pm – 6:00 pm
  - After-Hours Parties, 6:00 pm – 8:00 pm (Pre-approval required – see Catering below)
- Wednesday, September 14, 10:00 am – 6:00 pm
- Thursday, September 15, 10:00 am – 4:00 pm

For your planning purposes, the Opening General Session, followed by the Opening Networking Reception, will start at 5:00 pm on Monday, September 12; however, the Exhibit Hall will not open until Tuesday, September 13. General Session is open to all attendees. The Opening Networking Reception is included in Full Conference registration or you may purchase tickets.

## Move-out

**Exhibitors may not begin dismantling any portion of their booth before 4:00 pm on Thursday, September 15. All boxes/cartons are to remain out of sight until the Exhibit Hall is closed.** Exhibitors may lose their right to exhibit at Solar Power International 2017 if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until the close of the show.

Please refer to the **Targeted Outbound Floorplan** under the Shipping, Drayage, and Material Handling tab to find out exactly when you are able to move out. **Note: There are inbound and outbound floorplans, specific to the Westgate in the service kit.**

## Move-out Hours for the Las Vegas Convention Center – North Hall

- Thursday, September 15, 4:00 pm – 10:00 pm
- Friday, September 16, 8:00 am – 5:00 pm
- Saturday, September 17, 8:00 am – 12:00 pm
  - Carriers must be checked by 7:00 am
  - Bills of Lading must be turned in by 11:00 am
  - Exhibitors must be moved out by 12:00 pm

## Move-out Hours for the Westgate – Paradise Event Center

- Thursday, September 15, 4:00 pm – 10:00 pm
  - Carriers must be checked by 8:00 pm and Bills of Lading must be turned in by 9:00 pm
  - Exhibitors must be moved out by 10:00 pm

Empty crates and containers will be delivered starting approximately 90 minutes after the close of the exhibit hall, after aisle carpet has been removed.

Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed to access the loading docks.

To avoid any damage to, or loss of, your equipment, please remain with your exhibit until crates are returned, materials are packed, and your shipment has been picked up. **You, as the exhibitor, assume all risk and damage due to loss of equipment and items left unattended.**

## Carpet and Drape

Floor covering in your booth is mandatory but not provided with your booth purchase. If you are not providing your own floor covering, you must rent it from GES, which you can do via the Exhibitor Service Kit.

**Note: If you are exhibiting in the Westgate Paradise Event Center, carpet is not required, because the space already has carpet. [Click here](#) to view a photo of the carpet. You are welcome to order different carpet.**

Linear Booths have 8 ft. (2.44m) white back-drape and 3 ft. (0.91m) white side-drape. You may order a different color drape via the Exhibitor Service Kit.

## Labor and Union Regulations

Each city has different union regulations and labor laws. For details, please refer to the **Show Site Work Rules** page under the Regulations and Guidelines tab in the Exhibitor Service Kit or contact the General Service Contractor.

## Liability and Insurance

**SPI requires exhibitors to obtain their own insurance.** Please see the **Exhibitor Liability Insurance Requirements and Sample** under the Show Information tab in the Exhibitor Service Kit. You must submit a copy of your insurance policy via the [Exhibitor Liability Insurance Form](#). If your firm does not currently carry the required insurance, you can find an insurance option in the requirements document. Note: This insurance option is included solely as a convenience and is not an endorsement for ShowGuard.



Solar Power International, the Las Vegas Convention Center, the Westgate Las Vegas Resort & Casino, Solar Energy Industries Association (SEIA), SEPA, Solar Energy Trade Shows (SETS), all conference hotels, the General Service Contractor (GES), and their agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. Further, SPI will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor, and the exhibitor shall indemnify and hold harmless SPI from all liability which might ensue from any cause whatsoever. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due. The exhibitor understands that none of the organizations or sponsors maintain insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

Additional insurance and/or fire information may be necessary for certain booth sizes or equipment. For details, please refer to the **Exhibitor Rules and Regulations** document under the Show Information tab and the information under the **Regulations and Guidelines tab** in the Exhibitor Service Kit.

## Security

Security guards will be stationed at the exhibit hall entrances and selected docks, during non-show hours, beginning with move-in. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. Show Management, the General Service Contractor, and the exhibit facility management are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the exhibit hall. If you wish to arrange for security within your booth, you can do so by filling out the **Security Order Form** under the Additional Show Services and Forms tab in the Exhibitor Service Kit.

## Shipping/Freight

Be sure that your onsite staff have copies of all **Bills of Lading (BOLs)**, which can be found under the Shipping, Drayage and Material Handling tab in the Exhibitor Service Kit. It is very difficult to trace a shipment without proper references. SPI encourages exhibitors to use GES - the preferred show carrier. GES offers a **10% discount on drayage fees** for exhibitors that utilize their shipping services.

SPI also recommends exhibitors use of the Advanced Warehouse for your freight, especially if you are shipping internationally, as this allows a larger buffer in case any of your items are delayed in customs.

When filling out your shipping labels, please remember to put "LVCC North Hall" or "Westgate" in front of your booth number, to avoid any miss-delivered freight.

## Catering

We encourage you to order catering as an additional draw to your booth. You can do so by filling out the appropriate **Catering Order Form**, which you can find, along with the catering menus, under the Additional Show Services and Forms tab in the Exhibitor Service Kit.

**Las Vegas Convention Center - North Hall:** Aramark Catering (Menu and Order Form in the service kit)

**Westgate - Paradise Event Center:** Westgate Catering

Contact: Christopher Duperre

Email: [Christopher.Duperre@wgresorts.com](mailto:Christopher.Duperre@wgresorts.com)

Phone: 702-732-5624

**In-booth Hospitality Events and After-hours Parties:** Exhibitors are welcome to host receptions in their booths on Wednesday, September 14 from 6:00 pm – 8:00 pm only. If you would like to host an After-hours Party, you must notify SPI Show Management in advance. Please fill out the [After-hours Party Form](#) under the Additional Show Services and Forms tab in the Exhibitor Service Kit.

## Exhibitor Dashboard

**Map Your Show (MYS)** is our official floorplan and exhibitor search tool provider. Please log into the Exhibitor Dashboard to update your profile, as this information is already public to attendees and will be published in the onsite guide and mobile app.

For details, visit the [Exhibitor Dashboard](#).

If you have questions, contact Map Your Show via email at [help@mapyourshow.com](mailto:help@mapyourshow.com) or by phone (Toll Free) 888-527-8823 (International) 513-527-8823, Monday – Friday, 6:00 am - 1:30 pm pacific.

## Housing

**Orchid Event Solutions** is our official housing provider. Booking within the housing block will provide the best rates at conference hotels. We encourage you to book early to secure your preferred hotel. Please be advised that Orchid Event Solutions is the ONLY housing company authorized to use the Solar Power International name and/or logo and it is the only company allowed to represent itself as a Solar Power International housing partner. If any other company contacts you regarding SPI housing, please immediately notify Katie McLaughlin at [katie@orchideventsolutions.com](mailto:katie@orchideventsolutions.com).

For details, visit the [Housing page](#) on the SPI website.

Please be aware that companies other than Orchid Event Solutions may solicit you and imply or indicate an affiliation with SPI, claiming to have hotel rooms available at supposedly significant discounts, some even at the same hotels in our official block. Typically, this is untrue, as SPI-designated hotels have guaranteed that SPI rates are the lowest rates being offered over our meeting dates. Unfortunately, in the past some exhibitors and attendees have fallen prey to these companies and have either lost significant deposits or have not received the hotel rooms they originally booked. Only Orchid Event Solutions can guarantee the best rates for housing at SPI, and safe transactions. These companies are NOT affiliated with SPI in any way and therefore you put yourself at financial risk if you provide them your credit card information. They often have hidden costs, charge your credit card in full at the time of reservation, and may not provide the hotel reservations promised. Reservations made through any agency other than Orchid Event Solutions will be at your own risk.

Contact Orchid Customer Service via email at [help@orchideventsolutions.com](mailto:help@orchideventsolutions.com) or by phone (Toll Free) 888-665-1373 (International) 801-505-5262, Monday – Friday, 6:00 am – 5:00 pm pacific.

## Registration

**Convention Data Services (CDS)** is our official registration provider. Even though you booked your booth, you still need to register the individuals who will be attending the event. Each booth includes complimentary customer passes. You can redeem these passes through the registration portal.

For details, visit the [Registration page](#) on the SPI website.

If you have questions, contact Convention Data Services via email at [SPI@xpressreg.net](mailto:SPI@xpressreg.net) or by phone (Toll Free) 800-748-4736 (International) 508-743-8522, Monday – Friday, 6:00 am – 2:00 pm pacific.

## Greening Tips

Solar Power International is committed to environmental stewardship in all facets of our event planning. Our commitment to waste reduction, recycling, and the use of environmentally friendly products and renewable resources is at the forefront of thought when planning and executing projects related to our event.

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

### Exhibitor Display/On-site

- Develop reusable rather than disposable booth displays, or rent a modular display from the General Service Contractor.
- Design booths with environmentally responsible materials and incorporate indoor air quality principles.
- Use energy efficient lighting.
- Turn off lights and electronic equipment when not in use.
- Make use of recycling facilities provided by at the convention center.

### Promotional Materials

- Minimize paper handouts and use double-sided printing.
- Choose certified chlorine-free paper (PCF coded) which meets the EPA standards for post-consumer waste recycled content and comes from Forest Stewardship Council (FSC) certified forests.
- Use vegetable or soy-based inks.
- Avoid printing dates on materials so reuse them.
- Bring only what you need. Either ship or recycle leftover collateral, or print copies only “as needed” on-site.
- Give attendees the option of receiving exhibitor information electronically by offering USB flash drives or provide online downloads.
- Use electronic card scans for capturing attendees’ profiles.

### Giveaways

- Consider reusable items or items made from recycled or biodegradable materials.
- Try and use recycled products that are not a threat to endangered species.
- Avoid over-packaging. Bring only what you need.
- Order items in bulk to reduce packaging and shipping. Either ship or recycle leftovers.
- Packing and Freight
- Use reusable packaging materials (wood or recycled plastic crates) for transporting your booth structure and supplies.
- Use recyclable, biodegradable shipping and packing materials.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize packaging materials.
- Reduce the environmental impact of transportation costs by having collateral printed locally in the event area, or have your printer contact [carbonfund.org](http://carbonfund.org) to offset carbon emissions from shipping.

**EPA’s Greening Your Meeting Guidelines:** <http://www.epa.gov/epp/pubs/meet/greenmeetings.htm>



## 2016 EXHIBITOR RULES AND REGULATIONS

### **Table of Contents**

General Information .....	2
Types of Booths .....	3
Booth Display Rules .....	4
Linear / In-line (yellow) .....	4
End-cap (pink) .....	5
Peninsula (purple) .....	6
Split Island (blue) .....	7
Island (orange) .....	8
Special Booth Structures & Regulations .....	9
Multi-level Exhibit .....	9
Outdoor Displays .....	10
Hanging Signs & Graphics .....	10
Tower Signs .....	11
Carpet/Floor Covering .....	11
Sound/Music .....	11
Lighting .....	12
Machinery .....	13
Vehicles for Indoor Displays .....	13
Balloons (Static and Controlled) .....	14
Storage .....	14
Human Safety .....	14
Structural Integrity .....	14
Flammable and Toxic Materials .....	15
Food Preparation and Sampling .....	15
Americans with Disabilities Act (ADA) .....	15
Use of Space and Secondary Exhibitor Restrictions .....	15
Booth Personnel, Marketing Materials and Competing Events .....	15
Greening Tips .....	16
Contact Information .....	18

## General Information

Solar Power International (SPI) has adapted the following guidelines from the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations 2014, in order to ensure there are clear sight lines for all exhibitors and to help provide an environment conducive to networking with attendees. Please do not hesitate to contact Show Management at [exhibitorservices@sets.solar](mailto:exhibitorservices@sets.solar) with questions.

All rules and guidelines in this document will be enforced during the event. If you receive approval to exceed height restrictions or display anything that does not adhere to the rules and guidelines set forth in this document, **you must be able to present written approval from SPI Show Management onsite.**

Your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the SPI Exhibitor Rules and Regulations will be removed. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audiovisual presentations, and demonstration areas to ensure compliance.

**Note: Some rules and information only apply to exhibits in the Westgate - Paradise Event Center. These items will be in red text.**

**Hanging Structures:** Any booth with a high work must submit the [Hanging Sign and Tower Approval Form by Friday, July 8](#). Show management reserves the right to deny any hanging structure onsite (truss or signage) if there is a consensus between Show Management and the General Service Contractor that the item(s) may be unsafe. Show Management will attempt to have an engineer review any items in question but retains the right to make the final decision. Show Management may require Exhibitor to pay for engineer review. See pages 11 and 12 for more information.

**Booth Diagram Requirement (400+ sq. ft.):** Any booth that is 400+ sq. ft. (37.21sqm) must submit a diagram to Show Management for approval. **By Friday, July 8**, please submit the [Booth Diagram Form \(400+ sq. ft.\)](#).

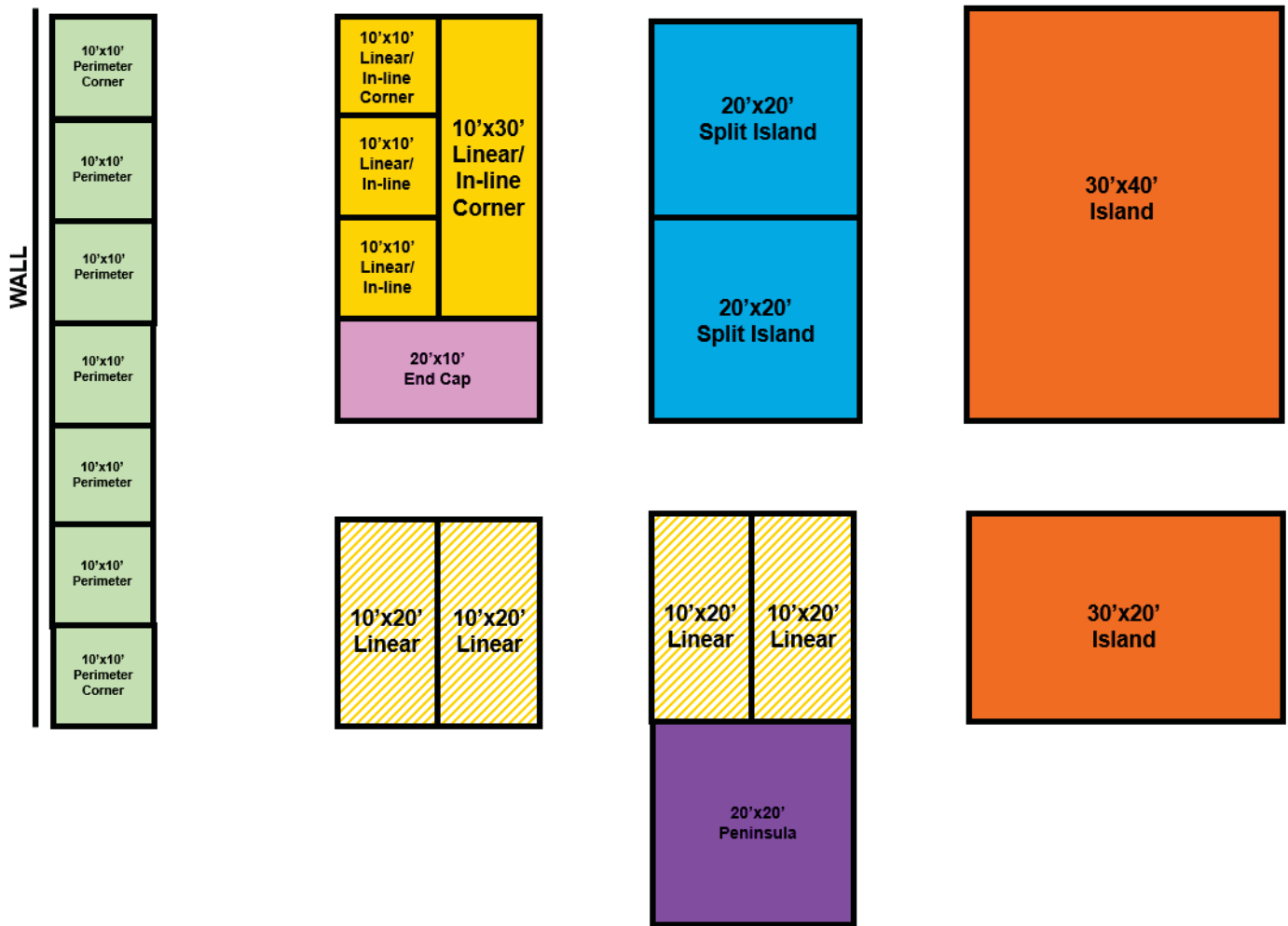
**Booth Diagram Requirement (1,000+ sq. ft.):** Any single-level booth that is 1,000+ sq. ft. (92.96sqm) or that exceeds 300 sq. ft. (27.88sqm) of contiguous covered area (see “covered area” definition on page 9) and all multiple-level booths must submit a diagram to Show Management for approval. **By Friday, July 8**, please submit the [Booth Diagram Form \(1,000+ sq. ft.\)](#).

**You must also submit a booth plan to the LVCVA Fire Prevention office** for approval prior to the exhibit coming onto the LVCVA property. **By Friday, July 8**, please send plans to the LVCVA Fire Prevention Office. Plans should be submitted in CAD or PDF format via e-mail to [boothplans@lvcva.com](mailto:boothplans@lvcva.com), fax to (702) 892-2919, or mail to 3150 Paradise Road, Las Vegas, NV89109. 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. Exhibit displays not approved in advance or displays that do not conform to guidelines will be subject to modifications onsite at the exhibitor's expense. See page 9 for more information about Multi-level Exhibits.

**Floor Covering Requirement:** Carpet, or a similar professional floor covering, is mandatory in your booth but not provided with your booth purchase. If you are not providing your own floor covering, you must rent it from the General Service Contractor, which you can do via the Exhibitor Service Kit.

**Note: If you are exhibiting in the Westgate - Paradise Event Center, carpet is not required**, because the space already has ballroom carpet. [Click here](#) to view a photo of the carpet. You are welcome to order different carpet.

# Types of Booths



**Linear / In-line (yellow):** Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 10ft. (3.05m) wide and 10ft. (3.05m) deep.

**Perimeter (green):** A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. See “Linear / In-line” for guidelines.

**End-cap (pink):** An End-cap configuration is essentially an In-line (Linear) Booth placed in the position of a Peninsula or Split Island and is exposed to aisles on three sides.

**Peninsula (purple):** A Peninsula Booth is exposed to aisles on three sides, and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

**Split Island (blue):** A Split Island Booth is a Peninsula Booth, which shares a common back-wall with another Peninsula Booth.

**Island (orange):** An Island Booth is any size booth exposed to aisles on all four sides.



# Booth Display Rules

## Linear / In-line (yellow)

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, with a maximum back-wall height limitation of 10 ft. (3.05m).

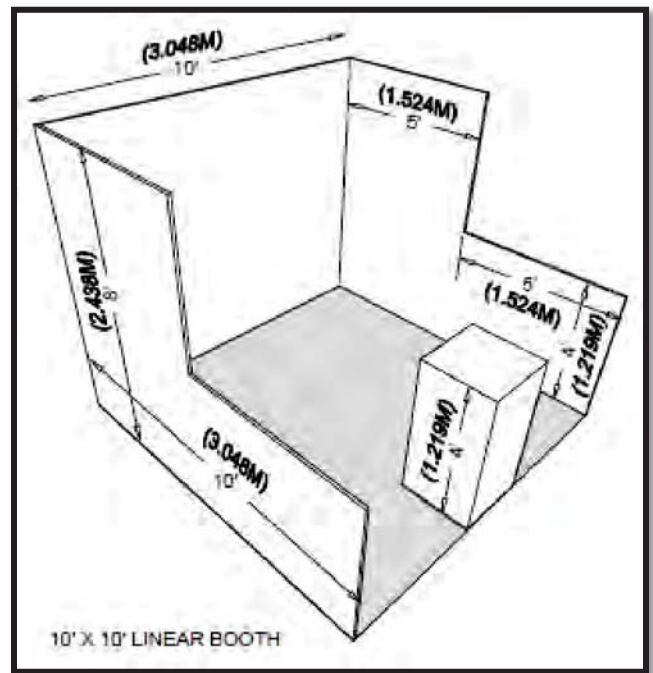
A **Corner Booth** is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m).

### Use of Space:

- **Maximum height of display in rear half of booth is 10 ft. (3.05m)**
- **Maximum height of display in the front half of the booth is 4 ft. (1.22m)**
  - When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of neighboring exhibitors.
  - The 4 ft. height restriction does not apply to Linear Booths that are set up like a split island. See the yellow striped booth example on the previous page.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth.
- Hanging signs and trusses are prohibited.

**Note – pipe + drape is 8 ft. Your signage and display can go up to 10 ft.**



### Pipe and Drape:

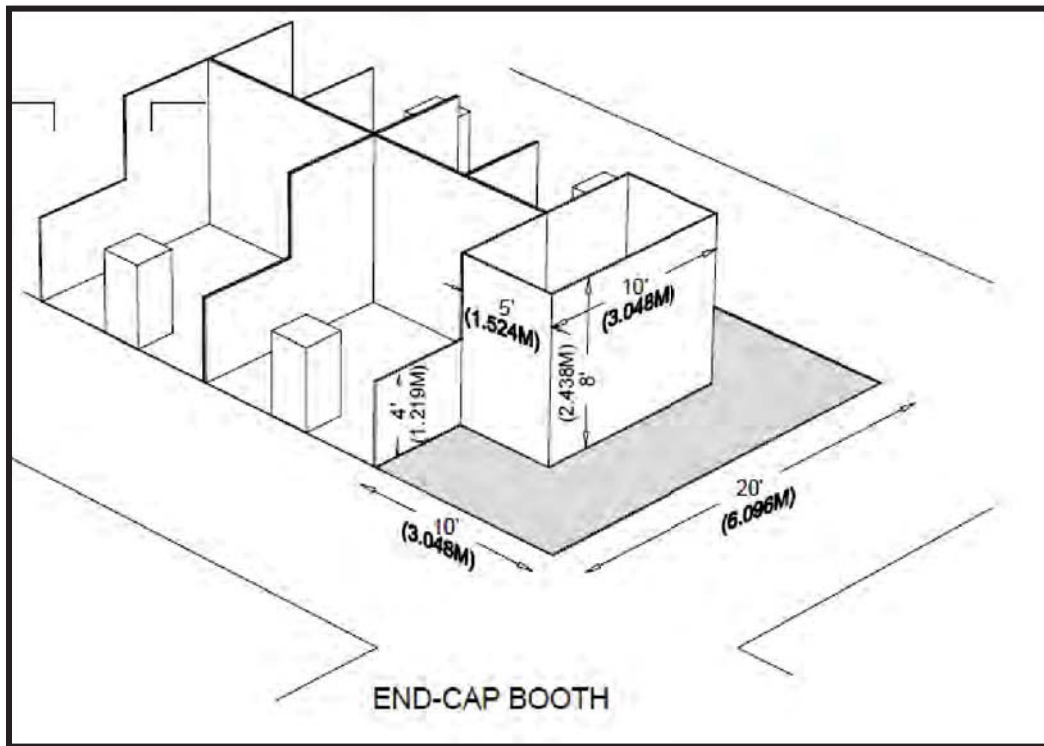
Linear Booths have 8 ft. (2.44m) high white back-drape and 3 ft. (1.22m) high white side-drape. Drape is not intended as a display fixture. Therefore, products and signs should not be attached or affixed. You may order a different color drape via the Exhibitor Service Kit.

## **End-cap (pink)**

An End-cap configuration is essentially a Linear Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Linear Booths.

### **Use of Space:**

- **Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 8 ft. (2.44m)**
- **Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m)**, permitting adequate line-of-sight for the adjoining Linear Booths
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Hanging signs and trusses are prohibited.
- No company logos, branding, or signage may face into an adjoining booth.



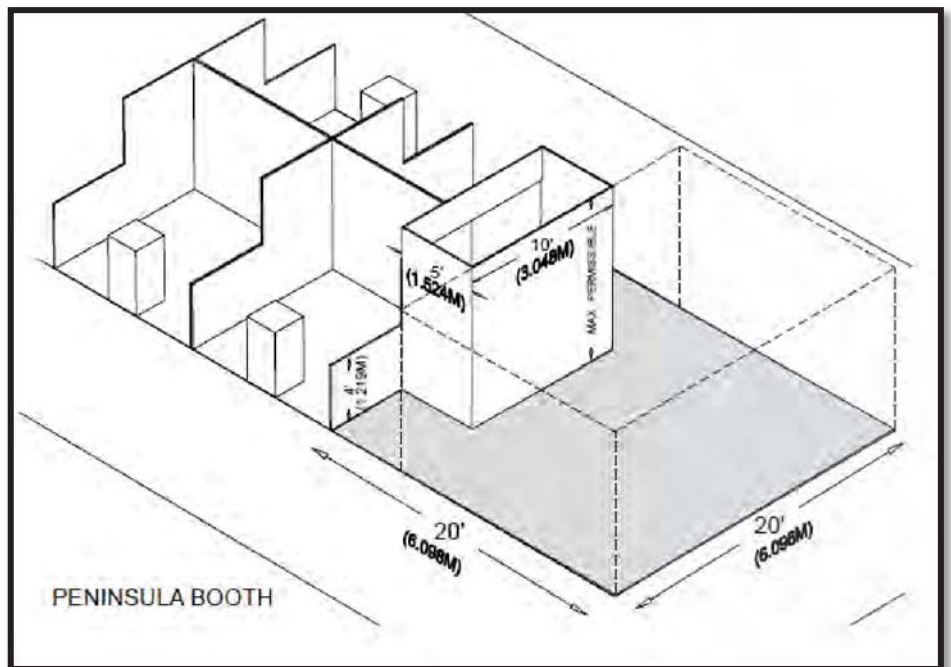


## Peninsula (purple)

A Peninsula Booth is exposed to aisles on three sides, and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

### Use of Space:

- **Maximum width of back-wall is 10 ft. (3.05m)**
- **Maximum height of back-wall is 16 ft. (4.88m)**
- **Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m), where ceiling height permits.** Please refer to page 11, for more information about hanging signs.
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
  - Maximum height dimension of hanging sign is 6 ft. (1.83m)
- **The maximum height allowance in the Westgate – Paradise Ballroom is 20 ft. (6.1m) and hanging signs must be raised higher than 14 ft. (4.27m). For example, if you would like to utilize the maximum height dimension for a hanging sign of 6 ft. (1.83m), then your booth structure can only be 12 ft. (3.66m).**
- **Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m),** permitting adequate line-of-sight for the adjoining Linear Booths.
- **Hanging signs are allowed, only in the front half of the booth.** All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit. Hanging trusses are prohibited.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- **Don't forget to submit your booth diagram. See page 2 of this document for more information.**



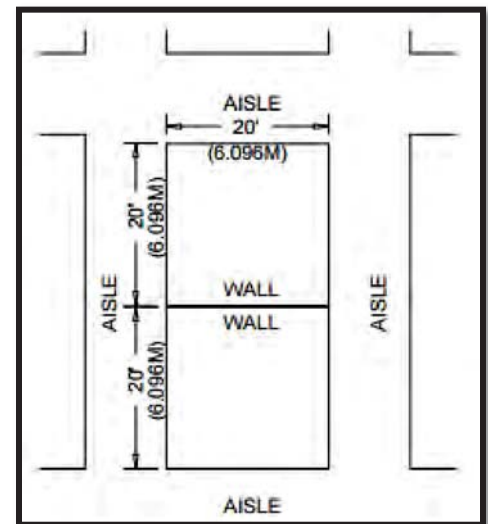
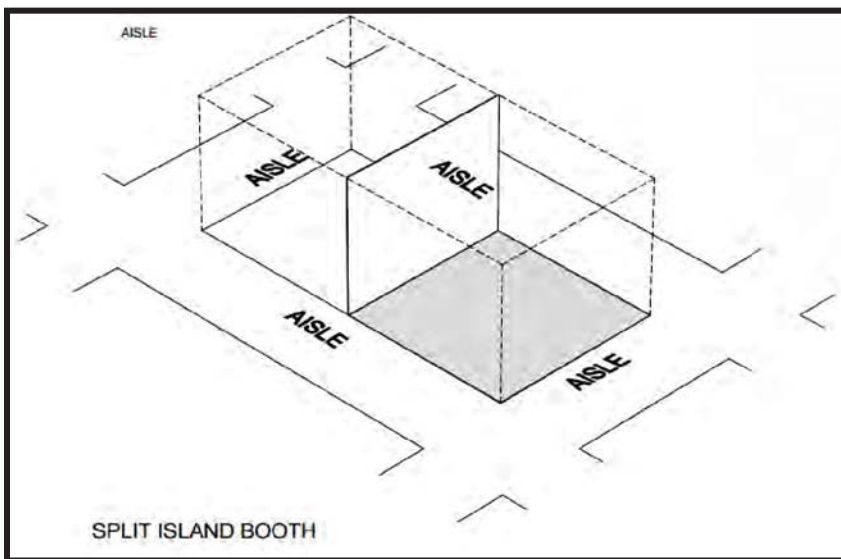
## Split Island (blue)

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

**\*Split Island booths must adhere to all rules for Island booths (see next page) AND the rules listed below.**

### **Use of Space:**

- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Hanging signs are allowed. All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- Hanging trusses are prohibited unless you have written approval from SPI Show Management.
- **Don't forget to submit your booth diagram. See page 2 of this document for more information.**

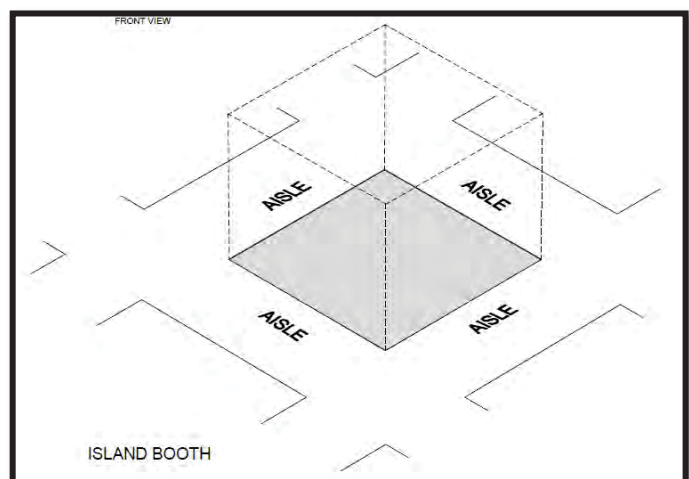


## **Island (orange)**

An Island Booth is any size booth exposed to aisles on all four sides, and is a minimum of 400 sq. ft. (37.21sqm).

### **Use of Space:**

- **Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.10m).** You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) tall.
- **Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m), where ceiling height permits.** Please refer to page 11, for more information about hanging signs.
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
  - Maximum height dimension of hanging sign is 6 ft. (1.83m)
- **The maximum height allowance in the Westgate – Paradise Ballroom is 20 ft. (6.1m) and hanging signs must be raised higher than 14 ft. (4.27m). For example, if you would like to utilize the maximum height dimension for a hanging sign of 6 ft. (1.83m), then your booth structure can only be 12 ft. (3.66m).**
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- All multi-level booths require approval from SPI Show Management and the fire marshal. See page 9 for more information about multi-story booths.
- All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- Hanging trusses are allowed. Drawings must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please find more information under the **Labor and Equipment tab** – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- To maintain a professional appearance in the exhibit hall, booths must have backsides of displays covered when visible from an aisle.
- **Don't forget to submit your booth diagram. See page 2 of this document for more information.**



# Special Booth Structures & Regulations

## **Multi-level Exhibit**

**Booth Diagram Requirement (1,000+ sq. ft.):** Any single-level booth that is 1,000+ sq. ft. (92.96sqm) or that exceeds 300 sq. ft. (27.88sqm) of contiguous covered area (see “covered area” definition on page 9) and all multiple-level booths must submit a diagram to Show Management for approval. **By Friday, July 8**, please submit the [Booth Diagram Form \(1,000+ sq. ft.\)](#).

**You must also submit a booth plan to the LVCVA Fire Prevention office** for approval prior to the exhibit coming onto the LVCVA property. **By Friday, July 8**, please send plans to the LVCVA Fire Prevention Office. Plans should be submitted in CAD or PDF format via e-mail to [boothplans@lvcva.com](mailto:boothplans@lvcva.com), fax to (702) 892-2919, or mail to 3150 Paradise Road, Las Vegas, NV89109. 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. Exhibit displays not approved in advance or displays that do not conform to guidelines will be subject to modifications onsite at the exhibitor's expense.

It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all show rules 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 Friday, July 8. 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, and/or
- The exhibit contains hot works.

Any upper deck area to be occupied must have an approved plan with an engineering stamp, at the expense of the exhibitor.

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. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.

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 and must be installed in accordance with NFPA 72.

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.

## **Outdoor Displays**

- GES will contact all exhibitors with outdoor displays to go over the convention center's rules.
- Structures and flooring must be water resistant and stabilized for high wind situations.
- Unlike indoor booths, there is no requirement for carpeting, or a similar floor covering, in an outdoor booth space.

## **Hanging Signs & Graphics**

- All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- Hanging signs are only permitted in peninsula and island booths greater than 400 sq. ft. (37.2sqm).
- Hanging Signs and Graphics should be set back 10 ft. (3.05m) from adjacent booths and be directly over contracted space only.
- Signs and truss are limited only by ceiling height and fire regulations but must not exceed any portion of the booth perimeter.
- Variances may be issued onsite at the exhibitions or events management's discretion.
- Drawings and written approval should be available onsite for inspection.
- The maximum size for a hanging sign is 6 ft. (1.83m) from top to bottom, and must remain within the footprint of the contracted booth space.
- The bottom of a hanging sign must be a minimum of 18 ft. (5.49m) **(or 14 ft. at the Westgate – Paradise Event Center)** from the ground and a minimum of 2 ft. (0.61m) vertical distance must separate the hanging sign from the structure below.
- **If you are exhibiting in the Westgate Paradise Event Center, you must order rigging through the Westgate. You can do so via the [Encore Rigging Order Form](#) under the Westgate Additional Show Services & Forms tab in the Exhibitor Service Kit.**

## **Tower Signs**

- A Tower is a free-standing exhibit component separate from the main exhibit fixture.
- The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8 ft. (2.44m) should have drawings available for inspection.
- Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.
- All towers must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- In lieu of a hanging sign, Island Booths that are 400 sq. ft. (37.2sqm) and larger may opt for one tower structure per 1,000 sq. ft. (92.96sqm) of booth space, each to have a footprint no larger than 10 ft. (3.05m) x 10 ft. (3.05m). The maximum height of a tower may not exceed 20 ft. (6.10m).
- Variances may be issued onsite at the exhibitions or events management's discretion. Drawings and written approval should be available onsite for inspection.

## **Carpet/Floor Covering**

- Carpet, or a similar floor covering, is mandatory in all booths in the Las Vegas Convention Center – North Hall. Booths without floor covering will automatically have carpet installed by the General Service Contractor at the Exhibitor's expense.
- **If you are exhibiting in the Westgate Paradise Event Center, carpet is not required, because the space already has carpet. [Click here](#) to view a photo of the carpet. You are welcome to order different carpet.**
- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view, to maintain a high level of safety and professional appearance.
- Unless explicitly contracted with Show Management, booth spaces are unfurnished. Please refer to the Exhibitor Service Kit to rent booth furniture.

## **Sound/Music**

- Hanging trusses are permitted in island booths greater than 400 sq. ft. (37.2sqm).
- Drawings must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please find more information under the **Labor and Equipment tab** – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- Truss may be used to hang or secure audiovisual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss that is to be utilized as part of the demonstration of the products or services of the exhibitor must meet all restrictions in regards to height, placement within the booth, and all exhibit construction guidelines of the booth.
- Sound must be contained within, and directed into, the footprint of the contracted booth space.



- Sound must not be at a level does not disrupt the activities of neighboring exhibitors. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Show Management reserves the right to request you to change the volume of the sound in your booth.
- Music played in your booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

## **Lighting**

- Hanging trusses are permitted in island booths greater than 400 sq. ft. (37.2sqm).
- Drawing must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please find more information under the **Labor and Equipment tab** – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- Truss may be used to hang or secure audiovisual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss that is to be utilized as part of the demonstration of the products or services of the exhibitor must meet all restrictions in regards to height, placement within the booth, and all exhibit construction guidelines of the booth.
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights, flashing, or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- We recommend LED lights. They can be very bright yet generally generate less heat and require less electricity.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management.
- Reduced lighting for theater areas should be approved by Show Management, the utility provider, and the exhibit facility.
- If an exhibitor that is eligible to hang signage wishes to have lighting directed onto the signage from outside of the contracted booth space, the lighting must be hung within 5 ft. (1.5m) of the booth space unless the physical structure of the convention center requires otherwise, in which case the lights must be placed as close as possible.
- When this approach is used, lighting must be focused onto the signage and may not bleed into neighboring booth spaces. Show Management reserves the right to request that such lighting be removed in the event it is determined to have a negative impact on other exhibitors ability to do business.

## **Machinery**

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Machinery is subject to line-of-sight rules and should be placed accordingly in the booth.
- Under no circumstance may machinery, or any part of your display, extend outside the boundary of your contracted booth space regardless of the height clearance from the floor of the item.
- Please contact SPI Show Management if you plan to display machinery that weighs over 4 tons.

## **Vehicles for Indoor Displays**

- All vehicles must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please submit the **Vehicle Placement Form** that is located under the Shipping, Drayage, and Material Handling tab – Material Handling/Drayage Services in the Exhibitor Service Kit.
- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- 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.
- 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. 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.
- External chargers or batteries are recommended for demonstration purposes.
- No battery charging is 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 exhibit hours.
- 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.
- No leaks underneath vehicles.



## **Balloons (Static and Controlled)**

- Balloons filled with helium or hydrogen are not permitted (tethered or untethered, controlled or stationary).
- Balloons filled with air may be suspended from the ceiling in booths with a minimum size of 400 sq. ft. (36sqm). In this instance, these will be treated as hanging signs. Please refer to hanging sign rules in this document for additional information. This should be designed so that the balloon is stationary and will not sway in the airflow of open doors or air conditioning.

## **Storage**

- Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables.
- Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## **Human Safety**

- Ropes or other items are prohibited from being hung from the facility's ceiling trusses for the purpose of any form of demonstration.
- If a booth has a raised floor, yellow and black-striped hazard tape, or an edging of a different color, must be used to increase visibility and minimize a tripping hazard.
- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft. (.91m) and/or install hazard barriers as necessary to prevent accidental injury to attendees. Additionally, demonstrations should only be conducted by qualified personnel.
- Hoverboards, Segways, and other electric vehicles are prohibited at all times. For handicap purposes, electric vehicles with a handicap-approved label are allowed; however, handicap plaques or hanging signs that you would use in a car are not acceptable.

## **Structural Integrity**

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, chairs, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## **Flammable and Toxic Materials**

- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere.
- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## **Food Preparation and Sampling**

Per the convention center guidelines, any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Aramark (LVCC) or Westgate Catering (Westgate). All alcoholic beverages must be served by an Aramark (LVCC) or Westgate Catering (Westgate) union employee and TAM certified bartender.

## **Americans with Disabilities Act (ADA)**

- All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.
- Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov).
- Examples:
  - Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
  - Provide the same attendee experience on both levels of a two-story exhibit.
  - Run an audio presentation for people with sight problems.
  - Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

## **Use of Space and Secondary Exhibitor Restrictions**

Per the terms and conditions of the booth reservation contract signed at the time of reservation, booth shares, sublets, and/or re-sells are not permitted at Solar Power International. See below for language in contract.

*Exhibiting company may not assign, sublet or re-sell, in whole or in part, contracted exhibit space. Exhibiting companies are allowed one exhibit space on the show floor. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to this exhibitor of record, nor shall the exhibiting company display articles not manufactured or normally sold directly to them.*

## **Booth Personnel, Marketing Materials and Competing Events**

- Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear business professional attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at SPI by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to SPI show management, the exhibitor will be asked to alter the attire of its staff.
- SPI further recommends that you encourage your booth personnel to:
  - abstain from overt statements or offensive humor, which would disparage the dignity of any individual or group;
  - substitute asexual words (e.g. sales representative or sales person instead of salesman);
  - refrain from using labels (e.g., referring to women as "girls"); and
  - eliminate from all marketing collateral sexist language (i.e., replace masculine pronouns with he or she, or reword sentences or phrases) and discriminatory jokes or visual aids that show people in stereotypical roles by presenting individuals without bias regardless of sex, race, age, groups, etc.
- All Booth Personnel must wear a conference badge at all times.
- Booth Personnel are not permitted to promote the exhibiting company outside the contracted exhibit space.
- All marketing must remain within the contracted exhibit space. Marketing materials may not be placed on conference tables or other areas that are not within the boundaries of the booth, both inside and outside of the exhibit hall. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.
- **SPI restricts exhibitors from hosting or participating in competing or conflicting events or activities that occur during official SPI show hours. Exhibitors violating this policy will be subject to cancellation of their booth without refund and may not be invited to participate in future SPI exhibitions.**

## **Greening Tips**

Solar Power International is committed to environmental stewardship in all facets of our event planning. Our commitment to waste reduction, recycling, and the use of environmentally friendly products and renewable resources is at the forefront of thought when planning and executing projects related to our event.

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

## **Exhibitor Display/On-site**

- Develop reusable rather than disposable booth displays, or rent a modular display from the General Service Contractor.
- Design booths with environmentally responsible materials and incorporate indoor air quality principles.
- Use energy efficient lighting.
- Turn off lights and electronic equipment when not in use.
- Make use of recycling facilities provided by at the convention center.

## **Promotional Materials**

- Minimize paper handouts and use double-sided printing.
- Choose certified chlorine-free paper (PCF coded) which meets the EPA standards for post-consumer waste recycled content and comes from Forest Stewardship Council (FSC) certified forests.
- Use vegetable or soy-based inks.
- Avoid printing dates on materials so reuse them.
- Bring only what you need. Either ship or recycle leftover collateral, or print copies only “as needed” on-site.
- Give attendees the option of receiving exhibitor information electronically by offering USB flash drives or provide online downloads.
- Use electronic card scans for capturing attendees’ profiles.

## **Giveaways**

- Consider reusable items or items made from recycled or biodegradable materials.
- Try and use recycled products that are not a threat to endangered species.
- Avoid over-packaging. Bring only what you need.
- Order items in bulk to reduce packaging and shipping. Either ship or recycle leftovers.
- Packing and Freight
- Use reusable packaging materials (wood or recycled plastic crates) for transporting your booth structure and supplies.
- Use recyclable, biodegradable shipping and packing materials.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize packaging materials.
- Reduce the environmental impact of transportation costs by having collateral printed locally in the event area, or have your printer contact carbonfund.org to offset carbon emissions from shipping.

**EPA’s Greening Your Meeting Guidelines:** <http://www.epa.gov/epp/pubs/meet/greenmeetings.htm>

### **Contact Information**

**GES:** (800) 801-7648

International: (702) 515-5970

Monday - Friday 6:00 am - 5:00 pm pacific

**Show Management:** [exhibitorservices@sets.solar](mailto:exhibitorservices@sets.solar)



## **SHOW MANAGEMENT** **IMPORTANT DATES AND DEADLINES**

The following comprehensive list includes important deadlines and reminders to help you prepare for Solar Power International. The list is organized in chronological order by pre-conference and onsite.

- ☐ **Immediately – Read the General Information and Exhibitor Booth Rules and Regulations documents** in the service kit.
- ☐ **Immediately – Log into the Exhibitor Dashboard and update your profile.** This information is public-facing via the Exhibitor Search tool and Floorplan on the SPI website. Your company name and description, as you enter it, will be used in the printed Onsite Guide and Mobile App. Please pay special attention to grammar, spelling, punctuation, etc. Click the Exhibitor Dashboard link under the Show Information tab in the service kit.

### **Friday, July 8 – Forms due:**

- ☐ **Certificate of Liability Insurance (Required) – [Submit >>](#)**  
For more information, view the Exhibitor Liability Insurance Requirements and Sample document under the Show Information tab in the service kit.
- ☐ **Onsite Contact Information Form (Required) – [Submit >>](#)**
- ☐ **After-hours Party Form - [Submit >>](#)**  
Required if you plan to host an after-hours party. For more information, review the General Information document under the Show Information tab in the service kit.
- ☐ **Exhibitor Appointed Contractor (EAC) Form and Insurance** (submit via the service kit - required if you are not using GES as your appointed contractor)
- ☐ **Booth Rendering**
  - Required if 400+ sq. ft. (37.21sqm) – [Submit >>](#)
  - Required if over 1,000 sq. ft. (92.96sqm) or exceeding 300 sq. ft. (27.88sqm) of contiguous covered area – [Submit >>](#)  
You must also submit your booth plans to the LVCVA Fire Prevention Office at [boothplans@lvcva.com](mailto:boothplans@lvcva.com). Please review page 2 of the Exhibitor Rules and Regulations document for more information.
  - Required if you have a multi-level exhibit – [Submit >>](#)  
You must also submit your booth plans to the LVCVA Fire Prevention Office at [boothplans@lvcva.com](mailto:boothplans@lvcva.com). Please review page 2 of the Exhibitor Rules and Regulations document for more information.
- ☐ **Hanging Sign and Tower Approval Form – [Submit >>](#)**  
Required if you have a hanging sign, tower, or any other “high” work.

- ☐ **Encore Rigging Order Form (required if rigging in the Westgate)**  
Forms are available in the service kit under Additional Show Services and Forms (Westgate)
- ☐ **Truss and Lighting Order Form** (submit via the service kit)  
Please find more information under the Labor and Equipment tab – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- ☐ **Vehicle Placement Form** (submit via the service kit)  
Please find more information under the Shipping, Drayage, and Material Handling tab – Material Handling/Drayage Services in the Exhibitor Service Kit.

### Important Dates:

**Friday, July 8 – Onsite Guide deadline.** All updates must be made to the company name and description in the Exhibitor Dashboard by this date in order to be included in the printed Onsite Guide.

**Monday, August 8** – GES: Advance shipments may begin arriving at warehouse at 8:00 am pacific.

**August** – Mobile App live. Company information will be pulled from the Exhibitor Dashboard.

**Thursday, August 11** – Media Planner Order Form deadline. Submit the order form to IAS, if you would like to buy space in the Onsite Guide, Exhibit Hall Map, or Show Daily onsite newspaper.

**Friday, August 19 – GES Discount Deadline** for orders received with payment by 5:00 pm pacific.

**Friday, August 19 – Housing Deadline**

**Tuesday, August 23** – Advanced Pricing deadline for CoxBusiness orders (LVCC)

**Tuesday, September 6 – GES Deadline – Last day for shipments to arrive at Warehouse** without surcharges by 4:30 pm pacific.

### Checklist:

- ☐ **[Register](#) booth staff.** Your pass allotments are automatically added to the exhibitor registration system based on your booth size.
- ☐ **Invite customers.** Customer pass allotments are automatically added to the exhibitor registration system based on your booth size. A customer pass is a complimentary exhibit-hall only pass. You can invite customers through the registration system.
- ☐ **Plan your advance outreach early!** More than 15,000 attendees are expected join you at SPI this year. Your best leads will come from those seeking out your firm and products. We have taken the work out of it for you! The [Exhibitor Marketing Toolkit](#) includes various sizes of pre-designed banners, pre-written social media posts, and a customer invitation letter.

- ☐ **Buy ad space** in the SPI Insider, Onsite Guide, and/or Exhibitor Brochure. For more information, read the Media Planner & Order Form in the service kit.
- ☐ **Plan a hospitality event** or an After-hours Party. Pre-approval is required. [Submit >>](#)
- ☐ **Review the [Sponsorship webpage](#)** before the best items are gone, and increase your visibility by adding a sponsorship to drive traffic to your booth onsite.
- ☐ **Read the SPI Insider and Exhibitor Solar Current** monthly newsletters to stay up-to-date on show announcements and exhibitor services.

**Order booth items.** Note: The GES discount deadline for orders received with payment is Friday, August 19 by 5:00 pm (pacific).

- ☐ Booth Design
- ☐ Labor
- ☐ Carpet or similar floor covering (mandatory in Las Vegas Convention Center - North Hall)
- ☐ Cleaning Services (i.e. Vacuuming)
- ☐ Porter Service (Trash Removal)
- ☐ Power/Electricity
- ☐ Furniture
- ☐ Signs and graphics, including hanging banners (if permitted) - Please read the Exhibitor Booth Rules and Regulations document in the service kit so you know what you are allowed to order for your type and size of booth.
- ☐ Audio / visual
- ☐ Internet / Telecommunications - Note: Westgate and LVCC have different vendors for this service. Please make sure to fill out the appropriate form in the service kit.
- ☐ Catering - Note: Westgate and LVCC have different vendors for this service. Please make sure to fill out the appropriate form in the service kit.
- ☐ Lead Retrieval
- ☐ Security
- ☐ Floral
- ☐ Photography

### [Contact Information](#)

**GES:** (800) 801-7648

International: (702) 515-5970

Monday - Friday 6:00 am - 5:00 pm pacific

**Show Management:** [exhibitorservices@sets.solar](mailto:exhibitorservices@sets.solar)





## Exhibitor Liability Insurance Requirements

### Required Coverage

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury, and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence. Coverage should begin from your first move-in day and last through your final move-out day, both of which will vary from exhibitor-to-exhibitor. Please refer to the Target Maps in the [Exhibitor Service Kit](#) for more information.

**Exhibitors must name the following entities as additionally insured:** Energy Trade Shows, Solar Energy Industries Association, Smart Electric Power Alliance, GES, and the Las Vegas Convention Center **OR** Westgate (depending on where your booth is located).

Exhibitors must name Solar Power International 2016 as the **Certificate Holder**.

### What You Need to Send Us

Liability Insurance is mandatory for all exhibitors. Separate insurance is also required if you hire an Exhibitor Appointed Contractor (EAC). Read below for more information.

**Exhibitor Liability Insurance:** All exhibitors must carry liability insurance and **submit a copy of their policy** to Show Management via the [Exhibitor Liability Insurance Form](#).

**The deadline to submit forms and insurance is July 8, 2016.** Please review the Show Management Important Dates and Deadlines document under the Show Information tab in the [Exhibitor Service Kit](#) for more information.

**Exhibitor Appointed Contractor Insurance:** All exhibitors who hire labor other than GES, SPI's official contractor, must submit a **Notice of Intent to Hire form** and a **Certificate of Insurance for EACs form** via the [Exhibitor Service Kit](#). These forms can be found on the Exhibitor Appointed Contractors (EACs) and Third Parties tab. Exhibitor Appointed Contractors who have not been approved by GES will not be permitted by security to enter the exhibit hall during setup and breakdown times, and you may be required to hire GES labor at your own expense.

### How to Purchase Liability Insurance if You Do Not Already Have It

If you do not have a preferred insurance vendor we have made arrangements with [ShowGuard](#) to make an inexpensive policy available to exhibitors who need it. If you choose to purchase your policy with ShowGuard you are still required to submit a copy via email or mail. This policy has all the coverages you need to meet the obligations in your space contract. Please buy your insurance using the same name you gave us on your exhibit space contract. Note that this insurance option is included solely as a convenience and is not an endorsement for ShowGuard.

The following page is an example of a certificate of insurance with the correct format.

Client#:

<b>ACORD. CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 04/27/09
<b>PRODUCER</b> Wachovia Insurance Serv-A1, GA 4401 Northside Pkwy, Suite 400 Atlanta, GA 30327-3078 770 850-0050	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b>  COMPANY NAME ADDRESS CITY, STATE, ZIP	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A: Liberty Mutual Fire Insurance Company	23035
	INSURER B: North River Insurance Company	21105
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE. THE POLICY NUMBER, DATE, AND LIMITS ARE INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO THE COVERAGE, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO THE POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

POLICY	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PPD Ded: 25000 GEN AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-EST <input type="checkbox"/> LOC	EB265	04/19/09	04/19/10	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED EQUIPMENT (Per occurrence): \$500,000 MED EXP (Any one person): \$10,000 PERSONAL & ADV INJURY: \$1,000,000 GENERAL AGGREGATE: \$2,000,000 PRODUCTS - COMPLETION: \$2,000,000 <b>Gen Agg Cap: \$10,000,000</b>
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	AS265	04/19/09	04/19/10	COMBINED SINGLE LIMIT (Per accident): \$1,000,000 BODILY INJURY (Per person): \$1,000,000 BODILY INJURY (Per accident): \$1,000,000 PROPERTY DAMAGE (Per accident): \$1,000,000 AUTO ONLY - EA ACCIDENT: \$1,000,000 OTHER THAN AUTO ONLY: EA ACC \$1,000,000 AUTO ONLY: ACC \$1,000,000
B	<b>EXCESS UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	SS305	04/19/09	04/19/10	EACH OCCURRENCE: \$1,000,000 AGGREGATE: \$1,000,000 \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe below: SPECIAL PROVISIONS BELOW OTHER:	WC265 WA265	04/19/09 04/19/09	04/19/10 04/19/10	<input checked="" type="checkbox"/> WC STATE-TO-TO LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$1,000,000 E.L. DISEASE - EA EMPLOYEE: \$1,000,000 E.L. DISEASE - POLICY LIMIT: \$1,000,000

Minimum  
\$1,000,000

**Description of Operations/Locations:**

Solar Power International 2016, Solar Energy Trade Shows (SETS), Solar Energy Industries Association (SEIA), Smart Electric Power Alliance (SEPA), Global Experience Specialists (GES) are named as additional insured under General Liability for all aspects of the Show Dates, 9/9/16 - 9/17/16 (includes installation and dismantle) in Las Vegas, NV at the Las Vegas Convention Center and Westgate.

<b>CERTIFICATE HOLDER</b>  <b>Certificate Holder:</b> Solar Power International 2016 Attn: Jac Brueneman 1737 King St., Suite 600 Alexandria, VA 22314	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: For WIS by: <i>Dayne Carney</i> MMK01 © ACORD CORPORATION 1988
--	---

## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

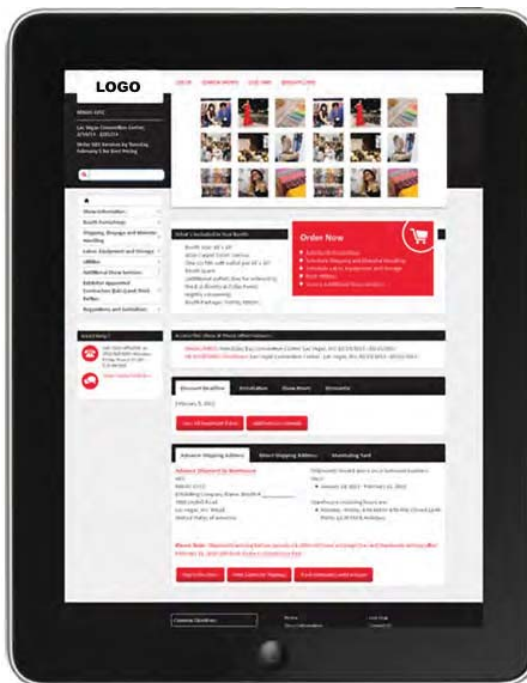
Exhibitors can:

- 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 Servicenter<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/011600997/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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600997/contactus/esm>

### Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970  
7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520  
Las Vegas, NV 89118-4702

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

### Show Information

#### Las Vegas Convention Center - North Hall

Booth Size: 10' x 10'  
Backwall Drape: White  
Sidewall Drape: White  
Facility Carpet Color: Hall is not carpeted  
Facility Carpeted: No  
Floor Covering Mandatory: Yes flooring is mandatory  
Aisle Carpet Color: Pepper

#### Westgate - Paradise Event Center

Booth Size: 10' x 10'  
Backwall Drape: White  
Sidewall Drape: White  
Facility Carpet Color: Multicolored  
Facility Carpeted: Yes  
Floor Covering Mandatory: No  
Aisle Carpet Color: None

### Discount Deadline Date

Friday, August 19 GES orders must be received with payment by this date.

### Exhibitor Move In

Friday,	September 9	8:00 AM - 5:00 PM	LVCC - North Hall Only - Reference Targeted Floorplan for Dates & Times
Saturday,	September 10	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Sunday,	September 11	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Monday,	September 12	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,	September 13	9:00 AM - 6:00 PM	(Westgate)
		10:00 AM - 6:00 PM	(LVCC)
Wednesday,	September 14	10:00 AM - 6:00 PM	
Thursday,	September 15	10:00 AM - 4:00 PM	

### Exhibitor Move Out

Thursday,	September 15	4:00 PM - 10:00 PM	Westgate - Paradise Event Center
		4:00 PM - 10:00 PM	LVCC - North Hall - Reference Targeted Floorplan for Dates & Times
Friday,	September 16	8:00 AM - 5:00 PM	LVCC - North Hall - Reference Targeted Floorplan for Dates & Times
Saturday,	September 17	8:00 AM - 12:00 PM	LVCC - North Hall - Reference Targeted Floorplan for Dates & Times

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

G-1 061316 072816 011600997



### Carrier Check-in Post-Show

Thursday, September 15 8:00 PM Westgate - Carriers post-show must be checked-in by this time. Bills of Lading need to be turned in by 9:00 PM.  
 Saturday, September 17 7:00 AM LVCC - North Hall - Carriers post-show must be checked-in by this time. Bills of Lading need to be turned in by 11:00 AM.

### Facility Clear

Thursday, September 15 10:00 PM Westgate - All exhibitor materials must be removed.  
 Saturday, September 17 12:00 PM LVCC - North Hall - All exhibitor materials must be removed.

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

Consign all domestic shipments c/o GES. Please do not consign international shipments c/o GES. Contact our international division at: [GESLogistic\\_international@ges.com](mailto:GESLogistic_international@ges.com).

### Advance Shipments to Warehouse:

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

### Shipments should arrive on or between:

August 8 - September 6, 2016  
 Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM  
 The GES Advance Warehouse will be closed Monday, September 5, 2016, in observance of the Labor Day holiday.

### Direct Shipments to Show Site:

c/o GES  
 Solar Power International  
 (Your Company Name & Booth Number)  
 Las Vegas Convention Center, North Hall; Westgate -  
 Paradise Event Center  
 3150 Paradise Road  
 Las Vegas, NV 89109-9096  
 USA

### Shipments should arrive on:

Reference Targeted Floorplan for Dates & Times

### Marshaling Yard Site Address:

c/o GES  
 Solar Power International  
 (Your Company Name & Booth Number)  
 2982 West Post Road  
 Las Vegas, NV 89119  
 USA

# Target Maps

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Click the links below for target maps for Solar Power International:

### Target Maps - Westgate:

<http://e.ges.com/011600997/westgatetarget>

### Target Maps - Las Vegas Convention Center:

<http://e.ges.com/011600997/lvcctarget>

# General Information

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### 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

- Booth Furniture and Accessories
- Custom Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging

### 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/011600997/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/011600997/contactus/esm>

**GES Servicer®** is onsite to place any last minute orders and provide show information while at showsite.

### Exhibitor Services

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

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

## 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 onsite at your 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 August 19, 2016 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/011600997/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/011600997/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/011600997/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:  
Global Experience Specialists, Inc. (GES)  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

011600997  
072816  
G-10 031716



## No Tipping Required

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 not allowed.

## 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 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.

## Stand Out From the Crowd

GES graphic solutions can help your booth receive the attention it deserves! Be sure to send us your graphics as early as possible to take advantage of GES discounts and avoid any costly delays.

- Save money by providing your artwork/graphic files early and in the recommended formats:  
**Vector Artwork** – For the best quality, create in vector format (ai or vector eps).  
**Bitmap/Raster Artwork** – The preferred file formats are TIFF and PSD. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixilated when printed.
- All graphics should be submitted with client name, show name, and booth number.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Upload artwork files directly online: <http://e.ges.com/011600997/signs/esm>

## 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 what kind padding you need if you are going to be on your feet a lot. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/011600997/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/011600997/electrical>



**Reminder**

- Booth Layout is required to process your electrical orders.
- Read carefully 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 your 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/011600997/LaborandEquipment/esm>

# Payment and Credit Card Charge Authorization

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:

August 19, 2016

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

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES. **Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/011600997/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

## Bank ACH/Wire Transfer Payment Information

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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

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

Cardholder Name - Please Print	
Billing Address	
City	State
Zip/Postal Code	
Account Number	Expiration Date
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
<input type="checkbox"/> American Express	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
<b>Please Sign</b>	X
Cardholder Signature	
Cardholder Name - Please Print	Date
Check Number	Check Dated
<b>Total Check Payment</b>	\$
<b>Total Credit Card Payment</b>	\$

## Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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



# Domestic Third Party Billing Request

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:

August 19, 2016

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

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

### Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name			
-------------------------	--	--	--

Exhibiting Company Address		City	State	Zip/Postal Code
----------------------------	--	------	-------	-----------------

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

Please  
Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

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

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

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

- |   |   |   |   |  |   |
|---|---|---|---|--|---|
| <input type="checkbox"/> Audio Visual                 | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics    |
| <input type="checkbox"/> I & D Labor                  | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling  | <input type="checkbox"/> Plumbing         | <input type="checkbox"/> Rental Carpet   | <input type="checkbox"/> Rental Furniture |
| <input type="checkbox"/> Signs                        |   |   |   |  |   |
| <input type="checkbox"/> Other (Please Specify) _____ |   |   |   |  |   |

### Step 3. Provide the Third Party contact information

Third Party Company Name			
--------------------------	--	--	--

Third Party Company Address		City	State	Zip/Postal Code
-----------------------------	--	------	-------	-----------------

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

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

Cardholder Name - Please Print			
--------------------------------	--	--	--

Billing Address			
-----------------	--	--	--

City	State	Zip/Postal Code
------	-------	-----------------

Account Number

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

Expiration Date

MM/YY
-------

- ☐ MasterCard  
☐ VISA  
☐ American Express

- ☐ Corporate Card  
☐ Personal Card

Please  
Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

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

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

**Review and Return:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

072816 011600997  
G-3 031716




# Carpet

## Standard

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

Includes:

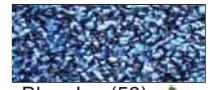
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



Blue (42)



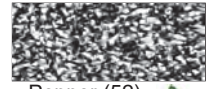
Blue Jay (56) 




Emerald Green (44)



Gray (40)



Pepper (52) 




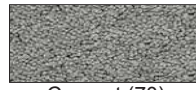
Red (49)

## Plush

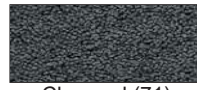
26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

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



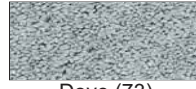
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



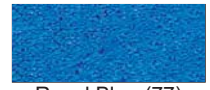
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

50 oz. 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:

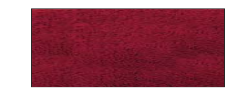
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



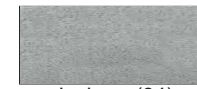
Black (41)



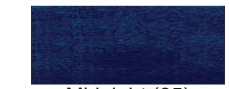
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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



# Carpet Order Form

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name Email Phone Number Booth Number



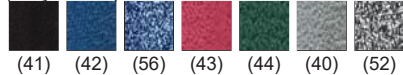
### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 Sq. Ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 Sq. Ft. order required.)

## Carpet

### 13 oz. Color Options

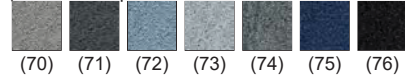
(Gray will be provided if no color is indicated below)



(49)

### 26 oz. Plush Color Options

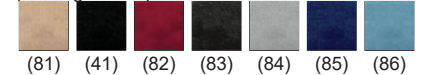
(Dove will be provided if no color is indicated below)



(49) (77) (78) (79) (80)

### 50 oz. Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



(87) (55)

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'		219.25	328.75		\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		431.75	647.50		\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		663.25	995.50		\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		3.70	5.55		\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		5.20	7.75		\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		6.15	9.25		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	2.14	3.21		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.87	1.31		8.15	\$

### Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

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

### Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

011600997  
072816  
C-1 051016



# 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.

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



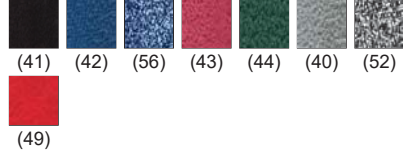
## Easy Ordering Tips:

- 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.

## Carpet Packages

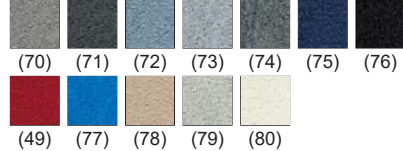
### 13 oz. Color Options

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



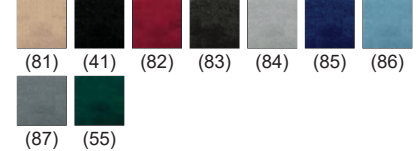
### 26 oz. Plush Color Options

(Dove will be provided if no color is indicated below)



### 50 oz. Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
400021	13 oz. Carpet Package, Per Sq.Ft.		<b>6.61</b>	9.91		\$
	Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 3 Day(s) Cleaning.					
400022	26 oz. Plush Carpet Package, Per Sq.Ft.		<b>7.96</b>	11.89		\$
	Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) Cleaning.					
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.		<b>8.81</b>	13.24		\$
	Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) of Cleaning.					

### Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

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



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

## Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

011600997  
072816

C-2 051016

# Furniture and Accessories

## Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

## Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



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

## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Mauve (47)



Purple (48)



Red (49)



Teal (55)



White (50)

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

# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300202 - Pegboard, White, 2'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300212 - Tackboard, 2'x8'



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket

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

# Furniture and Accessories

## Accessories



300118 - Waterfall Stand

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

# Furniture and Accessories Order Form

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name Email Phone Number Booth Number



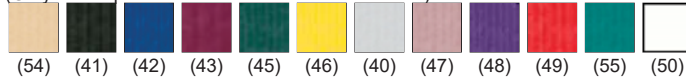
### Easy Ordering Tips:

- 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 Espresso:  
<http://e.ges.com/011600997/furnishings/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	132.25	199.00		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	119.75	179.75		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	77.75	116.50		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	145.75	219.25		\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	126.50	189.75		\$
300056	Table, Square, 24"x24"x30" High	116.50	175.25		\$
300059	Table, Starbase, 30" Diameter x 40" High	245.25	368.50		\$
300058	Table, Starbase, 40" Diameter x 30" High	245.25	368.50		\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		156.00	234.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		185.25	278.00		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		215.75	324.25		\$
3070	Table Skirt Only, 4'		47.25	71.00		\$
3071	Table Skirt Only, 6'		47.25	71.00		\$
3072	Table Skirt Only, 8'		47.25	71.00		\$
3007	Table, Skirt 4th Side		47.50	71.25		\$



Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	123.25	185.25		\$
300600	Table 6', Unskirted, 24" x 30" High	148.00	222.50		\$
300800	Table 8', Unskirted, 24" x 30" High	173.00	260.00		\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		174.00	261.00		\$

Form Continues on Next Page

# Furniture and Accessories Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name Email Phone Number Booth Number

3016	Counter 6', Skirted 3 Sides, 24" x 42" High		215.75	324.25		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		249.75	375.25		\$
3073	Counter Skirt Only, 4'		58.00	87.00		\$
3074	Counter Skirt Only, 6'		58.00	87.00		\$
3075	Counter Skirt Only, 8'		58.00	87.00		\$
3017	Counter, Skirt 4th Side		58.25	87.25		\$



Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

## Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	137.75	206.75		\$
301600	Counter 6', Unskirted, 24" x 42" High	173.00	260.00		\$
301800	Counter 8', Unskirted, 24" x 42" High	199.00	298.25		\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	67.00	100.50		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	47.50	71.25		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	87.25	131.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	67.00	100.50		\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		20.25	30.25		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		24.25	36.50		\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	689.25	1,034.00		\$
300074	Display Case 4', Full View	669.00	1,003.50		\$
300075	Display Case 4', Half View	669.00	1,003.50		\$
300076	Display Case 4', Quarter View	669.00	1,003.50		\$
300078	Display Case 5', Full View	689.25	1,034.00		\$
300079	Display Case 5', Half View	689.25	1,034.00		\$
300080	Display Case 5', Quarter View	689.25	1,034.00		\$
300082	Display Case 6', Full View	708.50	1,063.25		\$
300083	Display Case 6', Half View	708.50	1,063.25		\$
300084	Display Case 6', Quarter View	708.50	1,063.25		\$
300088	Display Case 7', Vertical	927.75	1,390.00		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	6.15	9.25		\$
300127	Aisle Stanchion, Tensa	77.00	115.25		\$
300123	Aisle Stanchion, without Chain	58.25	87.25		\$
300103	Aluminum Easel	77.75	116.50		\$
300111	Bag Stand	106.50	159.25		\$

072816 011600997  
A-1 052016



# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Accessories

300102	Coat Rack	<b>106.50</b>	159.25		\$
300110	Fish Bowl	<b>19.85</b>	29.75		\$
300104	Garment Rack	<b>106.50</b>	159.25		\$
300106	Literature Rack	<b>159.25</b>	239.50		\$
300201	Pegboard, White, 4'x8'	<b>203.50</b>	305.00		\$
 Select alignment: Horizontal _____ Vertical _____					
300202	Pegboard, White, 2'x8'	<b>160.50</b>	240.75		\$
300040	Pipe, 8' Upright with Base	<b>52.75</b>	79.50		\$
300041	Pipe, Adjustable Upright with Base, 9' - 12'	<b>63.50</b>	95.50		\$
300107	Refrigerator	<b>423.75</b>	636.25		\$
300015	Rod, 6' to 10' Telescopic	<b>26.00</b>	39.00		\$
300131	Security Cage, Large, without Lock	<b>589.75</b>	884.75		\$
300120	Sign Holder, Bell Base	<b>97.50</b>	145.75		\$
300108	Sign Holder, Chrome, 22"x28"	<b>97.50</b>	145.75		\$
300212	Tackboard, 2'x8'	<b>169.50</b>	254.25		\$
300211	Tackboard, 4'x8'	<b>212.50</b>	318.75		\$
 Select alignment: Horizontal _____ Vertical _____					
300112	Ticket Tumbler, Small, Table Top	<b>167.25</b>	250.75		\$
300113	Wastebasket	<b>24.25</b>	36.50		\$
300118	Waterfall Stand	<b>106.50</b>	159.25		\$

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/011600997/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

Date

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

**Total Payment  
Enclosed**

\$

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

072816 011600997

A-1 052016



# 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.

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

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

## Furniture Package



### Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		<b>328.50</b>	492.75		\$
↳ Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

### Skirt Color Options

(Gray will be provided if no color is indicated.)



### Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	<b>718.65</b>	1,080.90		\$
↳ Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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



# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



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



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



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



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



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



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



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



305268 - Sofa, Tangiers, 78"L 37"D 36"H

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

# Specialty Furniture

## Seating - Club Chairs



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



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



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



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



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



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



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



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



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



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



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



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

## Seating - Chairs



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



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



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



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



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H



305232 - Chair, Fusion, Red/White, 18"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H



305111 - Chair, Jetson, 19"L 18"D 31"H



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



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305108 - Chair, New York, 23"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



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



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H

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.

# Specialty Furniture

## Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H



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



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



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



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



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



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



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



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



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



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

## Seating - Office and Utility Seating



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305126 - Chair, Task, 25"L 26"D 21"H



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



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



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



305043 - Stool, Drafting, 25"L 26"D 34"H

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.

# Specialty Furniture

## Seating - Barstools



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



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



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



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



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



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



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H



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



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



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



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



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H



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



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



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



305207 - Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue

## Tables - Cafe



305315 - 30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RND 29"H



305318 - 30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305162 - Table, Cafe, Blue/Black, 30" Round 29"H



305154 - Table, Cafe, Blue/Black, 30" Round 29"H



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



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



305156 - Table, Cafe, Graphite/Black, 30" Round 29"H

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.



# Specialty Furniture



305159 - Table, Cafe, Graphite/Hydraulic 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 Base, 30" Round 29"H



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



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



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



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



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



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



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

## Tables - Bar



305316 - 30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30" RND 45"H



305317 - 30" Round Bar Table w/ Hydraulic Base, Orange Top, 30" RND 45"H



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



305131 - Table, Bar, Blue/Black, 30" Round 42"H



305140 - Table, Bar, Blue/Hydraulic Base, 30" Round 42"H



305133 - Table, Bar, Graphite/Black, 30" Round 42"H



305136 - Table, Bar, Graphite/Black, 36" Round 42"H



305142 - Table, Bar, Graphite/Hydraulic Base, 30" Round 42"H



305145 - Table, Bar, Graphite/Hydraulic Base, 36" Round 42"H



305134 - Table, Bar, Maple/Black, 30" Round 42"H



305137 - Table, Bar, Maple/Black, 36" Round 42"H



305143 - Table, Bar, Maple/Hydraulic Base, 30" Round 42"H



305146 - Table, Bar, Maple/Hydraulic Base, 36" Round 42"H



305130 - Table, Bar, Red/Black, 30" Round 42"H



305139 - Table, Bar, Red/Hydraulic Base, 30" Round 42"H



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Hydraulic Base, 30" Round 42"H



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



305303 - Table, Bar, White Laminate/Hydraulic Base, 36" Round 42"H

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.

# Specialty Furniture

## Tables - Cocktail



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



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



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



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H



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



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"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



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



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



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



305047 - Table, End, Geo, Black, 26"L 26"D 20"H



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



305049 - Table, End, Inspiration, 24"L 28"D 22"H



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



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



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



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



305276 - Table, Mosaic, Set of 3



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

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.



# Specialty Furniture

## Conference Tables



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



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



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



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



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



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



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



305029 - Table, Conf., Graphite, 96"L 36"D 29"H



305033 - Table, Conf., Mahogany, 120"L 42"W 29"H



305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany, 72"L 42"W 29"H



305032 - Table, Conf., Mahogany, 96"L 42"W 29"H



305177 - Table, Conf., Manhattan, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



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



305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H

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.

# Specialty Furniture

## Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

## Product Display



305001 - Bookcase, Mahogany, 36"L 13"D 71"H



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



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



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



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

## Office and Utility Furniture



305039 - Credenza, Mahogany, 72"L 24"D 29"H



305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H



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



305058 - File, Lateral, Mahogany, 36"L 20"D 29"H

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.

# Specialty Furniture

## Lamps



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



305205 - Lamp, Table,  
Mason, Silver, 16" Round  
26"H

## Accessories



305380 - Charging  
Adapter, Black, 33"L



305381 - Charging  
Adapter, White, 33"L

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.

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

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 Espresso:  
<http://e.ges.com/011600997/furnishings/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	601.00	902.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	650.00	975.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	864.50	1,299.50		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,080.00	1,620.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,240.00	1,860.00		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,240.00	1,860.00		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,966.25	2,949.25		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,706.25	2,565.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	820.50	1,231.75		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	993.25	1,491.50		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	928.75	1,390.00		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	1,046.50	1,570.75		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	773.00	1,164.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	796.75	1,197.75		\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	646.25	969.50		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	940.25	1,412.50		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,004.50	1,503.00		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	591.00	887.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	656.50	985.25		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	646.25	969.50		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	552.50	829.50		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	453.25	680.25		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	681.50	1,022.75		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	521.00	782.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	801.00	1,200.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	801.00	1,200.00		\$

### Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	357.00	535.50		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	141.25	212.50		\$

072816 011600997

B-1 051016

# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Seating - Chairs

305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	141.25	212.50		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	179.75	270.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	147.00	220.25		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	103.00	154.75		\$
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	178.50	267.75		\$
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	178.50	267.75		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	178.50	267.75		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	255.50	383.00		\$
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	374.00	561.50		\$
305111	Chair, Jetson, 19"L 18"D 31"H	236.25	354.75		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	627.25	941.25		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	394.25	592.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	646.25	969.50		\$
305108	Chair, New York, 23"L 32"D 33"H	244.00	366.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	240.75	361.50		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	432.75	649.75		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	173.00	260.00		\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	439.00	659.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	439.00	659.00		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	526.50	789.75		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	526.50	789.75		\$
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	127.75	192.00		\$
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	123.25	185.25		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	297.25	446.25		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	385.25	578.50		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	385.25	578.50		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	147.00	220.25		\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	432.75	649.75		\$
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	412.50	619.25		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	419.25	629.50		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	488.25	732.25		\$

072816 011600997  
B-1 051016

# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Seating - Office and Utility Seating

305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	<b>444.00</b>	666.75		\$
305126	Chair, Task, 25"L 26"D 21"H	<b>174.00</b>	261.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	<b>300.00</b>	450.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	<b>584.00</b>	876.00		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	<b>434.00</b>	651.00		\$
305043	Stool, Drafting, 25"L 26"D 34"H	<b>255.50</b>	383.00		\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	<b>315.00</b>	473.00		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	<b>315.00</b>	473.00		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	<b>315.00</b>	473.00		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	<b>315.00</b>	473.00		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	<b>191.00</b>	287.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	<b>191.00</b>	287.00		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	<b>247.50</b>	371.75		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	<b>255.50</b>	383.00		\$
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	<b>314.25</b>	471.25		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	<b>170.75</b>	256.50		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	<b>170.75</b>	256.50		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	<b>170.75</b>	256.50		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	<b>170.75</b>	256.50		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	<b>350.25</b>	525.50		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	<b>350.25</b>	525.50		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	<b>213.50</b>	321.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	<b>467.75</b>	701.75		\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	<b>426.00</b>	639.50		\$
305259	Christopher Barstool, 19"L 15"D 41"H	<b>315.00</b>	473.00		\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305315	30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RN	<b>379.00</b>	569.00		\$
305318	30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 2	<b>379.00</b>	569.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	<b>1,180.00</b>	1,770.00		\$
305162	Table, Cafe, Blue/Black, 30" Round 29"H	<b>266.75</b>	400.00		\$
305154	Table, Cafe, Blue/Hydraulic Base, 30" Round 29"H	<b>357.00</b>	535.50		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	<b>266.75</b>	400.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	<b>313.00</b>	470.00		\$
305156	Table, Cafe, Graphite/Hydraulic Base, 30" Round 29"H	<b>357.00</b>	535.50		\$
305159	Table, Cafe, Graphite/Hydraulic Base, 36" Round 29"H	<b>425.00</b>	637.25		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	<b>266.75</b>	400.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	<b>313.00</b>	470.00		\$
305157	Table, Cafe, Maple/Hydraulic Base, 30" Round 29"H	<b>357.00</b>	535.50		\$

B-1 051016 072816 011600997



# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Tables - Cafe					
305160	Table, Cafe, Maple/Hydraulic Base, 36" Round 29"H	<b>425.00</b>	637.25		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	<b>266.75</b>	400.00		\$
305153	Table, Cafe, Red/Hydraulic Base, 30" Round 29"H	<b>357.00</b>	535.50		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	<b>340.25</b>	510.75		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Base, 30" Round 29"	<b>432.75</b>	649.75		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	<b>309.50</b>	464.50		\$
305301	Table, Cafe, White Laminate/Hydraulic Base, 36" Round 29"H	<b>422.50</b>	634.00		\$

Tables - Bar					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305316	30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30"RND	<b>379.00</b>	569.00		\$
305317	30" Round Bar Table w/ Hydraulic Base, Orange Top, 30"RND 45	<b>379.00</b>	569.00		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	<b>1,540.00</b>	2,310.00		\$
305131	Table, Bar, Blue/Black, 30" Round 42"H	<b>279.00</b>	419.25		\$
305140	Table, Bar, Blue/Hydraulic Base, 30" Round 42"H	<b>363.75</b>	545.75		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	<b>279.00</b>	419.25		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	<b>342.50</b>	514.25		\$
305142	Table, Bar, Graphite/Hydraulic Base, 30" Round 42"H	<b>363.75</b>	545.75		\$
305145	Table, Bar, Graphite/Hydraulic Base, 36" Round 42"H	<b>429.50</b>	644.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	<b>279.00</b>	419.25		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	<b>342.50</b>	514.25		\$
305143	Table, Bar, Maple/Hydraulic Base, 30" Round 42"H	<b>363.75</b>	545.75		\$
305146	Table, Bar, Maple/Hydraulic Base, 36" Round 42"H	<b>429.50</b>	644.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	<b>279.00</b>	419.25		\$
305139	Table, Bar, Red/Hydraulic Base, 30" Round 42"H	<b>363.75</b>	545.75		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	<b>360.50</b>	541.25		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Base, 30" Round 42"H	<b>446.25</b>	670.00		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	<b>340.25</b>	510.75		\$
305303	Table, Bar, White Laminate/Hydraulic Base, 36" Round 42"H	<b>425.00</b>	637.25		\$

Tables - Cocktail					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	<b>849.00</b>	1,270.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	<b>485.00</b>	728.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	<b>485.00</b>	728.00		\$
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	<b>284.75</b>	427.25		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	<b>291.50</b>	437.25		\$
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	<b>383.00</b>	575.25		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	<b>289.25</b>	434.00		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	<b>336.75</b>	505.00		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	<b>389.75</b>	585.25		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	<b>389.75</b>	585.25		\$

B-1 051016 072816 011600997



# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305112	Regis End Table, 16"L 15.5"D 16.5"H	385.00	578.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	210.25	315.25		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	200.00	300.50		\$
305047	Table, End, Geo, Black, 26"L 26"D 20"H	255.50	383.00		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	265.50	399.00		\$
305049	Table, End, Inspiration, 24"L 28"D 22"H	363.75	545.75		\$
305211	Table, End, Oliver, 22" Round 22"H	255.50	383.00		\$
305046	Table, End, Silverado, 24" Round 22"H	316.50	474.50		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	287.00	430.50		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	287.00	430.50		\$
305276	Table, Mosaic, Set of 3	389.75	585.25		\$
305275	Table, Timber, Wood, 16" Round 17"H	245.25	368.50		\$

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	102.00	153.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	324.25	487.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	522.00	783.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	341.25	512.00		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	522.00	783.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	429.50	644.00		\$
305028	Table, Conf., Graphite, 72"L 36"D 29"H	579.75	870.00		\$
305029	Table, Conf., Graphite, 96"L 36"D 29"H	712.00	1,067.75		\$
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	775.25	1,164.00		\$
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	439.50	660.00		\$
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	518.75	778.50		\$
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	636.25	954.75		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	392.00	588.75		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	517.50	776.25		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	427.25	640.75		\$
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	688.25	1,032.75		\$

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,740.25	5,616.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,390.00	2,090.50		\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305001	Bookcase, Mahogany, 36"L 13"D 71"H	406.75	610.25		\$
305053	Etagere, Black, 30"L 16"D 70"H	377.50	566.25		\$
305052	Etagere, Pewter, 30"L 16"D 70"H	377.50	566.25		\$
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	559.25	839.50		\$

B-1 051016  
072816 011600997

# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Product Display					
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	<b>700.50</b>	1,051.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	<b>836.25</b>	1,254.25		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	<b>700.50</b>	1,051.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	<b>836.25</b>	1,254.25		\$

## Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305039	Credenza, Mahogany, 72"L 24"D 29"H	<b>667.75</b>	1,002.25		\$
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	<b>618.00</b>	927.75		\$
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	<b>519.75</b>	779.75		\$
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	<b>518.75</b>	778.50		\$

## Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	<b>348.00</b>	522.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	<b>256.50</b>	385.25		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305380	Charging Adapter, Black, 33"L	<b>28.25</b>	42.50		\$
305381	Charging Adapter, White, 33"L	<b>28.25</b>	42.50		\$

## Electrical Outlets Not Included


Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/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** 

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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

**Total Payment Enclosed**  \$

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

011600997  
072816  
B-1 051016

# 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.

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

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 Espresso:  
<http://e.ges.com/011600997/packages/esm>



Barcelona Club Package



Deluxe Chair Package



Stool Package A



Chair Package A

## GEM Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404201	GEM #4 10' x 20' Package	<b>8,960.25</b>	13,447.50		\$
	↳ Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.				

## Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	<b>534.00</b>	803.00		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404323	Display Case Package A	<b>1,245.25</b>	1,870.25		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.				
404324	Display Case Package B	<b>1,218.25</b>	1,829.75		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.				
404322	Meeting Package	<b>798.50</b>	803.00		\$
	↳ Includes: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404311	Stool Package A	<b>561.00</b>	843.50		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.				

## Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4046	Chair Package B		474.00	712.50		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
4146	Stool Package B		531.50	799.25		\$
	↳ Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.					

## Skirt Color Options

(Gray will be provided if no color is indicated.)

Form Continues on Next Page

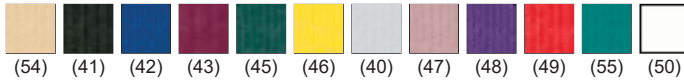
# Convenience Package Order Form

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

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404504	Bar Package	2,090.50	3,141.50		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.				
404501	Barcelona Club Package	2,244.25	3,370.75		\$
	↳ Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.				
404503	Deluxe Chair Package	913.00	1,369.25		\$
	↳ Includes: (2) New York Chairs, (1) Cafe Table 36"X29".				
404505	Premium Pedestal Package	941.25	1,413.50		\$
	↳ Includes: (2) Black Banana Barstools, (1) Locking Pedestal.				
404502	South Beach Club Package	3,412.50	5,130.00		\$
	↳ Includes: (2) 3-Piece South Beach Sectional (Platinum Suede).				

**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:** Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

072816 011600997

P-1 031416

# Standard Exhibit Systems

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

## 10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

## 6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.



# Standard Exhibit Systems

## Accessories



600410 - Exhibit, Ad Board, 1M x 8'



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"



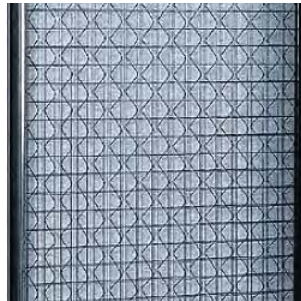
600222 - Exhibit, Light Box, Medium 37"x56"



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



Coated: Amberwood



Coated: Black (C41)



Coated: Maple



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

### Trim Color



Black (41)

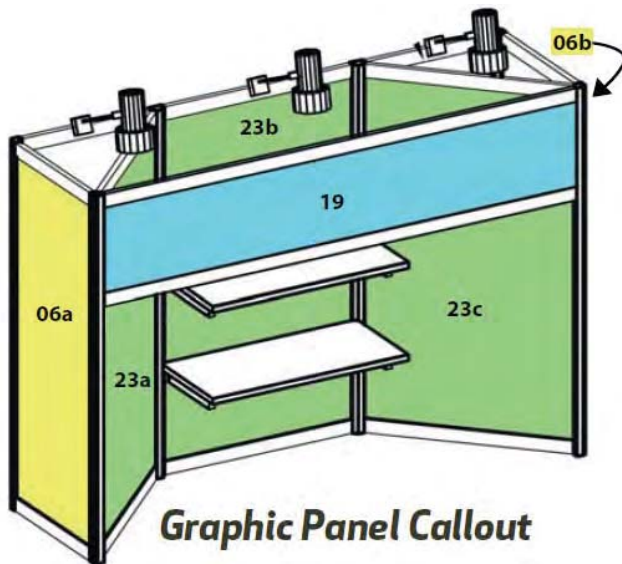


Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #1, 6' Tabletop (600001)



**Graphic Panel Callout**

**23** 608323 26 9/16" wide x 45" tall  
Discount Price - \$176.25 /Regular Price - \$264.50  
Produced on 3/16" Thick White Foamcore

**06** 608306 18 7/16" wide x 45" tall  
Discount Price - \$73.00 /Regular Price - \$109.25  
Produced on 3/16" Thick White Foamcore

**19** 608319 65 15/16" wide x 12" tall  
Discount Price - \$116.50 /Regular Price - \$175.25  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600997/exhibit1/esm>



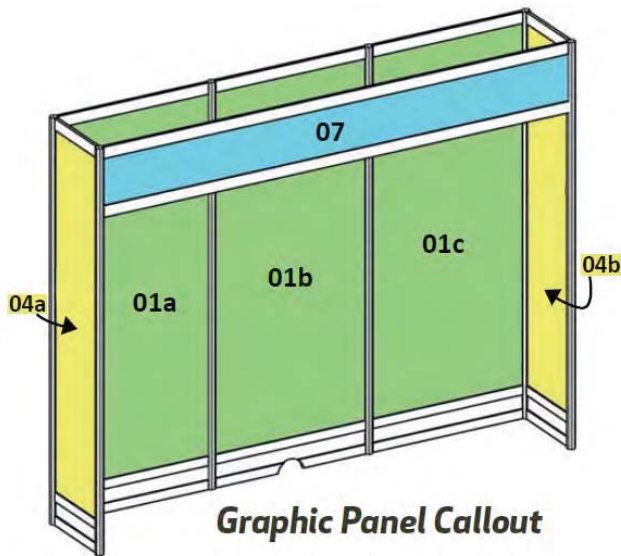
**Booth Rendering**

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.



# Standard Exhibits Graphics

## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$484.75 /Regular Price - \$727.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$244.00 /Regular Price - \$366.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$208.00 /Regular Price - \$312.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600997/exhibit2/esm>

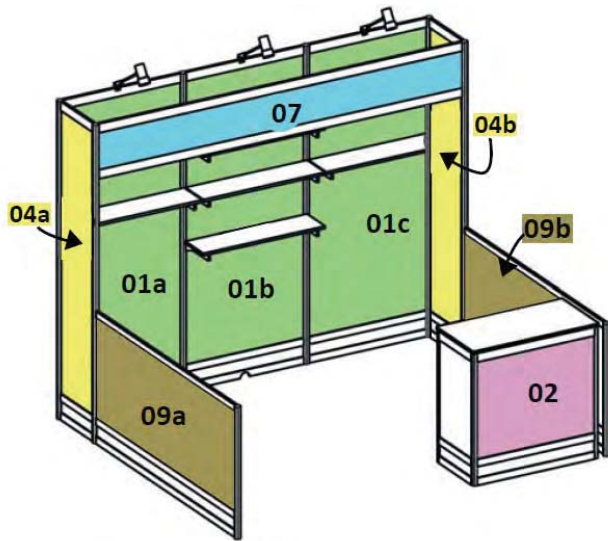


## Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #3, 10 x 10 (600003)



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$484.75 /Regular Price - \$727.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$244.00 /Regular Price - \$366.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$208.00 /Regular Price - \$312.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$170.75 /Regular Price - \$256.50  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$344.75 /Regular Price - \$517.50  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600997/exhibit3/esm>

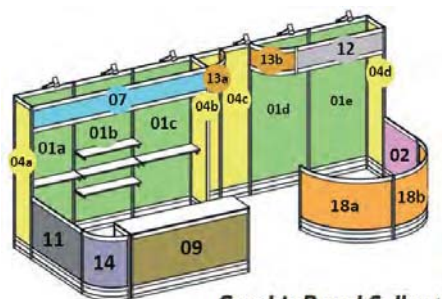


**Booth Rendering**

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #4, 10 x 20 (600004)



**Graphic Panel Callout**

**12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$106.25 /Regular Price - \$159.25  
Produced on 3/16" Thick White Foamcore

**13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$53.00 /Regular Price - \$79.75  
Produced on 1/8" Thick White Foamacell

**18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$271.25 /Regular Price - \$406.75  
Produced on 1/8" Thick White Foamacell

**09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$344.75 /Regular Price - \$517.50  
Produced on 3/16" Thick White Foamcore

**14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$132.25 /Regular Price - \$199.00  
Produced on 1/8" Thick White Foamacell

**01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$484.75 /Regular Price - \$727.75  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$244.00 /Regular Price - \$366.00  
Produced on 3/16" Thick White Foamcore

**11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$102.00 /Regular Price - \$152.50  
Produced on 3/16" Thick White Foamcore

**02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$170.75 /Regular Price - \$256.50  
Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall  
Discount Price - \$208.00 /Regular Price - \$312.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

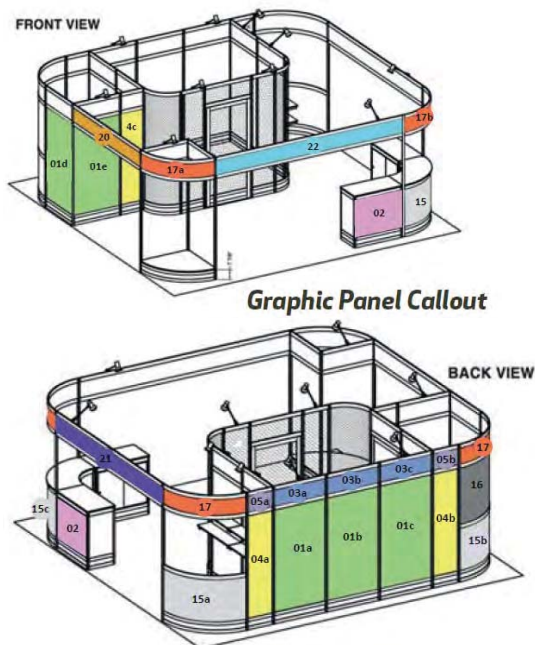
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600997/exhibit4/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #5, 20 x 20 (600005)



**21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$160.50 /Regular Price - \$240.75  
Produced on 3/16" Thick White Foamcore

**20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$171.75 /Regular Price - \$257.75  
Produced on 1/8" Thick White Foamcore

**17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$199.00 /Regular Price - \$298.25  
Produced on 1/8" Thick White Foamacell

**02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$170.75 /Regular Price - \$256.50  
Produced on 3/16" Thick White Foamcore

**03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$67.75 /Regular Price - \$101.75  
Produced on 3/16" Thick White Foamcore

**05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$53.00 /Regular Price - \$79.75  
Produced on 3/16" Thick White Foamcore

**01** 608301 18 7/16" wide x 86 1/4" tall  
Discount Price - \$484.75 /Regular Price - \$727.75  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$244.00 /Regular Price - \$366.00  
Produced on 3/16" Thick White Foamcore

**16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$324.25 /Regular Price - \$487.00  
Produced on 1/8" Thick White Foamacell

**15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$271.25 /Regular Price - \$406.75  
Produced on 1/8" Thick White Foamacell

**22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$275.75 /Regular Price - \$413.50  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011600997/exhibit5/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.



# Exhibit Systems Order Form

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

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

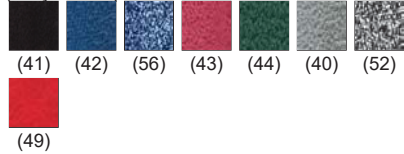


## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

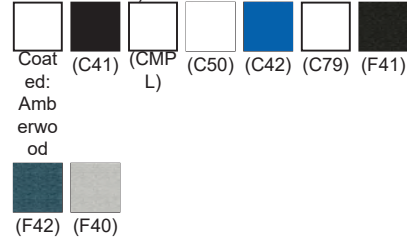
### 13 oz. Carpet Color Options

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



### Exhibit Panel Color Options

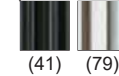
(Gray Fabric Panel will be provided if no color is indicated below)



C Color Codes are Coated Panels  
F Color Codes are Fabric

### Trim Color Options

(Silver will be provided if no color is indicated below)



## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,090.50	3,141.50		\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	3,932.50	5,898.50		\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

### 10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	8,644.50	12,972.50		\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

### 20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600005	Exhibit System GEM #5, 20'x20' Island	12,859.50	19,289.00		\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	679.25	1,019.25		\$
600110	Exhibit, Armlight Black	100.50	151.50		\$
600111	Exhibit, Armlight White	100.50	151.50		\$
600103	Exhibit, Counter, 1M Curved	940.25	1,412.50		\$
	Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	475.75	714.25		\$
	Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	651.00	976.25		\$
	Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	864.50	1,299.50		\$

D-1 051016 072816 011600997

# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Accessories

600222	Exhibit, Light Box, Medium 37"x56"	<b>682.50</b>	1,023.75		\$
600223	Exhibit, Light Box, Small 37"x28"	<b>420.25</b>	630.50		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	<b>595.50</b>	893.75		\$
600291	Exhibit, Panel, Wirewall, 1M	<b>582.00</b>	873.50		\$
600243	Exhibit, Shelf, 1M x 10" Deep	<b>79.00</b>	118.75		\$
600262	Tackboard, Gem, 4' X 8'	<b>679.25</b>	1,019.25		\$

## Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

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

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

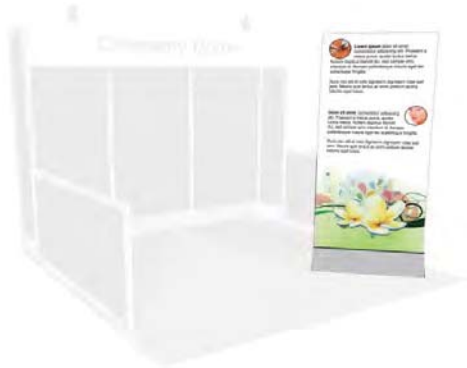
**Cancellation Policy:** Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

D-1 051016 072816 011600997



# Standard Graphics

## 38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*



# 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.

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

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

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011600997/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	291.50	437.25		8.15	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	227.25	341.25		8.15	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	238.50	358.25		8.15	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	431.75	647.50		8.15	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	265.50	399.00		8.15	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	565.00	847.50		8.15	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	399.00	599.00		8.15	\$
601099	Printed Cardboard Base for Freestanding Boards	26.00	39.00		8.15	\$

**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**

\$

072816 011600997

I-1 051016

# Digital File Preparation

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

## Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

## Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

### Vector Artwork

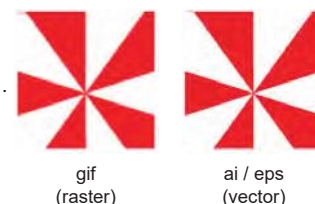
For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

**Vectors**  
Editable Text

**Vectors**  
Outlined Text



### Bitmap/Raster Artwork

**TIFF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011600997/signs>

# Digital File Preparation

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

### File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

### Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in Illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in Illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

### Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

### Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

### Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

### Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

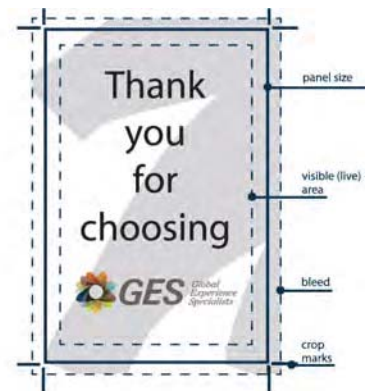


figure a.

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Do not consign international shipments c/o GES; however, please contact our international division at: [GESLogistic\\_international@ges.com](mailto:GESLogistic_international@ges.com).
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

## Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

[www.ges.com/everything/logistics/tracking/](http://www.ges.com/everything/logistics/tracking/).

R-1 021216 072816 011600997

Get an instant quote today at <http://logisticsquote.ges.com/>

## Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrateing, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

R-1 021216 072816 011600997

## Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

## Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

## Work Zone

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





Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



10% off material handling



GES on-site support professionals



24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>



Consolidated show invoice



Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: [https://e.ges.com/011600997/logistics\\_quote](https://e.ges.com/011600997/logistics_quote)

Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

# Material Handling/Drayage Order Form

Page 1 of 3

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name

Email

Phone Number

Booth Number

If a crane is needed for unloading or loading and/or placement/assembly additional charges will apply.



### Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated	Special Handling	Advance Shipments to Warehouse Dates:
Rate	\$91.00 cwt	\$118.30 cwt	<b>Mon, Aug 8, 2016:</b> Advance shipments may begin arriving at warehouse. <b>Tue, Sep 6, 2016:</b> Last day for shipments to arrive at warehouse. <b>The GES Advance Warehouse will be closed Monday, September 5, 2016, in observance of the Labor Day holiday.</b>

### Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated	Direct Shipments to Show site Dates: Reference Targeted Floorplan for Dates & Times
Rate	\$102.25 cwt	\$132.93 cwt	\$163.60 cwt	

## 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 \$57.00. Each Additional Package will be charged \$28.50.

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$57.00 = \_\_\_\_\_ Total

\_\_\_\_\_ # of Additional packages (each) x \$28.50 = \_\_\_\_\_ Total

Form Continues on Next Page



# Material Handling/Drayage Order Form

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

Company Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

## Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total  
\_\_\_\_\_ Grand Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

☐ Exhibit Site

☐ Warehouse

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments recieved after the published timeline. Monthly Storage fee of \$7.50 per cwt will apply before published timeline.

### Off Target - Late/Early to Show Site Surcharge:

A \$25.00 per CWT surcharge will apply to all inbound shipments arriving OFF TARGET.

### Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

### 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.

CWT

072816 011600997

R-2 042816

# What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

A

RUSH!

EXHIBITION FREIGHT

FROM:

Please print this label on a color printer if possible

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Solar Power International

Name of Exhibition

0110600997

BOOTH NUMBER

C/O GES

7000 Lindell Road

Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:  
Monday, Aug 8, 2016 - Tuesday, Sep 6, 2016

The GES Advance Warehouse will be closed Monday, September 5, 2016, in observance of the Labor Day holiday.

**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

GES  
Global  
Experience  
Specialists

A

RUSH!

EXHIBITION FREIGHT

FROM:

Please print this label on a color printer if possible

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Solar Power International

Name of Exhibition

0110600997

BOOTH NUMBER

C/O GES

7000 Lindell Road

Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:  
Monday, Aug 8, 2016 - Tuesday, Sep 6, 2016

The GES Advance Warehouse will be closed Monday, September 5, 2016, in observance of the Labor Day holiday.


**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

GES  
Global  
Experience  
Specialists

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

<b>D</b>	<b>RUSH!</b>
EXHIBITION FREIGHT	

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Solar Power International

Name of Exhibition

0110600997

BOOTH NUMBER

C/O **GES**

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

3150 Paradise Road

Las Vegas, NV 89109-9096 USA

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 \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



<b>D</b>	<b>RUSH!</b>
EXHIBITION FREIGHT	

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Solar Power International

Name of Exhibition

0110600997

BOOTH NUMBER

C/O **GES**

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

3150 Paradise Road

Las Vegas, NV 89109-9096 USA

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 \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



Please print this label on a color printer if possible

Please print this label on a color printer if possible



# Request for Pre-Printed Outbound Material Handling Release/Labels

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:

August 19, 2016



### 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 August 19, 2016.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/011600997/prePrint/esm>

## Step 1. Tell us the location of materials for pickup (show site address)

Company/Consignee	Attention			
3150 Paradise Road	Las Vegas	NV	89109-9096	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

## Step 2. Tell us the location where freight should be sent

### Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

### Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicer®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Review and Return:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

R-3 042716 072816 011600997

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:

August 19, 2016

Company Name

Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City

State

Zip

Country

Current Assigned Target Date/Time

New Requested Target Date/Time

## Reason for request:

## Important information

- All change request forms due by: August 19, 2016
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Off-target surcharges will apply to all direct shipments received prior to or after your assigned target shipment schedule.
- Please send completed form to Kristie Wilson Email: [krwilson@ges.com](mailto:krwilson@ges.com)

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600997/contactus/esm>

R-23 011216 072816 011600997

# Warehouse Storage - Before and After Show

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

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)	\$78.00 cwt.
Monthly Storage (does not include Return to Warehouse charges)	(1000 lb. minimum)	\$7.50 cwt.

### Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$19.50 cwt.
---	--------------------	--------------

### Additional Warehouse Handling:

Additional Warehouse Handling Fee (for multiple in and out moves)	(1000 lb. minimum)	\$9.50 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/011600997/contactus/esm>

011600997

072816 1011

R-4 011516

# 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.

Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:

August 19, 2016

Company Name

Email

Phone Number

Booth Number



**Attention**

## 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.
- Any exhibit materials needing a crane or large lift for unloading or loading please contact Bob Joneck at (702) 604-4442 (45) days prior to show.
- Want an easier way? Fill out this information online and submit:  
<http://ordering.ges.com/011600997/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone Number

\_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone Number

\_\_\_\_\_

6. What is the minimum number of days to set your display?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?  
\_\_\_\_\_ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### Direct Shipments Only

1. What date and time are you scheduling your shipment (s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

R-7 013016 Cstm 072816 011600997

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### 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:

c/o GES  
Solar Power International  
(Your Company Name & Booth Number)  
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/011600997/contactus/esm>

072816 011600997

R-9 031616

# Show Site Storage Order Form

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

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.

## Step 1. Order Access Storage

### 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 (\$)	Qty	Total
200513	Access Storage, Per Pallet/Piece	64.25		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705044	Storage, ST	119.25	149.25	178.50			\$
705044	Storage, OT	209.00	261.00	314.25			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600997/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

R-11/R-12 052316 072816 011600997

Form Continues on Next Page





# Show Site Storage Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST**	<b>230.50</b>	288.25	345.75			\$
705200	5,000#, OT	<b>323.25</b>	404.50	484.75			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600997/labor/esm>

## Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

# 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.

Solar Power International  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:  
August 19, 2016

Company Name Email Phone Number Booth Number

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

## Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- 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 Servicerter.

## Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time	72.25	1	\$
200506	Cartload Service, Over Time	72.25	1	\$

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

R-14 051016 072816 011600997

# 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.

Solar Power International  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:  
August 19, 2016

Company Name Email Phone Number Booth Number

Please call Bob Joncek to set up your assigned time for vehicle delivery and placement.  
702.604.4442.



## Easy Ordering Tips:

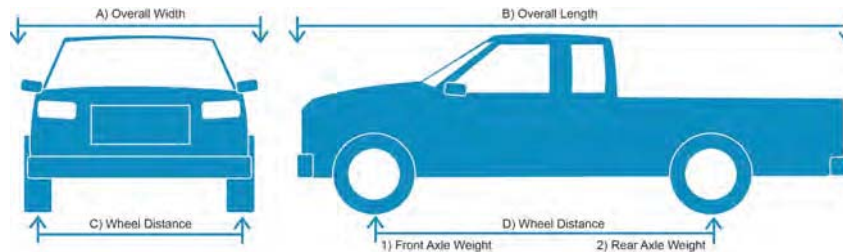
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.

## Important Rules and Regulations



- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is Required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

## Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on \_\_\_\_\_, 20\_\_\_\_\_, between \_\_\_\_\_ and \_\_\_\_\_ AM/PM to assist in the movement of the vehicle.

\* Please attach separate sheet for more than 3 vehicles.

## Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	249.25		\$

**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**

\$



# Labor Information and Regulations

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### Save on Labor Costs



- Save money by pre-ordering labor.
- Return your orders before the discount deadline to receive the best price.
- Return your booth layout diagram. It could save you money by averting labor costs to move heavy items at show site.
- Don't forget pre-order labor for move-out to receive the best price.

### 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.

### Trade Labor Descriptions

Below are information and rates for the labor types offered in this show. These workers may be ordered with equipment on other forms. The rates listed below are for your information and planning only. See the included order forms for scheduling and estimating your labor costs.

#### Carpenters

Responsible for uncrating, installation, and dismantle of exhibits, laying of carpet and tile, recreating of exhibits, and closing of machinery crates.

705000 : Installation and Dismantle	Discount Orders placed on or before Aug 19	Regular Orders Placed Aug 20 thru Sep 8	Show Site Rate Increases on Sep 9
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.**	\$ 113.50	\$ 142.50	\$ 170.75
**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM			
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 199.00	\$ 248.50	\$ 298.25

#### Plumbers

Responsible for all plumbing work such as compressed air, water, drain or gases.

705011 : Plumber	Discount Orders placed on or before Aug 19	Regular Orders Placed Aug 20 thru Sep 8	Show Site Rate Increases on Sep 9
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.	\$ 146.25	\$ 183.00	\$ 219.25
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 219.25	\$ 274.50	\$ 328.75

#### Riggers

Responsible for hanging all non-electrical signs, drape, and fabric panels. Responsible for Velcro signs that require tools or more than one person for installation.

705020 : Rigger, Hanging Sign	Discount Orders placed on or before Aug 19	Regular Orders Placed Aug 20 thru Sep 8	Show Site Rate Increases on Sep 9
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.**	\$ 118.75	\$ 148.00	\$ 178.50
**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM			
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 184.25	\$ 230.50	\$ 276.75

011600997

072816 1011

L-0 061115

## Decorators

Responsible for handling freight in and out of the hall. This includes uncrating and unskidding, positioning and leveling, and reskidding off all freight. For safety reasons additional workers may be assigned to the crew.

<b>705030 : Additional Worker, Freight</b>	<b>Discount Orders placed on or before Aug 19</b>	<b>Regular Orders Placed Aug 20 thru Sep 8</b>	<b>Show Site Rate Increases on Sep 9</b>
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.**	<b>\$ 119.25</b>	\$ 149.25	\$ 178.50

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	<b>\$ 209.00</b>	\$ 261.00	\$ 314.25
---	------------------	-----------	-----------

## Teamsters

Responsible for handling all non-machinery material in and out of the hall. Also responsible for most deliveries from Accessible Storage to the booth.

<b>705044 : Storage</b>	<b>Discount Orders placed on or before Aug 19</b>	<b>Regular Orders Placed Aug 20 thru Sep 8</b>	<b>Show Site Rate Increases on Sep 9</b>
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.**	<b>\$ 119.25</b>	\$ 149.25	\$ 178.50

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	<b>\$ 209.00</b>	\$ 261.00	\$ 314.25
---	------------------	-----------	-----------

## Electricians

Responsible for all electrical work such as running electrical wiring, lighting, and outlets.

<b>705060 : Electrician</b>	<b>Discount Orders placed on or before Aug 19</b>	<b>Regular Orders Placed Aug 20 thru Sep 8</b>	<b>Show Site Rate Increases on Sep 9</b>
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.	<b>\$ 146.25</b>	\$ 183.00	\$ 219.25
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	<b>\$ 219.25</b>	\$ 274.50	\$ 328.75

011600997

072816 1011

L-0 061115

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	113.50	142.50	170.75			\$
705000	Install & Dismantle, ST Move Out	113.50	142.50	170.75			\$
705000	Install & Dismantle, OT Move In	199.00	248.50	298.25			\$
705000	Install & Dismantle, OT Move Out	199.00	248.50	298.25			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600997/labor/esm>

## Step 2. Please Indicate Service



**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.

**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 a an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up      ☐ Two Story      ☐ Custom  
☐ Other: \_\_\_\_\_

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form, click here: <https://e.ges.com/011600997/laborchecklist/esm>  
 GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% ( \$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

072816 011600997

L-1 040116

Form Continues on Next Page



# Installation and Dismantling Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 3. Schedule Labor for Exhibitor Supervised Booth Work

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.

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	

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	

### 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	

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	

**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

\$

072816 011600997

L-1 031616

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

If a larger lift is needed please contact Bob Joneck at 702.604.4442.



### 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.
- Please see Labor Information form for additional requirements regarding labor.
- 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 (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST Move In	237.75	297.25	357.00			\$
705200	5,000#, ST Move Out	237.75	297.25	357.00			\$
705200	5,000#, OT Move In	333.25	417.00	500.50			\$
705200	5,000#, OT Move Out	333.25	417.00	500.50			\$
705202	10,000#, ST Move In	280.00	350.00	420.00			\$
705202	10,000#, ST Move Out	280.00	350.00	420.00			\$
705202	10,000#, OT Move In	392.50	490.75	630.00			\$
705202	10,000#, OT Move Out	392.50	490.75	630.00			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705030	Freight, ST Move In	119.25	149.25	178.50			\$
705030	Freight, ST Move Out	119.25	149.25	178.50			\$
705030	Freight, OT Move In	209.00	261.00	314.25			\$
705030	Freight, OT Move Out	209.00	261.00	314.25			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/011600997/labor/esm>

011600997  
072816  
T-1 072516

# 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 2. Labor Information



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Recrating  
☐ Reskidding

Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$



# Hanging Sign / Truss Labor Information

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Please complete and return the Hanging Sign / Truss Labor Order Form by August 19, 2016.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.



Reminder

### Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs..

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth and vinyl banners, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.



Reminder

### 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.

## Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by August 19, 2016 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign." Prepay all shipments. Collect shipments will not be accepted. See Shipping Information and Shipping Guidelines for more information.

Please call for information on advance shipping for all uncrateable signs.

072816 011600997

H-1 011416

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial, 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

### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	617.00	771.75	925.50			\$
705300	High Lift Move Out	617.00	771.75	925.50			\$

### Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	724.25	905.25	1,087.00			\$
705300	High Lift Move Out	724.25	905.25	1,087.00			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705020	Sign Assembly, ST Move In Only	118.75	148.00	178.50			\$
705020	Sign Assembly, OT Move In Only	184.25	230.50	276.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600997/labor/esm>



### Reminder

To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by August 19, 2016. The hanging sign must also arrive at the See Electric Chain Hoist Order Form for rates. warehouse by August 19, 2016 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 August 19, 2016. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

H-2 072616 072816 011600997

Form Continues on Next Page

# 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:  
August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

## Step 2. Please Indicate Service

### Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

#### Type of Sign

- ☐ Banner ☐ Structural Signage  
☐ Systems ☐ Moss

#### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

#### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

#### Electrical

Is your sign electrical?

- ☐ Yes ☐ No

How much power is required for the sign?

Please note that See Electric Chain Hoist Order Form for rates. will automatically apply your power order on your account. See Electrical Outlet Order Form.

Are rotators required?

- ☐ Yes ☐ No

If yes, How many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

Please note that will automatically apply a motor outlet for every rotator placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

#### Shape of Sign

- ☐ Square ☐ Rectangle  
☐ Triangle ☐ Circle  
☐ Serpentine ☐ Other \_\_\_\_\_

#### Pick Points

Number of structural pick points \_\_\_\_\_

Weight at each pick point \_\_\_\_\_

Have you submitted your structurally engineered rigging points? \_\_\_\_\_

Dates Submitted \_\_\_\_\_

#### Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

#### Hoists

(Not provided by GES. These services must be ordered through the facility)

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

Please note that See Electric Chain Hoist Order Form for rates. will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

#### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

072816 011600997

H-2 072616



# 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:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Truss Options

### Type of Truss

- ☐ Plated (end plates) ☐ Spigot

### Size of Truss

- ☐ 12" ☐ 20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_  
Total Truss/Lighting Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- ☐ Yes ☐ No

How much power is required for the truss?

\_\_\_\_\_

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Truss Attachments

- ☐ Audio Visual Equipment\*  
☐ Signage/Banners  
☐ Static Lighting  
☐ Dimmable/Programmable Lighting\*

\*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. See Electric Chain Hoist Order Form for rates. is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

### Assembly

See Electric Chain Hoist Order Form for rates. is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

### Location of Truss

- ☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

### Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

For installations that are deemed considerably heavy, our of the ordinary or unusual, a structural engineer stamp may be required at See Electric Chain Hoist Order Form for rates. discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend See Electric Chain Hoist Order Form for rates. and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss with out engineered stamped drawings.

072816 011600997

H-2 072616

# Hanging Sign / Truss Labor Order Form

Page 4 of 4

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

Discount Deadline Date:  
August 19, 2016

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

Show Site Contact	Show Site Email	Show Site Phone Number
-------------------	-----------------	------------------------

## Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

I agree in placing this order that I have accepted the information provided on the Hanging Sign/Truss Labor Information and Order Form, GES Payment Policy and GES Terms and Conditions of contract. Please proceed with my hanging sign/truss order. I understand that my initial estimate may be billed at 1 hour estimate based on the union to perform the work. Invoice will be calculated according to actual hours worked and materials used.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

072816 011600997

H-2 072616

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

H

RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Solar Power International

Name of Exhibition

0110600997

Booth Number

C/O GES

7000 Lindell Road  
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Monday, Aug 8, 2016 - Friday, Aug 19, 2016

The GES Advance Warehouse will be closed Monday, September 5, 2016, in observance of the Labor Day holiday.

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 \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



H

RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Solar Power International

Name of Exhibition

0110600997

Booth Number

C/O GES

7000 Lindell Road  
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Monday, Aug 8, 2016 - Friday, Aug 19, 2016

The GES Advance Warehouse will be closed Monday, September 5, 2016, in observance of the Labor Day holiday.

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 \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Booth Layout - Hanging Signs

Solar Power International  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:  
August 19, 2016

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

Show Site Contact	Show Site Email	Show Site Phone Number
-------------------	-----------------	------------------------



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

072816 011600997

H-3 102615

# 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.

Solar Power International  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- **Sign and/or truss points exceeding 300 lbs. will require a hoist .**
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.

## Chain Hoists, Motors and Truss

### CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	773.00	1,164.00		\$
702132	Hoist, Electric Chain, 1/2 TON	773.00	1,164.00		\$

### Motor Outlet

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609108	Motor Outlet	137.75	206.75		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

### Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	168.25	253.00		\$
609106	Rotating Motor 250#	168.25	253.00		\$
609105	Rotating Motor 500#	168.25	253.00		\$

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 August 19, 2016. 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 August 19, 2016 will be billed at regular rates for the entire build.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

011600997  
072816  
H-5 072716

# 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.

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

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](mailto:lvrigging@ges.com) for more information.
- Requires motor and lighting power. Please order both below.
- Delivery, installation, rental, initial focus time, and dismantling are included in package price.
- Changing of truss package will require additional equipment/labor, which will be chargeable.
- Please include Booth Layout form for placement of your truss.
- Please provide us with a drawing (a .dwg file) showing the placement of your trapeze and par fixtures. Also, please indicate on your drawing the focus direction for each fixture.

## Order Truss Lighting Packages

### Truss Lighting Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700601	Truss Lighting - Package #1	<b>7,220.75</b>	10,836.75		\$
	↳ 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	<b>8,102.00</b>	12,158.75		\$
	↳ 20 linear feet of Truss, 6 - Par Cans or Leikos Lights, 1/2 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.				
700603	Truss Lighting - Package #3	<b>9,107.75</b>	13,661.75		\$
	↳ 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	<b>10,949.75</b>	16,430.25		\$
	↳ 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	<b>15,108.00</b>	22,667.75		\$
	↳ 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	<b>22,701.75</b>	34,058.25		\$
	↳ 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	Truss Lighting - Package #7	<b>34,024.25</b>	51,042.00		\$
	↳ 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.				

## Please indicate choice(s)

### Truss Size

☐ 12" Box ☐ 20" Box

### Truss Color

☐ Black ☐ Silver

### Lights

☐ Leikos ☐ Parcan

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

Delivery, installation, rental, initial focus time and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.





# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- GES needs a .dwg drawing of all truss and lighting rigging, including rigging point loads and load path, per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load calculations prior to discount deadline date may delay your move-in date.
- Don't forget to order labor for Move In and Move Out.
- When scheduling, keep in mind time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- For any rigging related questions: email us at [lvrigging@ges.com](mailto: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

### Labor without Equipment, per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	132.25	165.00	199.00			\$
705094	Stagehand Labor, ST Move Out	132.25	165.00	199.00			\$
705094	Stagehand Labor, OT Move In	230.50	288.25	345.75			\$
705094	Stagehand Labor, OT Move Out	230.50	288.25	345.75			\$

### Type of Stagehand Labor:

- ☐ High Rigger
 ☐ Ground 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	679.25	848.75	1,019.25			\$
705302	Condor Move Out	679.25	848.75	1,019.25			\$

### Equipment Only

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
706200	5,000# Move In	99.75	124.25	149.25			\$
706200	5,000# Move Out	99.75	124.25	149.25			\$
706301	Scissor Lift Move In	202.25	253.00	304.00			\$
706301	Scissor Lift Move Out	202.25	253.00	304.00			\$
706305	Genie Lift, Hand Crank Move In	80.25	100.25	121.00			\$
706305	Genie Lift, Hand Crank Move Out	80.25	100.25	121.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600997/labor/esm>

Form Continues on Next Page

# Stagehand Labor Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service

### Project Equipment:

Type \_\_\_\_\_ Quantity \_\_\_\_\_

Mounted To:

☐ Wall or Structure ☐ Ground-Supported Truss ☐ Suspended Truss ☐ Other: \_\_\_\_\_

### Video Walls:

☐ Monitor on suspended truss ☐ Monitor connected to cameras ☐ LED

Lighting - ☐ Dimmable ☐ Programmable ☐ Non-Dimmable/Non-Programmable

☐ Robotic/LED and or moving lights ☐ Parcans ☐ Lekos ☐ Studio and motion picture lights

☐ Other: \_\_\_\_\_

### Speakers/Sound Equipment

Size \_\_\_\_\_ Quantity \_\_\_\_\_

Mounted To:

☐ Wall or Structure ☐ Ground Supported Truss ☐ Suspended Truss ☐ Other \_\_\_\_\_



- 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. Submit a Production Schedule

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.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$



# Cleaning and Porter Service Order Form

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.70	1.05		1	\$
500600	Duration of Show (per sq. ft. per day)	0.50	0.75		3	\$
500602	Per Day (per sq. ft. per day)	0.77	1.15			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.90	1.36		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501002	Cleaning, Damp Mop & Wax	1.20	1.80		\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501010	Porter Service, 0-500 sq.ft., Per Day	265.50	399.00		\$
501010	Porter Service, 501-1500 sq.ft., Per Day	383.00	575.25		\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	463.25	695.00		\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	541.25	812.50		\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter Service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

## Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



# Electrical Checklist

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

011600997

072816 1011

E-1a 042116

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks 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.

072816 011600997

E-1 061516

7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

**Reminder:**

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.



# Electrical Services Frequently Asked Questions

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

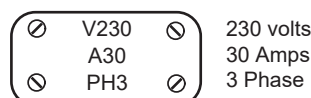
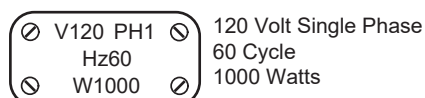
## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

## How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



## Is this price listed for power per day?

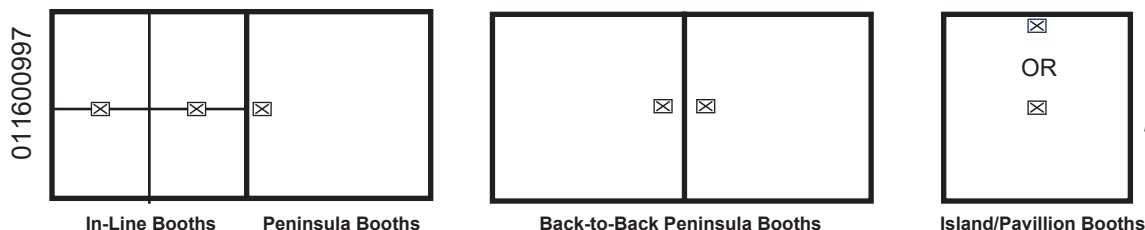
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

## 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.



## 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 of 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 off 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 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 booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at 1 hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

## Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the 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.

011600997

072816 1011

E-1b 051916

## 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. Signs require a high lift 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.

011600997

072816 1011

E-1b 051916

# 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.

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

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

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	124.75	187.75		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	213.00	319.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	275.50	413.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	338.50	507.25		\$

## 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	503.50	755.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	704.75	1,056.75		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	906.25	1,358.75		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,207.75	1,812.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,560.50	2,340.25		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,516.50	3,774.75		\$

\* 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	4.80	7.25		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



# 24 Hour Electrical Outlets Order Form

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

**Solar Power International**  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

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

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	249.50	375.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	426.00	639.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	551.00	826.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	677.00	1,014.50		\$

## 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,007.00	1,510.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,409.50	2,113.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,812.50	2,717.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,415.50	3,624.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	3,121.00	4,680.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	5,033.00	7,549.50		\$

\* 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	4.80	7.25		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



# Lighting Order Form

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

Solar Power International  
Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:  
August 19, 2016

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 20' x 20' floor space, providing ambient coverage versus direct spotting of lights.
- 1000 Watt Overhead Floodlight (700361): This is a ceiling mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.
- Track Light with Fixtures (700339): This option provides 50 watts per track head. This is another light that can provide direct lighting to product from a short distance.

664752



700376



700361



700350



700352



700339



700337



## Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700337	Addtl. Track Light Fixture (Track not Included)***	65.75	98.75		\$
664752	Arm Light, 75 Watt Black***	100.50	151.50		\$
700376	Fixture, Bay Light****	997.50	1,496.25		\$
700361	Floodlight, 1000 Watt Overhead**	443.25	664.75		\$
700350	Floodlight, 120 Watt*	111.00	166.00		\$
700352	Floodlight, 120 Watt Double*	188.75	282.75		\$
700339	Track with 3 Light Fixtures***	368.50	552.50		\$

072816 011600997  
E-21071816



# 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

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 Stanchion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

\*\* May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

\*\*\* If distribution of power is required to provide power to the lights, a labor order will be required.

\*\*\*\* This price is inclusive of light, power, assembly, installation and removal. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. All floorplans are reviewed prior to showsite to determine hanging points, load paths and materials needed. A fee of \$50.00 will be billed for this time..

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

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705060	Electrical, ST	146.25	183.00	219.25			\$
705060	Electrical, OT	219.25	274.50	328.75			\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Floor Work (Under Carpet Electrical Distribution)

#### Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.
  - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

#### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES Electrical will proceed with the floor work. A 30% (Minimum of \$50.00) surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) drop location?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

Form Continues on Next Page

# Electrical Floorwork Labor Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

## Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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.

072816 011600997

E-3 052016

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	146.25	183.00	219.25			\$
705061	Electrical, OT	219.25	274.50	328.75			\$

## Step 2. Please Indicate Service

### Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
  - Assembly, installation and dismantle of electrical headers and/or light boxes
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
  - Changes to or the addition of electrical connectors to electrical apparatus.

Hang Monitor\*: Size \_\_\_\_\_ Qty \_\_\_\_\_ Other \_\_\_\_\_

\*Monitors 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
- Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

---

---

---

072816 011600997

E-4 100315

Form Continues on Next Page



# Electrical Booth Work Labor Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

## Step 3. Schedule Electrical Labor for Booth Work

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (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

<b>Please Sign</b>	<input checked="" type="checkbox"/>
	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.

<b>Total Payment Enclosed</b>	\$
-------------------------------	----

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

# Electrical Equipment Order Form

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- GES forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



### What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift

Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses.  
(3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket

Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate

Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

## Step 1. Order Labor With Equipment

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705200	5,000 lb, ST	222.50	278.00	334.50			\$
705200	5,000 lb, OT	312.00	389.75	467.75			\$
705230	5,000 lb w/Basket, ST	404.50	506.25	606.75			\$
705230	5,000 lb w/Basket, OT	566.25	707.50	849.75			\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift	724.25	905.25	1,087.00			\$
705301	Scissor Lift	338.00	442.00	507.00			\$
705302	Condor, ST	724.25	905.25	1,087.00			\$

Form Continues on Next Page



# Electrical Equipment Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

## Step 2. Please Indicate Service

Describe work that needs to be performed:

---

---

---

---

## Step 3. Schedule Electrical Equipment

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Electrical Equipment Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

072816 011600997

E-6 052316



# Plumbing Services Information

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### 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.

### Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

### Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
  - Complete valid Payment and Credit Card Authorization
  - Order Plumbing Outlets
  - Schedule Plumbing Labor
  - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

011600997

072816 1012

K-1 041315

# Plumbing Services Order Form

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

### Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	778.50	1,164.00		\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	27.00	40.50		\$
701039	Air Outlet, Connection	210.25	315.25		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	388.75	583.00		\$

Note: Airline size is predicated on numbered CFM's ordered.

### Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	778.50	1,164.00		\$
701051	Drain Outlet, Connection	210.25	315.25		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	388.75	583.00		\$

### Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	778.50	1,164.00		\$
701087	Water Outlet, Connection	210.25	315.25		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	388.75	583.00		\$

### Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701054	Fill & Drain, 1-149 Gallons, Per Unit	410.25	615.75		\$
701055	Fill & Drain, 150-299 Gallons, Per Unit	593.25	890.50		\$
701056	Fill & Drain, 300-999 Gallons, Per Unit	1,070.00	1,604.50		\$
701057	Fill & Drain, 1000-4999 Gallons, Per Unit	1,435.00	2,158.25		\$
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,898.50	2,847.50		\$

The above price includes a one-time fill and drain for each container. Labor is not included. Plumbing contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained.

### Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



# Plumbing Labor Order Form

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	146.25	183.00	219.25			\$
705011	Plumbing, OT	219.25	274.50	328.75			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705302	Condor	724.25	905.25	1,087.00			\$
705301	Scissor Lift	445.00	556.00	666.50			\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES will proceed with the labor. A 30% surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

072816 011600997

K-3 100315

Form Continues on Next Page



# Plumbing Labor Order Form

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

Discount Deadline Date:  
August 19, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

## Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

<b>Please Sign</b>	<input checked="" type="checkbox"/>
	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.

<b>Total Payment Enclosed</b>	\$
-------------------------------	----

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.



\_\_\_\_\_

August 19, 2016

Booth Number



- ## Step 1. Booth Information

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Discount Deadline Date:

August 19, 2016

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	168.75	225.00		\$
700830	24" 1920 x 1200 LCD Monitor	337.50	450.00		\$
700855	32" 1920 x 1200 LCD Monitor	450.00	600.00		\$
700854	40" 1920 x 1080 LED Monitor	675.00	900.00		\$
700853	46" 1920 x 1080 LED Monitor	900.00	1,200.00		\$
700852	55" 1920 x 1080 LED Monitor	1,125.00	1,500.00		\$
700851	60" 1920 x 1080 LED Monitor	1,350.00	1,800.00		\$
700887	70" 1920 x 1080 LED Monitor	1,800.00	2,400.00		\$
700850	80" 1920 x 1080 LED Monitor	2,700.00	3,600.00		\$
700866	90" 1920 x 1080 LED Monitor	4,050.00	5,400.00		\$

### 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	
700870	Barco C5 (5mm)	Call for Quote
700873	Barco i10 (10mm)	Call for Quote
700871	Barco i6 (6mm)	Call for Quote
700872	Barco i8 (8mm)	Call for Quote
700869	Revolution Displays RD3 (3mm)	Call for Quote

### LED Panel - Creative

Item Code	Description	
700891	LEDigami Walpaper 10 (10mm)	Call for Quote
700875	PixelFlex 18 (18mm)	Call for Quote

072816 011600997

V-1 031016

# 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 \_\_\_\_\_ Booth Number \_\_\_\_\_

## LED Panel - Creative

700876	PixelFlex 37 (37mm)	Call for Quote
700874	WinVision 9HD (9mm)	Call for Quote

## Monitor Accessories

Item 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 Stand	56.25	75.00		\$

## Computers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700890	Intel Core 2 Duo T7300 Windows 7 Laptop	225.00	300.00		\$
700822	Intel i5 2520M Windows 7 Laptop	281.25	375.00		\$
700823	Intel i7 720QM Windows 7 Laptop	337.50	450.00		\$
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		\$

## Computer Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700863	Apple iPad Floor Stand	112.50	150.00		\$
700862	Apple iPad Table Stand	56.25	75.00		\$

## Booth Speaker Systems

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700879	Anchor AN1000 Powered Speaker (5-10ppl)	56.25	75.00		\$
700880	EV Sxa 100 Speaker System (10-50ppl)	225.00	300.00		\$
700881	EV Sxa 250 Speaker System (pair w/stands) (50-100ppl)	337.50	450.00		\$
700883	MeyerSound UPA-1P Speaker System (pair w/stands) (75-150pp)	787.50	1,050.00		\$
700882	MeyerSound UPM-1P Speaker System (pair w/stands) (25-75ppl)	562.50	750.00		\$

## Booth Mixers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700884	Allen & Heath 10 Channel Mixer	112.50	150.00		\$
700885	Allen & Heath 14 Channel Mixer	168.75	225.00		\$

## Microphones/Computer Audio

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700886	Low Profile Skin Tone Headset Microphone (add to wireless)	112.50	150.00		\$
700894	Shure SM58 Microphone	56.25	75.00		\$
700814	UHF Wireless Microphone Kit	281.25	375.00		\$
700893	Whirlwind PCDI	56.25	75.00		\$

V-1 031016 072816 011600997

# 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

Booth Number

## Step 2: Calculate Handling Charges Surcharge

Please calculate 25% into your total payment for handling surcharges. This is a required charge and will be added to your final invoice.

Item Code	Description	Order Total	+	Surcharge %	=	Grand Total
700700	Audio Visual Handling Surcharge	\$		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

\$

**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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:  
August 10, 2016

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



### Attention:

- This form is to be completed by the Exhibitor

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) Fax: (area code )

Description of proposed service for Exhibitor: \_\_\_\_\_

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please  
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

## Review and Return Return to Fax: 866.329.1437 • International Fax: 702.263.1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

072816 011600997

L-3/L-4 040116

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:  
August 10, 2016

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



### Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
4. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
9. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
11. EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Solar Energy Trade Shows, LLC (Show Management), Solar Power International (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
14. EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

L-3/L-4 040116 072816 011600997



# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

Form Deadline Date:  
August 10, 2016

Company Name	Email	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 and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

Please  
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

## Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

L-3/L-4 040116 072816 011600997

<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/16	
<b>PRODUCER</b> <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>				
<b>INSURED</b> 2. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			<b>INSURER A: Hartford Insurance Company of Illinois</b> <b>INSURER B: Aetna Casualty &amp; Surety Company</b> <b>INSURER C: Travelers Insurance Company</b> <b>INSURER D: Royal Insurance Company</b> <b>INSURER E:</b>				
<b>COVERAGES</b> 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/16</b>	<b>01/01/17</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>						
	MED EXP (Any one person) <b>\$ 5,000</b>						
	PERSONAL & ADV INJURY <b>\$1,000,000</b>						
	GENERAL AGGREGATE <b>\$2,000,000</b>						
PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>							
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/16</b>	<b>01/01/17</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>		
	(Ea accident)						
	BODILY INJURY <b>\$</b>						
	(Per person)						
	BODILY INJURY <b>\$</b>						
(Per accident)							
PROPERTY DAMAGE <b>\$</b>							
(Per accident)							
GARAGE LIABILITY							
<input type="checkbox"/> ANY AUTO							
<input type="checkbox"/>							
<b>A</b>	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/16</b>	<b>01/01/17</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	AGGREGATE <b>\$1,000,000</b>						
	<b>\$</b>						
	<b>\$</b>						
	<b>\$</b>						
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>A4145-SS-PJ37</b>	<b>01/01/16</b>	<b>01/01/17</b>	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS <input type="checkbox"/> OTHER		
	E.L. EACH ACCIDENT <b>\$1,000,000</b>						
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>						
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>						
<b>D</b>	OTHER				Each Occurrence & Aggregate		
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> 5. Global Experience Specialists, Inc. (GES) (Official Service Provider), Solar Energy Trade Shows, LLC (Show Management), Las Vegas Convention Center (Facility), and Solar Power International (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 13 - 15, 2016 at city of Las Vegas.							
<b>CERTIFICATE HOLDER</b> X		<b>ADDITIONAL INSURED; INSURER LETTER: X</b>		<b>CANCELLATION</b>			
Global Experience Specialists, Inc. (GES) Exhibitor Services 7000 Lindell Road Las Vegas, NV 89118			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE				

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Solar Energy Trade Shows, LLC (Show Management), Solar Power International (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

**Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

## Teamsters Union

### Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

### Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Global Experience Specialists, Inc. (GES) will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

## Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space.

An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC outlet.

Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet including concealed and over/under carpet wiring. Electricians distribute and hook-up all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

### Trusses

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians. Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

## Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

## Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## Work Zone

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

## Always Honest Hotline

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

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016



### 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.
- All exhibitors and attendees enter at their own risk.
- Stay off the docks and out of any marshaling yard areas. Be aware of vehicles. They have the right of way.
- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- 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.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. 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.

# Fire Regulations

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
3. No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
  - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
  - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
  - 7.4. External chargers or batteries are recommended for demonstration purposes.
  - 7.5. No battery charging is permitted inside the building.
  - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
  - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
  - 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.

072816 011600997

G-8 051116

# Fire Regulations

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

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.
11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.

072816 011600997

G-8 051116



# Fire Regulations

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

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.

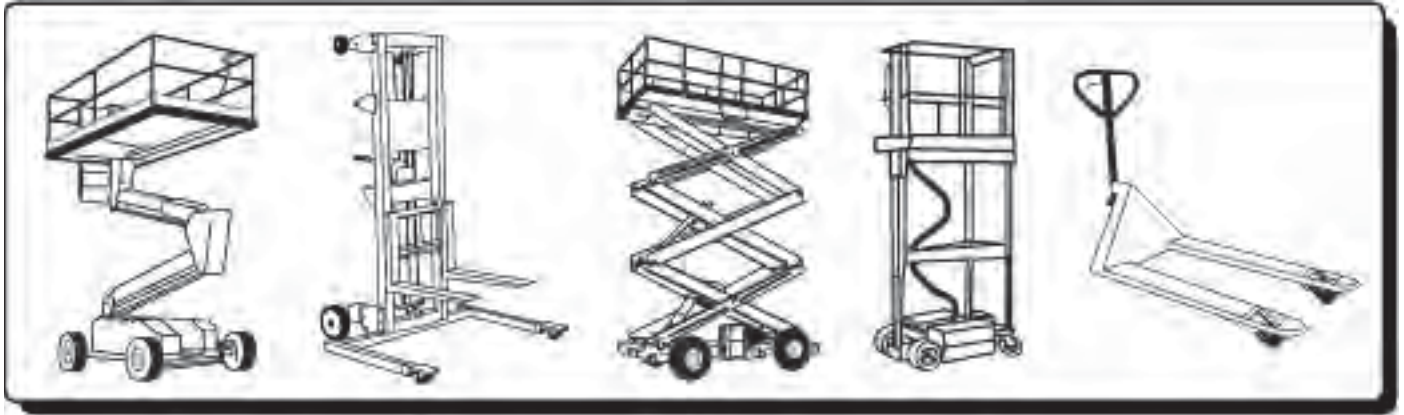
G-8 051116 072816 011600997

# 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016



### 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.

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

# GES Terms and Conditions of Contract

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

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center

September 13 - 15, 2016

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

## IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

011600997  
072816

G-7 062116

## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.  
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.  
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

G-7 062116 072816 011600997

## IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.



# Additional Service Order Forms



# **EXHIBITOR KIT**

## **TABLE OF CONTENTS**

Aerosol cans	2
Animals	2
Balloons	2
Booth Set-up	3
Business Center	3
Chemicals	3
Contractor & Vendor Requirements	3
Drones/Unmanned Aerial Vehicles	3
Emergency Procedures	4
Food Preparation within Exhibits	4
Food Sampling Information	5
Fire Prevention Exhibit Guidelines	5
Halogen Lamp Restrictions	5
Hand Carry	7
Meeting Rooms	7
Multi-Level and/or Covered Exhibits	7
Parking	8
Permits	8
Personal Mobility Devices	8
Roof Access	9
Shipping and Receiving of Exhibitor Materials/Products	9
Vehicles	9
Weapons	9
FORMS	10

## **AEROSOL CANS**

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

## **ANIMALS**

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

## **BALLOONS**

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

### **INDOORS**

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

### **OUTDOORS**

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

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

### **Hot Air Balloon operations**

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

## **Runaway Balloons**

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

## **BOOTH SET-UP**

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.

## **BUSINESS CENTER**

FedEx operates the business center for the Las Vegas Convention Center. There are three locations throughout the facility. The Business Center is open 8:00 am – 5:00 pm, 7 days a week. They are the exclusive provider for scooter rentals and bag/coat check. Additional services are: office equipment rentals, printing, copying, faxing, office supplies, various graphics, packing and shipping. Contact (702) 733-2898.

## **CHEMICALS**

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

## **CONTRACTOR & VENDOR REQUIREMENTS**

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

## **BADGING REQUIREMENTS**

- ≠ All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property.
- ≠ All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have proper identification.
- ≠ Show staff, exhibitors and attendees must have the show-issued credential.
- ≠ To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link below to start the process. [www.escawis.com](http://www.escawis.com)

## **DRONES/UNMANNED AERIAL VEHICLES**

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

- ≠ Must have approval from show management and your Convention Services Manager (CSM) before flying any device.
- ≠ Complete the Unmanned Aerial Vehicles / Drone approval Form.
- ≠ Must provide UAV manufacturer's guidelines for the specific aircraft to the Las Vegas Convention Center Fire Prevention office.
- ≠ Must adhere to all Federal Aviation Administration (FAA) and Department of Homeland Security guidelines.
- ≠ UAVs carrying weapons are prohibited.

- ≠ May not be flown in lobbies, restaurants or other common areas.
- ≠ Must weigh less than 55 pounds.

#### **Indoors**

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

#### **Outdoors**

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

## **EMERGENCY PROCEDURES**

Security staff for the Las Vegas Convention Center are trained to handle emergency situations. To report an emergency, please call our 24 hour Control Center at **(702) 892-7400**. Dialing 911 will delay the response of medical personnel who may not be able to find or get to the location of the emergency.

## **FOOD PREPARATION WITHIN EXHIBITS**

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

#### **EXHIBITION AND DISPLAY COOKING**

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

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

- ≠ A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
- ≠ Solid fuels including charcoal and woods are prohibited within exhibit halls.

## **FOOD SAMPLING INFORMATION**

An Event Coordinator Permit must be obtained by show management for any shows sampling food. Contact Aramark at (702) 943-6910 or at [LVCsales@aramark.com](mailto:LVCsales@aramark.com) for the permit application.

### **EXHIBITORS**

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

If you have any questions, contact Aramark at (702) 943-6910 or at [LVCsales@aramark.com](mailto:LVCsales@aramark.com)

## **FIRE PREVENTION EXHIBIT GUIDELINES**

Exhibit booth construction shall meet all building requirements.

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

## **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.

See examples on following page.



**APPROVED HALOGEN BULBS - 75 WATTS MAX**



**DISAPPROVED HALOGEN BULBS**



## HAND CARRY

- ≠ Exhibitors may hand carry their merchandise from a privately owned vehicle i.e. car, van or SUV in designated areas only.
- ≠ Parking on a red curb or in traffic lanes is prohibited.
- ≠ The use of hand carts & dollies is not permitted.

Four wheel dollies



Two wheel dollies



Four wheel push carts



## MEETING ROOMS

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

## MULTI-LEVEL AND/OR COVERED EXHIBITS

### **Booth plan submittals**

- ≠ All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 45 days prior to the show.
- ≠ Plans must be submitted in .dwf, .dwg or .pdf format via e-mail to: [Boothplans@lvcva.com](mailto:Boothplans@lvcva.com).
- ≠ Previously approved plans must be resubmitted each year.
- ≠ Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply.
  - ≠ The exhibit is used in an event where the duration is 7 calendar days or longer.
  - ≠ The exhibit contains display vehicles.

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

## **FIRE WATCH**

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

## **PARKING**

- ≠ The current parking fee is \$10.00 (cash or credit cards accepted) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- ≠ Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- ≠ Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- ≠ Individuals with special parking situations or concerns should inquire at the Traffic Operations Office for assistance at (702) 892-7415.

## **PERMITS**

Permits from Clark County Fire Prevention are required for:

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

Clark County Fire Department 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 Fire Department (CCFD) by show management.

For assistance Clark County Fire Department permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or [boothplans@lvcva.com](mailto:boothplans@lvcva.com)

## **PERSONAL MOBILITY DEVICES**

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

## **ROOF ACCESS**

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

## **SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS**

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

## **VEHICLES ON DISPLAY**

- ≠ Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- ≠ Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
- ≠ External chargers or batteries are 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 leak protection.

## **WEAPONS**

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



## UNMANNED AERIAL VEHICLES / DRONES

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Booth #: \_\_\_\_\_ Meeting Room #: \_\_\_\_\_

Name of Exhibiting Company \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Make/Model #: \_\_\_\_\_

Primary use of UAV during show:

\_\_\_\_\_

Submitted drone specs ☐

Read drone guidelines ☐

This is an initial form of contact only. Once received, the Las Vegas Convention and Visitor's Authority will contact you and advise you if your request is approved. You will then work with the LVCVA to finalize the details.

Please complete this form and email it to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com) for approval.

Approved: ☐

Declined: ☐

_____	_____	_____
<i>Contact Signature</i>	<i>Fire Prevention Coordinator</i>	<i>Convention Services Manager</i>

Notes: \_\_\_\_\_

\_\_\_\_\_

**Email to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com)**

For info phone: (702) 892-2860

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



## APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

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

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

Dates of Event: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Name of Exhibiting Company: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

---

---

2. Is your company a manufacturer of the food items you wish to distribute? Yes ☐ No ☐

**If you are not the direct manufacturer of the food item(s), all products must be purchased from and supplied by Aramark, our exclusive food and beverage partner.**

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

---

---

No open flames will be permitted.

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

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

---

Someone from Aramark will be contacting you soon to discuss Southern Nevada Health Department procedures, additional forms and fee information.

**Please email this form to:**

Convention Services Manager, LVCC  
[conventionservices@lvcva.com](mailto:conventionservices@lvcva.com)

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

☐ Approved ☐ Denied





## Roof Access for Equipment Installation

Name of Show: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_ Exhibit hall: \_\_\_\_\_

Exhibitor ☐ EAC ☐ EAC company: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Install Date: \_\_\_\_\_ Install Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Removal Time: \_\_\_\_\_

Description of equipment to be installed: \_\_\_\_\_

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

**Will you require cabling?** Yes ☐ No ☐

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

Cox order #: \_\_\_\_\_

Please complete this form and email it to [conventionservices@lvcca.com](mailto:conventionservices@lvcca.com) for approval.

Approved: ☐

Declined: ☐

### 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. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.



## Booth Catering Menu

All prices subject to 8.15% sales tax and  
19% administrative charge. All pricing  
subject to change without notice.

# WELCOME 2016 EXHIBITORS

## SHOW MANAGER INFORMATION

### EXHIBITORS PLEASE CONTACT

Christine Kendzora

Kendzora-Christine@aramark.com

702-943-6903

- You may also email your order to [lvccsales@aramark.com](mailto:lvccsales@aramark.com)
- Remember to order a dedicated server with any hot food service
- Aramark cannot guarantee pricing prior to August 15, 2016 or until such a time as you have submitted your catering needs and have a signed service agreement and event orders on file
- A late fee of 10% will be applied for orders received after August 22, 2016
- We can not guarantee specific delivery time for orders received after August 24, 2016
- Labor and bars cannot be ordered on site.
- On Site Menu will go into effect on August 29, 2016

All prices subject to 8.15% sales tax and 19% administrative charge. All pricing subject to change without notice.

## Las Vegas Convention Center Aramark Food Service

### Pricing

All pricing is listed as show pricing. Aramark cannot guarantee pricing until such time as catering needs have been submitted and a signed service agreement and event orders are on file. Orders received within 7 business days prior to the first show day, or onsite during the show are subject to a 10% surcharge.

### Policies

High grade disposable service ware is used on all food and beverage functions on the exhibit floor.

Food and beverage orders will be delivered to the exhibit floor as a drop-off service.

### Advertising

Advertising doesn't have to end with print ads and hanging banners. ARAMARK offers a full range of sponsorship opportunities to get your name out there to convention attendees. From logo cups, napkins or bottled water to employee uniforms and banners at convention cafés and restaurants, ARAMARK can increase your exposure on the exhibit floor and throughout the convention center.

Contact your ARAMARK Sales Manager or Convention/Trade Show Manager to discuss the sponsorship possibilities for your event

### Booking Amendments & Cancellations

Our deadlines allow sufficient time to order, plan and prepare all of your food and beverage needs. Changes and/or cancellations must be received 5 BUSINESS DAYS in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received prior to 2 p.m. and will be subject to a 20% change fee. Late changes will also be subject to approval by the ARAMARK Sales Department based upon availability of product and staff.

### Payment Policy

ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

### Delivery Charge

A \$25.00(++) charge will apply to all original orders of less than \$75.00 per delivery.

### Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have

special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu content, etc., is subject to special pricing.

## Service Ware

Due to the restricted amount of space available for booth service catering, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. Biodegradable service ware is used where available. If you require china service, please order these items separately. Available items are listed under the "Equipment & Labor" section of the menu. Please Note: If china service is ordered, it is required that service personnel also be ordered for the entire duration of food service. This will allow continual clean-up, so that your area remains presentable throughout the day.

## Service Personnel

When ordering ARAMARK personnel for your booth, please plan for one hour each for set-up and break down time. Our union service personnel are entitled to two 15 minute and one 30 minute break per 8 hour shift. Please plan ahead if you will need continuous coverage in your booth. ARAMARK personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning, such as vacuuming, emptying non-food trash, dusting, etc. [Please contact your show ARAMARK Sales Manager.](#)

## Delayed or extended service

In order to offer the very finest presentation, all services are planned with the following timetable: one hour for setup, two hours for service and one hour for breakdown. If for any reason, service is delayed or will exceed the normal timeframe, an additional charge of \$27.50 per server will be assessed for each additional hour. Please note that in order to ensure the quality of food and beverage, ARAMARK cannot leave food out for longer than 2 hours.

## Tax & Administrative charges.

All food and beverage pricing is subject to a 19% administrative charge and 8.1% sales tax. All equipment and labor charges are subject to a 8.1% sales tax only.

## Pricing

All prices are subject to change without prior notification.

## Tables & Electrical Requirements

ARAMARK does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

## Unauthorized Food & Beverage

ARAMARK is the exclusive caterer for the Las Vegas Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Las Vegas Convention Center without approval from, and appropriate waiver/corkage fees paid to ARAMARK.

**NO alcoholic beverages are allowed to be brought into the [Las Vegas Convention Center](#).**

# ALCOHOL POLICY

As the provider of alcoholic beverages at the Las Vegas Convention Center, ARAMARK takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same

The maximum delivery of unattended beer and wine per day will be 2 drinks per person up to a maximum of two (2) cases of beer or eight (8) bottles of wine. Any order exceeding this quantity will require an ARAMARK attendant.

All hosted bars are based on a consumption basis, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required. For Cash Bars or Cash/Ticket Bars, a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee - whichever is greater.

The requirements and expectations of any ARAMARK customer with regard to the service of unattended alcoholic beverages at the Las Vegas Convention Center 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, ARAMARK follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.

All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the LVCC at any time.

The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.

All spirits must be served by ARAMARK personnel.

Any cocktail servers/models used for service of alcohol must provide ARAMARK with copies of the TAM or TIPS card for these personnel. ARAMARK reserves the right to exclude any personnel without prior approval.



# HOT BEVERAGES



## Starbucks Brewed Coffee

2.5 gallons fresh brewed Pike's Place Starbucks coffee or decaf coffee  
\$127.50

## Hot Tea Variety

2.5 gallons of hot water with Lipton black, green and decaf teas \$127.50

## Keurig K-Cup Coffee Package

Keurig Coffee Brewer Makes Individual Fresh Brewed Cups of Coffee  
Package Includes 24 K-Cups

*\*Requires a dedicated 120 volt, 15 amp electrical outlet*

\$98.00

## Espresso/Cappuccino Machine

Offer Your Guests a Freshly Made Espresso, Latte or Mocha

One barista included for up to six hours per day, \$45.00 each additional hour

*\*Requires 2 dedicated 120 volt, 20 amp electrical outlets*

\$648.00 per day rental

## Accompaniments

### Keurig K-Cup Kit Replenishment

24 Coffee K-Cups

Ask your sales manager about flavored coffee, decaf and tea K-Cup options.

\$98.00

### Gourmet Espresso

This item must be ordered to accompany the espresso machine.

Kit includes espresso, chocolate syrup, whipped cream and milk.

\$136.25

# COLD BEVERAGES

## Las Vegas Logo Bottled Water

\$43.00 per case of 24

## Arrowhead Spring Water

\$43.00 per case of 24

## Aquafina Ecofina Water – 50% Less Plastic

\$62.00 per case of 24

## Cold Water Cooler – advance order only

*Requires a dedicated 110 volt, 5 amp electrical outlet, includes only equipment*

\$38.00 per day

## Nestle Pure Life 5 Gallon Water Jug

\$28.00 each

## Assorted Tropicana Bottled Juice

Apple, Cranberry and Orange Juices

\$39.25 per dozen (12)

## ½ Pints of Milk

\$27.25 per dozen (12)

## Assorted Pepsi Soft Drinks

Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

\$60.00 per case of 24

## Assorted Gatorade

Grape, Fruit Punch and Lime

\$82.00 per case of 24

## Iced Tea, Lemonade or Fruit Punch

\$89.00 per 2.5 gallons

## Specialty

### Custom Bottled Water

What better way to get your company name in everyone's hand!

Available in 16.9 oz. or 12 oz. bottles. 24 bottles per case with a minimum order of 25 cases.

*Due to the nature of this product, camera ready artwork (EPS format preferred) must be received by aramark no later than 60 days prior to your event.*

Price available upon request

# BREAKFAST

Platters are designed to serve 12 guests.

## Fresh Breakfast Pastry Selection

Assorted Fresh Baked Pastries, Croissants and Breakfast Breads Including Lemon Yogurt, Banana Pecan, Cinnamon Streusel, Sweet butter, Smucker's preserves  
\$147.75 per dozen

## Locally Baked Bagel Selection

Great Buns Brand, Assorted Bagels , Philadelphia Cream Cheese, Sweet Butter, Smuckers Preserves  
\$34.75 per dozen

## Carl's Donuts

Glazed, Sour Cream, Apple Fritter, Chocolate Glazed  
\$32.50 per dozen

## In Season Whole Fresh Fruit

\$26.00 per dozen

## Yogurt

Assorted Flavors  
\$39.25 per dozen

## Individual Cereals

Rice Chex, Cheerios, Honey Nut Cheerios, Nature Valley Low-Fat Granola & Fruit, Fiber-One Raisin Brand Clusters, Skim and Whole Milk  
\$63.00 per dozen

## Fresh Sliced Fruit Tray

Pineapple, Melons, Berries  
\$143.75 Serves 24

## Package

### Good Morning, Las Vegas!

Lemon, Banana and Cinnamon Breakfast Breads, Fresh Baked Pastries, Croissants, Bottled Tropicana Fruit Juices, Starbucks Coffee, Hot Tea, Sweet Butter, Smucker's Preserves  
\$183.25

# LUNCH

## Sandwich Platters

Platters are designed to serve 12 guests. All platters are accompanied by assorted bagged chips.

### Sin City Sliders

**Chicken BLT** - Sliced Chicken Breast, Smoked Bacon, Pico de Gallo, Baguette

**Italian Grinder** - Salami, Ham, Pepperoni, Provolone, Pepperoncini, Italian Dressing, Baguette

**Turkey Slider** - Turkey, Jack Cheese, Sweet Peppers, Romaine , Herb Mayo, Baguette

\$261.50

### Assorted Vegetarian

**Caprese** - Spring Mix, Mozzarella, Sundried Tomato, Garlic and Herb Wrap

**Southwest Vegetable** - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

**Traditional** - Tomato, Cucumber, Carrots, Pea Shoots, Sunflower Seeds, Boursin, Provolone, Wheat Kaiser

\$189.50

### Roast Turkey on Croissant

Sliced Turkey, Provolone, Leaf Lettuce, Croissant, Mayo, Mustard Spreads

\$209.25

### Black Bean Chicken Wrap

Juliened Chicken, Black Bean Spread, Parmesan, Romaine, Flour Tortilla

\$240.00

## #1 Best Seller!

### Only Vegas Platter

**Chicken Chipotle** - Cotija Cheese, Lettuce, Tomato, White Kaiser Roll

**Honey Ham & Swiss** – Lettuce, Wheat Kaiser Roll

**Gourmet Roast Beef\*** – Cheddar, Lettuce, Horseradish Spread, White Kaiser Roll

**Southwest Vegetable** - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

\$252.75

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

All prices subject to 8.15% sales tax and 19% administrative charge. All pricing subject to change without notice.

# LUNCH

## Salads

Salads are designed to serve 12 guests.

### Mediterranean Pasta Salad

Tri-color Rotini, Zucchini, Carrots, Broccolini, Sweet Onion, Feta, Sundried Tomato Vinaigrette

\$68.00

### All American Potato Salad

Red Bliss Potato, Egg, Celery, Dijon Aioli, Celery Seed

\$69.00

### Harvest Green Salad

Mixed Field Greens, Maytag Blue Cheese, Candied Walnuts, Dried Cranberries, Apricots, Balsamic Vinaigrette Dressing

\$71.75

### Classic Caesar Salad

Romaine Hearts, Garlic Croutons, Parmesan, Caesar Dressing

\$71.75

### Southwest Salad

Hearts of Romaine, Corn, Black Bean, Red Pepper, Jalapeno, Lime Vinaigrette Salsa, Tortilla Strips, Chipotle Ranch Dressing

\$76.25

### Grilled Chicken

Add Grilled Sea Salt and Peppercorn Mélange Chicken to Any Salad

\$28.00

# LUNCH

## Boxed Lunches

Individual boxed lunch, all served with whole fruit, bagged Lays chips, Famous Amos cookies & bottled water.

### Chicken Club Wrap

Grilled Chicken Breast, Romaine Lettuce, Smoked Bacon, Cheddar Cheese, Ranch Dressing, Garlic Herb Wrap  
\$25.00

### Roast Turkey on Croissant

Sliced Roasted Turkey, Provolone, Leaf Lettuce, Mayo, Mustard, Croissant  
\$21.75

### Honey Ham and Swiss

Leaf Lettuce, Whole Grain Mustard Spread, Wheat Kaiser Roll  
\$21.75

### Gourmet Roast Beef\*

Cheddar Cheese, Horseradish Spread, Romaine Lettuce, Kaiser  
\$21.75

### Chicken Caesar Salad

Grilled Chicken, Hearts of Romaine, Parmesan, Croutons, Caesar Dressing  
\$21.75

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

### Vegetarian

#### Chickpea Salad on Multi Grain

Kalamata Olives, Roasted Tomato, Romaine Lettuce, Tomato Ranch Spread, Multigrain Roll  
\$25.00

#### Vegetable Cobb Salad

Chopped Romaine Lettuce, Grilled Vegetables, Bleu Cheese, Tomatoes, Hard Boiled Egg, Ranch Dressing  
\$25.00



# SNACKS

## Savory

## Sweet

Snacks are designed to serve 12 guests.

### Specialty

#### Logo Sheet Cake

Display Your Company's Logo!

\$141.50 Half Sheet Cake (serves 45)

\$272.50 Full Sheet Cake (serves 90)

*Artwork must be supplied ten (10) business days prior to your service.*

#### Salsa Time

Tostitos Brand Corn Tortilla Chips, Guacatillo, Pico de Gallo  
\$32.50

#### Rold Gold Pretzels

Individual Bags  
\$24.00 per dozen

#### Planters Salted Peanuts

Individual Bags  
\$24.00 per dozen

#### Planters Fruit and Nut Trail Mix

Individual Bags  
\$24.00 per dozen

#### Assorted Bagged Chips

Doritos, Cheetos Crunchy, Lays Original, Barbecue  
\$22.75

#### Chex Mix Snack Mix

Traditional, Honey Nut, Hot & Spicy  
Individual Bags  
\$35.00

#### Nature Valley Granola Bars

Assorted Flavors  
\$36.00 per dozen

#### Energy and Protein Bar

Kashi, Power Bars  
\$50.00 per dozen

#### Dessert Bars

Brulee Raspberry White Chocolate Cheese Bar,  
Caramel Apple Grannies, Lemon Shortbread, Gooney  
Turtle Brownie  
\$50.00 per dozen

#### Fudge Brownies

Double Chocolate Fudge Brownies  
(no nut item)  
\$43.50 per dozen

#### Otis Spunkmeyer Colossal Cookies

Chocolate Chip, Oatmeal Raisin, White Chocolate  
Macadamia Nut  
\$34.75 per dozen

#### Paradise Road

Assorted Otis Spunkmeyer Colossal Cookies, Fudge  
Brownies, Petite Cheesecakes: Raspberry, Lemon and  
Vanilla  
\$140.00 per dozen

#### Candy Bowl

Jolly Rancher Hard Candy, Werther's Originals,  
Hershey's Miniatures, Peppermints, Sour Rockin' Rods  
\$75.00

#### Drizzled Rice Krispy Treats

White and Dark Chocolate  
\$43.75 per dozen

All prices subject to 8.15% sales tax and 19% administrative charge. All pricing subject to change without notice.

# SPECIALTY ITEMS

## Antique Popcorn Machine

(Attendant Required)

67" H x 34"W x 26" D

*\*Requires dedicated 110 volt, 20 amp electrical outlet*

**\$190.75 per day**

## Tabletop Popcorn Machine

(Attendant Required)

22" H x 22"W x 18" D

*\*Requires dedicated 110 volt, 20 amp electrical outlet*

**\$81.75 per day**

## Portable Convection Cookie Oven

(Attendant Required)

22" H x 22"W x 18" D

*\*Requires dedicated 110 volt, 20 amp electrical outlet*

*\*Table or countertop required*

**\$54.50 per day**

## Specialty Refresh Items

### Popcorn Packs

Individual Packages of Popcorn Kernels, Oil and Seasoning; Includes Popcorn Serving Bags  
*Serves approx. 200 bags*

**\$179.75**

### Otis Spunkmeyer Cookie Dough

Your Choice of Chocolate Chip, Butter Sugar, Oatmeal Raisin, Peanut Butter, or White Chocolate Macadamia Nut Cookie Dough  
*Serves 240 pieces*

**\$190.75**

# RECEPTIONS

## Hot

Items are sold in increments of 50 pieces unless otherwise specified.

### Crispy Boneless Wings

Lightly Breaded or Spicy Buffalo Style,  
with Ranch Dressing

**\$190.75 per 50**

### Tempura Shrimp\*

Farm Raised Shrimp, Hand Breaded and Tempura  
Battered, Thai Chili Sauce

**\$231.50 per 50**

### Chicken Southwest Spring Rolls

Seasoned Chicken, Black Beans, Sharp Cheddar  
Cheese and Cream Cheese with Southwest Vegetables

**\$190.75 per 50**

### Chicken Potstickers

Pan Fried Asian Dumplings Filled with Chicken, Green  
Onion and Ginger with a Thai Chili Sauce

**\$231.50 per 50**

### Petite Beef Wellington\*

Layers of Delicate Puff Pastry Enrobed in Beef  
Seasoned with Mushroom Duxelle

**\$299.75 per 50**

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may  
increase your risk of foodborne illness.

All prices subject to 8.15% sales tax and 19% administrative charge. All pricing subject to change without notice.

## Cold

### Jumbo Shrimp Cocktail\*

Wild Caught Jumbo Shrimp  
Traditional Horseradish Cocktail Sauce, Lemon

**\$272.50 per 50**

### Canapés\*

Goat Cheese and Roasted Peppers on Toast Round,  
Seared Ahi Tuna, Nori, Wasabi Caviar on Toast Square,  
Smoked Chicken, Papaya Salsa, Cream Cheese on Multi-  
Grain Baguette

**\$325.00 per 50**

### Hummus Trio

Traditional, White Bean & Roasted Garlic, Edamame Mint  
Pita, Grissini, Flat Breads

*Serves 24 guests*

**\$124.25**

### Gourmet Cheese Board

Savory Brie, Aged Cheddar, Creamy Maytag Bleu and  
Boursin Cheese, Fruit Garnish, Gourmet Crackers and  
Lavosh

*Serves 24 guests*

**\$183.00**

### Garden Fresh Vegetable Crudité

Seasonal Vegetable Display Including Carrots, Cherry  
Tomatoes, Celery and Broccoli, Roasted Red Pepper Dip

*Serves 24 guests*

**\$143.75**

# ALCOHOLIC BEVERAGES

\$180 per bartender labor fee will be applied to all bar services. \$45 per additional hour will be applied after first four hours.

## Price List

### Cash Cocktails | \$7.00 each

Svedka Vodka, Cruzan Rum, Bombay Gin,  
Bacardi Oakheart, Canadian Club, Jack Daniels,  
Sauza Blue 100% Silver, Dewar's White

### House Wine- by the glass | \$6.50

Robert Mondavi Woodbridge  
Merlot, Chardonnay

### Imported and Craft Beer | \$6.50 each

Corona Extra, Heineken, St. Pauli Girl non-  
alcoholic , Blue Moon

### Domestic Beer | \$5.50 each

Budweiser, Bud Light

### Bottled Water | \$2.75 each

### Soft Drinks | \$2.50 each

Pepsi, Diet Pepsi, Sierra Mist

## Cash Bar Package

Includes Disposable Cups, Napkins and Necessary Mixers.

A Cash Bar Package has a Minimum Sales Threshold of \$950 (++) per bar per four hours. If the Minimum Guarantee is not met, you will be charged the difference between the actual Cash Sales and the Minimum of \$950 (++) . All bars are on consumption basis, unless otherwise contracted.

## Hosted Bar Package

Includes Disposable Cups, Napkins and Necessary Mixers.

All Hosted Bars are on a Consumption Basis, Unless Otherwise Contracted. A Guaranteed Minimum Sales Threshold of \$650.00 (++) per Four Hour is Required. If the Minimum Guarantee is not met, you will be charged the Minimum Sales Threshold of \$650.00 (++) .

Additional selections available by request with 30 business days notice

## Additional Items

China Upgrade | \$3 per person

Bar fronts are included for meeting rooms, and are available based on availability for show floor bars. Client is responsible for providing one 8' skirted table as a back bar for meeting rooms and two 8' skirted tables for bars on the show floor.

# China and Linen

If china service is ordered, it is required that service personnel also be ordered to work in your exhibit/booth.

Linen is offered in black or white (custom colored linen may be ordered at additional charges with seven business days notice.)

## Full China Service

Dinner plate, coffee cup and saucer, water glass, fork, knife and spoon  
\$6.00 per setting

Linen Napkin  
\$1.00 each

Linen Table Cloth  
Sizes 90" x 90" or 54" x 120"  
\$10.00 each

## Labor

All labor is scheduled at a four hour minimum. This consists of one hour for set-up, one hour for break-down and two hours for service.

After eight hours, the hourly labor rate increases to time and one-half. After 12 hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

Food Server, Runner or Busser  
\$120.00 – Four hour minimum  
\$30.00 – per additional hour

Culinary Attendant or Bartender  
\$180.00 – Four hour minimum  
\$45.00 – per additional hour

Booth Manager  
\$600.00 – per day

Personal Chef  
\$600.00 – per day

**Las Vegas Convention Center**  
3150 Paradise Road  
Las Vegas, NV 89109  
Tel: 702-943-6910

**Confirmation will be emailed to you.**

**If you need more space, please make multiple copies of the order form prior to completion.**

[illegible]



# Credit Card Authorization Form

Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109  
Tel: 702-943-6910

SHOW NAME:

COMPANY:

BILLING ADDRESS:

(FOR CREDIT CARD)

TELEPHONE #:

E-MAIL:

- ☐ Company Check to be used for initial deposit. Credit Card to be used for reorders and the balance of the bill.
- ☐ Credit Card to be used for all charges during the show and for any re-ordering on site.

☐ AMERICAN EXPRESS

☐ VISA

☐ MASTERCARD

CARD HOLDER NAME:

CREDIT CARD #:

EXPIRATION DATE:

SIGNATURE:

Customer agrees to pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

\*\*A copy of the credit card front and back must accompany this form.\*\*

Under no circumstances will ARAMARK accept re-orders without a credit card on file.

Under no circumstances does ARAMARK take orders or credit card numbers over the phone.

Customer must email mail order with signature of cardholder.



License # 1315

**Century Security & Event Staffing**  
 TRADE SHOW SPECIALISTS - SPECIAL EVENTS  
 COMMERCIAL & INDUSTRIAL - SECURITY CONSULTANTS  
 6421 Pinecastle Blvd - Suite 1- Orlando, Florida 32809  
 407-226-1168 - Fax: 407-226-7076  
 www.centurytradeshow.com



**Booth Monitoring Personnel to be provided by Century Security**

# of Personnel	Booth #	Start Date / Time	End Date / Time	Total Hours

**SPECIAL INSTRUCTIONS** (Use add'l page if necessary)

**TOTAL NUMBER OF MAN HOURS**

TOTAL NUMBER OF MAN HOURS

SUB TOTAL

\$

	Pre-Order	On-Site
UNARMED MONITOR:	\$25.00	\$31.00
ARMED MONITOR:	\$51.00	\$57.00

3% Credit Card Service Charge

\$

**TOTAL**

\$

**RULES AND REGULATIONS**

1. All Booth Monitoring personnel must be provided through Century Security.
2. Booth Monitoring personnel will remain on duty until released, exhibitor is responsible for any additional charges.
3. There is a minimum of four (4) hours per person per shift.
4. Armed monitor must be placed a minimum of 24 hours in advance.
5. Booth Monitoring orders placed less than 24 hours in advance are not guaranteed.

- ☐ Original Order  
☐ Additional Order  
☐ Revise Order

ADVANCE PAYMENT MUST BE RECEIVED BY **(21 DAYS PRIOR TO THE FIRST SHOW DAY)** TO QUALIFY FOR DISCOUNT (INCENTIVE RATES). BASE RATES APPLY TO ALL ORDERS/PAYMENTS RECEIVED AFTER 21 DAY DEADLINES. ALL PAYMENTS MUST BE MADE IN FULL BY CHECK OR MONEY ORDER (PAYABLE IN U.S. FUNDS ON U.S. BANKS). VISA, MASTERCARD OR AMERICAN EXPRESS. NO PURCHASE ORDERS ACCEPTED.

**Incentive Deadline Date:**

**Monday, August 22, 2016**

**BILLING INFORMATION**

PLEASE PRINT OR TYPE:

<b>EVENT NAME:</b> <b>Solar Power International 2016</b>		<b>BOOTH #</b>
<b>EXHIBITOR NAME:</b>		<b>CONTACT #</b>
<b>ADDRESS:</b>		<b>FAX #</b>
<b>CITY/STATE/ZIP</b>	<b>E-MAIL:</b>	
<b>ON-SITE CONTACT PERSON(S)</b>		<b>CONTACT #</b>
<b>ON-SITE CONTACT PERSON(S)</b>		<b>CONTACT #</b>

**Payment in Full Must Be Rendered Before Service is Provided**

**Remit Payment to:**

**Method of Payment:**

Century Security Management of Las Vegas Corp.  
 6421 Pinecastle Blvd. (Suite 1)  
 Orlando, FL 32809

- ☐ Company Check or Money Order  
☐ Visa / Master Card  
☐ American Express

**Make Check Payable to: Century Security**

**\*\*There is a 3% Service Charge on all Credit Card Transactions\*\***

**Credit Card Account #**

**Exp. Date:**

**Print Name:**

**Security Code:**

**Authorized Signature:**

**Date:**

Century Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to Century Security's negligence or failure to perform. Century Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds Century Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personnel damages and any claims arising from engaging in business as an exhibitor. Century Security will send out final invoices within ten (10) days after the close of the event.

<b>Event Name:</b> 2016 Solar Power International Show <b>Event Start Date:</b> September 12, 2016 <b>Event End Date:</b> September 15, 2016 <b>Booth/Room #:</b> <b>On-Site Contact:</b> <b>Cell #:</b> <b>Email Address:</b>	<b>Company Name:</b> <b>Billing Name:</b> <b>Billing Address:</b> <b>Billing Address:</b> <b>City:</b> <b>State:</b> <b>Zip:</b> <b>Country:</b> <b>Phone #:</b>
--	--

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 21 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

## Internet/Network Services

**Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products**  
 (Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

	Price	Quantity
<b>Business Starter: Up to 3 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="checkbox"/>
<b>Business Select: Up to 10 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="checkbox"/>
<b>Business Professional: Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	\$1,495.00	<input type="checkbox"/>

### Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

<b>Business Starter Plus: 3 Mbps</b> Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="checkbox"/>
<b>Business Select Plus: 10 Mbps</b> Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="checkbox"/>
<b>Business Professional Plus: 25 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="checkbox"/>
<b>Business Professional Plus: 50 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
<b>Business Professional Plus: 100 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$45,000.00	<input type="checkbox"/>
<b>High Bandwidth Internet speeds from 200 Mbps up to 10 Gbps are available</b>	Call for pricing	

## Additional Products and Services

<b>Patch cables</b> - Ethernet Cat 5 Cable	\$80.00 each	<input type="checkbox"/>
<b>Switch rental</b> - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="checkbox"/>
<b>Additional IP address</b>	\$164.00 each	<input type="checkbox"/>
<b>Additional Locations</b> - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="checkbox"/>
<b>Labor/Floor work</b> - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="checkbox"/>

## Location Based Services

<b>**NEW: Exhibitor Insights Summary Report</b> Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit <a href="http://www.tradeshows.coxhn.net">www.tradeshows.coxhn.net</a> to view a sample report.	\$500.00 each	<input type="checkbox"/>
--	---------------	--------------------------

**Total:** \_\_\_\_\_

**Please fax or email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**\*\*Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

### Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

Event Name: 2016 Solar Power International Show

Event Start Date: September 12, 2016

Event End Date: September 15, 2016

Booth/Room #:

On-Site Contact:

Cell #:

Email Address:

Company Name:

Billing Name:

Billing Address:

Billing Address:

City: State: Zip:

Country:

Phone #:

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 21 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

## Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity
<b>Wi-Fi Hotspot: Up to 10 Users</b>	\$2,200.00	<input type="checkbox"/>	\$2,800.00	<input type="checkbox"/>
<b>Wi-Fi Hotspot: Up to 25 Users</b>	\$3,200.00	<input type="checkbox"/>	\$4,000.00	<input type="checkbox"/>
<b>Wi-Fi Hotspot: Up to 50 Users</b>	\$4,500.00	<input type="checkbox"/>	\$5,500.00	<input type="checkbox"/>
<b>Wi-Fi Hotspot: Up to 100 Users*</b>	\$6,800.00	<input type="checkbox"/>	\$8,500.00	<input type="checkbox"/>
<b>*Additional block of 50 Users</b> (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00	<input type="checkbox"/>	\$3,750.00	<input type="checkbox"/>
<b>Splash Page with sponsor logo</b> (Splash page template provided by Cox Business)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
<b>Redirect Landing Page</b> (Customer specific URL)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>

**Total:** \_\_\_\_\_

**Total:** \_\_\_\_\_

## Additional Services

### Labor/Floor work

The 20% early ordering discount does not apply.

\$75.00/hr ☐

## Location Based Services

### \*\*NEW: Exhibitor Insights Summary Report

Analytics report that provides visitor traffic metrics within and around an exhibit booth.  
 Visit [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net) to view a sample report.

\$500.00 each ☐

**Total:** \_\_\_\_\_

## Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

**Please fax or email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**\*\*Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee **do not** apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.



## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES** EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

<b>Event Name:</b> 2016 Solar Power International Show <b>Event Start Date:</b> September 12, 2016 <b>Event End Date:</b> September 15, 2016 <b>Booth/Room #:</b> <b>On-Site Contact:</b> <b>Cell #:</b> <b>Email Address:</b>	<b>Company Name:</b> <b>Billing Name:</b> <b>Billing Address:</b> <b>Billing Address:</b> <b>City:</b> <b>State:</b> <b>Zip:</b> <b>Country:</b> <b>Phone #:</b>
--	--

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 21 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="text"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="text"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="text"/>
<b>Phone System Services (Direct Dial)</b>		
Single Line no features	\$490.00	<input type="text"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="text"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="text"/>
<b>Demarc Extension Services</b>		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="text"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="text"/>

### Video Services

<b>Digital or HDTV Service (All channels, excluding Premium and International)</b>		
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="text"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="text"/>
<b>MATV Service</b>		
Entire Show (First outlet only, up to 5 days)	\$415.00	<input type="text"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="text"/>

### Additional Services

<b>Labor/Floor work</b>		
The 20% early ordering discount does not apply.	\$75.00/hr	<input type="text"/>

### Location Based Services

<b>**NEW: Exhibitor Insights Summary Report</b>		
Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit <a href="http://www.tradeshows.coxhn.net">www.tradeshows.coxhn.net</a> to view a sample report.	\$500.00 each	<input type="text"/>

**Total:** \_\_\_\_\_

**Please fax or email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**\*\*Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

**Booth Diagram Information - 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 # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES** EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



September 12 - 15, 2016  
Las Vegas Convention Center • Las Vegas, NV



## X•Press Leads Exhibitor Success Kit

---



The X•Press Leads Exhibitor Success Kit was created by Convention Data Services. ©2010. All Rights Reserved.

# Table of Contents

---

## Background

Why Exhibit? .....	1
Understanding Attendees.....	1
Who is in Charge?.....	1

## Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives.....	2
List of Exhibiting Objectives.....	2
Online Event ROI Calculator.....	2
Setting a Leads Goal .....	2
Determining Leads Value .....	3
Determining Cost Per Lead .....	3

## Pre-show: Getting Ready

Ideal Lead Profile.....	4
Custom Qualifiers.....	4
Rating Leads .....	5
Prospect List .....	5
Promotion .....	6
Promotional Vehicles.....	6
Promotional Options from Convention Data Services.....	7
Training.....	7

## Onsite: Collecting Leads

Why Get Lead Retrieval from Convention Data Services?.....	9
Getting Your Lead Device Setup and Running .....	9
Scanning Leads and Updating/Expanding Attendee Data.....	9
Getting the Crucial Information .....	10
Evaluating Performance.....	10

## Post-show: Closing the Deal

Follow Up.....	11
Downloading and Managing Leads.....	11
Evaluating Exhibiting ROI.....	12

## Exhibiting ROI Worksheets

## Bibliography



# Background

## Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

## Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

**It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries.** It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

## Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

### Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment



# Pre-show: Setting Goals

## Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

## List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

## Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

## Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

### Lead Goal Formula

$$\begin{array}{r} \text{Number of Exhibit Hours} \\ \times \text{Number of Exhibit Staff} \\ \times \text{Interactions Per Hour} \\ \hline = \text{Total Lead Goal} \end{array}$$

### Example

$$\begin{array}{r} 18 \text{ exhibit hours} \\ \times 3 \text{ exhibit staffers} \\ \times 4 \text{ leads collected per hour} \\ \hline = 216 \text{ leads to collect, 72 leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.

# Pre-show: Setting Goals (cont'd)

## Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

### Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{Total Value of Each Lead} \end{array}$$

#### Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ } 1/3 \text{ (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

## Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

### Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{Cost Per Lead} \end{array}$$

#### Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.

## Pre-show: Getting Ready

### Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

**Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information.** This information can also be used for rating leads.

### Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

#### Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

#### Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead

## Pre-show: Getting Ready (cont'd)

### Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

#### Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

### Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.

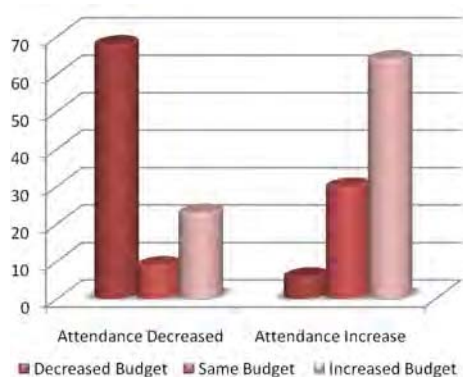
## Pre-show: Getting Ready (cont'd)

### Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

### Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller  
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

### Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.

## Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

### Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

### Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

#### X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

#### X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.



---

## Pre-show: Getting Ready (cont'd)

---

### Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

### Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

### Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

### Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.



## Onsite: Collecting Leads

### Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

### Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

## X•Press Leads Family of Products



---

## Onsite: Collecting Leads (cont'd)

---

### Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

### Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.

### Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

## Post-show: Closing the Deal

### Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

#### Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

### Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

All the leads you collect on X•Press Leads equipment will be posted to X•Press Leads password protected webpage in realtime. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.

## Post-show: Closing the Deal

### Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

#### METRICS

##### Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!

# Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

## Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours		<input type="text"/>	<input type="text"/>
Number of Booth Staff	X	<input type="text"/>	<input type="text"/>
Interactions Per Hour	X	<input type="text"/>	<input type="text"/>
<b>Total Lead Goal</b>	=	<input type="text"/>	<input type="text"/>

## Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		<input type="text"/>	<input type="text"/>
Average Closing Percentage	X	<input type="text"/>	<input type="text"/>
Average Sale Value	X	<input type="text"/>	<input type="text"/>
<b>Total Leads Value</b>	=	<input type="text"/>	<input type="text"/>
Total Lead Goal	÷	<input type="text"/>	<input type="text"/>
<b>Total Value of Each Lead</b>	=	<input type="text"/>	<input type="text"/>

## Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*		<input type="text"/>	<input type="text"/>
Number of Leads Collected	÷	<input type="text"/>	<input type="text"/>
<b>Cost Per Lead</b>	=	<input type="text"/>	<input type="text"/>

\*Include all exhibiting expenses including booth, travel, entertainment, etc.

## Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		<input type="text"/>	<input type="text"/>
Cost of Exhibiting	-	<input type="text"/>	<input type="text"/>
<b>Total Event ROI</b>	=	<input type="text"/>	<input type="text"/>

# Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

## Exhibiting Objectives


## Campaign Message(s)


## Promotional Vehicles


☐ X•Press VIP Guest Pass  
☐ X•Press Exhibitor Emails  
☐ X•Press Email Blast  
☐ X•Press Attendee List

## Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

## Ordering Information

Purchaser
Order Email
Order Number
Username
Password

## Bibliography

---

"ECEP Pulse - 2008 Pre Event Study of Registered ECEP Attendees." Jacobs Jenner & Kent. June 2008.

"ROI Tool Kit." Exhibit Surveys, Inc. 2007. <<http://roitoolkit.exhibitsurveys.net/Home/Welcome.aspx>>

Davis, Jefferson. "Why Tradeshow Training & Education?" Competitive Edge. 2007. <[http://trade-showturnaround.com/index2.php?option=com\\_content&do\\_pdf=1&id=63](http://trade-showturnaround.com/index2.php?option=com_content&do_pdf=1&id=63)>

Hoffend, Eric. "Best Practices Tips on Educating Exhibitors." Presentation at 2006 IAEM Expo! Expo! Annual Conference. 2006. <<http://www.iaee.com/expo>>

Friedmann, CSP, Susan A. "Trade Show Tips to Make Your Next Trade Show Your Best Ever." <<http://www.powerhomebiz.com/vol134/exhibit.htm>>

Friedmann, CSP, Susan A. "Dirty Little Trade Show Secrets" <<http://sbinfocanada.about.com/od/tradeshows/a/dirtysecretssf.htm>>

Ward, Susan. "Trade Show Tips." 2007. <<http://sbinfocanada.about.com/cs/marketing/a/trade-showtips.htm>>

Zahorsky, Darrell. "Ten Trade Show Exhibit Best Practices." 2007. About.com. <<http://sbinformation.about.com/cs/sales/a/tradeshow.htm>>



# X•Press Connect Family

## Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.



### X•Press Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

### X•Press Connect Elite

Connect software on YOUR computer

The X•Press Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.

Computer not included. Includes USB scanner and software.

Requires OS MAC, Windows XP or greater, 1 USB 1.1 connections and .NET Framework.



### X•Press Connect Plus

OUR hand-held wireless device

Use our mobile phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•	•	•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•

**X•Press™ Leads**  
CONVENTION DATA SERVICES®

### X•Press Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



#### Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. 20 questions and answers.



#### Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



#### eBlast Email Service

Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.



#### DITP

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



#### Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

## 3rd Party Lead Collection

Successful lead collection on your third party device.



#### Data Conversion

Convert badge IDs collected on third party devices into complete leads post-show.



#### Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

\* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.



ORDER ONLINE: [www.xpressleadpro.com](http://www.xpressleadpro.com) SHOW CODE: **sets0916**



For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

**X•Press Connect App** - the App on YOUR phone or tablet

**X•Press Connect App 2 Package** - includes TWO App licenses and custom sales qualifiers

**X•Press Connect App 5 Package** - includes FIVE App licenses and custom sales qualifiers

**BEST VALUE!**

**Additional X•Press Connect App Licenses** - for additional users

**Bluetooth Printer** - one bluetooth connection per lead retrieval app license

Qty	Early THRU 07/21/16	Advance THRU 08/18/16	Standard AFTER 08/18/16	Total
	\$ 360	\$ 410	\$ 480	
	\$ 440	\$ 490	\$ 550	
	\$ 790	\$ 840	\$ 900	
	\$ 130 per additional user			
	\$ 100	\$ 125	\$ 150	



Includes mobile phone and charger.

**X•Press Connect Plus Handheld** - OUR handheld wireless device

**X•Press Connect Plus Handheld Package** - includes mobile device, DITP service, and custom sales qualifiers

**BEST VALUE!**

**X•Press Connect App Additional Licenses** - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet

**Bluetooth Printer** - one bluetooth connection per lead retrieval handheld

	\$ 455	\$ 505	\$ 575	
	\$ 600	\$ 685	\$ 805	
	\$ 130 per additional user			
	\$ 100	\$ 125	\$ 150	



\*Includes USB scanner and software. Requires OS MAC, Windows XP or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

**X•Press Connect Elite** - the Connect software on YOUR computer

**X•Press Connect Elite Package** - \*includes USB scanner, PC software, DITP service, and custom sales qualifiers

**BEST VALUE!**

**X•Press Connect App Additional Licenses** - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet

**Bluetooth Printer** - one bluetooth connection per lead retrieval PC

	\$ 430	\$ 480	\$ 550	
	\$ 575	\$ 655	\$ 780	
	\$ 130 per additional user			
	\$ 100	\$ 125	\$ 150	

### X•PRESS EXTRAS



Custom Sales Qualifiers / Custom Surveys

DITP Service - Delivery, Installation, Training, Pickup

X•Press eBlast Service - post show email service to leads collected

Data Conversion - third party post-show solution

Event API Integration - third party real-time solution

	\$ 105	\$ 125	\$ 160	
	\$ 105	\$ 125	\$ 160	
	\$ 215	\$ 265	\$ 325	
	\$ 550			
	\$ 1000			

FAX ORDER **1-508-759-4238**

EMAIL ORDER **xpressleadpro@cdsreg.com**

ACCOUNT MANAGER **Nicole Hutchison**

QUESTIONS? **1-800-746-9734 • 1-508-743-0162**

SUBTOTAL =

SALES TAX **8.15%** +

OPTIONAL LOSS/DAMAGE WAIVER (Qty \_\_\_\_\_ x \$75 per device) +

NO, I do not want to purchase the Loss/Damage Waiver - initial here

PROCESSING FEE **(WAIVED when you order online!)** + 15.00

**TOTAL (USD)** =



X•Press Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event



ORDER ONLINE:  [www.xpressleadpro.com](http://www.xpressleadpro.com)

SHOW CODE:  **sets0916**

**CONTACT INFORMATION**

**PAYMENT INFORMATION**

COMPANY  
CONTACT  
NAME  
BILLING  
ADDRESS  
CITY  
STATE/ZIP  
BOOTH #  
PHONE/EXT #  
FAX  
EMAIL  
COMPANY WEBSITE  
<http://www>

CARD NUMBER

NAME ON CARD

EXP DATE

SIGNATURE 

**AUTHORIZATION**

Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.

SIGNATURE 

PRINT NAME

TODAY'S DATE

EMAIL RECEIPT TO

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

*Thank you for your order.*

**Terms & Conditions**

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:  
  
8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement

cost indicated above for either the failure to return the equipment or for any damaged equipment.

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000

8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.



# Insertion Order

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Media ☐ SPI Event Guide ☐ SPI Show Daily 3 Day ☐ SPI Show Daily 2 Day ☐ SPI Show Daily 1 Day  
☐ SPI Exhibit Map Exclusive ☐ SPI Exhibit Map 1 of 4  
Ad Details ☐ Inside Front Cover ☐ Inside Back Cover ☐ Back Cover ☐ Full-Page ☐ Full-Page Preferred Position  
☐ 1/2 Page Horizontal ☐ 1/2 Page Vertical ☐ 1/2 Page Island ☐ 1/3 Page ☐ 1/4 Page ☐ Business Card (Daily only)  
Rate \_\_\_\_\_ Insertion Order Number \_\_\_\_\_  
Confirmed By \_\_\_\_\_ Date \_\_\_\_\_

☐ Check Attached (make checks payable to IAS-SETS Ad Sales) ☐ Bill Me ☐ Visa ☐ MasterCard ☐ American Express  
CC # \_\_\_\_\_ Expiration Date \_\_\_\_\_ VCode \_\_\_\_\_  
CC Billing Address \_\_\_\_\_  
Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

**Please fax this form to (703) 548-3733**

#### Material Shipment

Stacy Bowdring/Dana Gilbertson  
SETS Ad Sales  
1908 Mt. Vernon Ave., 2<sup>nd</sup> Floor  
Alexandria, VA 22301

#### More Information

Stacy Bowdring  
(703) 212-6717 **direct**  
(703) 304-7235 **cell**  
stacy@ias-online.net **email**

Dana Gilbertson  
(703) 212-7738 **direct**  
(703) 859-2030 **cell**  
dgilbertson@ias-online.net **email**

#### Terms and Conditions

Invoices are due upon receipt. All payments must be received by the space deadline. No cancellations will be accepted after the space deadline. All cancellations must be submitted in writing and will not be considered accepted until confirmed by SETS.



# SPI 2016 Media Planner

## SPI Event Guide

Ad Size	Color Type	Rate	Live Area	Bleed Size	Trim Size
Full Page	Full Color	\$3,250	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
1/2 Page Island	Full Color	\$2,600	4 <sup>3</sup> / <sub>8</sub> x 7 <sup>3</sup> / <sub>8</sub> "	N/A	N/A
1/2 Page Vertical	Full Color	\$2,250	3 <sup>3</sup> / <sub>8</sub> x 9 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
1/2 Page Horizontal	Full Color	\$2,250	7 <sup>1</sup> / <sub>4</sub> x 5"	8 <sup>5</sup> / <sub>8</sub> x 5 <sup>5</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 5 <sup>3</sup> / <sub>8</sub> "
1/3 Page	Full Color	\$1,750	4 <sup>3</sup> / <sub>4</sub> x 4 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
1/4 Page	Full Color	\$1,500	3 <sup>1</sup> / <sub>2</sub> x 4 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
Preferred Positions	Full Color	\$3,800	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
Back Cover	Full Color	\$4,200	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
Inside Cover	Full Color	\$4,050	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
Listing Logo	Full Color	\$500			

Estimated 10,000 copies distributed to solar energy professionals in registration kits and throughout the convention center.  
Space deadline - August 11, material deadline - August 15.



## SPI Show Daily News

Ad Size	Color Type	1-Time Rate	2-Time Rate	3-Time Rate	Live Area	Bleed Size	Trim Size
Full Page	Full Color	\$2,750	\$2,400	\$1,960	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub> "	9 <sup>3</sup> / <sub>4</sub> x 12"	9 <sup>1</sup> / <sub>2</sub> x 11 <sup>3</sup> / <sub>4</sub> "
1/2 Page Island	Full Color	\$1,850	\$1,720	\$1,570	6 <sup>1</sup> / <sub>4</sub> x 8 <sup>1</sup> / <sub>2</sub> "	N/A	N/A
1/2 Page Vertical	Full Color	\$1,650	\$1,530	\$1,375	4 <sup>1</sup> / <sub>4</sub> x 10 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
1/2 Page Horizontal	Full Color	\$1,650	\$1,530	\$1,375	9 <sup>1</sup> / <sub>4</sub> x 5 <sup>3</sup> / <sub>4</sub> "	9 <sup>3</sup> / <sub>4</sub> x 6"	9 <sup>1</sup> / <sub>2</sub> x 5 <sup>7</sup> / <sub>8</sub> "
1/3 Page	Full Color	\$1,300	\$1,220	\$1,100	5 <sup>5</sup> / <sub>8</sub> x 5 <sup>5</sup> / <sub>8</sub> "	N/A	N/A
1/4 Page	Full Color	\$1,100	\$1,060	\$1,000	4 <sup>1</sup> / <sub>4</sub> x 5 <sup>3</sup> / <sub>4</sub> "	N/A	N/A
Business Card	Full Color	NA	NA	\$750	4 <sup>1</sup> / <sub>4</sub> x 2"	N/A	N/A
Back Cover	Full Color	\$3,600	\$3,120	\$2,560	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub> "	9 <sup>3</sup> / <sub>4</sub> x 12"	9 <sup>1</sup> / <sub>2</sub> x 11 <sup>3</sup> / <sub>4</sub> "
Inside Cover	Full Color	\$3,440	\$2,980	\$2,450	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub> "	9 <sup>3</sup> / <sub>4</sub> x 12"	9 <sup>1</sup> / <sub>2</sub> x 11 <sup>3</sup> / <sub>4</sub> "

Distributed to solar energy professionals each day—15,000 copies for the event. Publication includes event and education session information as well as solar energy news provided by SEIA and SEPA. Space deadline - August 26, material deadline - September 2.

## SPI Exhibit Map

Ad Size	Color Type	Rate	Live Area	Bleed Size	Trim Size
Exclusive	Full Color	\$12,000	3 <sup>1</sup> / <sub>4</sub> x 10"	4 x 10 <sup>3</sup> / <sub>4</sub> "	3 <sup>3</sup> / <sub>4</sub> x 10 <sup>1</sup> / <sub>2</sub> "
Split 1 of 4	Full Color	\$3,500	3 <sup>1</sup> / <sub>4</sub> x 2 <sup>3</sup> / <sub>8</sub> "	N/A	N/A

Estimated 10,000 copies distributed to solar energy professionals in registration kits and throughout the convention center. Includes an advertisement, your company logo on the cover, a highlighted listing in the exhibitor list, and your logo on the exhibit floorplan. Space deadline - August 11, material deadline - August 15.



**Solar  
Energy  
Trade  
Shows**

*SETS. The Standard  
in Solar Energy Events*

Powered by:



# Special Transportation Services

Group Events, VIP Transport, Off Site Events, Charter Services

## *Reliable and Convenient*

- ◆ Supervisory staff on-site to assist your group
- ◆ Experienced drivers
- ◆ Knowledge of hotels, attractions, convention centers and the greater metropolitan areas
- ◆ Door to door service
- ◆ Avoid long cab lines



## *Charter Services*

- ◆ Conventions & Trade Shows
- ◆ Corporate Events
- ◆ Group Events
- ◆ Private Parties
- ◆ Tours

## *Transportation Options*

- ◆ Deluxe Motor Coaches
- ◆ Deluxe Mini Coaches
- ◆ Limousines
- Stretch, Sedans, SUV's, and Vans
- ◆ Fleet Service
- ◆ Airport VIP Meet & Transport



Transportation provided by  **CMAC**

**Call or Print & Return Form by 9/5/16 to:**

**Mary Trainor, CMAC, LLC, 2245 Keller Way, Suite 310, Carrollton, Texas 75006**

**Phone: 401-952-8577    Fax: 972-428-3545    Email: maryt@cmac.net**

Company Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Service Requested: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Email: \_\_\_\_\_

Service Hours: \_\_\_\_\_

**\* CHECK or CREDIT CARD MUST ACCOMPANY ORDER \***

MAIL or FAX to:

# "Convention Photo by Joe Orlando, Inc."

2222 Foothill Blvd, Suite E-340, La Cañada CA 91011 • Phone: 1.626.639.3015 • Fax: 1.626.794.0525

**Servicing Trade Shows in Las Vegas, NV and Nationally for over 50 years**

www.joeorlandophoto.com

email: mail@joeorlandophoto.com

YOUR P.O. NUMBER

QUANTITY	SERVICES	EACH	TOTAL
_____	<b>COLOR ORIGINAL</b> Includes Photography Time, 8x10 Print	@ \$95.00 \$	_____
	No People <input type="checkbox"/> Posed Staff <input type="checkbox"/> Crowd During Show <input type="checkbox"/>		
<b>Additional Photo Services After Original Ordered</b>			
_____	<b>HI RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> Includes release and rights of image. 300 dpi @ 8x10 saved as jpeg.	Per Image @ \$50.00 \$	_____
_____	<b>LOW RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> Includes image saved as jpeg @ 72 dpi, perfect for powerpoint / website.	Per Image @ \$35.00 \$	_____
_____	<b>COLOR 8x10 REPRINTS OF ORIGINALS</b>	Per Print @ \$35.00 \$	_____
_____	<b>PHOTOSHOP RETOUCHING</b> 1 Hour Minimum.	Per Hour @ \$160.00 \$	_____
<b>SUB TOTAL: \$</b>			_____
<b>DIGITAL PHOTOGRAPHY QUOTES</b>			
<ul style="list-style-type: none"> <li>• Publicity, Banquets, Awards,</li> <li>• On Site CD Burning</li> <li>• Photoshop Retouching</li> <li>• Website Hosting of Low Res Image (For publicity or associations)</li> </ul>			
<div> <div> Clients based in <u>California</u> add CA tax  Clients in other states no tax </div> <div>→ TAX: \$</div> </div>			
All Orders add \$10.00 Shipping & Handling:			\$ 10.00
Fed-Ex #: _____			<b>TOTAL: \$</b> _____
<b>Green Screen</b> photography also available <b>Video Production</b> (upon availability, call for quotes)			

PLEASE PRINT:

Name of Convention: **Solar Power International** Dates: **Sept. 12-15, 2016**

Convention Hotel / Location: **Las Vegas Convention Center, NV**

Daily Exhibit Hours: \_\_\_\_\_

Onsite Contact & Cell Phone Number: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth # & Size: \_\_\_\_\_

Display House: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: (800) ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Credit Card Info: Please Circle One:    Credit Card-V code or Security Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_





Phone: (504)454-7204  
Fax: (504) 454-7262  
E-mail: [cpd@cpdi.net](mailto:cpd@cpdi.net)

**TO ENSURE AVAILABILITY**

**RENTAL PRICE INCLUDES PLANT CONTAINER, DELIVERY, INSTALLATION, MAINTENANCE AND REMOVAL**

PURCHASE ORDER NUMBER: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

☐ Do you need a designer to help you with your selection? Date & Time: \_\_\_\_\_

**POLICIES:** All orders require payment in **Advance**. Cash, Check, Visa, MasterCard or American Express are accepted. **If tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.** Rental items missing upon dismantling are the responsibility of the exhibitor. **Missing and/or damaged product must be reported to our representatives prior to show close for any pricing adjustment. No Floral arrangement cancellations one week prior to show.**

To charge your account for additional floral services incurred during the show, please sign the credit card authorization:

**IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING**

☐ American Express    ☐ Visa\*    ☐ MasterCard\*

Account Number:

[illegible]

\*CODE ON THE BACK OF CARD

--	--	--	--

**\* CODE REQUIRED**

**Expiration Date:** \_\_\_\_\_ / \_\_\_\_\_

\* Cardholder Name: (Please Print or Type)

\* Billing Address:

\* City, State, Zip:

\* Cardholder Signature: **X**

# PLANT SELECTION GUIDE



ITEM #	NAME	AVAILABLE SIZES	ITEM #	NAME	AVAILABLE SIZES
1-1	Marginata	1' - 5'	1-6	Croton	1' - 4'
1-2	Closet Plant	1' - 3'	1-7	Fern	1' (as shown)
1-3	Silver Queen	1' - 2'	1-8	Kalanchoe	1' (as shown)
1-4	Mum	1' (as shown)	1-9	Ficus	3' - 15'
1-5	Bromeliad	1' (as shown)	1-10	Areca Palm	3' - 8'



## **WESTGATE EXHIBITOR CATERING**

To see a copy of the current exhibitor catering menu and to order, please contact the Westgate Catering Department.

Contact: Christopher Duperre

E-Mail: [Christopher\\_Duperre@wgresorts.com](mailto:Christopher_Duperre@wgresorts.com)

Phone: 702-732-5624





License # 1315

**Century Security & Event Staffing**  
**TRADE SHOW SPECIALISTS - SPECIAL EVENTS**  
**COMMERCIAL & INDUSTRIAL - SECURITY CONSULTANTS**  
 6421 Pinecastle Blvd - Suite 1- Orlando, Florida 32809  
 407-226-1168 - Fax: 407-226-7076  
 www.centurytradeshow.com



**Booth Monitoring Personnel to be provided by Century Security**

# of Personnel	Booth #	Start Date / Time	End Date / Time	Total Hours

**SPECIAL INSTRUCTIONS** (Use add'l page if necessary)

**TOTAL NUMBER OF MAN HOURS**

TOTAL NUMBER OF MAN HOURS

SUB TOTAL

\$

	Pre-Order	On-Site
UNARMED MONITOR:	\$25.00	\$31.00
ARMED MONITOR:	\$51.00	\$57.00

3% Credit Card Service Charge

\$

**TOTAL**

\$

**RULES AND REGULATIONS**

1. All Booth Monitoring personnel must be provided through Century Security.
2. Booth Monitoring personnel will remain on duty until released, exhibitor is responsible for any additional charges.
3. There is a minimum of four (4) hours per person per shift.
4. Armed monitor must be placed a minimum of 24 hours in advance.
5. Booth Monitoring orders placed less than 24 hours in advance are not guaranteed.

- ☐ Original Order  
☐ Additional Order  
☐ Revise Order

ADVANCE PAYMENT MUST BE RECEIVED BY **(21 DAYS PRIOR TO THE FIRST SHOW DAY)** TO QUALIFY FOR DISCOUNT (INCENTIVE RATES). BASE RATES APPLY TO ALL ORDERS/PAYMENTS RECEIVED AFTER 21 DAY DEADLINES. ALL PAYMENTS MUST BE MADE IN FULL BY CHECK OR MONEY ORDER (PAYABLE IN U.S. FUNDS ON U.S. BANKS). VISA, MASTERCARD OR AMERICAN EXPRESS. NO PURCHASE ORDERS ACCEPTED.

**Incentive Deadline Date:**

**Monday, August 22, 2016**

**BILLING INFORMATION**

PLEASE PRINT OR TYPE:

<b>EVENT NAME:</b> <b>Solar Power International 2016</b>		<b>BOOTH #</b>
<b>EXHIBITOR NAME:</b>		<b>CONTACT #</b>
<b>ADDRESS:</b>		<b>FAX #</b>
<b>CITY/STATE/ZIP</b>	<b>E-MAIL:</b>	
<b>ON-SITE CONTACT PERSON(S)</b>		<b>CONTACT #</b>
<b>ON-SITE CONTACT PERSON(S)</b>		<b>CONTACT #</b>

**Payment in Full Must Be Rendered Before Service is Provided**

**Remit Payment to:**

**Method of Payment:**

Century Security Management of Las Vegas Corp.  
 6421 Pinecastle Blvd. (Suite 1)  
 Orlando, FL 32809

- ☐ Company Check or Money Order  
☐ Visa / Master Card  
☐ American Express

**Make Check Payable to: Century Security**

**\*\*There is a 3% Service Charge on all Credit Card Transactions\*\***

**Credit Card Account #**

**Exp. Date:**

**Print Name:**

**Security Code:**

**Authorized Signature:**

**Date:**

Century Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to Century Security's negligence or failure to perform. Century Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds Century Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personnel damages and any claims arising from engaging in business as an exhibitor. Century Security will send out final invoices within ten (10) days after the close of the event.



<b>Booth Number:</b>	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	<b>EVENT NAME:</b>
----------------------	---	--------------------

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
--------------	---

INSTALL Date & Time:	DISCONNECT Date & Time:
----------------------	-------------------------

EXHIBITING COMPANY NAME:
--------------------------

BILLING ADDRESS:
------------------

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
-------	--------	------	------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
-------------------	-------------	----------------

ORDERED BY:	EMAIL ADDRESS:
-------------	----------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
-------------------	------------	---------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
------------------------	-------------------------

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

## WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
<b>WIRELESS INTERNET PACKAGES</b>	<b>Advanced Event Rate</b>	<b>Standard Event Rate</b>
<b>PACKAGE #1 UP TO 10 CONCURRENT DEVICES</b>	\$1,000.00	\$1,250.00
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.		
<b>PACKAGE #2 UP TO 25 CONCURRENT DEVICES</b>	\$1,750.00	\$2,187.50
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.		
<b>PACKAGE #3 UP TO 50 CONCURRENT DEVICES</b>	\$3,500.00	\$4,375.00
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.		
<b>ADDITIONAL BANDWIDTH</b>	\$1,000.00	\$1,250.00
Includes 5Mbps of additional bandwidth to the existing network/location.		
<b>ADDITIONAL 25 CONCURRENT DEVICES</b>	\$1,000.00	\$1,250.00
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.		
<b>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</b>	\$1,000.00	\$1,250.00
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.		
<b>CUSTOM SPLASH PAGE</b>	CALL FOR PRICING	
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.		
<b>CUSTOM LANDING PAGE</b>	CALL FOR PRICING	
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.		
<b>Technician Labor - Hourly Rate - Straight Time</b>	\$100.00	\$125.00
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.		
<b>NOC ENGINEER - Daily Rate</b>	\$1,000.00	\$1,250.00
<b>NETWORK ENGINEER - Daily Rate</b>	\$1,500.00	\$1,875.00
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices		
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.		
<b>ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE</b>		<b>SERVICE TOTAL</b>
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.		10% Service Fee
		<b>SUBTOTAL</b>
		* LABOR FEE
		<b>GRAND TOTAL</b>

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

**INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF WESTGATE LAS VEGAS**

Prices Subject to change without Notice

Rev 2/25/15

## Terms and Conditions:

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

## Wireless (802.11) Internet Declaration

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

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

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

## AUTHORIZED SIGNATURE:

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

**ENCORE**

rev. 2/25/15





5150 So. Decatur Blvd., Las Vegas, Nevada 89118  
Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email: services@encore-us.com

<b>Booth Number:</b>		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED					
Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	

## TELECOMMUNICATIONS / INTERNET SERVICES FORM

VOICE SERVICE / EQUIPMENT	Advanced Event Rate	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00	\$265.00		Yes - No	
Single Handset *	\$35.00	\$50.00			
Conference Phone - DAILY RATE *	\$125.00	\$175.00		x ____ Days	
* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$500 Conference Phone					
** Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure					
INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. <b>3Mbps bandwidth</b>	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. <b>5Mbps bandwidth</b>	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared vlan, wired Ethernet connection	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. <b>20Mbps dedicated bandwidth</b>	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) <b>5Mbps bandwidth.</b>	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
* LABOR IS INCLUDED WITH ORDERED SERVICES					
LABOR FEE IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED					
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE					
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.				SERVICE TOTAL	
				10% Service Fee	
				SUBTOTAL	
				* LABOR FEE	
				GRAND TOTAL	

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

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF WESTGATE RESORT

Prices Subject to change without Notice

Rev 3/1/15

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Phone Usage Charges: Usage charges are billed by the hotels through Encore Event Technologies. These charges come directly from the hotel; Encore Event Technologies has no control over them. Local and toll-free calls are \$1.25 each. Long distance calls are billed at AT&T Operator Assisted Rates. Credit card required for all phone services provided.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

## Wireless (802.11) Internet Declaration

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

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

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

## AUTHORIZED SIGNATURE:



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

rev. 3/1/15

# ENCORE EVENT TECHNOLOGIES

## GUIDE LINES @ Westgate Las Vegas Resort & Casino

### EXCLUSIVE SERVICES

- House Sound
- Encore has the exclusive rights to house sound. No outside vendor will be allowed access to this system.
- Encore personnel will handle all ceiling/wall hanging including but not limited to structural steel or permanent rigging points as well as the rental of Truss and Motors. The Production or AV Company is responsible for all charges incurred to end client.
- Any rented or donated (anything except for personal property) Audiovisual equipment to be used in any part of the Facility's sleeping room towers must be rented, delivered, set-up and operated (if needed) by Encore, this includes drape. In the case that gear is donated, only Encore labor would be required.

**THESE ARE NOT A COMPLIMENTARY SERVICE OF THE FACILITY.**

### RIGGING GUIDELINES

This Facility is equipped with permanent rigging systems in some areas, in order to assist our clients with productions requiring overhead rigging. This system was designed and installed in order to expedite the move in and move out process for our clients. As the exclusive rigging contractor, Encore is responsible for all rigging and related overhead safety on the Facility property. The following sets forth the standards for the rigging practices and equipment.

Encore will provide all necessary rigging labor for productions at the Facility. All rigging activities defined as follows must meet the following minimum standards.

Rigging encompasses attaching hardware to ceilings, usually rigging motors, trussing, lighting, and audio. Riggers are responsible for inspecting all equipment flown and determining load factors ensuring that weight limits are strictly enforced and that no damage is caused to the ceiling or roof structure.

Encore riggers are responsible for all overhead connections as well as trusses, speaker and other attachments below utilizing polyester round slings, wire rope slings, etc.

## **Pre-show and Design**

Encore reserves the right to inspect any and all equipment supplied by outside sources to determine its safety for the intended application.

Encore must receive all proposed rigging drawings in CAD/DWG, no later than 30 calendar days prior to scheduled load-in. Any Video, Projection, Lighting, Sound equipment etc.; CAD/DWG rigging plots are required if it's to be flown. An onsite agenda/schedule must be included with the drawings so that we may properly schedule all necessary personnel. Failure of compliance will result in a \$50 surcharge per day of non-submittal. Encore will not be responsible for lost time or additional costs resulting from rigging modifications, adjustments, or changes required on site.

Final CAD/DWG rigging plots must be received three (10) business days before scheduled load in. Failure to comply will result in a \$100.00 surcharge per day of non- submittal.

Rigging plots to include all known weights of items included in drawings.

Encore rigging supervisor must approve all rigging drawings before any rigging work will be allowed to proceed. If a rigging drawing is received by our offices, which does not meet the guidelines for that room, the client has the option to either redesign their rigging drawing to Encore's recommendations or to have our offices adjust the drawings at a cost of \$100.00 per hour plus materials if applicable.

All emailed designs will be charged a \$25.00 plotting fee per draft.

Changes to scheduled events, including crew call times may result in additional overtime charges per man scheduled unless notification is received seven (7) days prior to requested services.

## **Rigging Equipment Guidelines**

If there are specialty motors that Encore is unable to provide:

All must have a current load test certificate and be properly serviced per the manufacturer's guidelines.

All equipment and materials flown must pass American Test Standards Measurement guidelines and be approved. Hardware not acceptable in a weight bearing capacity includes: carabiners, (excluding locking steel "D" shape 1/2" or 7/16" carabiners, Omega or other overhead approved brands) open weave straps, quick links, dog clips, French clips, snap clips, brass fittings, triangular truss with continuous chords or triangular truss with chords in diameter less than 7/16". Structural documents will be required for custom trussing and/or custom hardware. Encore will have the final approval of any hardware utilized in the Facility.

Any articulating/dynamic (i.e. moving) show or performance elements might require an arrester device. In addition rigging personnel will be required no less than 1hr prior to a performance until the conclusion of that performance and is subjected to the rigging minimums set forth.

A steel “safety” or equivalent is required on each individual item suspended from the ceiling or any supporting structure or a truss that has been suspended from the ceiling utilizing polyester round slings or other synthetic sling.

All nuts and bolts used overhead must be load rated and all wire rope clips overhead hardware (shackles and eyebolts etc.) must be forged, unless approved by Encore’s Rigger.

No rigging is allowed in the air-wall tracks.

All electric cable and connections must be UL rated for the amperage capacity required for safe operation and must conform to appropriate local codes. All materials must be non-flammable and must conform to the Clark County Fire Marshall’s regulations.

### **On-site Practices**

All rigging calls shall consist of a minimum of two High and one Low rigger with the exception of banners, signage, etc. If there is a need for additional riggers due to location or other, Encore’s head rigger will determine any and all labor needs **not the production/AV company**.

A non-working Encore Rigging Supervisor will be required during the installation of any and all rigging/assembly functions; **this is in addition** to the team of three. **A six-hour minimum per man shall apply to all rigging calls**. Any calls extending past six hours will be billed on an hourly basis. Encore will determine the number of riggers required based on the scope of work and production schedule of the event.

Standard IATSE Local # 720 working conditions shall apply to all onsite schedules at the Facility.

Encore pay rolled staff will make all connections to the ceiling, operate chain motors, wrap truss etc. They will also approve the attachment and assemblies for speakers and arrays if needed.

### **Encore Productions Rigging Rates**

All of our extensive resources are available to you and your production. Our experience as a full service Production Company allows us to provide any additional equipment needs if needed.

Holidays are billed at double time. Holidays include Christmas, Veteran’s Day, Thanksgiving Day, Independence Day, President’s Day, New Years Day, Memorial Day, Martin Luther King Day, and Labor Day.

Overtime rates will apply after eight (8) hours of work.

A one (1) hour meal break every five (5) hours is required, after every meal a two (2) hour minimum call back applies.

Contiguous rates will apply if there is less than eight (8) hours off between shifts.

A \$120.00 fee for each point to include: Cable picks, hard points or load bearing points.

All none banner/signage rigging calls in the Pavilions will have a working minimum of Three (3) High and one (1) Low rigger. All expo or booth hanging sign calls will consist of a minimum of two high riggers more may be required depending on scope of work.

High riggers are \$107 per hr. and ground riggers are \$97 per hr.

A scissor lift is required for all rigging calls and could vary in size; Scissor lifts may be rented from Encore for rigging.

**\*Only Encore personal** can operate Encore supplied lifts, however Encore personal can operate vendor or client supplied lifts.

Cancellation with less than seventy-two (72) hours notice will be invoiced at published "Base Rates" as outlined on proposal.

All prices and rates are subject to change without notification.

## **BANNERS/SIGNAGE**

All banners, signage, or decoration to be attached to the ceiling or roof structure of the Facility must be attached and removed by Encore personnel. All rules and regulations outlined in the "RIGGING GUIDELINES" section will apply. The Association, Production Company or AV Company is responsible for all costs related to installing or removing of signs, banners, or decorations.

### **THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.**

All banners or signage that you provide must be professionally printed and need to be approved by your Convention Services Manager. All banners and signs that are flown or hung overhead must be constructed of vinly or cloth fabric. Paper is not allowable by fire code. All banners and signs attached to the facility must be constructed and ready to be installed and removed by Encore personnel. Encore is not responsible for constructing your signage unless pre-arrangements were made with your account manager "additional charges would apply". This includes any hardware needed for the banners or signage other than cable/line unless otherwise approved by your Encore manager.

Any banners that are attached outside of the convention area will be done by Encore. Approval and placement of these banners must be approved by your Convention Services Manager.

You may not tape, tack, or affix signage in any way to hotel walls or any part of the hotel or furnishings. If you have signage that needs to be hung, please contact Encore for pricing. Charges will be assessed based on number and size of signs/banners.

There MUST be a representative from the client or show management during the time the banners or signage is being hung to ensure the exact location and height. Failure to due so will result in extra charges if riggers needed to be called back to make any adjustments or location changes.

Effective date Feb 1-2016. Prices subject to change.



Westgate and Encore accept no responsibility for your signage/banners/posters left in the Facility or any other area of the hotel; either prior to, during or after a function.

The client is responsible to make arrangements for delivery and picking up of banners or signage to the Encore office or location of banner placement unless otherwise agreed upon by the account manager.

Encore does not ship/ receive banners via any type of mail or transport services.

Please contact your Encore representative for pricing on hanging banners, actual labor and materials that will be invoiced will vary.

# HANGING SIGN/RIGGING SERVICE FORM

Part 1 of 2



**EMAIL OR FAX FORMS WITH PAYMENT TO :**  
 Encore Event Technologies at Westgate Las Vegas Resort & Casino  
[westgate@encore-us.com](mailto:westgate@encore-us.com)  
 Phone: (702) 732-1810 Fax: (702) 732-1992  
 Encore Event Technologies at Westgate Las Vegas Resort & Casino  
 OFFERS EXHIBITORS  
 No drayage, No Pick-up, No Delivery and No Sales Tax !

## CUSTOMER INFORMATION

EVENT NAME:		LOAD IN DATE:	LOAD OUT DATE:
EXHIBITING COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS:	
ORDERED BY:		PRINT NAME:	

## BOOTH INFORMATION

HALL:	BOOTH #:
ON-SITE CONTACT:	ON-SITE PHONE #:

## PAYMENT INFORMATION

PLEASE CHECK ONE: <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHECK		CARDHOLDERS NAME (PLEASE PRINT):
CHECK #:	CARDHOLDERS SIGNATURE:	
ACCOUNT #:	CARDHOLDER ADDRESS: (If Different from Above)	
EXPIRATION DATE:		

## TERMS AND CONDITIONS

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

ENCORE is responsible for hanging and of all signage within the Las Vegas Hotel and it's Convention Center.  
 Encore is to supply truss and motors if required, see page 2 for pricing (Encore rigging supervisor has final say on motor count)  
**Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.**  
 Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied.  
 All On-site cancellations will be charged 100% of original order.  
 Display or exhibitor's on-site representative may supervise these activities.  
 Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging.  
 Encore Riggers do not assemble signage, that is the responsibility of the contractor or persons providing the signage.  
 Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.  
 Hanging signs up to 200 lbs require minimum of one 1/4 ton motor.  
 Hanging signs over 200 lbs require minimum of one 1 ton motor.  
 All hanging banners and signs require a minimum of one rigging package.

## EQUIPMENT and LABOR RATES to HANG SIGNS

### LABOR RATES

**STRAIGHT TIME**  
 Monday - Friday 8:00am - 5:00pm

**OVERTIME**  
 Monday - Friday before 8:00am and after 5:00pm  
 Saturdays, Sundays, and Holidays

### MATERIALS

Cables, clamps, connectors etc. charged accordingly. See Rigging Packages.

LIFT EQUIPMENT	Straight time		Overtime		Circle Signage		Overtime
Scissor Lift and Crew one cost in & out	\$	3,044.00	\$	4,244.00	\$	4,244.00	\$ 6,044.00
Condor and Crew one cost in & out	\$	3,144.00	\$	4,344.00	\$	4,344.00	\$ 6,144.00



September 12 - 15, 2016  
Las Vegas Convention Center • Las Vegas, NV



## X•Press Leads Exhibitor Success Kit

---



The X•Press Leads Exhibitor Success Kit was created by Convention Data Services. ©2010. All Rights Reserved.

---

# Table of Contents

---

## Background

Why Exhibit? .....	1
Understanding Attendees.....	1
Who is in Charge?.....	1

## Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives.....	2
List of Exhibiting Objectives.....	2
Online Event ROI Calculator.....	2
Setting a Leads Goal .....	2
Determining Leads Value .....	3
Determining Cost Per Lead .....	3

## Pre-show: Getting Ready

Ideal Lead Profile.....	4
Custom Qualifiers.....	4
Rating Leads .....	5
Prospect List .....	5
Promotion .....	6
Promotional Vehicles.....	6
Promotional Options from Convention Data Services.....	7
Training.....	7

## Onsite: Collecting Leads

Why Get Lead Retrieval from Convention Data Services?.....	9
Getting Your Lead Device Setup and Running .....	9
Scanning Leads and Updating/Expanding Attendee Data.....	9
Getting the Crucial Information .....	10
Evaluating Performance.....	10

## Post-show: Closing the Deal

Follow Up.....	11
Downloading and Managing Leads.....	11
Evaluating Exhibiting ROI.....	12

## Exhibiting ROI Worksheets

## Bibliography

# Background

## Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

## Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

**It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries.** It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

## Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

### Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment

# Pre-show: Setting Goals

## Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

## List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

## Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

## Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

### Lead Goal Formula

$$\begin{array}{rcl} & \text{Number of Exhibit Hours} & \\ \times & \text{Number of Exhibit Staff} & \\ \times & \text{Interactions Per Hour} & \\ \hline = & \text{Total Lead Goal} & \end{array}$$

### Example

$$\begin{array}{rcl} & 18 & \text{exhibit hours} \\ \times & 3 & \text{exhibit staffers} \\ \times & 4 & \text{leads collected per hour} \\ \hline = & 216 & \text{leads to collect, 72 leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.



# Pre-show: Setting Goals (cont'd)

## Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

### Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{Total Value of Each Lead} \end{array}$$

#### Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ } 1/3 \text{ (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

## Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

### Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{Cost Per Lead} \end{array}$$

#### Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.

## Pre-show: Getting Ready

### Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

**Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information.** This information can also be used for rating leads.

### Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

#### Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

#### Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead

## Pre-show: Getting Ready (cont'd)

### Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

#### Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

### Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.

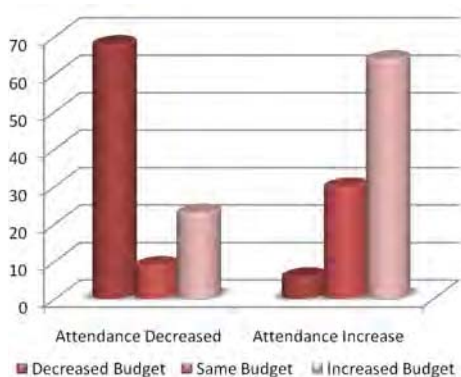
## Pre-show: Getting Ready (cont'd)

### Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

### Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller  
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

### Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.

## Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

### Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

### Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

#### X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

#### X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.

---

## Pre-show: Getting Ready (cont'd)

---

### Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

### Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

### Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

### Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.



## Onsite: Collecting Leads

### Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

### Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

## X•Press Leads Family of Products



---

## Onsite: Collecting Leads (cont'd)

---

### Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

### Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.

### Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

## Post-show: Closing the Deal

### Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

#### Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

### Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

All the leads you collect on X•Press Leads equipment will be posted to X•Press Leads password protected webpage in realtime. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.

## Post-show: Closing the Deal

### Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

#### METRICS

##### Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!

# Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

## Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours		<input type="text"/>	<input type="text"/>
Number of Booth Staff	X	<input type="text"/>	<input type="text"/>
Interactions Per Hour	X	<input type="text"/>	<input type="text"/>
<b>Total Lead Goal</b>	=	<input type="text"/>	<input type="text"/>

## Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		<input type="text"/>	<input type="text"/>
Average Closing Percentage	X	<input type="text"/>	<input type="text"/>
Average Sale Value	X	<input type="text"/>	<input type="text"/>
<b>Total Leads Value</b>	=	<input type="text"/>	<input type="text"/>
Total Lead Goal	÷	<input type="text"/>	<input type="text"/>
<b>Total Value of Each Lead</b>	=	<input type="text"/>	<input type="text"/>

## Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*		<input type="text"/>	<input type="text"/>
Number of Leads Collected	÷	<input type="text"/>	<input type="text"/>
<b>Cost Per Lead</b>	=	<input type="text"/>	<input type="text"/>

\*Include all exhibiting expenses including booth, travel, entertainment, etc.

## Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		<input type="text"/>	<input type="text"/>
Cost of Exhibiting	-	<input type="text"/>	<input type="text"/>
<b>Total Event ROI</b>	=	<input type="text"/>	<input type="text"/>

# Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

## Exhibiting Objectives


## Campaign Message(s)


## Promotional Vehicles


☐ X•Press VIP Guest Pass  
☐ X•Press Exhibitor Emails  
☐ X•Press Email Blast  
☐ X•Press Attendee List

## Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

## Ordering Information

Purchaser
Order Email
Order Number
Username
Password



## Bibliography

---

"ECEP Pulse - 2008 Pre Event Study of Registered ECEP Attendees." Jacobs Jenner & Kent. June 2008.

"ROI Tool Kit." Exhibit Surveys, Inc. 2007. <<http://roitoolkit.exhibitsurveys.net/Home/Welcome.aspx>>

Davis, Jefferson. "Why Tradeshow Training & Education?" Competitive Edge. 2007. <[http://trade-showturnaround.com/index2.php?option=com\\_content&do\\_pdf=1&id=63](http://trade-showturnaround.com/index2.php?option=com_content&do_pdf=1&id=63)>

Hoffend, Eric. "Best Practices Tips on Educating Exhibitors." Presentation at 2006 IAEM Expo! Expo! Annual Conference. 2006. <<http://www.iaee.com/expo>>

Friedmann, CSP, Susan A. "Trade Show Tips to Make Your Next Trade Show Your Best Ever." <<http://www.powerhomebiz.com/vol134/exhibit.htm>>

Friedmann, CSP, Susan A. "Dirty Little Trade Show Secrets" <<http://sbinfocanada.about.com/od/tradeshows/a/dirtysecretssf.htm>>

Ward, Susan. "Trade Show Tips." 2007. <<http://sbinfocanada.about.com/cs/marketing/a/trade-showtips.htm>>

Zahorsky, Darrell. "Ten Trade Show Exhibit Best Practices." 2007. About.com. <<http://sbinformation.about.com/cs/sales/a/tradeshow.htm>>

# X•Press Connect Family

## Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.



### X•Press Connect App

#### The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

### X•Press Connect Elite

#### Connect software on YOUR computer

The X•Press Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.

Computer not included. Includes USB scanner and software.  
Requires OS MAC, Windows XP or greater, 1 USB 1.1 connections and .NET Framework.



### X•Press Connect Plus

#### OUR hand-held wireless device

Use our mobile phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available.  
Includes mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•	•	•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•

**X•Press™ Leads**  
CONVENTION DATA SERVICES®

## X•Press Extras

### Maximize your exhibiting ROI with these lead collection and follow-up tools.



#### Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. *20 questions and answers.*



#### Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



#### eBlast Email Service

Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.



#### DITP

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



#### Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

## 3rd Party Lead Collection

Successful lead collection on your third party device.



#### Data Conversion

Convert badge IDs collected on third party devices into complete leads post-show.



#### Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

\* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.



ORDER ONLINE: [www.xpressleadpro.com](http://www.xpressleadpro.com) SHOW CODE: **sets0916**



For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

**X•Press Connect App** - the App on YOUR phone or tablet

**X•Press Connect App 2 Package** - includes TWO App licenses and custom sales qualifiers

**X•Press Connect App 5 Package** - includes FIVE App licenses and custom sales qualifiers

**BEST VALUE!**

**Additional X•Press Connect App Licenses** - for additional users

**Bluetooth Printer** - one bluetooth connection per lead retrieval app license

Early THRU 07/21/16 \$ 360

Advance THRU 08/18/16 \$ 410

Standard AFTER 08/18/16 \$ 480

Early THRU 07/21/16 \$ 440

Advance THRU 08/18/16 \$ 490

Standard AFTER 08/18/16 \$ 550

Early THRU 07/21/16 \$ 790

Advance THRU 08/18/16 \$ 840

Standard AFTER 08/18/16 \$ 900

\$ 130 per additional user

Early THRU 07/21/16 \$ 100

Advance THRU 08/18/16 \$ 125

Standard AFTER 08/18/16 \$ 150



Includes mobile phone and charger.

**X•Press Connect Plus Handheld** - OUR handheld wireless device

**X•Press Connect Plus Handheld Package** - includes mobile device, DITP service, and custom sales qualifiers

**BEST VALUE!**

**X•Press Connect App Additional Licenses** - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet

**Bluetooth Printer** - one bluetooth connection per lead retrieval handheld

Early THRU 07/21/16 \$ 455

Advance THRU 08/18/16 \$ 505

Standard AFTER 08/18/16 \$ 575

Early THRU 07/21/16 \$ 600

Advance THRU 08/18/16 \$ 685

Standard AFTER 08/18/16 \$ 805

\$ 130 per additional user

Early THRU 07/21/16 \$ 100

Advance THRU 08/18/16 \$ 125

Standard AFTER 08/18/16 \$ 150



\*Includes USB scanner and software. Requires OS MAC, Windows XP or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

**X•Press Connect Elite** - the Connect software on YOUR computer

**X•Press Connect Elite Package** - \*includes USB scanner, PC software, DITP service, and custom sales qualifiers

**BEST VALUE!**

**X•Press Connect App Additional Licenses** - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet

**Bluetooth Printer** - one bluetooth connection per lead retrieval PC

Early THRU 07/21/16 \$ 430

Advance THRU 08/18/16 \$ 480

Standard AFTER 08/18/16 \$ 550

Early THRU 07/21/16 \$ 575

Advance THRU 08/18/16 \$ 655

Standard AFTER 08/18/16 \$ 780

\$ 130 per additional user

Early THRU 07/21/16 \$ 100

Advance THRU 08/18/16 \$ 125

Standard AFTER 08/18/16 \$ 150

### X•PRESS EXTRAS



Custom Sales Qualifiers / Custom Surveys

DITP Service - Delivery, Installation, Training, Pickup

X•Press eBlast Service - post show email service to leads collected

Data Conversion - third party post-show solution

Event API Integration - third party real-time solution

Early THRU 07/21/16 \$ 105

Advance THRU 08/18/16 \$ 125

Standard AFTER 08/18/16 \$ 160

Early THRU 07/21/16 \$ 105

Advance THRU 08/18/16 \$ 125

Standard AFTER 08/18/16 \$ 160

Early THRU 07/21/16 \$ 215

Advance THRU 08/18/16 \$ 265

Standard AFTER 08/18/16 \$ 325

\$ 550

\$ 1000

FAX ORDER 1-508-759-4238

EMAIL ORDER [xpressleadpro@cdsreg.com](mailto:xpressleadpro@cdsreg.com)

ACCOUNT MANAGER Nicole Hutchison

QUESTIONS? 1-800-746-9734 • 1-508-743-0162

SUBTOTAL =

SALES TAX 8.15% +

OPTIONAL LOSS/DAMAGE WAIVER (Qty \_\_\_\_\_ x \$75 per device) +

NO, I do not want to purchase the Loss/Damage Waiver - initial here

PROCESSING FEE (WAIVED when you order online!) + 15.00

TOTAL (USD) =



X•Press Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event



ORDER ONLINE:  [www.xpressleadpro.com](http://www.xpressleadpro.com)

SHOW CODE:  **sets0916**

## CONTACT INFORMATION

COMPANY  
CONTACT  
NAME  
BILLING  
ADDRESS  
CITY  
STATE/ZIP  
BOOTH #  
PHONE/EXT #  
FAX  
EMAIL  
COMPANY WEBSITE  
<http://www>

## PAYMENT INFORMATION

CARD NUMBER

NAME ON CARD

EXP DATE

SIGNATURE 

**AUTHORIZATION**

Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.

SIGNATURE 

PRINT NAME

TODAY'S DATE

EMAIL RECEIPT TO

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

*Thank you for your order.*

## Terms & Conditions

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:  
  
8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement

cost indicated above for either the failure to return the equipment or for any damaged equipment.

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000

8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.



# Insertion Order

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Media ☐ SPI Event Guide ☐ SPI Show Daily 3 Day ☐ SPI Show Daily 2 Day ☐ SPI Show Daily 1 Day  
☐ SPI Exhibit Map Exclusive ☐ SPI Exhibit Map 1 of 4  
Ad Details ☐ Inside Front Cover ☐ Inside Back Cover ☐ Back Cover ☐ Full-Page ☐ Full-Page Preferred Position  
☐ 1/2 Page Horizontal ☐ 1/2 Page Vertical ☐ 1/2 Page Island ☐ 1/3 Page ☐ 1/4 Page ☐ Business Card (Daily only)  
Rate \_\_\_\_\_ Insertion Order Number \_\_\_\_\_  
Confirmed By \_\_\_\_\_ Date \_\_\_\_\_

☐ Check Attached (make checks payable to IAS-SETS Ad Sales) ☐ Bill Me ☐ Visa ☐ MasterCard ☐ American Express  
CC # \_\_\_\_\_ Expiration Date \_\_\_\_\_ VCode \_\_\_\_\_  
CC Billing Address \_\_\_\_\_  
Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

**Please fax this form to (703) 548-3733**

#### Material Shipment

Stacy Bowdring/Dana Gilbertson  
SETS Ad Sales  
1908 Mt. Vernon Ave., 2<sup>nd</sup> Floor  
Alexandria, VA 22301

#### More Information

Stacy Bowdring  
(703) 212-6717 **direct**  
(703) 304-7235 **cell**  
stacy@ias-online.net **email**

Dana Gilbertson  
(703) 212-7738 **direct**  
(703) 859-2030 **cell**  
dgilbertson@ias-online.net **email**

#### Terms and Conditions

Invoices are due upon receipt. All payments must be received by the space deadline. No cancellations will be accepted after the space deadline. All cancellations must be submitted in writing and will not be considered accepted until confirmed by SETS.



# SPI 2016 Media Planner

## SPI Event Guide

Ad Size	Color Type	Rate	Live Area	Bleed Size	Trim Size
Full Page	Full Color	\$3,250	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
1/2 Page Island	Full Color	\$2,600	4 <sup>3</sup> / <sub>8</sub> x 7 <sup>3</sup> / <sub>8</sub> "	N/A	N/A
1/2 Page Vertical	Full Color	\$2,250	3 <sup>3</sup> / <sub>8</sub> x 9 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
1/2 Page Horizontal	Full Color	\$2,250	7 <sup>1</sup> / <sub>4</sub> x 5"	8 <sup>5</sup> / <sub>8</sub> x 5 <sup>5</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 5 <sup>3</sup> / <sub>8</sub> "
1/3 Page	Full Color	\$1,750	4 <sup>3</sup> / <sub>4</sub> x 4 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
1/4 Page	Full Color	\$1,500	3 <sup>1</sup> / <sub>2</sub> x 4 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
Preferred Positions	Full Color	\$3,800	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
Back Cover	Full Color	\$4,200	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
Inside Cover	Full Color	\$4,050	7 <sup>7</sup> / <sub>8</sub> x 10 <sup>5</sup> / <sub>8</sub> "	8 <sup>5</sup> / <sub>8</sub> x 11 <sup>1</sup> / <sub>8</sub> "	8 <sup>3</sup> / <sub>8</sub> x 10 <sup>7</sup> / <sub>8</sub> "
Listing Logo	Full Color	\$500			

Estimated 10,000 copies distributed to solar energy professionals in registration kits and throughout the convention center.  
Space deadline - August 11, material deadline - August 15.



## SPI Show Daily News

Ad Size	Color Type	1-Time Rate	2-Time Rate	3-Time Rate	Live Area	Bleed Size	Trim Size
Full Page	Full Color	\$2,750	\$2,400	\$1,960	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub> "	9 <sup>3</sup> / <sub>4</sub> x 12"	9 <sup>1</sup> / <sub>2</sub> x 11 <sup>3</sup> / <sub>4</sub> "
1/2 Page Island	Full Color	\$1,850	\$1,720	\$1,570	6 <sup>1</sup> / <sub>4</sub> x 8 <sup>1</sup> / <sub>2</sub> "	N/A	N/A
1/2 Page Vertical	Full Color	\$1,650	\$1,530	\$1,375	4 <sup>1</sup> / <sub>4</sub> x 10 <sup>7</sup> / <sub>8</sub> "	N/A	N/A
1/2 Page Horizontal	Full Color	\$1,650	\$1,530	\$1,375	9 <sup>1</sup> / <sub>4</sub> x 5 <sup>3</sup> / <sub>4</sub> "	9 <sup>3</sup> / <sub>4</sub> x 6"	9 <sup>1</sup> / <sub>2</sub> x 5 <sup>7</sup> / <sub>8</sub> "
1/3 Page	Full Color	\$1,300	\$1,220	\$1,100	5 <sup>5</sup> / <sub>8</sub> x 5 <sup>5</sup> / <sub>8</sub> "	N/A	N/A
1/4 Page	Full Color	\$1,100	\$1,060	\$1,000	4 <sup>1</sup> / <sub>4</sub> x 5 <sup>3</sup> / <sub>4</sub> "	N/A	N/A
Business Card	Full Color	NA	NA	\$750	4 <sup>1</sup> / <sub>4</sub> x 2"	N/A	N/A
Back Cover	Full Color	\$3,600	\$3,120	\$2,560	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub> "	9 <sup>3</sup> / <sub>4</sub> x 12"	9 <sup>1</sup> / <sub>2</sub> x 11 <sup>3</sup> / <sub>4</sub> "
Inside Cover	Full Color	\$3,440	\$2,980	\$2,450	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub> "	9 <sup>3</sup> / <sub>4</sub> x 12"	9 <sup>1</sup> / <sub>2</sub> x 11 <sup>3</sup> / <sub>4</sub> "

Distributed to solar energy professionals each day—15,000 copies for the event. Publication includes event and education session information as well as solar energy news provided by SEIA and SEPA. Space deadline - August 26, material deadline - September 2.

## SPI Exhibit Map

Ad Size	Color Type	Rate	Live Area	Bleed Size	Trim Size
Exclusive	Full Color	\$12,000	3 <sup>1</sup> / <sub>4</sub> x 10"	4 x 10 <sup>3</sup> / <sub>4</sub> "	3 <sup>3</sup> / <sub>4</sub> x 10 <sup>1</sup> / <sub>2</sub> "
Split 1 of 4	Full Color	\$3,500	3 <sup>1</sup> / <sub>4</sub> x 2 <sup>3</sup> / <sub>8</sub> "	N/A	N/A

Estimated 10,000 copies distributed to solar energy professionals in registration kits and throughout the convention center. Includes an advertisement, your company logo on the cover, a highlighted listing in the exhibitor list, and your logo on the exhibit floorplan. Space deadline - August 11, material deadline - August 15.



**Solar  
Energy  
Trade  
Shows**

*SETS. The Standard  
in Solar Energy Events*

Powered by:





# Special Transportation Services

Group Events, VIP Transport, Off Site Events, Charter Services

## *Reliable and Convenient*

- ◆ Supervisory staff on-site to assist your group
- ◆ Experienced drivers
- ◆ Knowledge of hotels, attractions, convention centers and the greater metropolitan areas
- ◆ Door to door service
- ◆ Avoid long cab lines



## *Charter Services*

- ◆ Conventions & Trade Shows
- ◆ Corporate Events
- ◆ Group Events
- ◆ Private Parties
- ◆ Tours

## *Transportation Options*

- ◆ Deluxe Motor Coaches
- ◆ Deluxe Mini Coaches
- ◆ Limousines
- Stretch, Sedans, SUV's, and Vans
- ◆ Fleet Service
- ◆ Airport VIP Meet & Transport



Transportation provided by  **CMAC**

**Call or Print & Return Form by 9/5/16 to:**

**Mary Trainor, CMAC, LLC, 2245 Keller Way, Suite 310, Carrollton, Texas 75006**

**Phone: 401-952-8577    Fax: 972-428-3545    Email: maryt@cmac.net**

Company Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Service Requested: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Email: \_\_\_\_\_

Service Hours: \_\_\_\_\_

**\* CHECK or CREDIT CARD MUST ACCOMPANY ORDER \***

MAIL or FAX to:

***"Convention Photo by Joe Orlando, Inc."***

2222 Foothill Blvd, Suite E-340, La Cañada CA 91011 • Phone: 1.626.639.3015 • Fax: 1.626.794.0525

**Servicing Trade Shows in Las Vegas, NV and Nationally for over 50 years**

www.joeorlandophoto.com

email: mail@joeorlandophoto.com

YOUR P.O. NUMBER

QUANTITY	SERVICES	EACH	TOTAL
_____	<b>COLOR ORIGINAL</b> Includes Photography Time, 8x10 Print	@ \$95.00 \$	_____
	No People <input type="checkbox"/> Posed Staff <input type="checkbox"/> Crowd During Show <input type="checkbox"/>		
<b>Additional Photo Services After Original Ordered</b>			
_____	<b>HI RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> Includes release and rights of image. 300 dpi @ 8x10 saved as jpeg.	Per Image @ \$50.00 \$	_____
_____	<b>LOW RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> Includes image saved as jpeg @ 72 dpi, perfect for powerpoint / website.	Per Image @ \$35.00 \$	_____
_____	<b>COLOR 8x10 REPRINTS OF ORIGINALS</b>	Per Print @ \$35.00 \$	_____
_____	<b>PHOTOSHOP RETOUCHING</b> 1 Hour Minimum.	Per Hour @ \$160.00 \$	_____
<b>DIGITAL PHOTOGRAPHY QUOTES</b>			
<ul style="list-style-type: none"><li>• Publicity, Banquets, Awards,</li><li>• On Site CD Burning</li><li>• Photoshop Retouching</li><li>• Website Hosting of Low Res Image (For publicity or associations)</li></ul>			
Clients based in <u>California</u> add CA tax Clients in other states no tax			→ TAX: \$
All Orders add \$10.00 Shipping & Handling:			\$ 10.00
Fed-Ex #: _____			<b>TOTAL: \$</b> _____
<b>Green Screen</b> photography also available <b>Video Production</b> (upon availability, call for quotes)			

PLEASE PRINT:

Name of Convention: **Solar Power International** Dates: **Sept. 12-15, 2016**

Convention Hotel / Location: **Las Vegas Convention Center, NV**

Daily Exhibit Hours: \_\_\_\_\_

Onsite Contact & Cell Phone Number: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth # & Size: \_\_\_\_\_

Display House: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

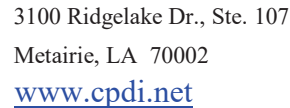
Telephone Number: (800) ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Credit Card Info: Please Circle One:    Credit Card-V code or Security Code: \_\_\_\_\_

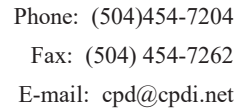
Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_



**Solar Power International**  
**September 13-15, 2016**  
**Las Vegas Convention Center**  
**Las Vegas, NV**

## TO ENSURE AVAILABILITY



**RENTAL PRICE INCLUDES PLANT CONTAINER, DELIVERY, INSTALLATION, MAINTENANCE AND REMOVAL**

PURCHASE ORDER NUMBER: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

**POLICIES:** All orders require payment in **Advance**. Cash, Check, Visa, MasterCard or American Express are accepted. **If tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.** Rental items missing upon dismantling are the responsibility of the exhibitor. **Missing and/or damaged product must be reported to our representatives prior to show close for any pricing adjustment. No Floral arrangement cancellations one week prior to show.**

**IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING**

**\* CODE REQUIRED**

\* Cardholder Signature: **X**



# PLANT SELECTION GUIDE



ITEM #	NAME	AVAILABLE SIZES	ITEM #	NAME	AVAILABLE SIZES
1-1	Marginata	1' - 5'	1-6	Croton	1' - 4'
1-2	Closet Plant	1' - 3'	1-7	Fern	1' (as shown)
1-3	Silver Queen	1' - 2'	1-8	Kalanchoe	1' (as shown)
1-4	Mum	1' (as shown)	1-9	Ficus	3' - 15'
1-5	Bromeliad	1' (as shown)	1-10	Areca Palm	3' - 8'

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

### A

Additional Service Forms (LVCC), Page 162

Additional Service Forms (Westgate), Page 226

Additional Service Order Forms, Page 161

Advance Shipping Labels, Page 93

Agreement and Rules and Regulations between GES and EAC, Page 148

Aramark Booth Catering, Page 174

Audio Visual Order Form, Page 144

### B

Booth Layout - Hanging Signs, Page 116

Booth Security, Page 192

Booth Security, Page 227

### C

Carpet Brochure, Page 46

Carpet Order Form, Page 47

Carpet Package Order Form, Page 48

Cartload Service Order Form, Page 102

Certificate of Liability Insurance Sample, Page 150

Cleaning and Porter Service Order Form, Page 121

Convenience Package Order Form, Page 71

Cox Data, Page 193

Cox Hot Spot, Page 196

Cox Voice/Video, Page 198

### D

Digital File Preparation, Page 84

Direct Shipping Labels, Page 94

Domestic Third Party Billing Request, Page 44

### E

Electric Chain Hoist & Truss Order Form, Page 117

Electrical Equipment Order Form, Page 136

Encore Hanging Sign & Rigging Guidelines, Page 232

Encore Hanging Sign & Rigging Order Form, Page 237

Encore Internet & Telecommunications, Page 230

Encore Wireless Internet, Page 228

Exhibitor Appointed Contractors (EACs) and Third Parties, Page 147

Exhibitor Liability Insurance Requirements, Page 33

Exhibitor Rules and Regulations, Page 12

### F

Fire Regulation Information, Page 153

Forklift Order Form, Page 108

Freight Service Questionnaire, Page 98

Furniture & Accessories Order Form, Page 52

Furniture Package Order Form, Page 55

### G

General Information, Page 5

General Information, Page 39

011600997

072816

## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

**GES Information and Order Forms, Page 35**

**GES Payment Policy, Page 157**

**GES Terms, Page 158**

**GES Terms and Conditions of Contract, Page 158**

**GES Transportation Plus, Page 89**

**Graphics & Signage Order Form, Page 83**

## H

**Hanging Sign / Truss Labor Information, Page 110**

**Hanging Sign Labor Order Form, Page 111**

**Hanging Sign Shipping Labels, Page 115**

## I

**International 3rd Party Billing Request, Page 45**

## L

**Labor Information and Regulations, Page 104**

**Lead Retrieval Order Form, Page 218**

**Lead Retrieval Order Form, Page 255**

**Lead Retrieval Success Kit, Page 201**

**Lead Retrieval Success Kit, Page 238**

**Lighting Order Form, Page 130**

**LVCC Manual, Page 162**

## M

**Marshaling Yard & Direct Deliveries Information, Page 99**

**Material Handling/Drayage Information, Page 86**

**Material Handling/Drayage Order Form, Page 90**

**Media Planner & Order Form, Page 221**

**Media Planner & Order Form, Page 258**

## N

**Notice of Intent to Use EAC and Policies and Procedures, Page 147**

## O

**Operation of All Mechanical Lifts, Page 156**

## P

**Payment and Credit Card Charge Authorization, Page 43**

**Photography, Page 224**

**Photography, Page 261**

**Plant and Floral, Page 225**

**Plant and Floral, Page 262**

**Pre-Printed Bill of Lading (BOL) / Outbound Labels Request, Page 95**

**Private Event Shuttle Order Form, Page 223**

**Private Event Shuttle Order Form, Page 260**

## R

**Request for Variance to Assigned Target Time, Page 96**

## S

**Shipping Labels: Advance, Page 93**

**Shipping Labels: Direct, Page 94**

**Show Information, Page 36**

**Show Management Important Dates and Deadlines, Page 30**

011600997

072816



## Solar Power International

Las Vegas Convention Center, North Hall; Westgate - Paradise Event Center  
September 13 - 15, 2016

**Show Organizer Information and Forms,  
Page 4**

**Show Site Storage Order Form, Page 100**

**Show Site Work Rules, Page 151**

**Special Handling Brochure, Page 92**

**Specialty Furniture Brochure, Page 56**

**Specialty Furniture Order Form, Page 65**

**Stagehand Labor Order Form, Page 119**

**Standard Exhibit Systems Brochure, Page  
73**

**Standard Exhibit Systems Order Form, Page  
80**

**Standard Furniture Brochure, Page 49**

**Standard Graphics Brochure, Page 82**

**Stop. Think. Safety., Page 152**

## T

**Target Maps - Las Vegas Convention Center,  
Page 38**

**Target Maps - Westgate, Page 38**

**Tips for New Exhibitors, Page 40**

## V

**Vehicle Placement Order Form, Page 103**

## W

**Warehouse Storage Service Order Form,  
Page 97**

**Westgate Catering, Page 226**

011600997

072816