

# Exhibitor Services Manual Table of Contents

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

<b>Show Organizer Information and Forms</b>	<b>4</b>
Welcome Letter	5
How to Navigate the ESK	6
First Time Exhibitors	10
How to Save Money	14
Show Rules and Regulations	17
Booth Rules and Regulations	25
Booth Confirmation	37
Move-In Information	39
Move-Out Information	42
<b>GES Information and Order Forms</b>	<b>43</b>
<b>Show Information</b>	<b>44</b>
Show Information	44
General Information	46
Tips for New Exhibitors	47
<b>Required Forms</b>	<b>49</b>
Payment and Credit Card Charge Authorization	49
Domestic Third Party Billing Request	50
International 3rd Party Billing Request	51
<b>Booth Furnishings</b>	<b>52</b>
Carpet Brochure	52
Carpet Order Form	53
Carpet Package Order Form	54
Standard Furniture Brochure	55
Furniture & Accessories Order Form	58
Furniture Package Order Form	61
Specialty Furniture Offerings	63
Convenience Package Order Form	64
Standard Exhibit Systems Brochure	66
Standard Exhibit Systems Order Form	71
Digital File Preparation	73
Graphics & Signage Order Form	75
Standard Graphics Brochure	76
<b>Shipping, Drayage and Material Handling</b>	<b>77</b>
Material Handling/Drayage Information	77
GES Transportation Plus	81
Material Handling/Drayage Order Form	82
Special Handling Brochure	84
Advance Shipping Labels	85

011601475

022820



# Exhibitor Services Manual Table of Contents

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Direct Shipping Labels	86
Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	87
Warehouse Storage Service Order Form	88
Freight Service Questionnaire	89
Marshaling Yard & Direct Deliveries Information	90
Show Site Access Storage Order Form	91
Cartload Service Order Form	93
Display Vehicle Placement Order Form	94
<b>Labor and Equipment</b>	<b>96</b>
Installation and Dismantling Order Form	96
Forklift Order Form	98
Hanging Sign / Truss Labor Information	100
Hanging Sign Labor Order Form	101
Booth Layout - Hanging Signs	105
Hanging Sign Shipping Labels	106
Electric Chain Hoist & Truss Order Form	107
Truss Lighting Package Order Form	108
Stagehand Labor Order Form	110
Cleaning and Porter Service Order Form	113
<b>Utilities</b>	<b>115</b>
Electrical Checklist	115
Electrical Safety Regulations	116
Electrical Frequently Asked Questions	118
Electrical Outlets Order Form	121
24-Hour Electrical Outlets Order Form	122
Lighting Order Form	124
Electrical Floorwork Labor Order Form	126
Electrical Booth Work Labor Order Form	128
Electrical Equipment Order Form	130
Booth Layout - Electrical	132
Plumbing Services Information	133
Plumbing Services Order Form	134
Plumbing Labor Order Form	136
Booth Layout - Plumbing	138
<b>Exhibitor Appointed Contractors (EACs) and Third Parties</b>	<b>139</b>
Notice of Intent to Use EAC and Policies and Procedures	139
Agreement and Rules and Regulations between GES and EAC	140
<b>Regulations and Guidelines</b>	<b>142</b>
Show Site Work Rules	142
Stop. Think. Safety.	143
Fire Regulation Information	144

011601475

022820



# Exhibitor Services Manual Table of Contents

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Operation of All Mechanical Lifts	146
GES Payment Policy	147
GES Terms and Conditions of Contract	148
<b>Additional Service Order Forms</b>	<b>151</b>
Audio Visual	152
Catering	154
Internet/ Voice/ Wifi	213
Lead Retrieval	223
Security	225
Floral	227
<b>Index</b>	<b>231</b>

011601475

022820

# Show Organizer Information and Forms



# IWCE

## Connecting Critical Communications

Dear Exhibitor,

Thank you for participating at **IWCE 2020**. I would like to introduce myself as your Client Services Specialist. I am here to help you plan a successful show and answer any questions you may have.

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

### **Show Information:**

Dates & Location: **Conference:** Monday, August 24<sup>th</sup>, 2020 – Friday, August 28<sup>th</sup>, 2020  
**Exhibit Hall:** Wednesday, August 26<sup>th</sup>, 2020 – Thursday, August 27<sup>th</sup>, 2020)

Show Floor Hours: Wednesday, 10am – 5:30pm  
Thursday, 10am – 5pm

Booths must be show ready by **9AM on Wednesday, August 26<sup>th</sup>, 2020**

### **Official Vendors and Ordering Information:**

**IWCE** has partnered with several service providers to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move in. Use the Critical Dates Checklist to keep track of important deadlines and official vendor information.

### **Hotel & Travel Information:**

In partnership with onPeak, we've secured discounted rates at a selection of Las Vegas hotels. Through onPeak we're able to offer you convenient and affordable options for your trip to IWCE 2020. onPeak is the only hotel provider endorsed by IWCE 2020, and we encourage you to book through them early for the best selection and price. You can find more information inside the Exhibitor Console [here](#).

### **Shipping Information:**

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

### **Exhibiting Tips:**

Whether this is your first show or your 100<sup>th</sup>, we have put together some helpful tips to maximize your ROI at the show. These can be found in the [Exhibitor Resources](#) page on our website.

If you have any questions, please don't hesitate to contact me.

Sincerely,

IWCE Operations Team  
Email: [IWCEOperations@informa.com](mailto:IWCEOperations@informa.com)  
Tel: +44 (0)20 7017 5835

## The Exhibitor Service Kit Reference Guide

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

### **How to Navigate the Exhibitor Services Kit**

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

### **ESK Homepage**

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

### **Show Information**

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

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

### **Regulations and Guidelines**

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

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

- Union Rules also must be observed concerning moving your booth materials in yourself, when you are required to hire labor for installation and dismantling your booth, and when electrical or forklift labor are required.

### **Booth Furnishings and Accessories**

- Most shows require some sort of floor covering. Be sure to check to ESK Homepage for the requirements for your show. If flooring is required you can provide your own or rent carpet from GES through the Exhibitor Services Kit. You can order carpet, tables and chairs, as well as other accessories (such as wastebaskets and shelving) under the Booth Furnishings and Accessories tab.
- Booth packages can save you time and money by combining items for a reduced rate.
- Graphics and signage can be ordered as well as shell schemes and hard wall booths.

### **Move-In/Move-Out and Target Floorplan OR Move-In & Move-Out Information**

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

- Shipments received off target will be assessed an off-target fee that is a percentage of your total material handling charge for the shipment.
- Be sure to read both the move-in and move-out information documents while planning your shipping to and from show site. These documents contain information that can save time and money during the planning process.

### **Shipping, Drayage, Material Handling and Access Storage**

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

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

### **Hand Carry/Cartload and Privately Owned Vehicle Service**

This section contains information on how to move-in your material if you plan on bringing them in yourself with your personal vehicle. It describes the differences between hand carry and cartload services and instructions of where/how to unload.

- Information on when and where to unload your material at the show site, including maps if applicable.
- Cartload Service order forms
- Instructions on how the Hand Carry/Cartload/Private Owned Vehicle process works.

### **Labor/Equipment, Hanging Sign and Rigging**

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

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

### **Cleaning, Vacuuming and Porter Service**

- Vacuuming, carpet cleaning, floor waxing, and porter service (trash removal and wiping down of counters throughout the day) – If you are sampling something in your booth, we highly recommend porter service! Keep in mind that waste baskets will NOT be emptied throughout the day without ordering porter service.

### **Utilities**

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

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

## **Additional Official Vendor Order Forms**

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

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

## **Exhibitor Appointed Contractors (EACs) and Third Parties**

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

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

## First-Time Exhibitor

As a first-time exhibitor, we want to make sure your exhibition experience is as successful as possible. Below are frequently used terms and a checklist you can use to help navigate the complicated process of arranging your exhibit space.

### Frequently Used Terms –

- **Exhibitor Console:** The \*Exhibitor Console\* is your starting point for all important information. You can find everything you need to Exhibit here. See below for more information on what is included and how to log in.
- **Exhibitor Services Kit:** The Exhibitor Services Kit has many different names including ESK, Service Kit, Exhibitor Services Manual, ESM or Service Manual. Whenever any of these terms are used it is in reference to your GES Exhibitor Services Kit. The ESK is where you can find rules and regulations, order booth furnishings, accessories, shipping addresses, access important dates and deadlines and much more!
- **Exhibitor Appointed Contractor:** An exhibitor appointed contractor (EAC) is a company other than the event general contractor or official service provider that requires access to a 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 3rd party.

### First-Time Exhibitor Checklist -

1. **Utilize the \*Exhibitor Console\*** - Each exhibitor has access to an exhibitor console on the event website. Your console is a personalized tool you can use to access all of the information you will need to plan for the event. The console will be fully active approximately 5 months pre-event and includes:
  - a. A link to your **Edit Booth Info page** where you can update your company profile and information
  - b. **My Account** - where you can make payments towards your booth contract
  - c. **Get Badges!** – Where you can register your booth staff for their event badges
  - d. A link to your **Exhibitor Service Kit (ESK)**
  - e. **Exhibitor Forms** – This section includes the booth approval form as well as other required and optional forms. Be sure to review each form for more information on requirements.
  - f. **Sponsorship Opportunities**
  - g. **OnPeak** – A link to the official housing partner for the event
  - h. Show Specials
  - i. Book a meeting room
  - j. Digital Showcase Entry
  - k. Client Services Contact Information

- l.** Invite a customer – Invite up to 20 customers to receive a free exhibit hall pass
- m.** Manage Press Releases
- n.** Exhibitor Newsletters
- o.** Publicize your Booth Events
- p.** 2021 Exhibitor Appointment

*\*The password for your console as well as a link to the console is listed on the invoice you received for your booth contract. If you have any issues accessing your console contact your [Client Service Specialist](#).*

- 2. Read the Service Kit** - It is important to read the entire Exhibitor Service Kit thoroughly. Below are the documents we recommend starting with.
  - a.** Welcome Letter
  - b.** Critical Dates Checklist
  - c.** Booth and Show Rules and Regulations
  - d.** Exhibitor Tips and Tricks
  - e.** How to Navigate the ESK
  - f.** How to Save Money
  
- 3. Know the important dates and deadlines** - Set calendar appointments for order discount deadline, booth approval form deadline and registration deadline to ensure you are saving money and have a smooth set up. All dates can be found in the Critical Dates Checklist in your Exhibitor Services Kit and on the homepage of your ESK under the Important Dates and Deadlines section.
  
- 4. Know who to contact** - We are here to assist you, know who to contact when you need assistance.
  - a. Account Managers:** Contract your space, upgrade or add sponsorships, make contact or account information changes.
  - b. Client Services Specialists:** Questions about set-up, need help accessing your console, have questions about registering your booth staff or any time you are not sure who to ask! Contact the IWCE Operations Team on:  
  
**Email:** [IWCEOperations@informa.com](mailto:IWCEOperations@informa.com)  
**Telephone:** +44 (0)20 7017 5835
  - c. Accounting Services:** Contact your accounting services representative when you have questions on payment or would like to make a payment over the phone
  - d. GES Pre-Show Coordinator:** Contact GES when having trouble placing orders through your ESK, have questions about GES billing and payments or are unsure which forms you need to fill out.

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

**International:** +1 (702) 515-5970 (Mon - Fri 6:00 AM - 5:00 PM PST)

- 5. Train your booth staff** – The best way to maximize your success at any event is to have a fully trained and engaged booth staff. Attendees have expectations when they come to your booth. Below are some tips to get started:
  - a. Be memorable & enthusiastic
  - b. Professional
  - c. Knowledgeable
  - d. Friendly
  - e. Courteous to your "guests"
  - f. SMILE! Have a positive attitude. How often do potential customers make a special trip to see you?
  - g. Carry and use breath freshener spray or small mints (Tic Tacs vs. large, bulky mints). Stay away from spicy or garlicky food and alcoholic beverages
  - h. Avoid chewing gum, eating, and drinking while in your exhibit
  - i. Keep your booth neat & tidy!
  - j. While working the exhibit, don't sit in your booth or lean on the exhibit counters
  - k. Don't spend time talking on your cell phone, with booth neighbors, or to your other booth staff
  - l. Make eye contact; never ignore a prospect, even if you're with another prospect. (Give them a nod and "just a minute" sign). Include them into your conversation
  - m. Greet attendees by name. If you can't pronounce it, ask!
  - n. Shake hands; match the strength of the other person's handshake and only "pump" twice
  
- 6. Put together a trade show survival kit** – Include the kit in your freight or checked bag including:
  - a. Copies of all orders and tracking number
  - b. Small tool kit
  - c. Staples, scissors and tape
  - d. Pens and markers for labels
  - e. First Aid kit
  - f. Bottled Water
  
- 7. Plan for move out** – Move out is often one of these most confusing and overlooked parts of trade show management. Each facility, contractor, and show comes with their own unique move out challenges. Here are a few notes to get you started:
  - a. Pre-arrange your outbound shipping with a carrier who is familiar with tradeshow.
  - b. Plan Ahead! Contact your Client Services Specialist 6-8 weeks PRIOR to the event to discuss the move out process if you have any questions.
  - c. After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, the empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label. This will ensure no crates are lost or separated and will speed up move-out. Don't forget to label your pallets if

you need them back for return shipping. If they are not labeled they will not be returned to your booth.

- d.** Large shows take time for the crates, pallets and empty boxes to be returned to the booths for load-out packing. It can take 6 hours or more for empty crates to be returned to the booth, please plan your departing flights appropriately. Loose cartons and fiber cases will be returned first so you can start packing. Wooden crates and skids will be next. Material return is random, and holding your empty crates during set up will not get your crates back to you any earlier. If you hold your empties, the Floor Manager will warn you at first and then have your empties removed.

*Be sure to read through the Move-Out information located in your Exhibitor Service Kit for more tips on move out.*

## **8. Additional Tips:**

- a.** Keep the total square footage of your booth space in mind when you order decorating items. Do not order more than will comfortably fit in your booth and allow you to do business.
- b.** If you have multiple locations, please complete a new and separate order for each location (booth, meeting room, etc.).
- c.** Take a company credit card to pay all balances due on show site and for deposits on rental equipment.
- d.** Work Zone - You should know that the show site and surrounding areas are active work zones. You need to be careful, and agents and representatives are present at their own risk.

# How to Save Money

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

## Save on Shipping:

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

# How to Save Money

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

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

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

## Save on Show Orders:

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

# How to Save Money

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

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

## SHOW RULES AND REGULATIONS

### **AMERICANS WITH DISABILITIES:**

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

### **ANIMALS:**

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

### **ANNOUNCEMENTS:**

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

### **BADGE ACCESS/AGE RESTRICTIONS:**

All exhibitors must have their badges before they will be allowed onto the Show floor. No one under the age of 18 will be allowed on the Show floor during set up and break down hours.

### **BALLOONS:**

Please refer to applicable convention center policies.

### **BOOTH ACTIVITY/ EVENTS, MEETINGS & SEMINARS:**

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

creating floor disruptions while conducting business.

#### Exhibit Hall

- The Sound Pressure Level permitted in the exhibit hall is 85 dBA, as measured from the center of the adjoining aisles.
- Loudspeakers should be directed into the booth. No speakers should be placed facing into the aisles or neighboring booths.

#### Demonstration Rooms

- The maximum Sound Pressure Level permitted from inside Standard Demonstration Rooms is 85 dBA, as measured from outside the room 10' from the closed door.
- The maximum Sound Pressure Level permitted from inside the Sound Demonstration Rooms is 85 dBA, as measured from outside the room, 10' from the closed door during scheduled times.
- Exhibitors must regulate their own booths to be sure the noise level from demonstrations or sound systems is kept to a minimum and does not interfere with other exhibitors and attendees conducting business.
- Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Show Management prior to the Show. Demonstrations must be set back at least 3ft (.914m) from the aisles.
- Company promotion, sampling and literature distribution by exhibitors must be done within their contracted exhibit space, with the exception of designated sponsorships and event marketing opportunities for which exhibitors have contracted with Show Management. Violation of this policy can result in expulsion from future shows.

#### **CARPET/FLOOR COVERING REQUIREMENTS:**

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

#### **CHARACTER OF EXHIBITS:**

- It is the exhibitor's responsibility to create an attractive display area.

- Show Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the Show. Exhibits must be in good taste as determined by Show Management.

**COMPETING EVENTS:**

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

**COMPRESSED GASES:**

See fire rules and regulations.

**DISMANTLING:**

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

**ELECTRICAL EQUIPMENT:**

Please refer to GES and venue policies.

**EXHIBITOR APPOINTED CONTRACTORS:**

Please refer to GES for details

**FCC REQUIREMENTS:**

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

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

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

**FEDERAL TAX ID (INFORMA WILL NOT GIVE OUT ITS TAX ID):**

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

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

**FIRE LAWS:**

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

**GOOD NEIGHBOR POLICY/NOISE & SOUND LEVELS:**

- Floor manager desks will be located throughout the show floor in case you have any immediate issues needing attention. Floor managers and floor manager assistants will be available to supervise and coordinate various exhibitor, facility and contractor activities and to assist in a management capacity on the show floor as directed by Show Management.
- All audio and video should be appropriate for a general audience. In the event of a complaint from any person on a booth's content, Show Management will investigate and determine if the content is offensive or inappropriate. If content is determined to be offensive or inappropriate the exhibitor must cease use of such content.
- Island Booth Exhibitors: In the spirit of neighborly cooperation, we ask you to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth. Feedback from our attendees indicates that this causes substantial frustration in their ability to navigate the Show floor.
- Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them. Your thoughtful planning will make the Show a better experience for yourself, attendees navigating around the halls and other exhibitors.
- Sound and noise are permitted up to a maximum of 85 decibels. Show Management reserves the right to require any group whose noise levels disturb another group within the building to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing, or other noise), please make arrangements with your Account Manager and Show Management to ensure that no other group will be in the vicinity of your event.
- Show Management will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during Show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designee, procedures will be strictly enforced to require the violating exhibitor to reduce noise level.

**INSURANCE/LIABILITY:**

Liability insurance, property insurance and worker's compensation insurance must be taken out by each exhibitor at its own expense and must comply with state laws. Insurance can be obtained by the exhibitor's insurance company. A rider to existing policies may be taken out providing complete

protection for the period of the Show, from move-in to move-out. If you need assistance acquiring insurance, please [click here](#).

**MUSIC LICENSING:**

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

**MOVING DISPLAYS/LIGHTING:**

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

**ONSITE SALES:**

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

**PERSONNEL:**

Booth must be staffed the entire time.

**PHOTOGRAPHY/VIDEOGRAPHY RESTRICTIONS:**

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

**PRIVATELY OWNED VEHICLES/HAND CARRIED ITEMS:**

Please refer to GES.

**ROAMING CHARACTERS:**

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

**SECURITY:**

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

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

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

- Don't identify the product or manufacturer on the outside of cartons, crates, boxes, etc. Mark these numerically to indicate the total being shipped (1 of 6, 2 of 6, etc.).
- Stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Products or equipment given away should be accompanied by donation stickers available on the last day of the Show.
- Use "empty" containers for display purposes.
- After Show hours, cover your display and products.
- If you observe an attendee taking more samples than normal, please contact your floor manager.
- Move all samples and displays to the rear of your booth. Post signs encouraging attendees to take only one sample.
- Do not leave any items of value in your booth overnight. If you order in advance, GES has security cages available for equipment and larger items. You will need to supply your own lock and key for security cages rented from GES.
- Be sure you make all arrangements for your outbound shipping prior to leaving the Show floor.
- Be sure to turn in your Bill of Lading to the GES service desk after your freight is packed and ready to be picked up. Do not leave it in your booth with your freight.
- Remove all old labels from inbound shipping and apply new labels for outbound shipping.
- At the close of the Show, you may begin to pack up products within your exhibit space. Keep all aisles clear of crates, boxes and cartons until the carpeting has been rolled up in front of your booth.

**SPECIAL EFFECTS:**

To request permission to utilize special effects, please email your request to [IWCEOperations@informa.com](mailto:IWCEOperations@informa.com). Exhibitors are reminded that, for the comfort of everyone in the exhibit hall, the following policy is in effect for the Exhibit Hall:

- Fog/smoke: Foggers must be water based. You must provide Show Management with your schedule 4 weeks prior to the Show.
- Snow/bubbles/confetti/other free floating effects: must not interfere with neighboring exhibits or aisles. Emissions of these effects may last no longer than five seconds in 15-minute intervals at moderate levels, and must be directed into the exhibitor's own booth. Exhibitors may not use glitter.
- Fog, smoke, pyrotechnics and other special effects, are strictly prohibited in the demonstration rooms or meeting rooms.

**Note:** A per hour cleaning fee will apply to all vendors using confetti onsite; plus an additional fee for rafters/catwalks post Show. Show Management reserves the right to request clean-up at any point deemed necessary for the safety and comfort of attendees and exhibitors. Exhibitors can order service through GES.

**SUBLETTING BOOTH SPACE:**

Please refer to the exhibit space contract.

**SUITCASING/SOLICITING:**

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

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

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

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

**TERMINATION RIGHTS:**

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

**UNION JURISDICTIONS:**

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

**VARIANCES:**

Any displays not conforming to the exhibit specifications outlined in the exhibit space contract or booth guidelines in the ESK must apply for written approval from Show Management by submitting the Approval Request Form which can be found in the Exhibitor Console, by the date listed in the critical dates and deadlines in the ESK. Non-conforming booth structures set up without pre-approved variances may need to be modified or removed from the exhibit hall.

**VEHICLES ON SHOW FLOOR:**

Please refer to GES.

**VIOLATIONS:**

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

**WASTE MANAGEMENT:**

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

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

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

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

## Booth Regulations and Guidelines

Booth Approval/Variance Request: Booths with variance requests or hanging signs are required to submit their booth diagrams, hanging signs, or pictures for approval by **February 25, 2020**. The Booth Approval Form can be found [here](#).

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

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

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

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

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

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

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

**Multi-Story Booth:** Exhibit spaces that have a 2nd-story.

**Enclosed or Covered Area:** Exhibit space enclosed by four walls and/or ceiling.

**Canopy / Ceiling:** An exhibit component supported over an exhibitor's space for decorative purposes only.

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

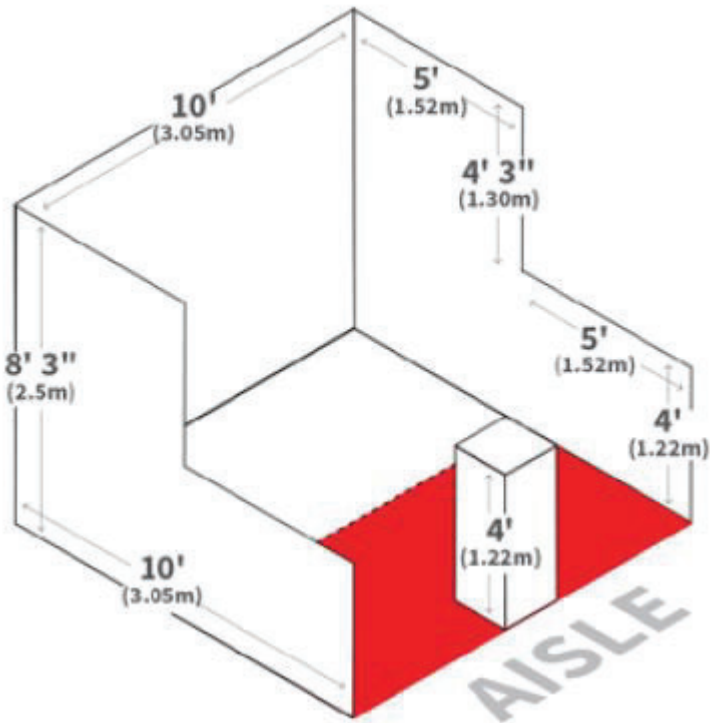
**Hanging Signs and Ceiling Rigging:** Hanging Signs – See booth space for details.

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

## In-line Booths [Top](#)

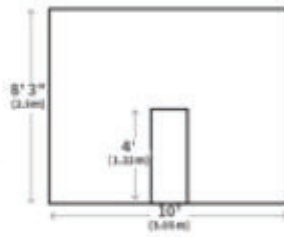
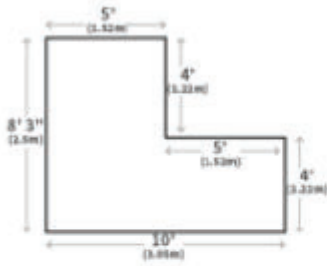
### Rules:

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red floor space on diagram) as it blocks sight line.
- Rear of Booth - Maximum height of 8ft 3in (2.5m) in the back 5ft (1.52m) of the booth space (white floor space on diagram)
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- Entire booth must be ground supported. No aerial rigging or hanging signs are permitted in inline booths.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

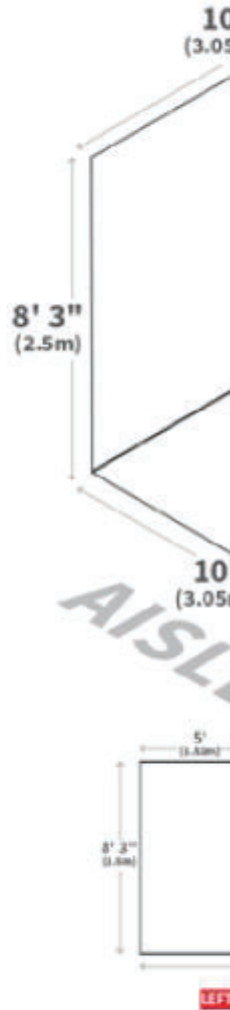


**KEY**

- 8' 3" (2.5m) Max. Height
- 4' (1.22m) Max. Height



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



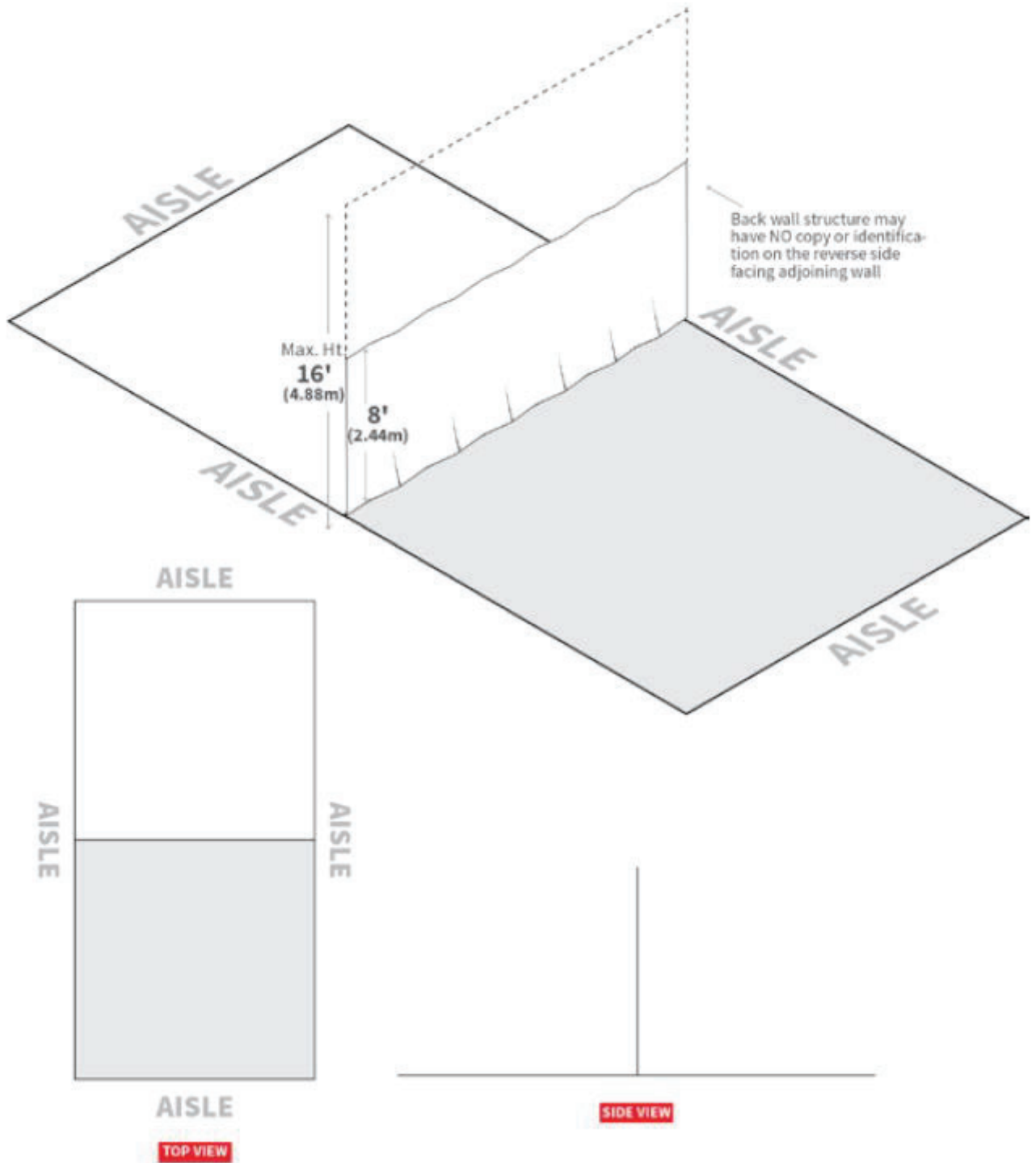
10ft x

Peninsula Booth Top

**Rules:**

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.

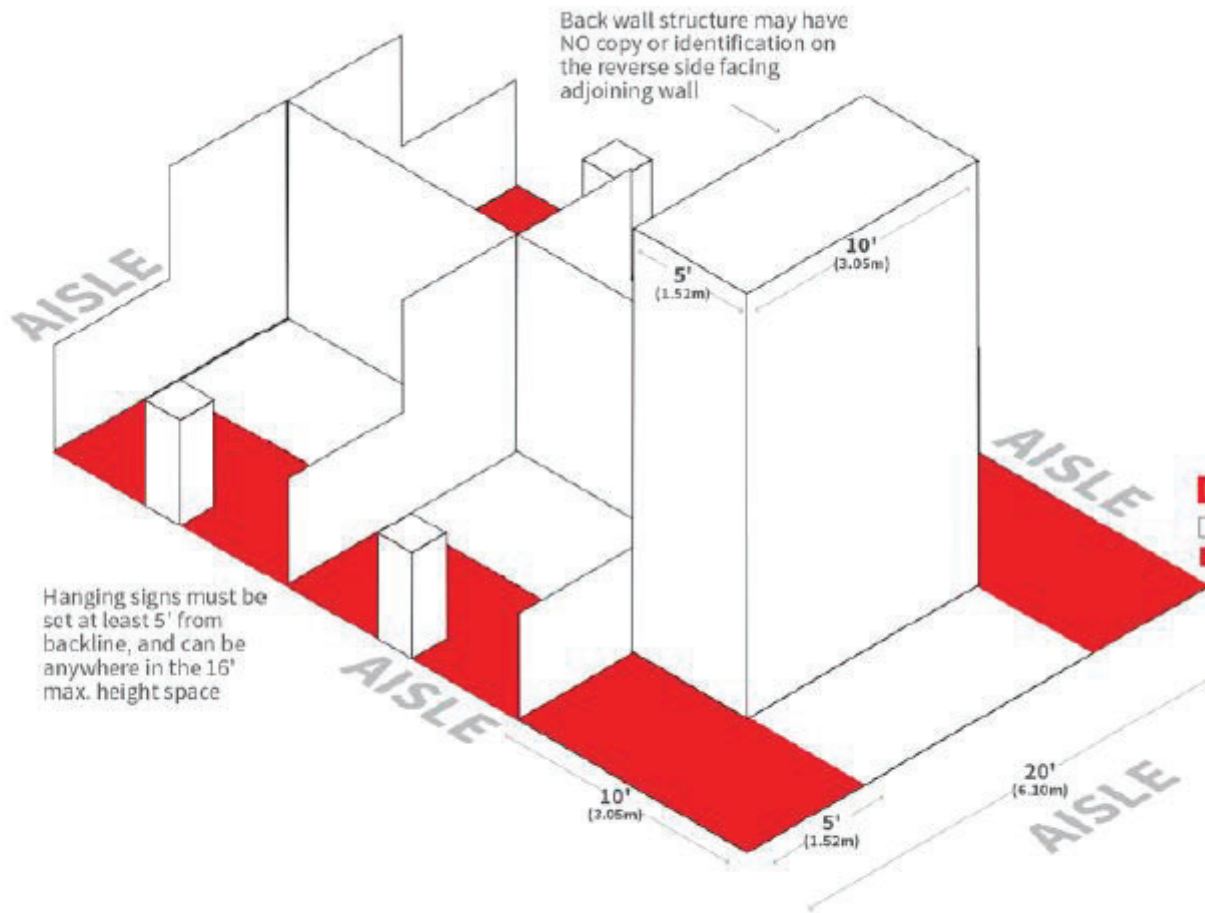
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Booth height may not exceed 16ft (4.88m).
- Booths share a back wall drape of 8ft 3in (2.5m) high.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- The back wall of any booth must be finished carpentry on the back side facing other booths.



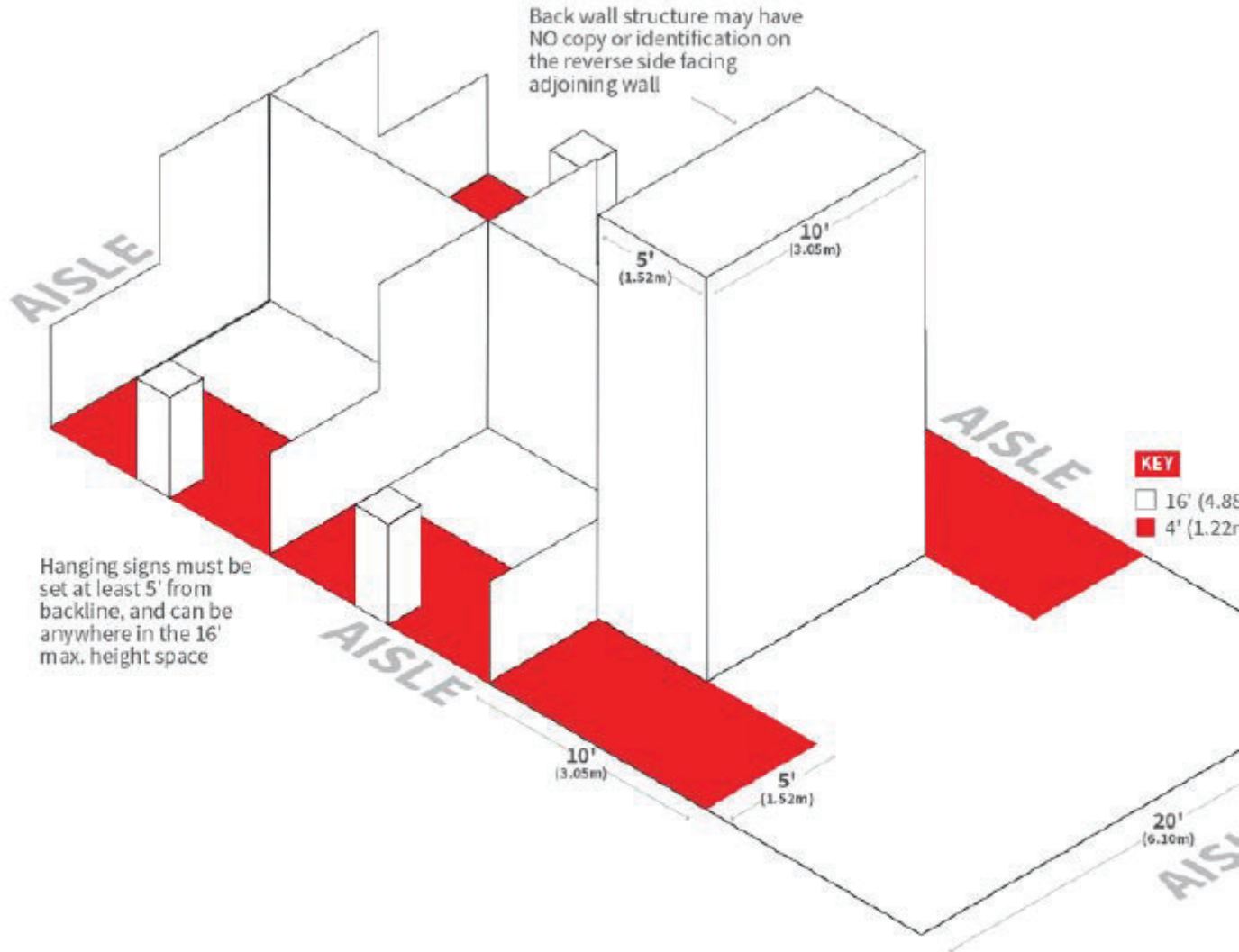
### End-Cap Peninsula Booth Top

Rules:

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



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



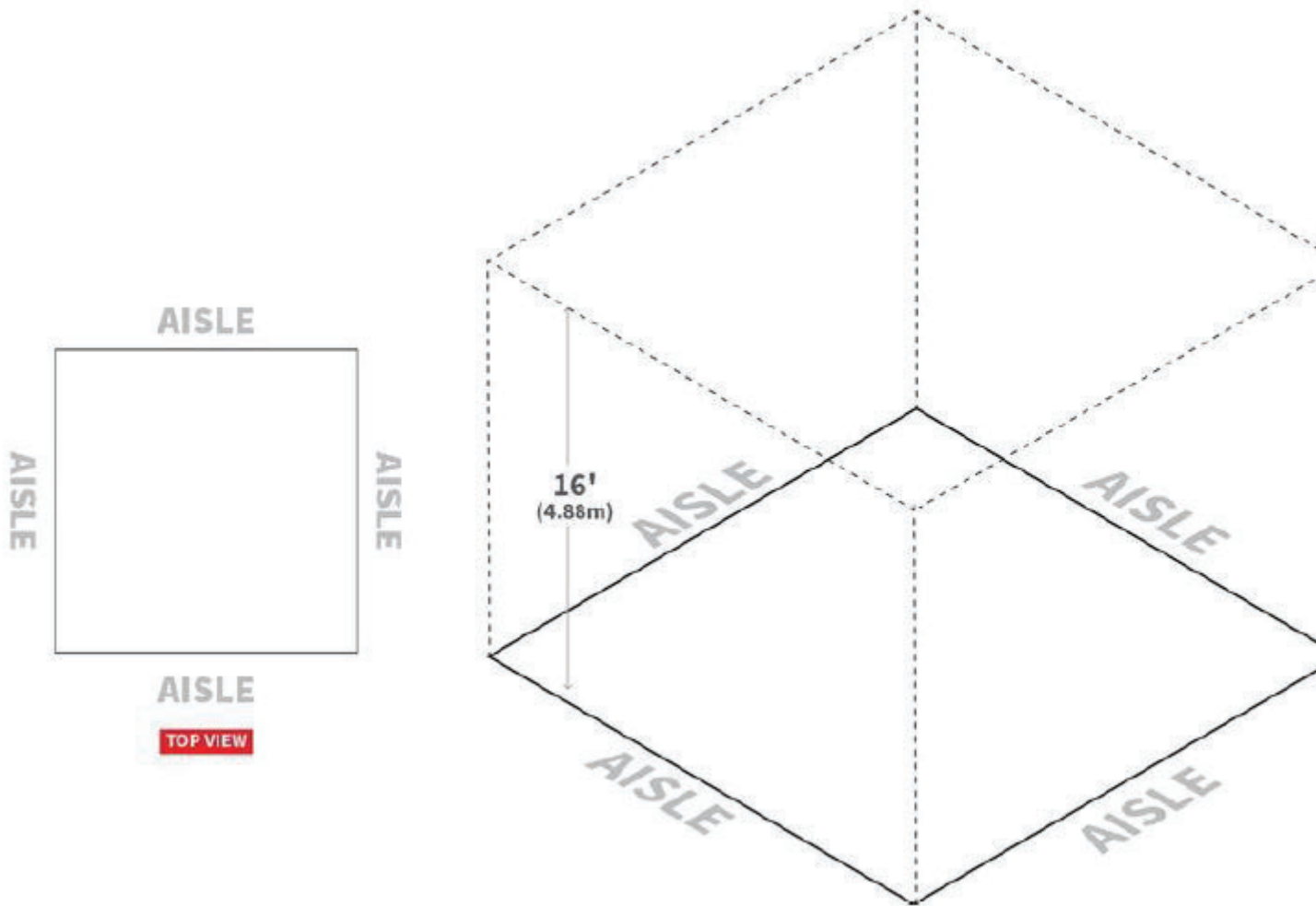
20ft x 20ft (6.10m x 6.10m) End-Cap Peninsula

Island Booth [Top](#)

Rules:

- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.

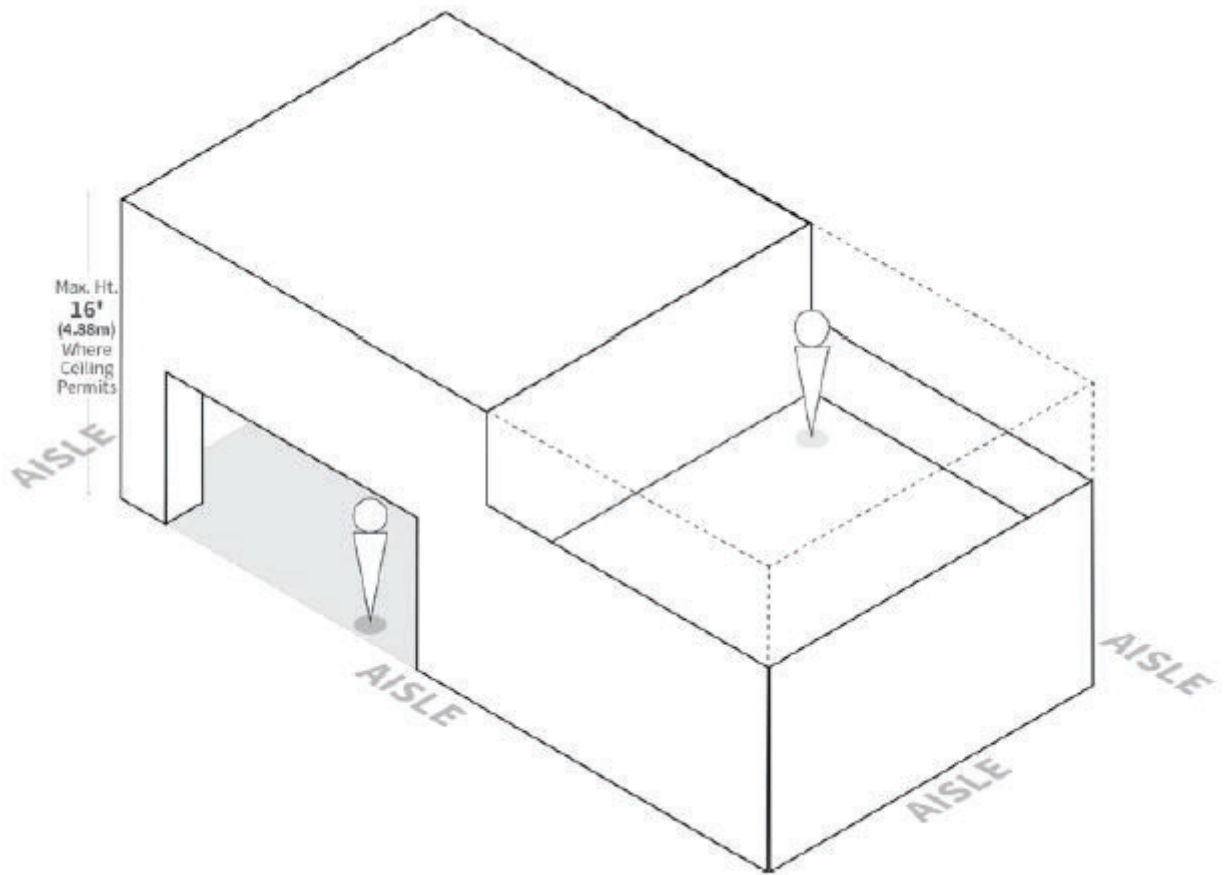
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Booth structure cannot exceed 16ft (4.88m) in height.



### Multi-Story and Covered Booths [Top](#)

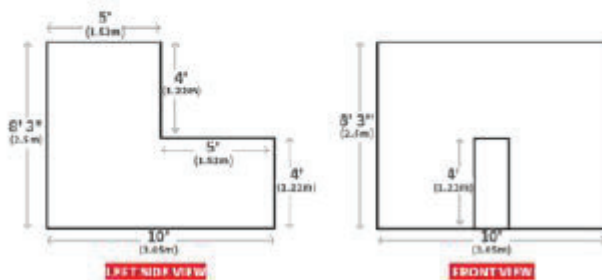
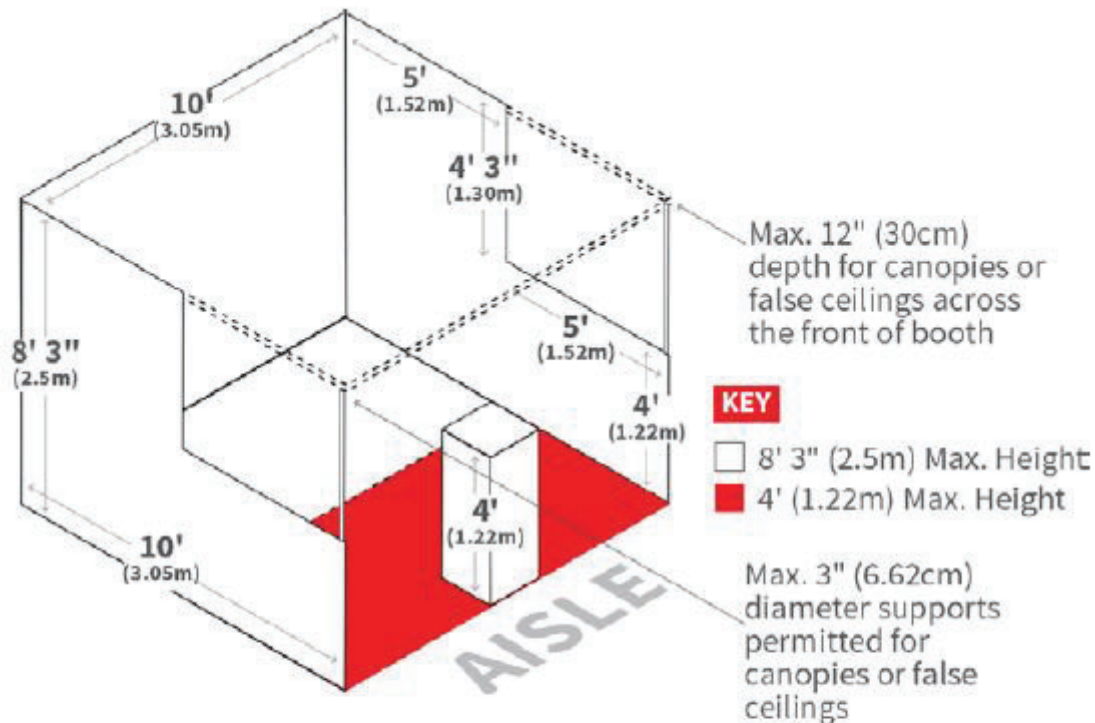
**Multi-Story Booth:** All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times. Please review all facility rules and regulations regarding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

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



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

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



## Hanging Signs and Aerial Rigging [Top](#)

### Hanging Sign and Aerial Rigging Regulations:

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

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

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

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

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

**Lighting/Truss:**

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

**Please contact GES to order rigging and confirm service availability. All Hanging Signs must be shipped to GES advanced warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung.**

**Additional questions or clarification should be directed to your IWCE Operations Team. [IWCEOperations@informa.com](mailto:IWCEOperations@informa.com); 800--796-7932**

##EVENTNAME##

## Booth Confirmation

### Important Information

##CurrentDate##

Company Name:	##ExhibitingAsName##
Booth Number:	##BoothLabel##
Booth Size:	##BoothDimension##, ##BoothType##
Main Contact Email:	##ContactEmail##
Company Password:	##CompanyPassword## (Please Note: Your password is case sensitive)

Thank you for participating at the ##EventName##. This letter contains important information and serves as a confirmation of your exhibit space.

### Correspondence Contact

All future correspondence from IWCE will be sent to the contact indicated above. Please contact your Sales Manager to update your company contact information. Please note, we cannot have multiple account contacts.

### Exhibitor Login

Exhibitor Login is now live. By logging in with your Company Password (listed above), you will have access to:

- **Exhibitor Service Kit (ESK):** The ESK is where you can find rules, deadlines, regulations and order forms for the show. The ESK is now live.
- **Exhibitor Listing:** Your Exhibitor Listing is a free opportunity to promote your company. Please log in and update / edit your company information to be certain it includes your 250 character company description and up to 7 selected product categories.
- **Badge Registration:** Save time on-site by logging in and registering your staff for badges.

[Log In Now](#)

**Hotel:**

The official housing provider for this show is onPeak, this is now live please book through the ESK.

**Exhibits Plus:**

If you have opted for the Exhibits Plus Program, you will receive a separate email from the team, with details and requirements.

**Sponsorship & Marketing Opportunities:**

Want to enhance your exhibiting experience? Please contact your Account Manager to learn more about sponsorship and marketing opportunities.

**Exhibitor Service Contact Information:** Please contact us if you have any questions.

IWCE Operations Team

Email: [IWCEOperations@KNect365.com](mailto:IWCEOperations@KNect365.com)

Tel (US): 800-796-7932

Tel (Outside US): +44 (0)203 377 3171

Thank you and have a great show!

## Targeted Show Move-In

Moving into any exposition can be tricky. There are a lot of moving parts and things to remember. Below is key information you need to know for moving into **IWCE**.

### When Can I Move-In

When you can move in and set up your booth depends on how you ship your booth materials to show site. The shipping options are:

#### Advance Shipping:

- Ship your booth materials (**non-perishable items only**) in advance to the GES Advance Warehouse (arrival deadlines apply). The Warehouse address can be found under the Shipping, Drayage, Material Handling and Access Storage tab under Shipping and Material Handling/Drayage. This allows you to confirm your freight has arrived well before move in starts. This is a targeted move in show, your booth materials will arrive on your scheduled inbound target date and time. You will be able to set up your booth at that time. You can find your target move in time under the Move-In/Move-Out Information and Target Floorplan tab by selection the Assigned Move-In and Target Floorplan button.
- Print Advance Shipping labels under the Generate Address Labels at the bottom of ESK home page. They can also be found under the shipping, drayage and material handling tab by clicking on Print Shipping Labels. Remove all old labels from your crates and cartons.
- Material Handling charges will apply and can be estimated under the Shipping, Drayage, Material Handling and Access Storage tab under Shipping and Material Handling/Drayage.
- Address for advance shipping: GES 7000 Lindell Road Las Vegas, NV 89012

#### Direct Shipping:

- Ship your booth materials via a freight carrier directly to show site. This is a targeted Move-In show, your scheduled carrier arrival time can be found under the Move-In/Move-Out information and Target Floorplan tab. **Note--Your carrier will have to arrive at the Marshaling Yard at the date and timeframe listed on the target floorplan.** Failure to do so could result in refused freight and additional material handling charges.
- Your carrier will need to check into the marshaling yard at your scheduled inbound target date and time. Once checked-in the driver will be assigned a time and/or dock number and will proceed to the dock at that time to unload the freight. Assignments are on a first come, first serve basis. The freight will be in your booth by the Move-In hours for booth set up.

- Print Advance Shipping labels under the Generate Address Labels at the bottom of ESK home page. They can also be found under the shipping, drayage and material handling tab by clicking on Print Shipping Labels. Remove all old labels from your crates and cartons.
- Material Handling charges will apply and can be estimated under the Shipping, Drayage, Material Handling and Access Storage tab under Shipping and Material Handling/Drayage.

### Privately Owned Vehicles (POV):

#### Cartload Service:

- Cartload Service information is available for exhibitors in POVs driving their booth materials to the show under the Shipping, Drayage, Material Handling and Access Storage tab under Cartload Service tab (restrictions apply).
- Privately Owned Vehicles have to report to the **POV lot or marshalling yard** on their scheduled targeted freight time. They will then be sent to the convention center loading dock for unloading. Cargo vans and moving trucks are considered freight and do not qualify as a POV. The POV lot address and the address to the marshalling yard can be found under the Shipping Addresses tab at the bottom of the home page.



#### Hand Carry Items:

You can hand-carry your own materials in the exhibit hall provided you do not use material handling equipment to assist you. Use of hand carts, a 2 wheeled dolly, or any four-wheel cart or dolly is prohibited. Hand-carry materials may only be brought in through the front of the exhibit hall. You will not be permitted access to the loading dock or freight areas. You may not leave your car unattended at any time at the curb.

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.

- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts & dollies is not permitted.

You must abide by the union rules. Please refer to the Show site Work Rules under the Regulations and Guidelines tab.

### **Still have Questions?**

If you still have questions about move-in be sure to use the contact information below to answer any questions you may have.

**GES Servicenter:** Contact GES if you have questions about order forms, need to place an order or need quotes for material handling or shipping. They can be reached at:

Phone (in USA) is [800-475-2098](tel:800-475-2098)

International calls is [702-515-5970](tel:702-515-5970)

**GES Client Services Specialist:** Contact your Client Services Specialist if you have questions on hand carry and cartload processes or any other general questions you may have. To Contact your Client Services Specialist please see below:

**Name:** [IWCEoperations@Informa.com](mailto:IWCEoperations@Informa.com)

**Contact telephone:** 800-796-7932

**Contact email:** [+44 \(0\)203 3773171](mailto:+44(0)2033773171)

## How to Have a Successful Show Move Out

Show breakdown can often be the most hectic portion of the show experience. Below are valuable tips which can make your show closing run as smoothly as possible:

- 1. Pack freight once the show closes**
  - 2. Label freight with destination address and cell phone # of contact**
  - 3. Turn in filled out OMHF/BOL to GES Servicenter (regardless of carrier) - Please Do Not Leave your Bill Of Lading (BOL) in your booth.**
  - 4. Contact carrier to verify pickup address and scheduled time**
  - 5. Shipping is not an automatic process. If you are using a carrier other than GES Logistics, you are responsible for making arrangements with your carrier.**
- When the show closes on the last day of the event, you may begin packing your booth properties. Early move out is not permitted, as it is disrupting for neighboring booths who are trying to do business. It is also a breach of the show contract which may result in loss of privileges for future shows.
  - Schedule staff departure times to allow enough time to pack the booth. Larger events may take over 6 hours to return packing materials once aisle carpet is removed.
  - As you are packing up, make sure to keep your items within your booth space and off the aisle carpet (it will be rolled up shortly after the show floor closes). Security will be ensuring all attendees are off the show floor for safety reasons, so keep your exhibitor badge handy.
  - Once your booth properties have been packed, make sure they are labeled for shipping, including the full address of where the shipment is going. It is also recommended to include a cell phone # and contact name on the label as well. This can be helpful in the event of a shipping issue.
  - Once you have packed and labeled your freight, leave your freight in the booth space, and take the Outbound Material Handling form (OMHF / BOL), provided by GES, to the GES Service center. This is a five page carbon copy form that will serve as the release to give your freight to your selected carrier, whether this is GES Logistics or an outside contracted carrier. Please make sure the information you place on the OMHF/BOL matches the carrier name and shipping destination used when the driver checks in with GES. If the information doesn't match, there may be a delay in your outbound shipment being processed. **PLEASE NOTE: GES will not accept your OMHF/BOL until after the show closes.**
  - The OMHF/BOL is a multi-page document. Make sure your contact name and cell phone number are legible on every page in case any issues arise during shipping.
  - PLEASE NOTE: Should you decide to use a small package carrier, i.e. UPS, FedEx, DHL, they may not pick up within the facility per move out regulations. It is highly recommended that you not leave these types of shipments in the booth, but rather transport them to a direct drop off/pickup location, such as the business center or your hotel.
  - It is recommended that you stay with your freight until it has been picked up. However, should you leave your freight unattended, make sure to verify the pickup address and scheduled time with your carrier, as this may NOT be the address to where you originally shipped your freight. All freight must be picked up at the exhibit location to avoid additional fees. Make sure your carrier knows the carrier check in time as well. Anything that does not have a carrier checked in for the freight will be shipped via GES Logistics or returned to the warehouse, depending on your selection on the OMHF/BOL.

## 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.

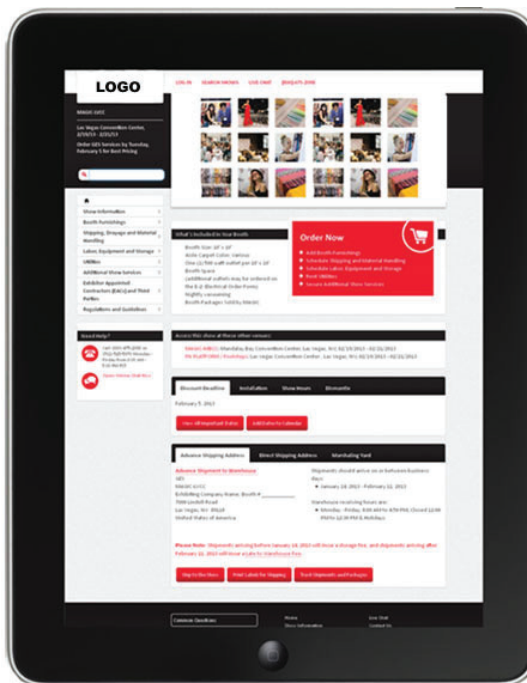
Exhibitors can:

- 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 Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/011601475/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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601475/contactus/esm>

## Official Service Provider

GES Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
7000 Lindell Road  
Las Vegas, NV 89118-4702

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

## Show Information

Booth Size: 10' x 10'  
Backwall Drape: Black  
Sidewall Drape: Black  
Facility Carpeted: No  
Aisle Carpet Color: Blue Jay

## Discount Deadline Date

Monday, August 3 GES orders must be received with payment by this date.

## Exhibitor Move In

Monday, August 24 8:00 AM - 4:30 PM  
Tuesday, August 25 8:00 AM - 4:30 PM

## Show Hours

Wednesday, August 26 10:00 AM - 5:30 PM  
Thursday, August 27 10:00 AM - 5:00 PM

## Exhibitor Move Out

Thursday, August 27 5:00 PM - 10:00 PM  
Friday, August 28 8:00 AM - 12:00 PM

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

## Carrier Check-in Post-Show

Friday, August 28 9:00 AM Carriers post-show must be checked-in by this time.

## Facility Clear

Friday, August 28 12:00 PM All exhibitor materials must be removed.

011601475  
041520

G-1 071019

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



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

**Advance Shipments to Warehouse:**

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

**Shipments should arrive on or between:**

July 21 - August 19, 2020  
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

**Direct Shipments to Show Site:**

c/o GES  
International Wireless Communication Expo  
(Your Company Name & Booth Number)  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109-9096  
USA

**Shipments should arrive on:**

August 24, 2020, 8:00 AM - 4:30 PM  
August 25, 2020, 8:00 AM - 4:30 PM

**Marshaling Yard Site Address:**

International Wireless Communication Expo  
(Your Company Name & Booth Number)  
2982 West Post Road  
Las Vegas, NV 89119  
USA

041520 011601475

G-1 071019



# General Information

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## What is an Official Service Provider?

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

## GES Show Services

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

## Work Zone



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

## How Can I Order My Show Services?



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

- Go to <https://e.ges.com/011601475/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098
- International phone: (702) 515-5970
- Contact us online: <https://e.ges.com/011601475/contactus/esm>

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

## Exhibitor Services

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

011601475  
041520  
G-11 011819

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



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of **March 11, 2020** for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/011601475/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/011601475/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/011601475/shippinghandling/esm>

## Dot Your I's and Cross Your T's

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

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

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

## Bank ACH/wire transfer payment information

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

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



## No Tipping

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/011601475/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/011601475/electrical>



**Reminder**

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

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/011601475/LaborandEquipment/esm>

041520 011601475

G-10 072817

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



# Payment and Credit Card Charge Authorization

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
August 3, 2020

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email

Please indicate if you will be using a Third Party for billing of services:  
 No     Yes - Please return Third Party Billing Request form

GES invoice Sent to:  
 Primary Contact     Secondary Contact

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
**Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/011601475/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 (800) 443-4113 to report fraudulent or unethical behavior.

## Bank ACH/Wire Transfer Payment Information

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

Sending check to lock box: **(standard mail)**      Direct to Bank of America: **(ALL FedEx, UPS, DHL, Express Mail)**  
Global Experience Specialists, Inc.      GES Bank of America Lockbox 96174  
Bank of America, PO Box 96174      540 W. Madison, 4th Floor  
Chicago, IL 60693      Chicago, IL 60661

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/Country \_\_\_\_\_  
Account Number \_\_\_\_\_ Expiration Date  MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

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

**Please Sign** **X** \_\_\_\_\_  
Cardholder Signature  
\_\_\_\_\_  
Cardholder Name - Please Print      Date

Check Number \_\_\_\_\_  
**Total Check Payment** \$ \_\_\_\_\_  
**Total Credit Card Payment** \$ \_\_\_\_\_  
MM/DD/YY  
Check Dated

**Review and Return** Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693  
Overnight Delivery: Bank of America Lockbox Services GES-96174 - 540 W. Madison, 4th Floor, Chicago, IL 60661

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



041520 011601475  
G-2 013120

# Domestic Third Party Billing Request

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
August 3, 2020

Company Name Email Phone Number Booth Number

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

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

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Please Sign

X

Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print Date

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

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

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

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number Expiration Date

MM/YY

MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

Please Sign

X

Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print Date

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

041520 011601475  
G-3 011819

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



# International Third Party Billing Request

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
August 3, 2020

Company Name Email Phone Number Booth Number

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

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

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number Expiration Date

MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

Please Sign

X

Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print Date

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

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

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

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number Expiration Date

MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

Please Sign

X

Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print Date

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

011601475  
041520  
G-3b 011819

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




# Carpet


## Standard

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

Includes:

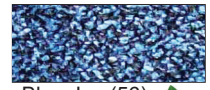
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black 
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




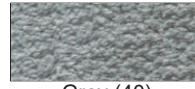
Black (41) 



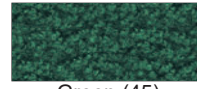
Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




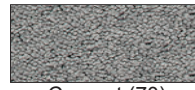
Red (49)

## Plush

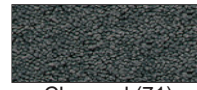
Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

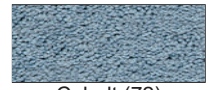
- Plush 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



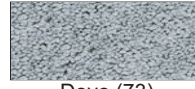
Cement (70)



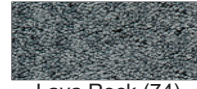
Charcoal (71)



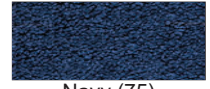
Cobalt (72)



Dove (73)



Lava Rock (74)



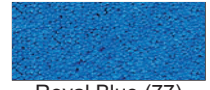
Navy (75)



Onyx (76)



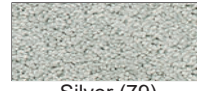
Red (49)



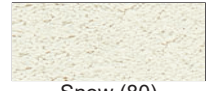
Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

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

Includes:

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



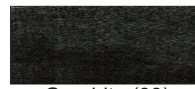
Bisque (81)



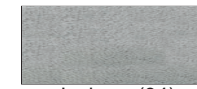
Black (41)



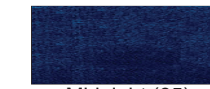
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

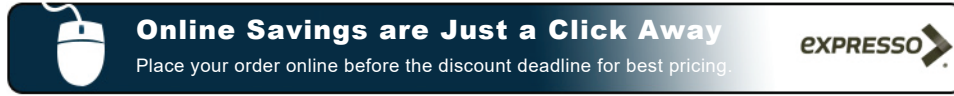
# Carpet Order Form

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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



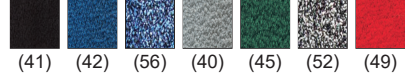
## Easy Ordering Tips:

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

## Carpet

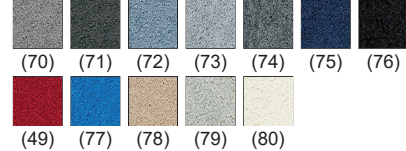
### Standard Color Options

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



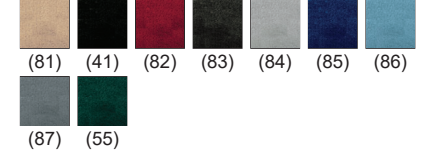
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
5001	Pre-Cut Standard Carpet 10'x10'		209.25	229.75	291.00		\$
5002	Pre-Cut Standard Carpet 10'x20'		418.00	459.00	581.00		\$
5003	Pre-Cut Standard Carpet 10'x30'		626.50	687.75	870.75		\$

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

Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Sq. Ft.	Total
			Online (\$)	Discount (\$)			
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		3.45	3.79	4.80		\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.53	4.98	6.30		\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.20	5.70	7.15		\$
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.45	1.59	2.01		\$
500410	Carpet Plastic Covering, Per Sq.Ft.		0.98	1.08	1.36	8.375	\$

### Electrical or Utilities Under Carpet?

Yes\*

No

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

## Total and Sign:

Please Sign

X

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

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

Date \_\_\_\_\_

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

Total Payment Enclosed

\$ \_\_\_\_\_

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

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



041520 011601475

C-1 102219

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

**Online Savings are Just a Click Away**

Place your order online before the discount deadline for best pricing.



## Easy Ordering Tips:

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

## Carpet Packages

### Standard Color Options

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



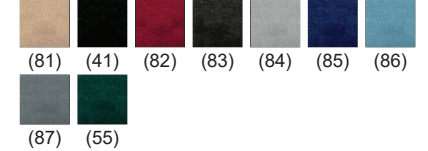
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Sq. Ft.	Total
			Online (\$)	Discount (\$)			
400021	Standard Carpet Package, Per Sq.Ft.		5.31	5.74	7.41		\$
400022	Plush Carpet Package, Per Sq.Ft.		6.28	6.81	8.76		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		6.89	7.46	9.52		\$

### 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:

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.

041520 011601475 C-2 110519



# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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

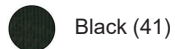


3008 - Table 8', Skirted 3 Sides, 24" x 30" High

## Table Skirt Colors



Beige (54)



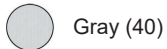
Black (41)



Blue (42)



Gold (46)



Gray (40)



Green (45)



Red (49)



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



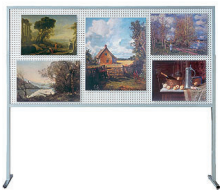
300104 - Garment Rack



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"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300181 - Water Cooler, w/ Cups & 1 bottle water

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



300182 - Water, Additional Bottle



300183 - Water, Additional Cups



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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

**Online Savings are Just a Click Away**  
Place your order online before the discount deadline for best pricing



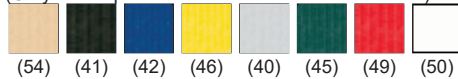
### Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/011601475/BoothFurnishingsRental/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300050	Chair, Plastic Contour, Black	75.25	82.50	104.50		\$
300052	Padded Chair	111.25	122.00	154.50		\$
300053	Padded Stool	106.00	116.50	147.50		\$

### Tables

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300059	Table, Starbase, 30" Diameter x 40" High	238.00	261.75	331.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	235.75	258.75	327.75		\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3004	Table 4', Skirted 4 Sides, 24" x 30" High		161.50	177.25	224.50		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		192.75	211.50	267.75		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		219.75	241.50	305.50		\$
3070	Table Skirt Only, 4'		51.25	56.25	71.25		\$
3071	Table Skirt Only, 6'		51.25	56.25	71.25		\$
3072	Table Skirt Only, 8'		51.25	56.25	71.25		\$
3007	Table, Skirt 4th Side		62.00	68.25	86.25		\$

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

### Unskirted Tables

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300400	Table 4', Unskirted, 24" x 30" High	134.25	147.50	186.75		\$
300600	Table 6', Unskirted, 24" x 30" High	162.25	178.00	225.50		\$
300800	Table 8', Unskirted, 24" x 30" High	189.25	207.75	263.25		\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		199.75	219.25	277.75		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		224.50	246.50	312.00		\$

041520 011601475

A-1 021819

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:  
March 11, 2020

Company Name		Email	Phone Number		Booth Number	
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		251.75	276.25	349.75	\$
3073	Counter Skirt Only, 4'		63.00	69.25	87.75	\$
3074	Counter Skirt Only, 6'		63.00	69.25	87.75	\$
3075	Counter Skirt Only, 8'		63.00	69.25	87.75	\$
3017	Counter, Skirt 4th Side		62.00	68.25	86.25	\$
↳ Select size: 6' Counter _____ 8' Counter _____						

## Unskirted Counter

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
301400	Counter 4', Unskirted, 24" x 42" High	151.00	165.75	209.75		\$
301600	Counter 6', Unskirted, 24" x 42" High	189.25	207.75	263.25		\$
301800	Counter 8', Unskirted, 24" x 42" High	216.50	237.75	301.00		\$

## Risers

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300193	Riser 4', Double Tier, 48"x8"x16" High	166.25	182.50	231.25		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	80.75	88.75	112.25		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	204.75	224.75	284.50		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	112.00	122.75	155.50		\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3001	Drape, 3' High, Per Foot, 4' Minimum		15.75	17.25	21.90		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		20.45	22.45	28.50		\$
3019	Drape, 12' High, Per Foot		25.25	27.75	35.00		\$

## Display Furniture

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300073	Display Case 4', Corner View	631.25	693.25	877.50		\$
300074	Display Case 4', Full View	613.75	674.00	853.00		\$
300075	Display Case 4', Half View	613.75	674.00	853.00		\$
300076	Display Case 4', Quarter View	613.75	674.00	853.00		\$
300078	Display Case 5', Full View	631.25	693.25	877.50		\$
300079	Display Case 5', Half View	631.25	693.25	877.50		\$
300080	Display Case 5', Quarter View	631.25	693.25	877.50		\$
300082	Display Case 6', Full View	649.50	713.50	903.00		\$
300083	Display Case 6', Half View	649.50	713.50	903.00		\$
300084	Display Case 6', Quarter View	649.50	713.50	903.00		\$
300088	Display Case 7', Vertical	847.25	930.25	1,177.50		\$

## Accessories

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300124	Aisle Stanchion Chain, Plastic, Per Foot	3.35	3.68	4.65		\$
300127	Aisle Stanchion, Tensa	84.75	93.00	117.75		\$
300123	Aisle Stanchion, without Chain	56.25	62.00	78.50		\$
300103	Aluminum Easel	69.50	76.25	96.50		\$
300111	Bag Stand	98.25	108.00	136.50		\$
300102	Coat Rack	71.25	78.25	99.00		\$

041520 011601475 A-1 021819



# 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:  
March 11, 2020

Company Name	Email	Phone Number	Booth Number		
300110	Fish Bowl	21.60	23.70	30.00	\$
300104	Garment Rack	98.25	108.00	136.50	\$
300106	Literature Rack	278.75	306.25	387.75	\$
300201	Pegboard, White, 4'x8'	161.50	177.25	224.50	\$
Select alignment: Horizontal _____ Vertical _____					
300202	Pegboard, White, 2'x8'	124.50	136.75	173.25	\$
300040	Pipe, 8' Upright with Base	57.75	63.25	80.25	\$
300041	Pipe, Adjustable Upright with Base, 9' - 12'	69.50	76.00	96.25	\$
300107	Refrigerator	433.00	475.25	602.00	\$
300015	Rod, 6' to 10' Telescopic	20.45	22.45	28.50	\$
300131	Security Cage, Large, without Lock	562.50	617.50	781.75	\$
300120	Sign Holder, Bell Base	71.75	78.75	99.75	\$
300108	Sign Holder, Chrome, 22"x28"	94.25	103.50	131.00	\$
300211	Tackboard	161.50	177.25	224.50	\$
Select alignment: Horizontal _____ Vertical _____					
300112	Ticket Tumbler, Small, Table Top	133.25	146.25	185.25	\$
300113	Wastebasket	25.50	28.25	35.50	\$
300181	Water Cooler, w/Cups & 1 bottle water	252.50	277.00	350.75	\$
300182	Water, Additional Bottle	23.40	25.50	32.50	\$
300183	Water, Additional Cups	19.35	21.25	27.00	\$
300118	Waterfall Stand	121.25	133.25	168.50	\$

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/011601475/electrical/esm>



**Reminder**

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

## Total and Sign:

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.

011601475

041520

A-1 021819



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

**Online Savings are Just a Click Away**  
Place your order online before the discount deadline for best pricing



## Easy Ordering Tips:

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

## Furniture Package



### Furniture Package 1

Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
4906	Furniture Package 1		331.88	364.28	461.03		\$
	↳ Includes 10% Off: (2) Black 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	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
490012	Furniture Package 2	635.63	697.50	883.13		\$
	↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
400016	Furniture Package 2 with 10'x10' Standard Carpet	951.00	1,044.00	1,321.75		\$
	↳ Includes: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket, (1) 10' x 10' Booth Carpet.					
400018	Furniture Package 2 with 10'x10' Standard Carpet & 500w Electric	1,110.75	1,219.50	1,544.00		\$
	↳ Includes: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket, (1) 10' x 10' Booth Carpet, (1) 500 Watt Outlet.					
400014	Furniture Package 2 with Electrical	807.00	885.75	1,121.50		\$
	↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket, (1) 500 Watt Outlet.					
401113	Furniture package 2, Starbase Table & Chairs	713.50	783.25	991.75		\$
	↳ Includes: (4) Padded Chairs, (1) Starbase Table 40"X30".					

041520 011601475

A-2 010919

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



# 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.

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

Email \_\_\_\_\_

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

## Total and Sign:

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.

041520 011601475

A-2 010919

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





# ELEVATE YOUR BOOTH

with our Specialty Furniture Offerings!

GES offers a wide variety of Specialty Furniture.

*Chairs • Sofas • Barstools • Coffee tables • Bar tables • Cafe tables • Office Desks & Chairs*



Interested in elevating your booth with Specialty Furniture?

Order Online: <https://e.ges.com/011601475/BoothFurnishingsRental/esm>

*\*Products offered are subjected to change.*



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

**Online Savings are Just a Click Away**

Place your order online before the discount deadline for best pricing



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/011601475/packages/esm>



Chair Package A



Stool Package A



Premium Stool Package

### Standard Furniture Package

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
404301	Chair Package A	483.75	531.00	672.25		\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404323	Display Case Package A	1,099.50	1,208.25	1,529.00		\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.					
404324	Display Case Package B	1,107.75	1,216.25	1,539.75		\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.					
404311	Stool Package A	475.50	523.00	661.50		\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.					

### Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 3/11/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
4046	Chair Package B		440.75	483.75	612.25		\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						
4146	Stool Package B		462.00	507.75	642.50		\$
	↳ Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.						

### Skirt Color Options

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



041520 011601475

P-1 091919

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	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
404506	Premium Stool Package	710.00	779.50	986.75		\$
↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".						

## Total and Sign:

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.

P-1 091919 041520 011601475



# Standard Exhibit Systems

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

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

## 10x20 Exhibits



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

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10'

Inline Includes:

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



600003 - Exhibit System GEM #3, 10'x10'

Inline Includes:

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

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"



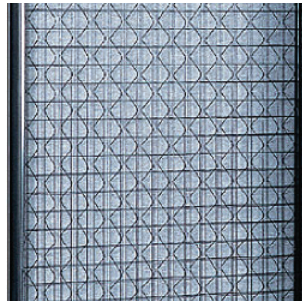
600222 - Exhibit, Light Box, Medium 37"x56"



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: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

### Trim Color



Black (41)

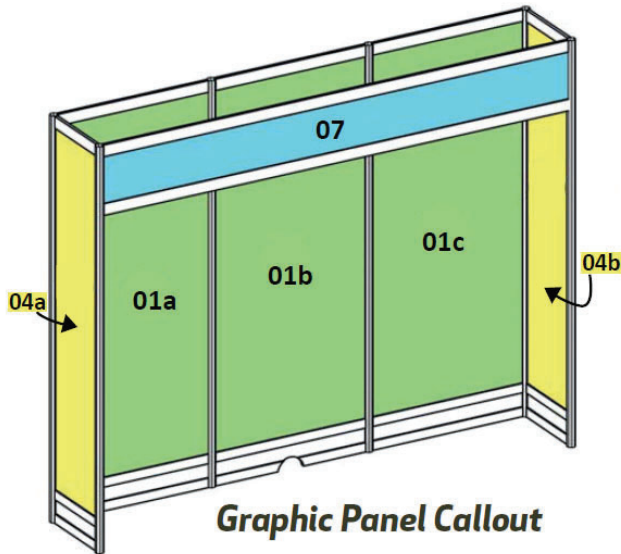


Silver (79)

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

# Standard Exhibits Graphics

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



- 01** 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$529.25 /Regular Price - \$735.50  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$265.25 /Regular Price - \$368.75  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$227.00 /Regular Price - \$315.50  
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by March 11, 2020 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization 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/011601475/exhibit2/esm>

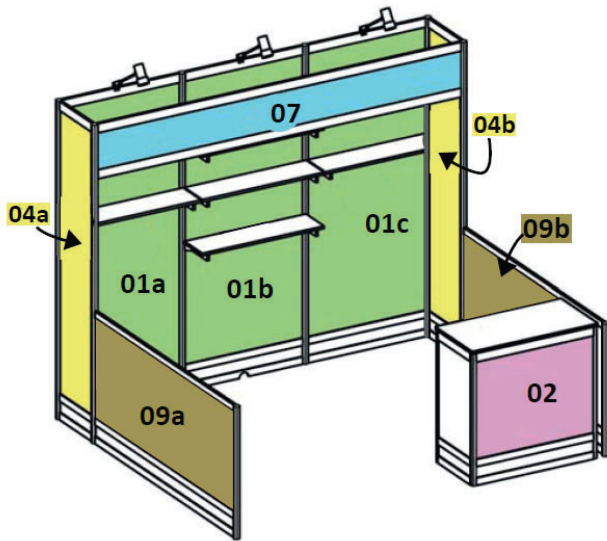


**Booth Rendering**

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 - \$529.25 /Regular Price - \$735.50  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$265.25 /Regular Price - \$368.75  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$227.00 /Regular Price - \$315.50  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$186.25 /Regular Price - \$258.75  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Online Discount - \$376.25 /Regular Price - \$523.00  
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by March 11, 2020 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization 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/011601475/exhibit3/esm>

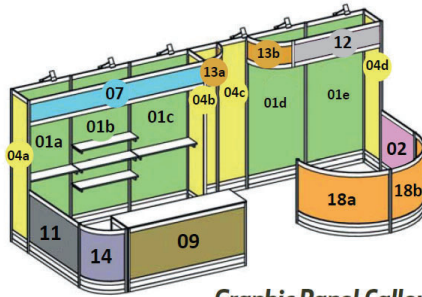


**Booth Rendering**

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 - \$115.00 /Regular Price - \$160.00  
Produced on 3/16" Thick White Foamcore

**13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$58.25 /Regular Price - \$80.75  
Produced on 1/8" Thick White Foamacell

**18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$295.50 /Regular Price - \$410.75  
Produced on 1/8" Thick White Foamacell

**09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$376.25 /Regular Price - \$523.00  
Produced on 3/16" Thick White Foamcore

**14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$144.50 /Regular Price - \$201.00  
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by March 11, 2020 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization 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/011601475/exhibit4/esm>

**01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$529.25 /Regular Price - \$735.50  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$265.25 /Regular Price - \$368.75  
Produced on 3/16" Thick White Foamcore

**11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$112.00 /Regular Price - \$155.50  
Produced on 3/16" Thick White Foamcore

**02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$186.25 /Regular Price - \$258.75  
Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall  
Discount Price - \$227.00 /Regular Price - \$315.50  
Produced on 3/16" Thick White Foamcore



**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.

# 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Discount Deadline Date:  
 March 11, 2020

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

**Online Savings are Just a Click Away**

Place your order online before the discount deadline for best pricing



### Easy Ordering Tips:

- 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)

(41)

(42)

(56)

(40)

(45)

(52)

(49)

**Exhibit Panel Color Options**  
 (Gray Fabric Panel will be provided if no color is indicated below)

(C41)

(C50)

(C79)

(F41)

(F40)

C Color Codes are Coated Panels  
 F Color Codes are Fabric

**Trim Color Options**  
 (Silver will be provided if no color is indicated below)

(41)

(79)

## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
600002	Exhibit System GEM #2, 10'x10' Inline	2,149.50	2,359.75	2,987.50		\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	3,100.25	3,404.00	4,309.50		\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### 10x20 Exhibits

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
600004	Exhibit System GEM #4, 10'x20' Inline	8,118.25	8,913.50	11,284.50		\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### Accessories

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
600410	Exhibit, Ad Board, 1M x 8'	641.00	703.75	891.00		\$
↳ Trim Color: _____ Panel Color: _____						
600110	Exhibit, Armlight Black	102.25	112.25	142.00		\$
600103	Exhibit, Counter, 1M Curved	680.00	746.75	945.25		\$
↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	453.75	498.50	631.00		\$
↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	608.00	667.50	845.00		\$
↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	831.00	912.50	1,155.25		\$
600222	Exhibit, Light Box, Medium 37"x56"	595.25	653.75	827.50		\$
600223	Exhibit, Light Box, Small 37"x28"	527.25	578.75	732.75		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	648.75	712.25	902.00		\$
600291	Exhibit, Panel, Wirewall, 1M	700.75	769.25	974.00		\$
600243	Exhibit, Shelf, 1M x 10" Deep	80.75	88.75	112.25		\$

D-1 020720 041520 011601475

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



# Exhibit Systems Order Form

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

Discount Deadline Date:  
March 11, 2020

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

### Accessories

600262	Tackboard, Gem, 4' X 8'	741.50	814.25	1,031.00		\$
--------	-------------------------	--------	--------	----------	--	----

### Electrical or Utilities Under Carpet?

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

### Total and Sign:

**Please Sign**

**X** \_\_\_\_\_  
Authorized Signature

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

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

**Total Payment Enclosed**

\$ \_\_\_\_\_

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

041520 011601475

D-1 020720

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



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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



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

## Graphics

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

## Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

## Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



## Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred\* AI/EPS (vector)

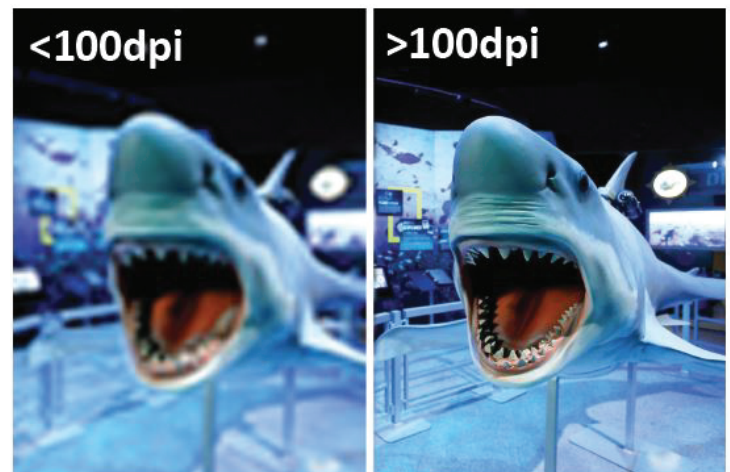


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/011601475/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company\_SHOW\_Booth 1234.zip)

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



041520 011601475

I-2 012119

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Text

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

Editable Text



Outlined Text - preferred\*

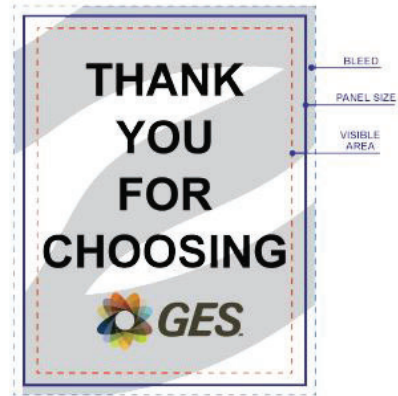


## Final Print package should contain:

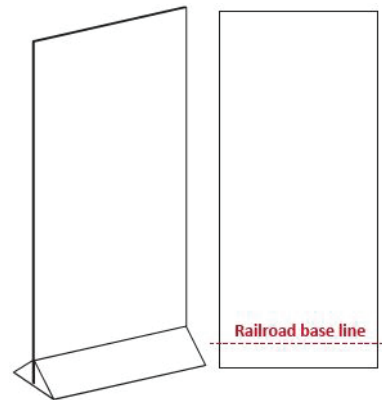
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

## Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



041520 011601475

I-2 012119

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name

Email

Phone Number

Booth Number



Order graphics and **upload artwork files** directly online: <https://e.ges.com/011601475/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	318.75	350.00	443.00		8.375	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	247.00	271.00	343.25		8.375	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	260.50	286.00	362.00		8.375	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	469.75	515.75	653.00		8.375	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	290.00	318.25	403.00		8.375	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	615.25	675.75	855.25		8.375	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	434.00	476.25	603.25		8.375	\$
601099	Printed Cardboard Base for Freestanding Boards	28.50	31.25	39.50		8.375	\$

## Total and Sign:

**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**

\$

041520 011601475

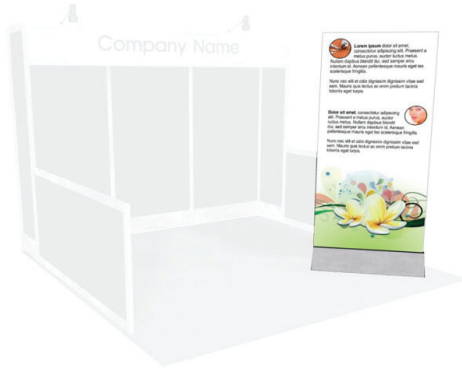
I-1 102617

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



# Standard Graphics

## 38" Ad Board

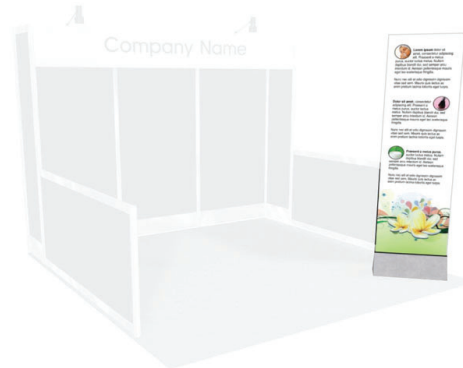


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

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

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

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

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

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

## 22" x 28" with Sign Holder



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.*

# 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.

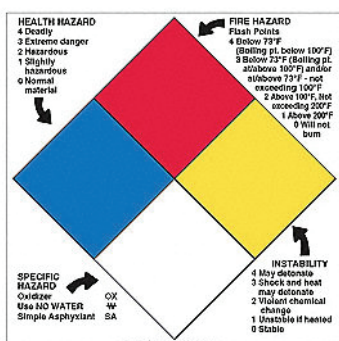
International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Benefits of Advance Shipping to the GES Warehouse

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

## Advanced Shipments to Warehouse - No Hazardous Materials

- GES does not accept any Hazardous Materials at our warehouse.
- All hazardous material shipments must deliver directly to show site.



## How to Ship in Advance to the GES Warehouse

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

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

R-1 050819 041520 011601475

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



## Freight Carriers

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

## Tracking Shipments

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

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

**Get an instant quote today at [https://e.ges.com/011601475/logistics Quote](https://e.ges.com/011601475/logistics_Quote)**

## Estimating Material Handling Charges

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

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- 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 show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, 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

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



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 050819 041520 011601475



## 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.

041520 011601475






R-1 050819



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/011601475/logistics\\_quote](https://e.ges.com/011601475/logistics_quote)

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

# Material Handling/Drayage Order Form

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 5:00 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and holidays.
- 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.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

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

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$104.50 cwt	\$135.85 cwt
Overtime In / Straight Time Out	\$111.25 cwt	\$144.63 cwt
Overtime In / Overtime Out	\$136.25 cwt	\$177.13 cwt

#### Advance Shipments to Warehouse Dates:

**Tue, Jul 21, 2020:** Advance shipments may begin arriving at warehouse.

**Wed, Aug 19, 2020:** Last day for shipments to arrive at warehouse.

#### Carpet Handling

Straight Time In / Straight Time Out	\$167.25 cwt
Overtime In / Straight Time Out	\$178.00 cwt
Overtime In / Overtime Out	\$218.00 cwt

The GES Warehouse is unable to receive Hazardous Materials. These items must be shipped directly to the exhibit site.

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$99.00 cwt	\$128.70 cwt	\$158.40 cwt
Overtime In / Straight Time Out	\$107.50 cwt	\$139.75 cwt	\$172.00 cwt
Overtime In / Overtime Out	\$129.00 cwt	\$167.70 cwt	\$206.40 cwt

#### Direct Shipments to Show site Dates:

**Mon, Aug 24, 2020:** Direct shipments may begin arriving at exhibit site after 8:00 AM.

**Tue, Aug 25, 2020:** Last day for shipments to arrive at exhibit site by 4:30 PM.

#### Carpet Handling

Straight Time In / Straight Time Out	\$158.25 cwt
Overtime In / Straight Time Out	\$172.25 cwt
Overtime In / Overtime Out	\$206.25 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 \$65.75. Each additional package will be charged \$15.95.

Form Continues on Next Page



OSC  
041520 011601475  
R-2 010820

# 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 \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$65.75 = \_\_\_\_\_ Total

\_\_\_\_\_ # of additional packages (each) x \$15.95 = \_\_\_\_\_ Total

### Material Handling/Drayage

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

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

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

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

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

### Shipment Will Be Sent To:

Exhibit Site  Warehouse

### Total and Sign:

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:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$7.70 per CWT will apply before published timeline.

#### Special Handling/Mixed Shipments:

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

#### Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

#### Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

#### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and holidays.

OSC  
011601475  
041520  
R-2 010820



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

## Special Handling Includes:

### Ground Loading

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

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

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

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

International Wireless Communication Expo

Name of Exhibition 011601475

BOOTH NUMBER

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:
Tuesday, July 21, 2020 - Wednesday, Aug 19, 2020

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 logo

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

International Wireless Communication Expo

Name of Exhibition 011601475

BOOTH NUMBER

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:
Tuesday, July 21, 2020 - Wednesday, Aug 19, 2020

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 logo

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

International Wireless Communication Expo

Name of Exhibition 011601475

BOOTH NUMBER

C/O GES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Monday, Aug 24, 2020 after 8:00 AM - Tuesday, Aug 25, 2020 by 4:30 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier Number of pieces GES logo

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

International Wireless Communication Expo

Name of Exhibition 011601475

BOOTH NUMBER

C/O GES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Monday, Aug 24, 2020 after 8:00 AM - Tuesday, Aug 25, 2020 by 4:30 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier Number of pieces GES logo

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
August 3, 2020



## 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 3, 2020.
- Want an easier way? Submit your information online: <https://e.ges.com/011601475/prePrint/esm>

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

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

## Step 2. Tell us the location 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		

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

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

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

011601475

041520

R-3 011819

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



# Warehouse Storage - Before and After Show

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

---

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.

Monthly Storage (does not include Return to Warehouse charges)	(1000 lb. minimum)	\$7.70 cwt.
--	--------------------	-------------

## Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$20.60 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/011601475/contactus/esm>

041520 011601475

R-4 041519



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
March 11, 2020

Company Name

Email

Phone Number

Booth Number



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/011601475/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?

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

041520 011601475

R-7 011819

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



# Marshaling Yard and Direct Deliveries Information

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Tips For New Exhibitors



Tips

**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



Save

- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

## Marshaling Yard Site Address:

2982 West Post Road  
Las Vegas, NV 89119  
USA

## Marshaling Yard Process

It is important that you advise your carrier of this marshaling yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Las Vegas Convention Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Las Vegas Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the marshaling yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601475/contactus/esm>

041520 011601475

R-9 011819

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



# Show Site Access 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Discount Deadline Date:  
 March 11, 2020

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



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicenter.
- Standard labor rates apply for each delivery to the booth or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	<b>68.00</b>		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	<b>119.50</b>	149.25	180.00			\$
705044	Storage, OT	<b>209.25</b>	262.50	314.50			\$

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

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601475/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 101519 041520 011601475

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

Form Continues on Next Page



# Show Site Access 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:  
March 11, 2020

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

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST**	232.25	289.75	348.50			\$
705200	5,000#, OT	326.00	407.25	488.50			\$

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

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601475/labor/esm>

### Equipment Only Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Equipment	X # Hours	= Total
706200	Up to 5,000 LBS Forklift, ST	103.50	127.25	152.50			\$
706200	Up to 5,000 LBS Forklift, OT	103.50	127.25	152.50			\$

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

## 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:

**Please Sign**

**X**

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$
----

R-11/R-12 101519 041520 011601475

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



# Cartload Service Order Form

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
March 11, 2020

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

## Vehicles That Qualify for Cartload - Under One (1) Ton



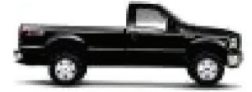
Sedan



Van




SUV



Small Pickup

### Important Reminders

-  **Reminder**
  - Maximum Weight 200 lbs to qualify for this service.
  - Freight that is too large or heavy will be charged Material Handling rates.
  - Cartload service is billed each way. Only one (1) round trip allowed per booth.

### Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the facility's main entrance and watch for the Cartload Service signs.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

### Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	77.75	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	77.75	1	\$
200506	Cartload Service, Over Time, Dock to Booth	77.75	1	\$
200506	Cartload Service, Over Time, Booth to Dock	77.75	1	\$

### Total and Sign:

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

\$

011601475  
041520

R-14 122017



# Display Vehicle Placement Order Form

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
March 11, 2020

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.

## Vehicles that apply to this fee:

- Cars, Motorcycles, Pickup trucks, trailers. We require a photo and description of the mobile unit/vehicle and what will be inside or on it and will bill appropriately.
- If you are displaying mobile machinery, please specify in detail what it is along with a photo so we can bill you appropriately. This show may have a separate mobile machinery rate, please look for one in the kit or contact us and we will advise.

## Please note the following:

- Any product, display, structure components that are in/on the vehicle, trailer or otherwise will be billed separately at the material handling rate.
- If this form is not completed prior to your move-in and the required documentation is not attached, you will be billed according to the assessment of the operations manager on site, no exceptions or disputes.
- We require a photo of the vehicle for billing purposes. Any photo that is not the complete rendering of the display will need to have an attached full description of what will be on/in the vehicle/trailer.



## Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.
- **This is for Display Vehicles ONLY and does not apply to any contents contained within the vehicle.**
- GES will determine whether a vehicle meets the qualifications as a Display Vehicle, as intended on this form. If criteria is not met, standard material handling rates apply.

R-15 100819 041520 011601475

Form Continues on Next Page

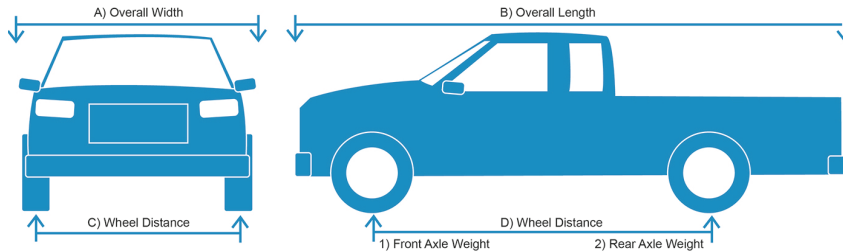


# Display Vehicle Placement Order Form

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

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

## Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	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 Spotting, per vehicle	272.50		\$

### Total and Sign:

**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-15 100819 041520 011601475



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	110.00	137.25	165.00			\$
705000	Install & Dismantle, ST Move Out	110.00	137.25	165.00			\$
705000	Install & Dismantle, OT Move In	178.75	199.25	268.25			\$
705000	Install & Dismantle, OT Move Out	178.75	199.25	268.25			\$

\*\*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/011601475/labor/esm>

## Step 2. Please Indicate Service



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1 (A 25% ( \$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/011601475/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.

041520 011601475

L-1 030520

Form Continues on Next Page



# Installation and Dismantling Order Form

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

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



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

**Option 2**

- Exhibitor Supervised
  - Indicate workers needed for installation and dismantling.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- Pop-Up       Two Story       Custom
- Other: \_\_\_\_\_

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Move In**

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Move Out**

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

## Total and Sign:

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**

\$
----

041520 011601475

L-1 030520



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



## Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight Time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	<b>225.00</b>	280.75	337.75			\$
705200	5,000#, ST Move Out	<b>225.00</b>	280.75	337.75			\$
705200	5,000#, OT Move In	<b>315.75</b>	394.00	473.50			\$
705200	5,000#, OT Move Out	<b>315.75</b>	394.00	473.50			\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705302	Condor, ST Move In	<b>817.50</b>	1,022.50	1,226.25			\$
705302	Condor, ST Move Out	<b>817.50</b>	1,022.50	1,226.25			\$
705302	Condor, OT Move In	<b>817.50</b>	1,022.50	1,226.25			\$
705302	Condor, OT Move Out	<b>817.50</b>	1,022.50	1,226.25			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	<b>110.00</b>	137.25	165.00			\$
705030	Freight, ST Move Out	<b>110.00</b>	137.25	165.00			\$
705030	Freight, OT Move In	<b>178.75</b>	199.25	268.25			\$
705030	Freight, OT Move Out	<b>178.75</b>	199.25	268.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601475/labor/esm>

041520 011601475

T-1 021920

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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. 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:

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

\$ \_\_\_\_\_



041520 011601475

T-1 021920

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Please complete and return the Hanging Sign / Truss Labor Order Form by March 11, 2020.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

## Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth and vinyl banners, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

## Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

041520 011601475

H-1 050619



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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 w/ Crew, ST Move In	652.75	815.75	978.75			\$
705300	High Lift w/ Crew, ST Move Out	652.75	815.75	978.75			\$
705300	High Lift w/ Crew, OT Move In	652.75	815.75	978.75			\$
705300	High Lift w/ Crew, OT Move Out	652.75	815.75	978.75			\$
705300	High Lift w/ Crew, ST (Electrical) Move In	843.25	1,054.50	1,265.00			\$
705300	High Lift w/ Crew, ST (Electrical) Move Out	843.25	1,054.50	1,265.00			\$
705300	High Lift w/ Crew, OT (Electrical) Move In	843.25	1,054.50	1,265.00			\$
705300	High Lift w/ Crew, OT (Electrical) Move Out	843.25	1,054.50	1,265.00			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	110.00	137.25	165.00			\$
705020	Sign Assembly, OT Move In Only	178.75	199.25	268.25			\$

### Electrician

705061	Electrical, ST Move In Only	147.25	184.50	221.50			\$
705061	Electrical, OT Move In Only	221.50	276.50	332.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601475/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 March 11, 2020. The hanging sign must also arrive at the warehouse by August 3, 2020 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 3, 2020. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

011601475

041520  
H-2 121019

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:  
March 11, 2020

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- Banner  Structural Signage  
 Systems  Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

Is your sign electrical?  
 Yes  No  
How much power is required for the sign?  
\_\_\_\_\_

Please note that GES will automatically apply your power order on your account. See facility electrical order forms.

Are rotators required?  
 Yes  No  
If yes, How many? \_\_\_\_\_  
 Exhibitor Owned  GES Rental

Please note that GES will automatically apply a motor outlet for every rotator placed in the booth on your account.

### Shape of Sign

- Square  Rectangle  
 Triangle  Circle  
 Serpentine  Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_  
Weight at each pick point \_\_\_\_\_  
Have you submitted your structurally engineered rigging points? \_\_\_\_\_  
Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?  
 Yes  No  
If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

Are hoists required?  
 Yes  No  
if yes, how many? \_\_\_\_\_  
 Exhibitor Owned  GES Rental  
Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

### Supervision

Do you want to supervise the hanging of your sign?  
 Yes  No  
If yes, what date would you like the sign to be hung?  
\_\_\_\_\_  
Please provide GES with a contact name and number to discuss \_\_\_\_\_

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign orientation must be given by providing surrounding booth numbers.

041520 011601475

H-2 121019



# 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:  
March 11, 2020

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Truss Options

### Type of Truss

- Plated (end plates)  Spigot

### Size of Truss

- 12"  20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_  
Total Truss/Lighting Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- Yes  No

How much power is required for the truss?  
\_\_\_\_\_

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Truss Attachments

- Audio Visual Equipment\*
- Signage/Banners
- Static Lighting
- Dimmable/Programmable Lighting\*

\*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

### Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

### Location of Truss

- Aerial/Flown  Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

### Hoists

Are hoists required?

- Yes  No

if yes, how many? \_\_\_\_\_

- Exhibitor Owned  GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

041520 011601475

H-2 121019



# 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:  
March 11, 2020

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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. 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:

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

\$ \_\_\_\_\_

041520 011601475

H-2 121019



# Booth Layout - Hanging Signs

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

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Form Deadline Date:  
 March 11, 2020

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.

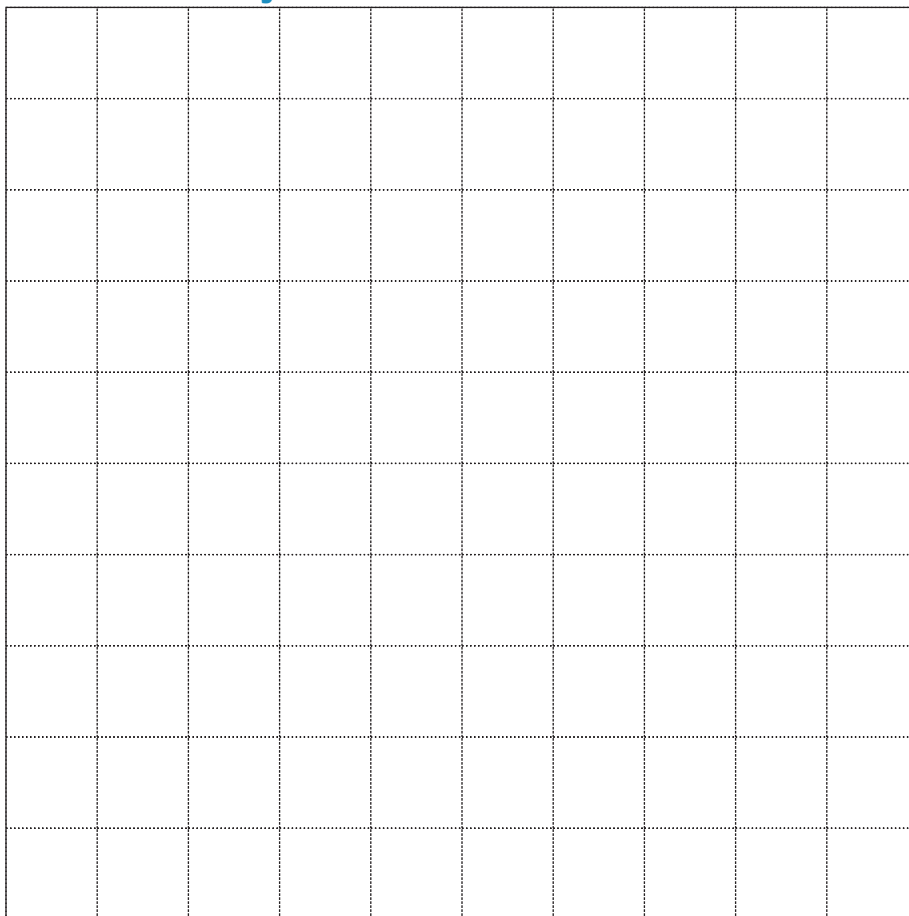
Back Adjacent Booth or Aisle Number: \_\_\_\_\_

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

041520 011601475

H-3 012119

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



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



FROM:



FROM:

Please print this label on a color printer if possible

Please print this label on a color printer if possible

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**International Wireless Communication Expo**

Name of Exhibition 0110601475

Booth Number

**C/O GES  
7000 Lindell Road  
Las Vegas, NV 89118 USA**

**Shipment Should Arrive on or Between:  
Tuesday, July 21, 2020 - Monday, Aug 3, 2020**

**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

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**International Wireless Communication Expo**

Name of Exhibition 0110601475

Booth Number

**C/O GES  
7000 Lindell Road  
Las Vegas, NV 89118 USA**

**Shipment Should Arrive on or Between:  
Tuesday, July 21, 2020 - Monday, Aug 3, 2020**

**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

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



## Easy Ordering Tips:

- **Sign and/or truss points exceeding 300 lbs. will require a hoist.**
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/011601475/hoist/esm>

## Chain Hoists, Motors and Truss

CM Lodestar Chain Hoists  Yes, hoist is being used for hanging sign

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
702133	Hoist, Electric Chain, 1 TON	862.75	862.75	1,199.50		\$
702132	Hoist, Electric Chain, 1/2 TON	862.75	862.75	1,199.50		\$

Motor Outlet

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
609108	Motor Outlet	157.50	157.50	218.75		\$

Rotating Motors

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
609107	Rotating Motor 100#	157.50	157.50	218.75		\$
609106	Rotating Motor 250#	157.50	157.50	218.75		\$
609105	Rotating Motor 500#	157.50	157.50	218.75		\$

Tomcat Aluminum Truss  
12" and 20" Aluminum Trusses are available. Please call for quote 702.515.8691

Please include Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

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.

## Total and Sign:

**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

041520 011601475 H-5 121019




# 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020


Discount Deadline Date:  
 March 11, 2020

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



**Online Savings are Just a Click Away**

Place your order online before the discount deadline for best pricing.





### Easy Ordering Tips:

- 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	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700601	Truss Lighting - Package #1	<b>6,712.25</b>	<b>7,369.50</b>	9,329.75		\$
	↳ 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>7,519.00</b>	<b>8,255.25</b>	10,451.50		\$
	↳ 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>8,470.00</b>	<b>9,299.50</b>	11,773.50		\$
	↳ 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>10,164.00</b>	<b>11,159.50</b>	14,127.75		\$
	↳ 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>15,238.00</b>	<b>16,730.50</b>	21,180.75		\$
	↳ 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>22,861.00</b>	<b>25,100.25</b>	31,776.75		\$
	↳ 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>34,295.75</b>	<b>37,654.75</b>	47,671.00		\$
	↳ 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.					

H-6 012419 041520 011601475

Form Continues on Next Page



# 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Discount Deadline Date:  
 March 11, 2020

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

### Motor Outlets

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700025	030 Amp, 5 HP 208V / 3Phase	1,127.50	1,127.50	1,566.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	1,479.50	1,479.50	2,054.75		\$
700027	100 Amp, 20 HP 208V / 3Phase	1,943.75	1,943.75	2,699.00		\$

### Please indicate choice(s)

#### Truss Size

12" Box     20" Box

#### Truss Color

Black     Silver

#### Lights

Leikos     Parcan

### Total and Sign:

**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%.

041520 011601475

H-6 062917



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	148.00	185.00	222.00			\$
705094	Stagehand Labor, ST Move Out	148.00	185.00	222.00			\$
705094	Stagehand Labor, OT Move In	285.25	356.50	427.50			\$
705094	Stagehand Labor, OT Move Out	285.25	356.50	427.50			\$

### 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, ST Move In	635.00	793.75	953.25			\$
705302	Condor, ST Move Out	635.00	793.75	953.25			\$
705302	Condor, OT Move In	635.00	793.75	953.25			\$
705302	Condor, OT Move Out	635.00	793.75	953.25			\$

### Equipment Only

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
706200	5,000#, ST	100.75	124.75	150.50			\$
706200	5,000#, OT	100.75	124.75	150.50			\$
706301	Scissor Lift, ST	207.50	258.75	310.25			\$
706301	Scissor Lift, OT	207.50	258.75	310.25			\$
706305	Genie Lift, Hand Crank, ST	100.75	124.75	150.50			\$
706305	Genie Lift, Hand Crank, OT	100.75	124.75	150.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601475/labor/esm>

H-9 101719 041520 011601475

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:  
March 11, 2020

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. Schedule Stagehand Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Please have a representative supervise the work to be done and sign labor order upon completion of the work. Confirm labor and equipment by 2:30 PM the day before date requested. Equipment and labor cancelled without a 24 hour notice shall be charged a (4) hour cancellation fee per worker and (1) hour per equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is (4) hours per worker and (1) hour per equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please send a production schedule identifying what your stagehand needs are.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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:

H-9 101719 041520 011601475



# 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:  
March 11, 2020

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

**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**

\$

041520 011601475

H-9 101719



# Cleaning and Porter Service Order Form

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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

**Online Savings are Just a Click Away**

Place your order online before the discount deadline for best pricing.



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.52	0.73		1	\$
500600	Duration of Show (per sq. ft. per day)	0.50	0.71		2	\$
500602	Per Day (per sq. ft. per day)	0.52	0.73			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.83	1.15		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.83	1.15			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	On or Before 3/11/20		Regular (\$)	Sq. Ft.	# of Days / Qty	Total
		Online (\$)	Discount (\$)				
501010	Porter Service, 0-500 sq.ft., Per Day	150.00	150.00	208.75			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	186.75	186.75	258.75			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	221.00	221.00	307.50			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	254.25	254.25	354.50			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Contractor 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.

041520 011601475

J-1 080219



**Total and Sign:**

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%**.

041520 011601475

J-1 080219



# Electrical Checklist

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

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

<input type="checkbox"/> Completed Credit Card Authorization Form	<p>Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.</p>
<input type="checkbox"/> Completed Electrical Outlet Order Forms	<p>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.</p>
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	<p>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.</p>
<input type="checkbox"/> Complete electrical and overhead lighting layout	<p>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.</p>
<input type="checkbox"/> Hanging Signs	<p>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.</p>
<input type="checkbox"/> Still have questions?	<p>Please do not hesitate to contact us at 800-475-2098. We're here to help!</p>

011601475

041520 0915

E-1a 100417



# Electrical Safety and Regulation

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
  - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
  - Cube taps and multi-headed extension cords are not allowed.
  - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
  - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
  - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
    - 5 amp 120 volt: Standard U-ground cord cap
    - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
    - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
    - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

041520 011601475

E-1b 121019



7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.



**Reminder**

**Reminder:**

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

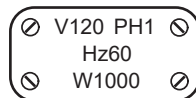
# Electrical Services Frequently Asked Questions

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

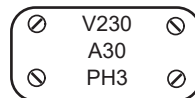
International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

## Is this price listed for power per day?

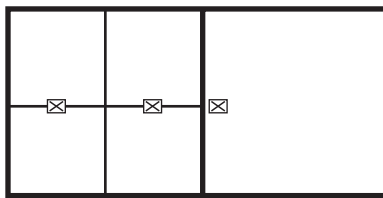
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

## Where does the power come from?

At the Las Vegas Convention Center, the power source comes from different areas depending on the halls. The North and Central Halls 3-5 have catwalks available which means the power will drop from the ceiling. In the Central Halls 1-2, and all the South Halls, the power comes from the columns placed throughout the exhibit space, meaning the power is run along the floor. 380volt/480volt power must be run overhead for safety reasons. Additional costs apply. For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

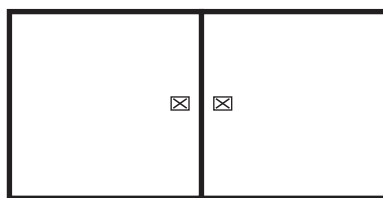
## Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

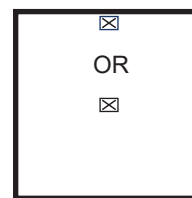


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

## What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

011601475  
041520

E-1b 112119

## How many places do I have to plug into?

For the inline booths that request their power at the back of the booths, the outlet may provide up to two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

## Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

## When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

## Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

## Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

## Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

## Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

## How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) along with orientation and measurements, and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

## Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

## What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

041520 011601475

E-1b 112119



## What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

## How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

## How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

## What else should I know?

All floor plans are reviewed prior to show site in order to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time. If labor is scheduled and the electrician shows up and there is no one there to direct them, there will be a 1 hour not ready charge billed per worker requested. You will need to go to the service desk when you are ready to place a new order. Show site labor rates may apply.

Laborers are required when ordering booth work labor for installation of monitors over 37" and when cords need to be fished under carpet for floor work labor.

Additional charge of \$195.00 will be applied for every 1000 watt overhead light ordered when your booth is located in certain areas due to the nature of the building and equipment required to install these lights.

Materials are charged on an as needed bases and are added to your invoice. Be sure to budget for these incidentals like extension cords, plug strips and tape. GES Electrical can assist you in estimating, though it is difficult to predict the length and amount needed until work is actually performed.

# Electrical Outlets Order Form

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

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 email for quote: [GES@ts-electric.com](mailto:GES@ts-electric.com)

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	160.00	222.25		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	278.75	387.75		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	327.75	455.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	377.75	524.00		\$

### 208v Motor and Equipment Outlets (1P and 3P)\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	655.50	910.75		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	903.00	1,255.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,127.50	1,566.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,479.50	2,054.75		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,943.75	2,699.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,966.75	4,120.75		\$

\* 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	8.00	11.05		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

### Total and Sign:

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.

041520 011601475

E-2 111919



# 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Discount Deadline Date:  
 March 11, 2020

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 email for quote: [GES@ts-electric.com](mailto:GES@ts-electric.com)
- 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 a scaled floor plan with an MDL, and orientation provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please email for quote: [GES@ts-electric.com](mailto:GES@ts-electric.com)
- Any overhead power distribution for lighting and truss requests, will require the use of a high lift and crew. Please refer to the Electrical Booth Work Labor Order Form to see equipment/crew hourly rates. Rates are based on when a complete order is received.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	320.00	444.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	557.50	775.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	655.50	910.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	755.50	1,048.00		\$

### 208v Motor and Equipment Outlets (1P and 3P)\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,311.00	1,821.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,806.00	2,510.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	2,255.00	3,132.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,959.00	4,109.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	3,887.50	5,398.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	5,933.50	8,241.50		\$

\* 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	8.00	11.05		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

### Total and Sign:

**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**



041520 011601475 E-2a 071119

# 24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:  
March 11, 2020

---

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

---

Show Site Contact	Show Site Email	Show Site Phone Number
-------------------	-----------------	------------------------

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.

041520 011601475

E-2a 071119



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 75 Watt Black Arm Light (664752): This option provides a 75 watt bulb. Typically this light is used to light up a wall panel, highlight a graphic panel, or product on a shelf.
- Bay Light (700376): This lighting will cover up to a 25' x 25' floor space, providing ambient coverage versus direct spotting of lights.
- 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.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 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



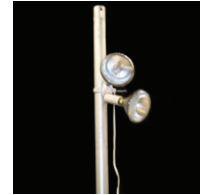
700376



700350



700352



700361



700339



700337



## Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700337	Addtl. Track Light Fixture (Track not Included)***	63.25	88.00		\$
664752	Arm Light, 75 Watt Black***	103.00	143.50		\$
700376	Fixture, Bay Light****	1,127.50	1,566.00		\$
700361	Floodlight, 1000 Watt Overhead**	583.00	810.75		\$
700350	Floodlight, 120 Watt*	183.25	254.25		\$
700352	Floodlight, 120 Watt Double*	282.25	392.00		\$
700339	Track with 3 Light Fixtures, White***	353.25	491.00		\$

E-21 112119 041520 011601475

Form Continues on Next Page



# Lighting Order Form

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

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

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

\* On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

\*\* May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. All floor plans are reviewed prior to showsite to determine hanging points, load paths and materials needed. A fee of \$50.00 will be billed for any orders of 4 or more 1000-Watt Overhead Floodlights (700361).

\*\*\* 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 any orders of 3 - Bay Lights or more 700376.

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:

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.

041520 011601475

E-21.090917



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half Lunch hour between 12:00 PM – 12:30 PM daily. Dinner between 6:30 PM – 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	147.25	184.50	221.50			\$
705060	Electrical, OT	221.50	276.50	332.00			\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Floor Work (Under Carpet Electrical Distribution)

#### Option 1

- Exhibitor Supervised
  - You must schedule date & time below as well as # of electricians and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.
  - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

#### Option 2

- GES Supervised (OK to proceed without exhibitor.)
  - If this is left unmarked and a floor plan has been submitted, GES Electrical will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) drop location?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

041520 011601475

E-3 111919



# 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:  
March 11, 2020

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. 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:

**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** \$ \_\_\_\_\_

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.

E-3 111919 041520 011601475



# 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Discount Deadline Date:  
 March 11, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half Lunch hour between 12:00 PM – 12:30 PM daily. Dinner between 6:30 PM – 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	147.25	184.50	221.50			\$
705061	Electrical, OT	221.50	276.50	332.00			\$

## 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.

---



---



---

E-4 092619 041520 011601475

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:  
March 11, 2020

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 3. Schedule Electrical Labor for Booth Work

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. 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:

Please Sign

**X**

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

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

\_\_\_\_\_  
Date

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

Total Payment Enclosed

\$
----

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

041520 011601475

E-4 092619



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- GES forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half Lunch hour between 12:00 PM – 12:30 PM daily. Dinner between 6:30 PM – 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



## What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift  
Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses.  
(3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket  
Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate  
Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate  
Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate  
Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

## Step 1. Order Labor With Equipment

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705200	5,000 lb, ST	<b>220.25</b>	275.50	330.50			\$
705200	5,000 lb, OT	<b>343.75</b>	429.00	515.00			\$
705230	5,000 lb w/Basket, ST	<b>379.50</b>	474.00	569.25			\$
705230	5,000 lb w/Basket, OT	<b>625.00</b>	781.00	937.25			\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift w/ Crew, ST (Electrical)	<b>843.25</b>	1,054.50	1,265.00			\$
705300	High Lift w/ Crew, OT (Electrical)	<b>843.25</b>	1,054.50	1,265.00			\$
705301	Scissor Lift, ST	<b>391.25</b>	489.00	586.75			\$
705301	Scissor Lift, OT	<b>391.25</b>	489.00	586.75			\$
705302	Condor, ST	<b>843.25</b>	1,054.50	1,265.00			\$
705302	Condor, OT	<b>843.25</b>	1,054.50	1,265.00			\$

E-6 083118 041520 0116014775

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:  
March 11, 2020

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:

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.

011601475

041520

E-6 083118



# Booth Layout - Electrical

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

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Form Deadline Date:  
 March 11, 2020

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

Show Site Contact Show Site Email Show Site Phone Number

Main Drop Location
  120 V \_\_\_\_\_ AMPS
 208 V Single Phase \_\_\_\_\_ AMPS

208 V Three Phase \_\_\_\_\_ AMPS
  480 V Three Phase \_\_\_\_\_ AMPS



### Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

## Step 2. Draw Your Booth Layout

**Back of Booth Number** (indicate adjacent booth or aisle number: \_\_\_\_\_)


# Plumbing Services Information

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

## Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

## Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.
- Water will be available 1/2 hour before the show opens and turned off 1/2 hour after the show closes on each show day.

## Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

## Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
  - Complete valid Payment and Credit Card Authorization
  - Order Plumbing Outlets
  - Schedule Plumbing Labor
  - Return Booth Layout for 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.

011601475

041520 0915

K-1 101317



# Plumbing Services Order Form


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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020


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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



**Online Savings are Just a Click Away**

Place your order online before the discount deadline for best pricing.





## Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

### Compressed Air: 90-100 lbs PSI

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
701037	1st Air Outlet	724.25	724.25	1,006.25		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price i	10.00	10.00	13.90		\$
701039	Air Outlet, Connection	165.50	165.50	229.75		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	361.00	361.00	502.00		\$

Note: Airline size is predicated on numbered CFM's ordered.

### Natural Gas

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
701063	Natural Gas Outlet, Connection	165.50	165.50	229.75		\$

### Drain: 1/2" and 3/4"

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
701045	1st Drain Outlet	724.25	724.25	1,006.25		\$
701051	Drain Outlet, Connection	165.50	165.50	229.75		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	361.00	361.00	502.00		\$

### Water: 1/2" and 3/4"

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
701081	1st Water Outlet	723.00	723.00	1,005.25		\$
701087	Water Outlet, Connection	165.50	165.50	229.75		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	361.00	361.00	502.00		\$

### Water Filling and Draining

Item Code	Description	On or Before 3/11/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
<b>701054</b>	Fill & Drain, 1-149 Gallons, Per Unit	383.00	383.00	532.00		\$
<b>701055</b>	Fill & Drain, 150-299 Gallons, Per Unit	550.75	550.75	766.25		\$
<b>701056</b>	Fill & Drain, 300-999 Gallons, Per Unit	998.50	998.50	1,388.25		\$
<b>701057</b>	Fill & Drain, 1000-4999 Gallons, Per Unit	1,321.75	1,321.75	1,843.75		\$
<b>701058</b>	Fill & Drain, 5000-14000 Gallons, Per Unit	1,754.75	1,754.75	2,443.50		\$

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:

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**

\$



041520 011601475 K-2 080119

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form ~~Page 2 of 2~~ and 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.

041520 011601475

K-2 080119

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Discount Deadline Date:  
March 11, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Tips

## Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half lunch hour between 12:00 PM - 12:30 PM daily. Dinner between 6:30 PM - 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	114.50	143.50	172.00			\$
705011	Plumbing, OT	219.75	274.75	329.75			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705302	Condor, ST	843.25	1,054.50	1,265.50			\$
705302	Condor, OT	843.25	1,054.50	1,265.50			\$

## Step 2. Please Indicate Service



Help

**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.

041520 011601475

K-3 122219

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:  
March 11, 2020

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 (1/2) 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. All rates are subject to change if necessitated by increased labor and material costs.

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Total and Sign:

Please Sign

X

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

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

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

Total Payment Enclosed

\$ \_\_\_\_\_

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

041520 011601475

K-3 122219





# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
July 25, 2020

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



## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

### Submit NOI - Exhibitor

Exhibitor must complete the Notice of Intent ("NOI") to Use EAC form and return sixty (60) days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form on Expresso: <http://e.ges.com/011601475/agreementgeseac/esm>

### Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between GES and EAC. The document has a link at the bottom which allow the EAC to follow to access GES' vendor, CERTFOCUS' website to register, pay a \$21 fee and upload a valid COI.

### Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI. Certfocus will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

**EACs with multiple booths on shows:** If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between GES and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

**Master National Agreement:** Please note that GES has a program for EACs to negotiate a Master National Agreement where per contract, only one COI will be required annually for all booths and all shows where GES is responsible for collecting COIs. Additionally, individual show Agreements and Rules and Regulations between GES and EAC will not be required. Please email [EACCertificateprogram@ges.com](mailto:EACCertificateprogram@ges.com) for more information.

**\*\*\*\*Please note that a COI must be submitted to Certfocus no later than fourteen (14) days prior to move-in. If this deadline is missed, EACs will be required to submit late COIs directly to GES and will be assessed a \$100 administrative Fee. All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>. \*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.**

Please Sign

X

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

\_\_\_\_\_  
Authorized Exhibitor Name - Please Print

\_\_\_\_\_  
Date

Global Experience Specialists, Inc. (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.



L-3 021920 041520 011601475

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

Form Deadline Date:  
July 25, 2020

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



## Attention:

- This form must be completed by the EAC.

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- 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.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- 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.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Informa (Show Management), International Wireless Communication Expo (Show) and Las Vegas Convention and Visitors Authority (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- 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.
- 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.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. Global Experience Specialists, Inc. (GES) must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

L-4 012720 041520 011601475



# 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.

International Wireless Communication Expo  
 Las Vegas Convention Center  
 August 26 - 27, 2020

Form Deadline Date:  
 July 25, 2020

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 Servicerenter 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**    
 \_\_\_\_\_  
 Authorized EAC's Signature

\_\_\_\_\_ Date  
 Authorized EAC's Name - Please Print

## Review and Return Return to: Global Experience Specialists, Inc. (GES), 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:	
<input checked="" type="checkbox"/>	
Authorized Signature	_____
Authorized Name - Please Print	_____ Date

041520 011601475

L-4 012720



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

**Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

## Teamsters Union

### Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

### Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. GES will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

## Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space.

An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC outlet.

Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet 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.

011601475

G-6 121019



# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020



## Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

### Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

041520 011601475

G-5 102617

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



# Fire Regulations

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

## International Wireless Communication Expo

Las Vegas Convention Center

August 26 - 27, 2020

1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
3. No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
  - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
  - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
  - 7.4. External chargers or batteries are recommended for demonstration purposes.
  - 7.5. No battery charging is permitted inside the building.
  - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
  - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
  - 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.
10. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and Safety Manager. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
  - 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
  - 10.2. When approved, LPG (propane) containers complying with UL 147A Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
  - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager. 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
  - 10.5. The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
  - 10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
  - 10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
  - 10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

G-8 082619 041520 011601475

# Fire Regulations

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

## International Wireless Communication Expo

Las Vegas Convention Center

August 26 - 27, 2020

11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.
12. Smoking is not permitted in any covered or two story booths.
13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Double Deck and/or Cover Exhibits for more information.)
14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
15. Demonstration of Fuel Burning Appliances.
  - 15.1. Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to their event.
16. Heated and Cooking Oil or Grease Operations:
  - 16.1. Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type "K" fire extinguisher present during the operation. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)
  - 16.2. Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
  - 16.3. Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.
17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
  - 17.1. Vented fireplaces cannot be burned since venting directly outdoors is not possible.
  - 17.2. Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
  - 17.3. Screen front fireplaces will not be approved for burning.
  - 17.4. Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

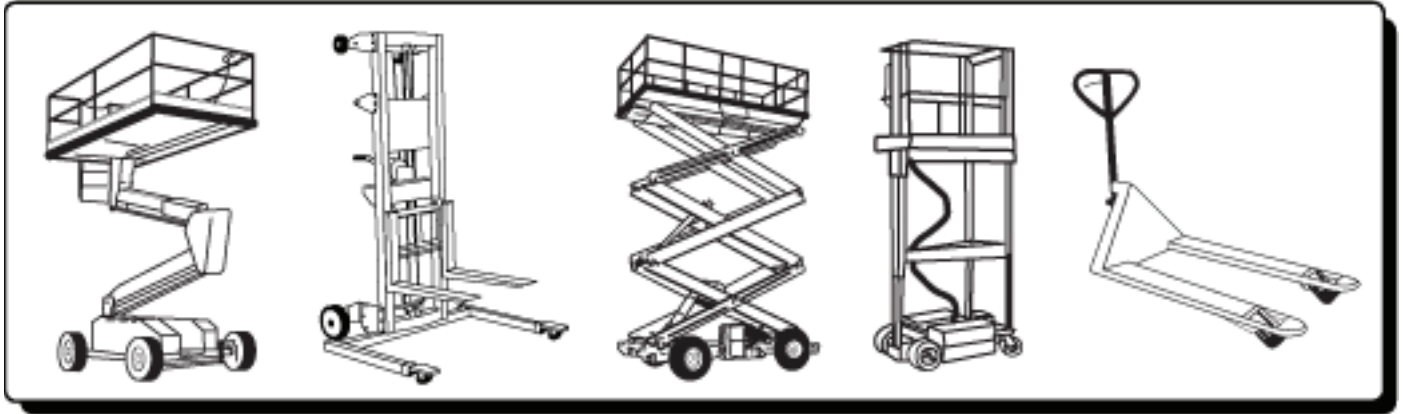
041520 011601475

G-8 082619

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020



## 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

# 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.

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

**GES:** GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Unsupervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- a. **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 online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.
- b. **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 advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

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



## 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 unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. 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 for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. 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 Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. 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 GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. 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 052318 041520 011601475

## 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's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

**Payment for Services:** GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt:** If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

**Adjustments and Cancellations:** No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer<sup>®</sup> at 800.475.2098 or visit the GES Servicer<sup>®</sup> at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at (800) 443-4113 to report fraudulent or unethical behavior.

041520 011601475

G-7 052318

# **Additional Service Order Forms**





**Official Services Provider  
Audio Visual Order Form**

**Early Order Pricing Ends, August 3, 2020**

<b>Packages</b>	<b>Qty</b>	<b>Early Order By 8/3/20</b>	<b>Show Rate After 8/3/20</b>	<b>Total</b>
40" LCD Display HD with Speakers, Dual Pole Tube Stand, and Media Player or DVD		\$ 925.00	\$ 1,135.00	
46" LCD Display HD with Speakers, Dual Pole Tube Stand, and Media Player or DVD		\$ 1,035.00	\$ 1,270.00	
55" LCD Display HD with Speakers, Dual Pole Tube Stand, and Media Player or DVD		\$ 1,265.00	\$ 1,555.00	

<b>LCD Displays</b>	<b>Display comes with table stand</b>	<b>Qty</b>	<b>Early Order</b>	<b>Show Rate</b>	<b>Total</b>	
24" LCD Display HD No speakers	Table Stand Only	Connect to Computer	DVD	\$ 265.00	\$ 325.00	
32" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 450.00	\$ 550.00	
40" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 660.00	\$ 810.00	
46" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 780.00	\$ 960.00	
55" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 1,020.00	\$ 1,255.00	
60" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 1,265.00	\$ 1,555.00	
70" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 1,760.00	\$ 2,165.00	
80" LCD Display HD with Speakers	Wall Mount	Connect to Computer	DVD	\$ 2,200.00	\$ 2,750.00	
Please call for Larger LCD Displays or LED LCD Video Wall Options						
Dual Pole Tube Stand (Available only with Synergy provided displays 32" and larger)				\$ 155.00	\$ 170.00	
Tube Stand Shelf				\$ 35.00	\$ 45.00	

<b>Touch Screen Displays</b>	<b>Display comes with table stand</b>	<b>Qty</b>	<b>Early Order</b>	<b>Show Rate</b>	<b>Total</b>	
32" LCD Touch Screen Display HD with Speakers	Wall Mount	Table Stand		\$ 765.00	\$ 940.00	
46" LCD Touch Screen Display HD with Speakers	Wall Mount	Table Stand		\$ 1,375.00	\$ 1,690.00	
65" LCD Touch Screen Display HD with Speakers	Wall Mount	Table Stand		\$ 2,145.00	\$ 2,635.00	

<b>Computing Equipment</b>	<b>Qty</b>	<b>Early Order</b>	<b>Show Rate</b>	<b>Total</b>
Laptop: i7 Processor, QuadCore 3.4Ghz, 6Gb RAM, 200 Gb HD, DVD, NIC, Mouse		\$ 340.00	\$ 415.00	
Desktop: i7 Processor, QuadCore 2.4 Ghz, 4Gb RAM, 200 Gb HD, DVD, NIC, 17" LCD, Keyboard, Mouse		\$ 290.00	\$ 355.00	
Apple MacBook Pro Laptop: i7 2760QM QuadCore 2.4 Ghz, NIC, Mouse		\$ 465.00	\$ 570.00	
Apple iPad 4: 32Gb HD, A5 Dual Core 1.0 Ghz + Adapter to HDMI		\$ 280.00	\$ 345.00	

<b>Audio Visual Equipment</b>	<b>Qty</b>	<b>Early Order</b>	<b>Show Rate</b>	<b>Total</b>
Digital Media Player (video file player)		\$ 135.00	\$ 165.00	
DVD Player with Auto Repeat	Choose DVD Blu-Ray	\$ 135.00	\$ 165.00	
Video Distribution HDMI: 1 input : 4 output includes 4 - 25' Cables		\$ 205.00	\$ 250.00	
Small Exhibit Audio Package: 2 Powered Speakers, 1 Mixer, 1 Wireless Microphone, Choose Lavalier Handheld (supports up to audience of 20)		\$ 520.00	\$ 640.00	
Wireless Microphone	Choose Lavalier Handheld	\$ 255.00	\$ 310.00	
Single Powered Speaker with Stand		\$ 115.00	\$ 140.00	

<b>Additional Quoted Equipment</b>	<b>Qty</b>	<b>Early Order</b>	<b>Show Rate</b>	<b>Total</b>

Need equipment not listed on our form? Do you have questions? Let our team help you. Call Exhibitor Services at 512-732-0100 or email us at [exhibitorservices@synergvet.com](mailto:exhibitorservices@synergvet.com)

<b>Equipment Subtotal</b> (carry over to page 2)	\$	
---	----	--



IWCE 2020

Early Order Pricing Ends, August 3, 2020

Official Services Provider
Audio Visual Order Form

Event Code: 2008-101 IWCE 20

Equipment Subtotal \$

Installation & Dismantle Charge \$
25% of the Equipment Subtotal, \$145 Minimum.

Order Subtotal \$

Orders must be received with full payment on or before
deadline dates to receive the discounted rates.

Order Total \$

Electrical Services are not included in pricing.
Material Handling, if any, is the responsibility of the Customer.

Delivery Details

Delivery Date: (Choose Date) MON 8/24 TUE 8/25 Delivery Time (2 Hour Range, between 8AM-5PM):

An authorized representative must be available in the booth to sign for delivery. Repeat deliveries may be subject an additional charge. All orders are picked up at show close. Please stay with the equipment until we arrive in your booth. The exhibitor is responsible for the equipment while in their possession.

Exhibitor Information

Company: Exhibiting Company:
Address: Booth #
City: Onsite Contact:
State: Zip: Country: Onsite Cell:
Phone: Email:

All orders are confirmed by email.

Payment Detail

Payment Method: AMEX Visa M/C Check

If paying by check, complete this section plus your signature for the security deposit.

Cardholder Name:
Credit Card Number: Exp Date: Security Code:
Cardholder Billing Phone:
Cardholder Billing Address:
City: State: Zip: Country:

Payment Detail

Fax Orders to: (512) 899-2970.
Mail Orders to: Synergy Event Technology, LLC
4425 S. Mopac, Bldg III, Suite 604, Austin, TX 78735

For Assistance contact our Exhibitor Services Team.
By phone at 512-732-0100
Or by email at exhibitorservices@synergvet.com.

By signing, I state that I am authorized to place this order and that I agree to the terms and conditions stated on both pages of this order form.

X

Cardholder's Signature (required) & Printed Name

Terms & Conditions: 1. Orders must be received with full payment on or before deadline dates to receive Early Order rates. Payments by check must be drawn on banks located in the United States. Onsite orders can only be made with a valid credit card. Synergy Event Technology, LLC will charge the correct amount of the order if calculated incorrectly. 2. A credit card is required on all orders as a security deposit for the order. Synergy Event Technology, LLC will not charge the credit card held as security deposit without prior authorization. However, Synergy Event Technology, LLC reserves the right to charge costs and fees associated with lost, stolen or damaged equipment as a last resort to recover payment. The Renter is responsible for the full replacement value of the equipment if lost, stolen or damaged. 3. Synergy Event Technology, LLC is released from any and all claims for damages by Renter relating to the use of the equipment ordered. Renter agrees to indemnify Synergy Event Technology, LLC from any and all claims for damages to any person or property from use of the equipment ordered by Renter. 4. Cancellations prior to 3 weeks before move in will be charged 20% of the total order, cancellations less than 3 weeks will be charged 50%, cancellations less than 7 days will be non-refundable. 5. Any material handling expenses, union fees or electrical charges connected to providing this equipment, unless specifically identified in the order, are the responsibility of the Renter. 6/20/18

An Extraordinary Catering Experience

LVCC  
CENTERPLATE

# IWCE

Connecting Critical  
Communications

*Conference: Monday August 24, 2020 – Friday August 28, 2020*

*Exhibits: Wednesday August 26, 2020 – Thursday August 27, 2020*

## Orders to be Finalized by:



*Tuesday August 11 2020 at 12pm PST*

This is the last day any changes or cancellations are permitted. Orders submitted after this date and time will be subject to an Additional Fee of 25% on all published pricing

## ★ Looking For Custom Menu Items?

Our talented team can assist you to create customized proposals and source specialty items



## To Place Orders:

Email: [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or

Visit Online: [lvccaexpresscatering.ezplanit.com](http://lvccaexpresscatering.ezplanit.com)

For More Information Call: 702-943-6779



I  
MAGINE

N  
N  
O  
V  
A  
T  
I  
O  
N

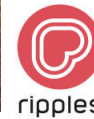


Made To Order Mini Doughnuts

Twirled Cotton Candy



Latte Art



Nitro Cold Brew Coffee



Inquire Details With Your Catering Sales Manager

## LVCVA's Food and Beverage Policy

*The LVCVA and Centerplate value their customers' safety, health and wellness regarding food preparation, handling, and regulations as set forth by the Southern Nevada Health District. It is for the safety of customers that ready-to-eat food prepared outside of this building is not permitted.*

*All food and beverage vendors, contractors and services must be contracted through Centerplate, as it is the exclusive food and beverage provider for the Las Vegas Convention Center. All aforementioned policies will be strictly managed by the LVCC & Centerplate. Any violation could result in fees, the removal of product from the show floor and or obligatory discontinuation of booth activities.*



Any questions, comments, or concerns should be directed to  
**Centerplate's Main Office at 702-943-6779**

**Thank You for your cooperation!**



# Centerplate

Making It Better To Be There Since 1929.™

## Food and Beverage Sampling Policy and Guidelines

---

The Catering Department at the LVCC retains the exclusive right to provide, control and maintain all food and beverage services within the Las Vegas Convention Center. No outside food and beverage may be distributed without prior approval, fees may apply. Concessions, water, ice, the sale of alcoholic or non-alcoholic beverages, and the distribution of snacks, treats or candies are included under this provision.

- All approved food items brought into the building must comply with the Southern Nevada Health District and all applicable laws.
- All approved food and beverage sampling exhibitors are required to have hand washing/sanitation kits. Kits can either be brought in or purchased from Centerplate. *{see page 2}*
- Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies. If they are not Manufactured, Processed or Distributed by the company then you are not able to provide samples of food and beverage unless they are purchased through Centerplate. *{see page 2}*
  - Food preparation, heating/kitchen services must be disclosed to the Catering Department at the LVCC no later than 3 weeks prior to the event. Subject to approval.
  - A description of size/equipment/processing procedure must be submitted in advance for approval.
- Food and Beverage may not be sold within LVCC.
- Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought in the facility. This includes product owned or donated.
- Items to be distributed are limited to sample sizes, or are subject to additional fees.
  - *{see page 2}*
- A certificate of liability naming Centerplate as an additional insured must be submitted to the Catering Department at the LVCC from each sampling client.
  - *Please provide general liability (\$1,000,000) and Workers Comp (\$1,000,000)*

***Thank you for selecting Centerplate Catering. It is our pleasure to serve you!***

## Food and Beverage Sampling / On-Site Preparation Approval Form

Centerplate and the Las Vegas Convention Center (LVCC) requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and fire safety codes.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact/Title: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_ On-Site Contact Number: \_\_\_\_\_

Proprietary product to be prepared/sampled: \_\_\_\_\_

**Demonstration:** An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. **If yes, a Centerplate Sales representative will be in contact.**

*Non-Alcoholic Beverages are limited to a maximum 3oz containers. All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Centerplate sales representative for further information.*

*Food items are limited to a sample size not more than 2oz.*

Portion Size to be Dispensed: **2oz**  **food** **3oz**  **beverage**

*Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.*

Will you be purchasing a hand washing and sanitation kit from Centerplate? **Yes**  **No**   
*If yes, a Centerplate sales representative will be in contact.*

Will you be heating or cooking food? **Yes**  **No**   
*If yes, an LVCVA Fire Prevention coordinator will be in contact*

Please list the heating or cooking equipment to be used: \_\_\_\_\_

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

**Approval from both LVCC and Centerplate must be received prior to finalizing your plans.**  
**Email completed form to: [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com)**

To Place Orders or To Submit Payment:  
**Email:** exhibitorcateringlvcc@centerplate.com or  
**For More Information Call:** 702-943-6779

**All aforementioned policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health Department. Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities.**

# HAND WASHING & SANITATION KIT

**ALL APPROVED FOOD AND BEVERAGE SAMPLING EXHIBITORS ARE REQUIRED TO HAVE HAND WASHING/SANITATION KITS.**

Show/Event Name:			
Company:			Booth Number:
Address:		City, State, Zip, Country:	
Phone:	Fax:	E-mail:	
Authorized Contact – Please Print:		Authorized Contact Signature:	

**Hand Washing & Sanitation Kit: \$75.00+**

Includes:

- *1 Water Dispenser, 2.5 Gallons of Hot Water, 1 Roll of Paper Towels, Hand Soap, & Disposable Bucket*
  - Hot Water re-fill stations will be available as directed on the show floor
- *100 Professional Grade Sanitizing Wipes*

**Pick up locations to be determined. Please contact your Catering Manager. For all deliveries, a \$35.00+ fee applies.**

Date	Quantity	Price	Delivery Time	Total
Subtotal				
NV State Tax (8.375%)			\$	
Delivery Fee			\$	
Total			\$	

**Pre-payment is required. By signing below, customer agrees to pay total charges as specified as well as any applicable charges for additional items ordered on-site. Centerplate will use this authorization for any additional charges incurred as a result of on-site orders placed by your representatives(s).**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Place Orders or To Submit Payment:  
**Email:** exhibitorcateringlvcc@centerplate.com or  
**For More Information Call:** 702-943-6779

**A fee of \$35.00+ will apply for each food and beverage delivery to booths in the exhibit halls**  
**A fee of \$50.00+ will apply for each food and beverage delivery to booths outside the building and lots**

+ = Current State Tax, 8.375%

++ = 19% Service Fee and Current State Tax, 8.375%

# Catering Order Form

Centerplate holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water.

**Centerplate requires that a LVCC bartender dispense all alcoholic beverages.**

Company Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Hall/Lot: \_\_\_\_\_ Meeting Room OR Booth #: \_\_\_\_\_ Aisle: \_\_\_\_\_ Event : \_\_\_\_\_  
 Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_ On-Site Cell #: \_\_\_\_\_  
 On Site Email: \_\_\_\_\_ Estimated No. of Guest \_\_\_\_\_

SERVICE DATE	START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

**COMMENTS**

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page

To Place Orders or To Submit Payment:  
**Email:** exhibitorcateringlvcc@centerplate.com or  
**For More Information Call:** 702-943-6779

A fee of \$35.00+ will apply for each food and beverage delivery to booths in the exhibit halls  
 A fee of \$50.00+ will apply for each food and beverage delivery to booths outside the building and lots



+ = Current State Tax, 8.375%  
 ++ = 19% Service Fee and Current State Tax, 8.375%





# Welcome to **Las Vegas!**

**Welcome to Las Vegas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.**

Centerplate is a leading global event hospitality company and we are thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center. Our style is collaborative and our Las Vegas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Las Vegas!

*Angelina Martinez*

Angelina Martinez

Director of Catering and Exhibitor Sales  
Centerplate at Las Vegas Convention Center  
3150 Paradise Rd, Las Vegas, NV 89109



P: 702.943.6757

[angelina.martinez@centerplate.com](mailto:angelina.martinez@centerplate.com)



## INDEX

## PAGE

GENERAL **INFORMATION**

7-12

**BREAKFAST**

13-16

A LA **CARTE**

17-21

**BREAK** SERVICE

22-23

**BOXED** LUNCHES

25

LUNCH **PLATTERS/SALAD BOWLS**

26-27

**PLATED** LUNCHES

28-29

**LUNCH** BUFFETS

30-34

**PLATED** DINNERS

35-37

HORS **D'OEUVRE**

39-40

**RECEPTION** STATIONS

41-45

**BEVERAGES**

46-51



Click on any of the INDEX items  
to jump immediately to that page.



# Centerplate

Making It Better To Be There Since 1929.™

# SERVICE DIRECTORY

CENTERPLATE **CATERING SALES** OFFICE

702.943.6779

LAS VEGAS **CONVENTION CENTER**

702.892.0711

Any menu inquires can be made to our general mailbox at:  
[exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com)

Online orders can be placed at: [lvcvalexpresscatering.ezplanit.com](http://lvcvalexpresscatering.ezplanit.com)



**CATERING MENU** — LAS VEGAS CONVENTION CENTER



## Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten-free or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment and may come into contact with products containing gluten and common allergens such as nuts.

## CENTERPLATE'S **COMMITMENT TO QUALITY**

Our meticulous quality assurance programs ensure we have the right systems and people in place to deliver the outstanding results our hosts seek.

We are very supportive of offering healthy choices at events by providing a wealth of fresh, customizable, and varied options that include low-calorie, low-salt, low-fat, low-sugar, vegan, and gluten-free offerings, among others. Fresh fruit and vegetables, meatless entrees marketed to the mainstream, and light options are all very popular among our attendees.



Our catering menus include fresh fruit platters, fresh vegetable crudité, grilled vegetable platters, customizable salads, fresh fish, grilled chicken, farm fresh vegetables, whole grain side selections, hummus and carved-to-order roasted turkey and lean meats.

Our culinary staff is available to assist event planners throughout their planning process to design menus that are appealing, affordable and in keeping with their wishes. We solicit event organizers to determine the best selections and special options for their guests.

We have a wide variety of beverages, snacks, and main course options at every meal as well as retail and grab-and-go. Lean proteins and whole grains are available, as are water and unsweetened beverages. Many of our event services include Chef-attended action stations where guests may assemble their own ingredients for preparation, having control over what and how much goes into a dish.

We look forward to serving you!



# INFORMATION



# GENERAL INFORMATION

## POLICIES AND PROCEDURES

### PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

As the Las Vegas Convention Center and Visitor Authority's exclusive caterer, Centerplate is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Centerplate's culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests. From first course to last, Centerplate is committed to providing Craveable Experiences with Raveable Results.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.

### EXCLUSIVITY

Centerplate maintains the exclusive right to provide all food and beverage in the Las Vegas Convention Center and Visitors Authority. All food and beverages, including water, must be purchased from Centerplate.



### FOOD AND BEVERAGE PRICING

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the contract. However, certain environmental factors may affect pricing such as the Nevada drought. Prices are based on current market availability and cost, which fluctuate and are subject to change. Your Catering Manager will work with you to make product substitutions due to any of the above listed scenarios, or any other scenario which dramatically affects the price of the Food and Beverage for the Event.

### SERVICE CHARGES AND TAX

A 19% service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

A Service Charge of 19% is added to your bill for this catered event/function (or comparable service). 19% of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. 90% of the total amount of this Service Charge is distributed to the Employees providing the service as a gratuity. You are free, but not obligated, to add or give an additional gratuity directly to your servers.

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

If the Customer is an entity claiming exemption from taxation in the State where the Facility is located, the Customer must deliver to Centerplate satisfactory evidence of such exemption thirty (30) days prior to the Event in order to be relieved of its obligation to pay state and local sales taxes.

### PAYMENT POLICY

100% payment is due in advance. A 90% deposit and signed Food and Beverage contract is due 30 days prior to your Event or upon receipt of the preliminary invoice. The remaining balance will be due five (5) business days prior to the start of your event. The balance and any additional charges incurred during the Event, is required within 15 days following receipt of the Final Invoice. Centerplate will begin to accrue 1.5% interests from the date of the invoice if not paid within 15 days. Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the Customer. The preferred method of payment is by wire transfer or company check. In addition, we require a credit card on file for all onsite orders and additional charges.

**For Social Events (non-convention related), a 25% deposit is required upon signing the contract. An additional deposit of 50% of the total estimated food and beverage is required 45 days in advance of the Event. The remaining balance of payment is required 72 business hours prior to the Event by either Cashier's Check or Credit Card. Any additional charges incurred during the function will be due upon completion of the Event.**

**CATERING MENU** — LAS VEGAS CONVENTION CENTER



### CHINA SERVICE

In all carpeted Meeting Rooms and Ballrooms, china service will automatically be used for all plated meal services.

If china is preferred for food and beverage events located in the Exhibit Halls, Sails Pavilion or Outdoor Terraces, the following fees will apply:

- Breakfast, Lunch, Receptions and Dinners: \$6.00+ per person, per meal period.
- Refreshment or Coffee Breaks: \$3.00+ per person, per break.

In our continued determination to further our green efforts, we use a compostable, biodegradable and sustainable set of disposable ware. Please speak to your Catering Sales Manager for additional disposable options.

### LINEN SERVICE

Centerplate provides in-house linen for meal functions with our compliments, excluding break services. Additional linen fees will apply to specialty linens. Our Catering Sales Manager will be happy to offer suggestions for your consideration and quote corresponding linen fees.

### CONCESSION SERVICE

Appropriate operation of Concession Outlets will occur during show hours. Centerplate reserves the right to determine which Carts/Outlets are open for business and hours of operation pending the flow of business. For additional Concession Carts/Fixed Outlets, a minimum guarantee in sales is required per Cart/Outlet or Customer will be responsible for the difference in sales per Cart/Outlet.

# GENERAL INFORMATION

## **POLICIES AND PROCEDURES** continued

### **DELIVERY**

Due to the magnitude of our catering events, all service will be delivered within a window of one hour based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated server is required and applicable labor fee's apply. A \$35.00 delivery charge or trip charge will apply to each food and beverage delivery for all exhibit booths inside of the convention center. All booths located outside of the convention center will have a \$50.00 delivery charge or trip charge for each food and beverage delivery. Please allow a minimum of 90 minutes for all on-site and unscheduled replenishment requests during the show.

### **DELAYED OR EXTENDED SERVICE**

On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hr.

Should your Event require extended service time, often necessitated by high-security functions, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour of additional service.

All meal pricing includes a maximum of two hours of service time per function. Should your Event require extended service time, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour.

### **CATERING MENU** — LAS VEGAS CONVENTION CENTER



### **HOLIDAY SERVICE**

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the Event(s), Centerplate will notify the Customer of estimated labor fees based on the information supplied by the Customer.

### **GUARANTEES**

The Customer shall notify Centerplate, no less than fifteen (15) business days (excluding holidays and weekends prior to the Event, the minimum number of persons the Customer guarantees will attend the Event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

If Customer fails to notify Centerplate of the Guaranteed Attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the Event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.

Centerplate will be prepared to serve five percent (5%) above the Guaranteed Attendance, up to a maximum of 30 meals (the Overage). Overage applies to plated meal services only.

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

- If this Overage is used, the Customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the Overage, Centerplate will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered “Specialty Events” and may require customized menus. Your Catering Sales Manager and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.



### SECURITY

At the discretion of the Las Vegas Convention Center and Visitors Authority, in order to maintain adequate security measures, the Customer may be required to provide security for certain functions. Security personnel will be at the Customer’s sole expense. Please consult your Event Manager for details.

### ALLERGIES

We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person’s sensitivity or allergy to any food item provided in our facility.

### LABOR

All labor is scheduled at four hour minimum. After eight hours, the hourly labor rate increases to time and one-half. After 12 hours, the 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, Bus Person, or Attendant:**  
\$120.00 (4-hr minimum)      \$30.00 – per additional hour
- **Culinary Attendant or Bartender:**  
\$180.00 (4-hr minimum)      \$45.00 – per additional hour
- **Booth/Meeting Room Manager:**      \$600.00 – per 8 hours
- **Personal Chef:**      \$600.00 – per 8 hours

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### ALCOHOL

As the exclusive provider of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority, Centerplate takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

All Hosted Bars are based on consumption, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

For Cash Bars and Ticketed/Cash Bars, a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required.

For Ticketed Bars not offering cash sales, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

All bar services lasting more than 4 hours will incur an increased minimum sales threshold. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. The requirements and expectations of any Centerplate customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, Centerplate follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the Las Vegas Convention Center and Visitors Authority at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- All spirits must be served by Centerplate personnel.

Las Vegas destination pictures credit of the Las Vegas Convention and Visitors Authority News Bureau.



# BREAKFAST MENUS





# BREAKFAST




## CONTINENTAL BREAKFAST

Prices listed are per guest. Minimum of 20 guests.  
Served with freshly brewed regular coffee.

### Las Vegas Valley \$17.50

-  Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
-  Served with butter and preserves

### Sunrise Mountain Premium \$22.25


-  Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
-  Served with butter and preserves
-  Desert Valley tableau of sliced fruit and berries



## LAS VEGAS VALLEY CONTINENTAL ENHANCEMENTS

Prices listed are per piece or guest. Minimum order of 12 per item.

-  **Greek Yogurt Parfait \$7.50**  
Greek yogurt, local desert honey, seasonal berries and house granola

-  **Steel-cut Oatmeal \$6.75**  
Assorted dried fruit, golden raisins, brown sugar, desert honey, milk and cinnamon

- English Muffin Breakfast Sausage Sandwich \$6.75**  
Scrambled eggs, maple, pork sausage patty and sharp cheddar cheese

- English Muffin Breakfast Country Ham Sandwich \$6.75**  
Scrambled eggs, country ham and jack cheese

A dedicated server is required for all hot food services.

-  Gluten free pastries available on request.



- Breakfast Vegetarian Burrito \$7.00**  
Flour tortilla, scrambled eggs, roasted pepper, black beans, pepper jack cheese and potatoes

- Breakfast Burrito \$7.75**  
Flour tortilla, scrambled eggs, roasted pepper, chorizo sharp cheddar cheese and potatoes

- Pretzel Bun Breakfast Sandwich \$7.00**  
Scrambled eggs, turkey sausage patty and fontina cheese







- Orleans Breakfast Sandwich \$7.00**  
Cinnamon French toast, scrambled eggs, maple sausage patty and pepper jack cheese

# BREAKFAST







## BREAKFAST BUFFETS

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
Served with freshly brewed regular coffee.

### Las Vegas Morning \$30.75

-  · Scrambled eggs with sides of diced tomatoes and sautéed mushrooms
-  · Crispy hash brown potatoes
-  · Applewood bacon
-  · Desert valley tableau of sliced fruit and berries
-  · Assorted bottled fruit juices
- Locally baked breakfast pastries, muffins and bagels
-  · Served with butter, preserves and cream cheese

### Daybreak Sunrise \$34.00

-  · Scrambled eggs with a side of sautéed mushrooms
-  · Southwest potato hash
-  · Applewood bacon
- Green chili chorizo and jack cheese enchilada
-  · Desert Valley tableau of sliced fruit and berries
-  · Assorted bottled fruit juices
- Locally baked breakfast pastries, muffin and bagels
-  · Served with butter, preserves and cream cheese



## BREAKFAST BUFFET ENHANCEMENTS

Minimum order of 25 per item.

### French Toast Soufflé \$7.00

Brioche ginger cinnamon French toast baked with royal cream served with sides of maple syrup, whipped cream, desert honey butter and seasonal berry compote

### Las Vegas Farmer Market Cocotte \$7.50

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard and side of herbed tomato jam

### Old Las Vegas Diner Special \$8.50

Fried chicken, buttermilk waffle, spiced caramel, desert honey butter and agave syrup

A dedicated server is required for all hot food services.

 Gluten free pastries available on request.



# BREAKFAST

## PLATED BREAKFASTS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

All plated breakfasts are served with fresh fruit cups, locally baked breakfast pastries and muffins, butter, preserves, freshly squeezed orange juice, freshly brewed regular coffee, decaffeinated coffee and hot teas.



### Classic Vegas Diner \$31.00

Fluffy scrambled eggs, southwest potato hash, herbed pork sausage patty and grilled tomato



### Las Vegas Farmer's Market Torta \$31.00

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard, root vegetable hash potatoes, chicken apple sausage, and side of grilled tomato jam



### Breakfast Enchilada \$31.00

Corn tortilla stuffed with scrambled eggs, jack cheese, roasted green chili, ranchero sauce and southwest fingerling potato hash, hardwood smoked bacon



### Fremont Street Frittata \$31.00

Fire roasted sweet peppers, farm vegetables, cheddar cheese, chorizo sausage, egg custard, applewood bacon, semi-dried herb tomato and lyonnaise potatoes



### Vegas Egg Tian \$31.00

Local goat cheese, leeks, onions, garden herbs, egg custard and side of ranchero sauce, applewood bacon and open country breakfast potatoes

A dedicated server is required for all hot food services.



Gluten free pastries available on request.

# A LA CARTE MENUS



# A LA CARTE

## NON-ALCOHOLIC BEVERAGES

**Freshly Brewed Coffee** \$170.00  
(2.5 gallons, serves approximately 25 cups of coffee)

**Freshly Brewed Decaffeinated Coffee** \$170.00  
(2.5 gallons, serves approximately 25 cups of coffee)

**Royal Coffee Package** \$180.00  
(2.5 gallons)  
Freshly brewed coffee with a side of cinnamon, nutmeg, chocolate sprinkles, sugar stir sticks and whipped cream

**Keurig® K-Cup Brewer Daily Rental** (per day) \$25.00

**Keurig® K-Cup Coffee Kit** \$196.00  
Package Includes 48 K-Cups  
Ask Sales Manager about flavored coffee, decaf and tea K-cup options

**Italian Gourmet Espresso Kit** \$300.00  
(100 servings)  
Each kit includes espresso, chocolate syrup, cinnamon, milk and whipped cream  
Must accompany espresso machine rental (not "included")

**Espresso Machine Rental** \$650.00  
(per day rental)  
The Italian Gourmet Espresso Kit must be ordered with the Espresso Machine. One Barista included up to six hours per day  
(Each additional hour) \$45.00  
Requires two dedicated 120 volt, 20amp electrical outlets



**Tropicana® Bottled Fruit Juices** (case of 24) \$84.00

Assorted flavors of orange, cranberry and apple

**Lemonade** (2.5 gallons) \$90.00

**Brewed Iced Tea** (2.5 gallons) \$90.00

**Hot Tazo® Tea** \$170.00  
(2.5 gallons, serves approximately 25 cups of hot tea, 24 tea bags included per order)

**Assorted Pepsi® Soft Drinks** \$78.00  
(case of 24)  
Assortment includes Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

**Assorted Vitamin Water** \$144.00  
(case of 24)

**Assorted Cartons of Milk** \$27.75  
(case of 12, ½ pints)

# A LA CARTE

## NON-ALCOHOLIC BEVERAGES continued

### WATER

**Las Vegas Logo Water** (case of 24) \$54.00

**Aquafina® Eco-Fina Water** (case of 24) \$72.00

**Arrowhead® Spring Water** (case of 24) \$78.00

**Evian® Natural Spring Water** (case of 24) \$90.00

**Perrier® Sparkling Water** (case of 24) \$84.00

**Cold Water Cooler** (per day) \$38.00

Advance order – Requires a dedicated 110 volt 5amp electric outlet, includes only equipment.

**Sparkletts® Water Jug** (5 gallon) \$35.00

**Bagged Ice** (20 pounds) \$29.00

### Custom Logo Bottled Water

16.9 oz or 12 oz bottles. 24 bottles per case. Minimum order of 25 cases. Ask your Sales Manager for pricing and artwork requirements. The lead time is six weeks.



### LAS VEGAS INFUSED HYDRATION STATION

Decorative 2.5 gallon containers enhanced with fresh fruit garnish. Delivered with cups and napkins. Needs table or counter.

**GF** **Infused Spa Water**  
2.5 gallon container (each) \$150.00

*Please select one from the following:*  
lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange

**GF** **Infused Iced Tea**  
2.5 gallon container (each) \$150.00

*Please select one from the following:*  
lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange

**GF** **Infused Lemonade**  
2.5 gallon container (each) \$150.00

*Please select one from the following:*  
lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange



# A LA CARTE

## LAS VEGAS BAKERY

**Assorted Bakery Tulip Muffins** (dozen) \$48.00

**Assorted Bakery Bagels** (dozen) \$44.00  
Served with cream cheese

**Assorted Danish Pastries** (dozen) \$48.00

**Assorted Breakfast Breads** (dozen) \$41.00

**Assorted Breakfast Scones** (dozen) \$45.00  
Served with butter and preserves

**Assorted Croissants** (dozen) \$45.00

**Assorted Low Fat Muffins and Scones** (dozen) \$45.00  
Served with butter and preserves

**Carl's Bakery Donuts** (dozen) \$36.00

**Freshly Baked Cookies** (dozen) \$39.50  
Chocolate chip, oatmeal raisin and macadamia white chocolate. Peanut butter available on request

**Brownies** (dozen) \$44.00  
Fudge, walnuts and chocolate chip

**Assorted Gourmet Cupcakes** (dozen) \$60.00

**French Macaroons** (dozen) \$40.00

**Rice Krispy® treats** (dozen) \$44.00

**Bavarian Style Pretzels** (each) \$5.25  
Bavarian pretzel served with mustard and choice of cheese sauce or house beer sauce  
A dedicated server is required.  
\$120 per server.



**Half Sheet Cake\*** (40 slices) \$155.00  
Choice of fruit or cream filling

**Full Sheet Cake\*** (80 slices) \$290.00  
Choice of fruit or cream filling

\*Custom artwork available with prior notice and additional fees. Ask your Sales Manager.  
A dedicated server is required.  
\$120 per server.

Note: Toaster included in meeting rooms. Additional cost for booth and power required.





 Gluten free pastries available on request.






# A LA CARTE

## PANTRY

Prices listed are per item. Minimum of 12 items per order.

-  **Seasonal Whole Hand Fruit** (each) \$2.75  
Minimum order of 12 each – Order in increments of 12
-  **Carved Seasonal Fruit and Berries** (per person) \$8.25  
Minimum order of 12 guests – Order in increments of 12
-  **Assortment of Greek Yogurts** (each) \$5.00
- Assortment of Cereals and Milk** (each) \$5.50
- Tortilla Chips and Salsa** (per person) \$5.50  
Minimum order of 12 guests – Order in increments of 12
- Tortilla Chips, Salsa and Guacamole** (per person) \$8.00  
Minimum order of 12 guests – Order in increments of 12
- Kettle Chips and Dip** (per person) \$6.00  
Minimum order of 12 guests – Order in increments of 12  
Roasted onion and sour cream dip
-  **Roasted Mixed Nuts** (per pound) \$42.00
- Traditional Snack Mix** (per pound) \$23.00

## PACKAGE GOODS

- Rold Gold® Pretzels**  
Individual bags (per dozen) \$27.00
-  **Planters® Salted Peanuts**  
Individual bags (per dozen) \$27.00
-  **Planters® Fruit and Nut Trail Mix**  
Individual bags (per dozen) \$27.00
- Assorted Bags of Chips**  
Doritos®, Cheetos®, Lays®  
Original and Barbecue  
Individual bags (per dozen) \$28.00
-  Some Gluten free bags
- Assorted Chex® Snack Mix**  
Traditional, Honey & Nut  
and Cheddar  
Individual bags (per dozen) \$36.00
- Nature Valley® Granola Bars**  
Assorted flavors (per dozen) \$42.00
- Kellogg's® Nutri-Grain® Bars**  
Assorted flavors (per dozen) \$45.00
- Full Size Candy Bars**  
(per dozen) \$39.00
- Energy & Protein Bars**  
(per dozen) \$57.00
- Ice Cream Novelties\*** (dozen) \$48.00  
Requires a portable freezer and  
dedicated 110volt 10amp line
- Premium Ice Cream Novelties\*** (dozen) \$84.00  
Requires a portable freezer and  
dedicated 110volt 10amp line
- \*Ice Cream Freezer Rental Fee \$250.00



# **BREAK** SERVICE



# SPECIALTY DISPLAYS

## BREAK SERVICE

### Antique Style Popcorn Machine (per day) \$190.75

A dedicated server is required. \$120 per server.

Size: 67Hx34Wx26D

Power requirements are 110-volt 20amp  
dedicated power line

### Table Top Style Popcorn Machine (per day) \$190.75

A dedicated server is required. \$120 per server.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp  
dedicated power line table or counter top required

### Popcorn Package \$195.00

Popcorn kernels, oil and seasoning

Includes serving bags (200 bags)

Must be ordered with a Popcorn Machine Rental



### Portable Cookie Oven (per day) \$55.00

A dedicated server is required. \$120 per server.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp  
dedicated power line table or counter top required

### Cookies for Cookie Station (each case) \$240.00

Otis Spunkmeyer® cookie dough.

*Please select one:* chocolate chip, sugar, oatmeal raisin  
and white chocolate macadamia nut cookie dough  
(serves 240 cookies)

Must be ordered with a Cookie Oven Rental



# LUNCH MENUS



# LUNCH

## BOXED LUNCHES

Prices listed are per guest.

All boxed lunches are served with an individual bag of chips, whole fresh fruit, cookie, condiments and bottle of water.

### The Red Rock Wraps \$31.50

Served with gourmet kettle chips, whole fresh fruit, pasta salad, cookie and bottled water



Selection of gourmet wrap sandwich:

- Southwest roast beef and roasted pepper wrap
- Grilled turkey and pesto wrap
- Grilled vegetable wrap

### The Garden Salad Patch \$31.50

Served with gourmet kettle chips, whole fresh fruit, cookie and bottled water

Selection of gourmet salad:

- Chicken Caesar salad
-  · Southwest chicken salad
-  · Edamame veggie salad




### The Delicatessen Shop Lunch \$31.50

Served with gourmet kettle chips, whole fresh fruit, pasta salad, cookie and bottled water

Selection of gourmet sandwich:

- Focaccia chicken pesto
- Turkey pretzel bun
- Caprese focaccia

Please indicate the number of sandwiches to be ordered per type.

 Gluten Free Boxed Lunches available with prior notice. Ask your sales manager.



# LUNCH

## LUNCH PLATTERS

Sandwich platter serves approximately 12 guests.  
Assorted bagged kettle chips accompany all platters.



### Only Vegas Platter \$254.00

12 sandwiches cut in half

- Chicken chipotle – Cotija cheese, lettuce, tomato on a sourdough Kaiser roll
- Desert honey glazed ham, Swiss cheese and lettuce on a wheat Kaiser roll, herb crusted
- Roast beef, cheddar cheese, lettuce and horseradish aioli on a sourdough Kaiser roll
- Southwestern vegetable wrap – Jack cheese, chipotle Cotija cream cheese and grilled vegetables

### Sin City Sliders \$265.00

18 mini slider sandwiches

- Chicken BLT – sliced chicken breast meat, bacon and pico de gallo on a slider roll
- Italian Grinder – salami, spiced ham, pepperoni, provolone and pepperoncini salad on a slider roll
- Turkey Slider – pan roasted turkey, Jack cheese, roasted peppers, romaine and herb aioli on a slider roll

### Garden Patch Platter \$191.00

12 sandwiches cut in half

- Caprese Spring mix, mozzarella, semi-dried tomato on garlic herb wrap
- Southwestern vegetable wrap, Jack cheese, chipotle Cotija cream cheese and grilled vegetables
- Summer flavors – tomatoes, cucumbers, carrots, pea shoots, sunflower seeds, Boursin cheese and provolone cheese on Kaiser roll

### Pan Roasted Turkey and Butter Croissant Platter \$228.00

12 sandwiches cut in half

- Shaved pan roasted turkey
- Aged provolone cheese, lettuce and grain mustard aioli
- Buttery croissants

### Edamame Veggie Wrap \$245.00

12 wraps cut in half

- Blended oriental vegetables
- Gaucamame
- Dried tomato and lettuce
- Spinach herb wrap



## LUNCH

**A LA CARTE LUNCH SALAD BOWLS**

Serves approximately 12 guests.



**GF** **Four Corners Salad** \$75.00  
Crispy romaine, corn, black beans, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips. Served with chipotle avocado ranch dressing and lime chili vinaigrette

**GF** **Fremont Street Caesar Salad** \$72.00  
Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds. Served with creamy Caesar dressing and lemon herb vinaigrette

**GF** **Backyard Salad** \$72.00  
Assorted baby greens, tomato gems, cucumbers, carrots, beets and spiced goat cheese coins. Served with an ancho ranch dressing and red wine vinaigrette

**GF** **Flower Salad** \$72.00  
Roasted cauliflower, broccoli and carrot chili vinaigrette

**GF** **American Potato Salad** \$69.00  
Red bliss potatoes, whole grain mustard aioli, egg and celery

**Heirloom Rice and Grain Salad** \$72.00  
Heirloom rice and grains, mushrooms, artichokes, tomato gems and herb sherry vinaigrette

**ADD TO ANY SALAD AS AN ENHANCEMENT:**

**GF** **Herb Grilled Chicken Breast** \$28.00  
Carved and enhanced by sea salt and pink pepper



# LUNCH

## PLATED LUNCHES

### TWO COURSE

Prices listed are per guest. Minimum 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

Two course plated lunches served with Vegas bakery rolls and butter, iced tea, freshly brewed regular coffee and water.

### MAIN COURSE

Please select one from the following:

#### **Hardwood Smoked Turkey Breast \$45.00**

Pepper jack cheese, desert orange chutney, leaf lettuce, Telera bread enhanced by Bazar salad and edamame four-grain salad

#### **Roasted Chicken Breast \$45.00**

Preserved lemon tomato chutney, Toscana pearl pasta salad, fire roasted garden vegetables, rocket lettuce and red wine dressing

#### **GF Honey Prickly Pear**

#### **Caramelized Chicken Breast \$45.00**

Roasted tri-colored fingerling chow chow, spiced haricot vert, crispy lettuce heart and passion fruit vinaigrette

#### **Local Herb Stout**

#### **Marinated Steak Pavé \$45.00**

Vegetable chimichurri, fire roasted cauliflower and broccoli, carrot chili dressing and southwest style potato salad

#### **Rare Miso and Sesame**

#### **Crusted Tuna Bloc \$45.00**

Asian lettuce wakami salad, pickled ginger, and soba noodles, crispy pickled vegetable salad and wasabi yuzu dressing



### PLATED DESSERTS

Please select one from the following:

**Mixed Fruit Crostata** – with sweet cream and berry balsamic syrup

**Meyer Lemon Tart** – with raspberry compote, blueberry syrup and sweet cream

**Maracuja Custard Tart** – with cream cloud raspberry and salted caramel sauce

**Tres Leches Cake** – with sea salt caramel, buttered rum sauce and sweet cream

**Chocolate Mousse Layer Cake** – with sweet cream and berry compote

A dedicated server is required for all hot food services.

**GF** Gluten free options available.



## LUNCH

**PLATED LUNCHES** continued**THREE COURSE**

Prices listed are per guest. Minimum 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
Three course plated lunches come with Vegas bakery rolls and butter, freshly brewed coffee, iced tea and water.

**MAIN COURSE**

Please select one from the following:

**GF** **Ancho Rubbed Roasted Chicken Breast \$45.00**

Chimichurri velouté, southwest rice pilaf and seasonal local vegetable medley

**Herb Grilled Chicken Breast \$45.00**

Prickly pear mojito reduction, roasted chili corn pudding and southwest ratouille

**GF** **Pioneer Chicken Breast \$45.00**

Pepper, chili and mushroom caponata, fingerling potato hash and roasted baby roots

**GF** **Barbacoa of Beef \$45.00**

Chipotle crema diabla sauce, red bliss smashed potatoes and flame grilled asparagus

**GF** **Butler Steak \$45.00**

Mushroom ragout, herb wine sauce, Yukon mousseline potatoes, grilled herb tomato and haricot vert

**SALADS**

Please select one from the following:

**GF** **Our Simple Garden Salad**

Mixed baby leaf greens, tomato gems, cucumbers, carrot radish curls served with creamy buttermilk ranch dressing and aged sherry vinaigrette

**GF** **Farmers Market Salad**

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, maytag blue cheese, served with chive creamy dressing and raspberry vinaigrette

**Four Corners Salad**

Crispy romaine, corn, black bean, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips served with chipotle avocado ranch dressing and lime chili vinaigrette

**GF** **Backyard Salad**

Assorted baby greens, tomato gems, cucumbers, carrot, beets and spiced goat cheese coins served with ancho ranch dressing and red wine vinaigrette

**GF** **Fremont Street Caesar Salad**

Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds served with creamy Caesar dressing and lemon herb vinaigrette

**PLATED DESSERTS**

Please select one from the following:

**Flourless Chocolate Cake**

With raspberry syrup and sweet cream

**Lemon Custard Brûlée Tart**

With seasonal berry balsamic honey compote and sweet cream

**Orange Semolina Cake**

Sweet cream and huckleberry compote

**New York Style Cheesecake**

Sweet cream and seasonal berry compote

**Apple Crumble Tart**

Sea salted caramel and sweet cinnamon cream

A dedicated server is required for all hot food services.

**GF** Gluten free options available.

# LUNCH BUFFETS



# LUNCH





## LUNCH BUFFETS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

Your choice of two salads and select either sandwiches or wraps. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

### Gourmet Deli Lunch Buffet \$39.00

#### DELI SALADS

-  · Mixed greens, tomato gems, cucumbers, carrot curls with creamy dressing and vinaigrette
-  · Roasted cauliflower with broccoli and carrot chili vinaigrette
-  · Whole grain mustard potato salad
-  · Local rice salad, mushroom, artichoke, tomato gems and herb sherry vinaigrette
- Cajun root and grain salad, vegetable confetti with sugar cane vinaigrette

#### SANDWICHES

All sandwiches come with lettuce, tomato, sliced onion, dill pickles, mayonnaise, whole grain and yellow mustard.

- Hardwood smoked turkey and provolone cheese on an artisanal French roll
- Rare roast beef and sharp cheddar cheese on an artisanal French roll
- Roasted vegetables and house hummus on an artisanal French roll
- Italian capicola, ham, Genoa salami, pepperoni and aged provolone cheese on ciabatta


#### CATERING MENU — LAS VEGAS CONVENTION CENTER



#### WRAPS

- Smoked turkey with brie mousse, greens, desert orange chutney and tortilla wrap
- Rare roasted beef, herbed garlic cheese, greens and tortilla wrap
- Black forest ham, Swiss cheese, honey mustard, greens and tortilla wrap
- Roasted eggplant, squash, peppers, semi-dried tomatoes, chickpea cheese and tortilla wrap

#### DESSERTS

-  · Whole fruit basket
- Gourmet cookies
- Decadent brownies



A dedicated server is required for all hot food services.

-  Gluten free sandwiches available upon request.

# LUNCH

## LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

### Mt. Charleston \$45.00

#### SALADS

##### Farmers Market Salad

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, side of caramelized walnuts, maytag blue cheese, with raspberry vinaigrette and chive creamy dressing



##### Heirloom Potato Salad

Assorted Heirloom petite potatoes with whole grain creamy mustard dressing

#### MINI SLIDER SANDWICHES

- Ancho roasted turkey breast, crispy lettuce, semi-dried tomato, avocado aioli, Telera slider
- Carved beef tenderloin, blue cheese, smoked Gouda, horseradish aioli, multigrain slider
- Fresh mozzarella, Heirloom tomato, roasted peppers, aged balsamic aioli on sourdough slider
- Assorted individual bags of kettle potato chips


#### DESSERTS

-  • Crème brûlée with fruit garnish
-  • Fresh seasonal fruit and berry martini
- Assortment of house Las Vegas cupcakes






### Hacienda Plaza \$45.00


#### SALADS

- Corn, black bean, fire roasted peppers, tomato gems, crispy romaine, Cotija cheese and crispy tortilla strips served with chipotle avocado ranch and lime chili vinaigrette
-  • Roasted root vegetables, red rice, dried local stone fruit served with honey prickly pear vinaigrette

#### MAINS

- Pioneer chicken enhanced by red pepper, sweet onion and local mushroom caponata
-  • Barbacoa of beef with chipotle sour cream diablo sauce
-  • Southwest blended rice
- Southwestern corn pudding
-  • Seasonal fresh vegetables

#### DESSERTS

- Tres leches cake
- Spiced flourless cake
-  • Flan de queso blanco



A dedicated server is required for all hot food services.

 Gluten free sandwiches available upon request.



# LUNCH

## LUNCH BUFFETS continued




Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
All lunch buffets include iced tea.

### Summerlin Backyard BBQ \$45.00

#### SALADS

-  · Trio of sweet peppers, tomatoes, local onions, Spanish cucumbers, chick peas and lemon cilantro vinaigrette
-  · Mixed baby greens, spring berries, pine nuts, queso fresco, served with red wine vinaigrette and creamy chive dressing

#### MAINS

- Pecan wood smoked beef brisket with house prickly pear barbeque sauce topped with crispy sweet onion
-  · Grilled chicken breast enhanced by soft herb mojito velouté
- Roasted chili, three cheese mac and cheese
-  · Buttered golden mashed potatoes
-  · Farmers squash casserole

#### DESSERTS

- Prairie trail seasonal cobbler and spiced crema
- Fireside s'more cupcake
- Cheesecake with fruit compote

**CATERING MENU** — LAS VEGAS CONVENTION CENTER







### Fremont Street \$45.00

#### SALADS

-  **Fremont Salad**  
Romaine spears, roasted peppers, black beans, crispy cheese, spiced pumpkin seeds served with honey Meyer lemon vinaigrette and roasted red pepper ranch dressing
-  **Flower Salad**  
Fire roasted cauliflower, broccoli and carrot lime chili vinaigrette

#### MAINS

-  · Pit roasted pulled pork enhanced by strawberry margarita barbeque sauce
-  · Honey citrus soy seared chicken breast and edamame chow chow
-  · Smashed red bliss garlic potatoes
- Spanish rice
-  · Local early spring ratatouille

#### DESSERTS

- Bittersweet chocolate mousse cake
- Berry crostata, Mexican cinnamon crema
- Walnut tartlets with sweet spiced cream



A dedicated server is required for all hot food services.

A 19% service charge and 8.375% Nevada sales tax will be added to all food and beverage orders.

# LUNCH

## LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
All lunch buffets include iced tea.

### Green Valley Backyard \$45.00

#### SALADS





##### Backyard Salad

Assorted baby greens, tomato gems, cucumbers, carrots, beets and side of spiced pecans. Served with red wine vinaigrette and ancho ranch dressing

##### Basque Salad


Peppers, cucumbers, red onions, roasted cauliflower, enhanced with lemon herb vinaigrette

#### MAINS

-  · Roasted pork loin enhanced by stone fruit chutney
-  · Ancho rubbed roasted chicken breast with chimichurri velouté
- Roasted poblano pepper and three cheese mac and cheese
-  · Brown rice pilaf
-  · Las Vegas mache choux



#### DESSERTS

- Chipotle dark chocolate tart with orange cream
- Carrot cake with cream frosting
-  · Mango and prickly pear mousse shots



A dedicated server is required for all hot food services.

# DINNER MENU



# DINNER

## PLATED DINNERS

### THREE COURSE

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

All plated dinners accompanies with Vegas bakery rolls and butter, freshly brewed regular coffee, iced tea and water.

### ENTRÉES

Please select one from the following:

- GF • **Roasted Airline Chicken Breast \$50.80**  
 Free range bone in chicken breast, candied Meyer Velouté, whipped butter potatoes and southwest ratatouille
- **Seared Chicken Ballotine \$52.00**  
 Local mushroom salad, truffle vinaigrette, herb pan perdue and seasonal bouquet of vegetables
- **Pork Toscana Vegas \$51.00**  
 Roasted prosciutto wrapped pork tenderloin, prickly pear citrus chutney, corn pudding and seasonal bouquet of vegetables
- GF • **Herb Crusted Butler Steak \$53.00**  
 Seared Angus Butler steak, chimichurri sauce, golden mashed potatoes and seasonal bouquet of vegetables
- **Agave Braised Beef Short Rib \$53.00**  
 Reduction glaze, mushroom salad, horseradish vinaigrette. Mac n' triple cheese cupcake, crispy sweet onions and roasted asparagus



- GF • **Supreme of Organic Salmon \$52.00**  
 Oven roasted organic supreme of salmon, pink grapefruit butter sauce, wilted greens, blistered baby Heirloom tomatoes and mushroom potatoes
- **Old Vegas Classic \$53.00**  
 Veal Osso Buco Milanese, reduction sauce, orange herb gremolata, saffron risotto and fontina cake, thyme roasted baby root vegetables



A dedicated server is required for all hot food services.

# DINNER

## PLATED DINNERS continued

### SALADS

Please select one from the following:

- GF · **Farmers Market Salad**  
 Local baby greens, herb encrusted goat cheese, radishes, seasonal berries, southwest spiced agave pecans and aged sherry vinaigrette
  
- GF · **Roasted Beet Salad**  
 Roasted beets, Belgian endive, bitter greens, seasonal citrus, pistachio crisp and blood orange vinaigrette
  
- **Butter Lettuce Hearts**  
 Coeur of butter lettuce, baby Heirloom tomatoes, iced Bermuda onion straws, buttermilk blue cheese, croutons and creamy ranch dressing



**CATERING MENU** — LAS VEGAS CONVENTION CENTER



### DESSERTS

Please select one from the following:

- **Crostata of Fresh Fruit and Berries**  
 Bavarian cream, balsamic honey blueberry syrup and sweet cream
  
- **Passion Fruit Curd Cloud Tart**  
 Raspberry compote, macaroons and sweet cream
  
- **Chocolate Grand Marnier Mousse Cake**  
 Orange salad, raspberry glaze and sweet cream
  
- **Vanilla Bean Crème Brûlée**  
 Macaroon and seasonal fruit garnish
  
- **Classic Opera Cake**  
 Vanilla bean Anglaise, fruit compote and sweet cream

GF Gluten free desserts available on request.



A 19% service charge and 8.375% Nevada sales tax will be added to all food and beverage orders.

# RECEPTION MENUS



# RECEPTION

## COLD HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

<p> <b>Tropicana Jumbo Shrimp Cocktail Sauce and Lemon</b>     \$6.00</p>	<p><b>Beef Medallion Horseradish Cream, and Blue Cheese on Short Bread</b>     \$7.25</p>
<p> <b>Antipasto Brochettes and Pesto Drizzle</b>     \$6.00</p>	<p><b>Bresaola, Baby Arugula, Herbed Goat Cheese, Asiago on Crostini</b>     \$6.50</p>
<p><b>Stuffed Piquillo Pepper, Hearts of Palm, Watercress and Wheat Toast</b>     \$5.50</p>	<p><b>Scottish Style Smoked Salmon, Crepe, Lemon, Dill, Crème Fraiche and Tobiko</b>     \$6.50</p>
<p><b>Southwest Corn Black Salad Encased in Taco</b>     \$5.75</p>	<p><b>Las Vegas Spicy Tuna Tartar Cannoli</b>     \$7.00</p>
<p><b>Smoked Chicken, Cotija Cheese, Pepper Jelly and Jalapeño Biscuit</b>     \$5.75</p>	<p> <b>Cold Water Lobster Roll, Romaine Lettuce, Tarragon, Fennel, Mango and Sauce Americaine</b>     \$7.50</p>
<p><b>Five Spice Duck Breast, Cucumber, Red Pepper on Bao Buns</b>     \$6.00</p>	



# RECEPTION



## HOT HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

**Large Tempura White Shrimp  
Hand Battered and Thai  
Sweet Chili Sauce** \$5.00

**Crispy Chicken Bites  
and Ranch Dip** \$4.25

**Chorizo Arepas and  
Chimichurri Aioli** \$5.75

**Artichoke Beignets and  
Meyer Lemon Crema** \$6.25

**GF Southwestern Style Bacon  
Wrap Scallop and Lime  
Chile Glaze** \$6.50

**Four Corner Chicken Spring  
Roll and Cilantro Aioli** \$4.75

**Barbacoa Beef Taquito  
and Ancho Crema** \$6.50

**Lobster Indian Corn  
Empanada and Lime Crema** \$6.00

**Coconut Crusted Shrimp  
and Pino Colada Crema** \$7.00

**GF Chili Lime Chicken Kabob and  
Cilantro Greek Yoghurt Dip** \$6.00

**Raspberry and Brie Poufette** \$5.00

A dedicated server is required  
for all hot food services.



# RECEPTION

## RECEPTION DISPLAYS & STATIONS

Prices listed are per guests. Minimums are listed below per each item. Labor fee of \$75+ will apply when minimum not met.

### Imported and Domestic Cheese Board \$9.75

Garnished with fresh and dried seasonal fruit, sliced baguette and assorted crackers

Gluten free crackers and breads available upon request.  
Minimum order of 25 guests – Order in increments of 25

### Tableau of Carved Seasonal Fruit and Berries \$8.50

Served with Greek yogurt honey dipping sauce

Minimum order of 12 guests – Order in increments of 12

### Local Farmer's Market Vegetable Crudité \$7.25

Served with buttermilk ranch dip

Minimum order of 25 guests – Order in increments of 25

### Hummus Trio \$6.75

Traditional, white bean and roasted garlic, served with edamame mint, crispy pita chips and flatbreads

Minimum order of 50 guests



### Charcuterie Board of Cured Meats and Marinated Vegetables \$13.50

A selection grilled farmer's market vegetables, cured meats, flat breads, crostini and crackers

Minimum order of 50 guests

### Nacho Stand\* \$12.00

Crisp corn tortilla chips, chicken tinga, refried pinto beans, jalapeño cheddar cheese sauce, pickled jalapeños, black olive rings, sour cream, pico de gallo and guacamole

\*A dedicated server is required. \$120 per server.

Minimum order of 50 guests



# RECEPTION

## RECEPTION DISPLAYS & STATIONS continued

Prices listed are per guests. Minimums are listed below per each item. Labor fee of \$75+ will apply when minimum not met.

### Bruschetta and Flat Bread Station **\$11.75**

Assortment of toppings, toasted flatbreads, crostini and pita chips. Includes:

- Fresh tomato, basil and garlic
- Roasted cauliflower, artichoke and arugula tapenade
- Classic olive tapenade
- Classic humus, red beet humus and extra virgin olive oil

Minimum order of 50 guests

### Baked Wheel of Brie\*\* (each) **\$140.00**

(Each wheel serves approximately 35 guests)

Baked in crispy pastry crust, served warm with desert orange prickly pear chutney and artisanal baguettes

\*\*Requires a heat lamp – Heat lamp rental fee of \$50.00+ per day – Power requirements 1 dedicated, 110 volt, 20 amp electrical outlet



### Pasta Station\*\*\* **\$16.50**

Fresh four-cheese tortellini and penne rigate enhanced with breadsticks, crushed red pepper and Parmesan cheese.

Select two sauces from the following: rosa sauce, pomodoro sauce, classic Genovese pesto and ragout of estate extra virgin olive oil. Selections of asparagus, smoked chicken, fresh tomato, assortment of mushrooms, garlic and sweet fresh basil

**Add Shrimp \$16.00**

**Add Crabmeat or Lobster \$18.00**

\*\*\*A culinary professional is required. \$180 per station.

Minimum order of 50 guests

A dedicated server is required for all hot food services.



# RECEPTION

## CULINARY ATTENDED ACTION STATIONS

Prices listed are per guests. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.

### Four Corner Slider Station\* \$13.50

Las Vegas bakery buns, side of prickly pear cole slaw, house pickled vegetables and peppers

Choice of three:

- Black Angus slider with jalapeño jack cheese
- Pulled wood fired rotisserie chicken tinga
- Buffalo slider with caramelized onions and western blue cheese
- Black bean chipotle burger with chayote slaw and spiced avocado purée

### Las Vegas Street Vendor Taco\* \$16.00

Choice of corn or flour tortillas, enhanced by prickly pear cabbage salad, sour cream, guacamole and choice of salsa roja, verde or roasted corn pico de gallo

Choice of three:

- Agave and prickly pear pork carnitas
- Chipotle and tequila flame grilled Angus skirt steak
- Ancho chili and lime grilled chicken
- Margarita marinated grilled catch of the day
- Salsa verde and garlic grilled portobello mushroom



### Looking West to the Far East\* \$30.00

A dedicated butler pass server is required. \$120 per server.

Tray passed, choice of two:

- Dungeness crab ragoon with apricot sweet and sour sauce
- Winter curry vegetable dumpling ponzu glaze
- GF • Vietnamese summer spring roll peanut butter glaze
- GF • Tiger style Heirloom tomato salad pickled shrimp lettuce cup

#### Small Plates:

- Steamed Bao station with choice of gingered beef short rib, poached lobster, Dungeness crab salad, stir fry of vegetables and barbeque pork, enhanced by pickled vegetable salad, sriracha mayo and house plum sauce
- GF • Five spiced smoked pork belly, forbidden rice cake with slaw of fennel, pineapple and tart cherries drizzled with caramel cappuccino gastrique
- GF • Charsiu of gingered, free-range duck breast of sweet and sour, eggplant, crispy house granola red rice cake. Served with cilantro Asian vegetable slaw and peanut ponzu vinaigrette

\*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

# RECEPTION

## CARVED TO ORDER STATIONS

**GF** **Bone-In Turkey Breast\*** \$230.00  
(serves 25 guests)  
High desert herb rubbed and roasted turkey breast, prickly pear orange chutney, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

**GF** **Slow Roasted Whole Sirloin of Beef\*** \$390.00  
(serves 25 guests)  
Chimichurri, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

**GF** **Herb Crusted Beef Tenderloin\*** \$550.00  
(serves 25 guests)  
Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

**Tri Color Pepper Crusted Heirloom Pork\*** \$375.00  
(serves 25 guests)  
Charred stone fruit and orange chutney, tarragon mustard aioli, chimichurri and Las Vegas bakery cocktail rolls



**GF** **Herb and Pepper Crusted Baron of Beef\*** \$550.00  
(serves 75 guests)  
Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

\*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

**GF** Gluten free rolls available on request.



# RECEPTION

## DESSERT STATIONS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. Based on an event duration of 90 minutes.

Served with freshly brewed regular coffee.

### Ice Cream Social \$12.00

Premium vanilla ice cream, served with assorted parlor toppings:

- Nuts
- Cherries
- Whipped cream
- Shredded toasted coconut
- Chopped assorted candy bars
- Cookies

\*Requires Freezer – Ice Cream Freezer Rental Fee: **\$250.00**

### Strawberry Shortcake Station \$14.50

Build your own strawberry shortcake station to include:

- Fresh strawberries
- Mixed berry compote
- Shortcake biscuits
- Pound cake
- Chocolate sauce
- Whipped cream



### Build Your Own Shortcake Station \$14.50

- Fresh local seasonal berries
- Buttermilk biscuits
- Angel food cake
- Agave caramel sauce
- Spiced chocolate sauce
- Whipped cream
- Mixed berry sauce

### Las Vegas Pastry Shop Window \$16.00

A selection of mini pastries, petit fours, chocolates and tarts

### Four Corner Sweet Street Taco Station\* \$16.00

- Crispy almond taco shells
- Crispy cinnamon taco shells
- Prickly pear mousse
- Avocado agave mousse
- Margarita mousse
- Fresh mixed fruit and berry salsa
- Agave caramel sauce
- Spiced chocolate sauce
- Whipped cream
- Mixed berry sauce



\*A culinary professional is required. \$180 per station.

# BEVERAGE MENUS



# BEVERAGES

## HOSTED BEVERAGES

All beverages are purchased by the host. Charges are based on consumption. One bartender per 100 guests is recommended. Please select premium or deluxe package.

### Premium Spirits \$8.50

By the cocktail

Ketel One Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Dewar's 12 Scotch

Bulleit Bourbon

Seagram's VO Whiskey

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

### Deluxe Spirits \$7.75

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec



Please select one category of spirits per event.

Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$650.00<sup>++</sup> per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually.

# BEVERAGES

## HOSTED BEVERAGES continued

### Premium Wine

By the glass **\$7.25**  
 House Selections  
 Chardonnay  
 Merlot

### Deluxe Wine

By the glass **\$6.75**  
 House Selections  
 Chardonnay  
 Merlot



### Imported Beer

By the bottle/can **\$7.50**  
 By the case **\$156.00**  
 Corona Extra  
 Stella Artois

Other options available by the case

### American Premium Beer

By the bottle/can **\$6.50**  
 By the case **\$132.00**  
 Budweiser  
 Bud Light

### Draft Beer By the keg\*

American Premium  
 Imported

Contact your sales manager for keg pricing.

\*Please note we are not able to serve kegs on the second floor of an exhibit booth.

### Malt

By the case **\$168.00**  
 Mike's Hard Lemonade  
 Angry Orchard Cider



### Las Vegas Logo

**Bottled Water** (each) **\$2.25**

**Soda** (each) **\$3.25**

Assorted Pepsi® products

Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.



# BEVERAGES

## CASH BAR SERVICE

All beverages are purchased using cash or credit card by each guest. One bartender per 100 guests is recommended. Please select Premium or Deluxe package.

### Premium Spirits \$8.50

By the cocktail

Ketel One Vodka  
 Tanqueray Gin  
 Bacardi Superior Rum  
 Camarena Silver Tequila  
 Dewar's 12 Scotch  
 Bulleit Bourbon  
 Seagram's VO Whisky  
 Hennessy V.S.O.P. Cognac  
 Southern Comfort  
 Tuaca  
 Bailey's Irish Cream  
 Sweet Vermouth  
 Dry Vermouth

### Deluxe Spirits \$8.00

By the cocktail

New Amsterdam Vodka  
 Bombay Original Gin  
 Bacardi Superior Rum  
 Jose Cuervo Especial Tequila  
 Dewar's White Label Scotch  
 Jack Daniel's Whiskey  
 Seagram's 7 Crown Whiskey  
 Hennessy V.S. Cognac  
 Martini & Rossi Vermouth  
 Bols Triple Sec



Please select one category of spirits per event.

Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$950.00++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually

# BEVERAGES

## CASH BAR SERVICE continued

**Premium Wine** \$7.50

By the glass

House Selections

**Deluxe Wine** \$7.00

By the glass

House Selections



**Imported Beer** \$7.00

By the bottle/can

Corona Extra  
Stella Artois

**Malt** \$7.00

By the bottle/can

Mike's Hard Lemonade  
Angry Orchard Cider

**American Premium Beer** \$5.75

By the bottle/can

Budweiser  
Bud Light

**Las Vegas Logo Bottled Water** (each) \$2.25

**Soda** (each) \$3.25

Assorted Pepsi® products



Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.

Please do not hesitate to contact your Catering Sales Manager for assistance with your event's beverage menu.

# BEVERAGES

## WINES

### Chardonnay

Canyon Road, <i>California</i>	Bottle	\$29
Bonterra, <i>Mendocino, California</i>		\$54

### Pinot Grigio

Ecco Domani, <i>Delle Venezie, Italy</i>		\$36
Placido, <i>Italy</i>		\$37

### Sauvignon Blanc

Fetzer Echo Ridge, <i>California</i>		\$29
Whitehaven Marlborough, <i>New Zealand</i>		\$48
Bonterra, <i>Mendocino, California</i>		\$54

### Riesling

Pacific Rim (Dry Organic), <i>Columbia Valley</i>		\$40
---	--	------

### Sparkling Wine · Champagne

Wycliff Brut, <i>California</i>		\$28
Maschio Prosecco, <i>Veneto, Italy</i>		\$43
LaMarca Prosecco, <i>Treviso, Italy</i>		\$48
Chandon Brut Classic, <i>Carneros, Napa</i>		\$84



### Cabernet Sauvignon

Dark Horse, <i>California</i>	Bottle	\$28
Beringer Main & Vine, <i>California</i>		\$29
Fetzer Valley Oaks, <i>California</i>		\$29

### Merlot

Walnut Crest Select, <i>Chile</i>		\$29
Columbia Winery, <i>Washington</i>		\$32
Bonterra, <i>Mendocino, California</i>		\$45

### Pinot Noir

Fetzer, <i>Chile</i>		\$29
Rainstorm, <i>Willamette Valley, Oregon</i>		\$55
Lyric By Etude, <i>California</i>		\$90

### Malbec

Trivento Reserve, <i>Mendoza, Argentina</i>		\$52
---	--	------

### Zinfandel

Fetzer Valley Oaks, <i>California</i>		\$29
1000 Stories Bourbon Barrel Aged, <i>California</i>		\$50
Bonterra, <i>Mendocino, California</i>		\$58

Wines are subject to change based upon availability.





## **MAKING IT BETTER TO BE THERE®**

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.

Event Name: _____
Event Start Date:     /     / _____
Event End Date:     /     / _____
Booth/Room #: _____
On-Site Contact: _____
Cell #: _____
On-Site Contact Email Address: _____

Company Name: _____
Billing Name: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Country: _____
Phone #: _____
Billing Contact Email Address: _____

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Internet/Network Services

**Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products**  
(Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

Business Professional: <b>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.	Price	Quantity
	\$1,495.00	<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 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"/>

#### Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

<b>High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available</b>	Call for pricing	<input type="checkbox"/>
<b>Business Professional Plus: 200 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<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.	\$42,000.00	<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: 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 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 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"/>

### 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"/>
<b>Outside Distance Fee</b>	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

**Total:** \_\_\_\_\_

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

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 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**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.



# Wi-Fi Hotspot Products Form

**ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net)**



Updated 10/25/17 - Page 1 of 2

Toll Free Phone: **855-519-2624** – Email: [LVCC.orders@cox.com](mailto:LVCC.orders@cox.com) – Fax: 702-920-8255

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

Event Start Date:     /     / \_\_\_\_\_

Event End Date:     /     / \_\_\_\_\_

Booth/Room #: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Cell #: \_\_\_\_\_

On-Site Contact Email Address: \_\_\_\_\_

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

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Country: \_\_\_\_\_

Phone #: \_\_\_\_\_

Billing Contact Email Address: \_\_\_\_\_

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity
<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"/>
<b>Total:</b>	_____		<b>Total:</b>	_____

### Additional Services

<b>Labor/Floor work</b> The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
<b>Outside Distance Fee</b>	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

**Total:** \_\_\_\_\_

#### Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**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.



# Voice and Video Products Form



**ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net)**

Updated 10/25/17 - Page 1 of 3

Toll Free Phone: **855-519-2624** – Email: [LVCC.orders@cox.com](mailto:LVCC.orders@cox.com) – Fax: 702-920-8255

Event Name:	_____
Event Start Date:	/    /
Event End Date:	/    /
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	
Billing Contact Email Address:	_____	

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="checkbox"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="checkbox"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="checkbox"/>
<b>Phone System Services (Direct Dial)</b>		
Single Line no features	\$490.00	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="checkbox"/>
<b>Demarc Extension Services</b>		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="checkbox"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="checkbox"/>

### Video Services

Digital or HDTV Service (All channels, excluding Premium and International)	Price	Quantity
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="checkbox"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="checkbox"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="checkbox"/>

### Additional Services

<b>Labor/Floor work</b> The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
<b>Voice Services Distance Fee</b>	\$100.00	<input type="checkbox"/>
<b>Video Services Distance Fee</b>	\$500.00	<input type="checkbox"/>

**Total:** \_\_\_\_\_

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**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 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**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.



**Guest Wi-Fi, Exhibitor Wi-Fi and Wi-Fi Hotspots** are available from Cox Business throughout the **Las Vegas Convention Center**.



**ADVANCED  
CONVENTION  
SERVICES**

**Free Wi-Fi** access is available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

**How to Connect.** Look for the **.Guest Wi-Fi** network on your mobile device settings. You will be directed to the Guest Wi-Fi splash page.

*This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.*

**Choose the option that is best for you.**

**Free Wi-Fi Access** (up to 384 Kbps)

or

**Wi-Fi Upgrade\*** (up to 1.0 Mbps)

for only \$14<sup>99</sup> per day

\*Service is through on-site credit card purchase only.

**Exhibitor Wi-Fi** provides a reliable connection to your mobile device and offers a variety of other business options so that you can stay connected at the Las Vegas Convention Center.

**How to Connect.** Look for the **.Exhibitor Wi-Fi** network on your mobile device settings. You will be directed to the Exhibitor Wi-Fi splash page.

*This service is not intended for streaming video, presentation software or power business use.*

**Choose the option that is best for you:**

1 Day Exhibitor Wi-Fi = \$79<sup>99</sup>

3 Day Exhibitor Wi-Fi = \$149<sup>99</sup>

5 Day Exhibitor Wi-Fi = \$239<sup>99</sup>

\*Service is through on-site credit card purchase only.

**Wi-Fi Hot Spots** offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

Need Wi-Fi in one localized area to attract visitors to your booth or a customized splash page?

We can help.

**Choose the option that is best for you.**

Up to 10 users = \$2,200<sup>00</sup>

Up to 25 users = \$3,200<sup>00</sup>

Up to 50 users = \$4,500<sup>00</sup>

Up to 100 users = \$6,800<sup>00</sup>

Packages for more than 100 users are available, please contact us for a customized quote. Pricing based on 1.5 Mbps download.

**Cox Business utilizes 802.11ac, the latest in Wi-Fi technology.**

Contact us by phone: **855-519-2624**, email: **LVCC.orders@cox.com** or online: **tradeshows.coxhn.net**

# Las Vegas Convention Center and Cashman Center



## Channel Lineup



Digital or HD Service - All channels (excluding Premium and International)

Programming subject to change

### Digital or HD Service

- 65 TWC Deportes
- 66 TWC SportsNet
- 67 OWN – Oprah Winfrey Network
- 68 National Geographic
- 76 Univision Deportes
- 92 EVINE Live
- 93 Jewelry TV
- 94 FOX Business Network
- 95 C-SPAN
- 96 Cox Community Channel (San Diego Padres Games)
- 97 Cool TV Plus
- 100 Cox Digital Cable Information
- 101 Discovery Family Channel
- 102 Science Channel
- 103 Destination America
- 104 Investigation Discovery
- 105 American Heroes Channel
- 109 Nick Jr
- 107 Cox Digital Cable Information
- 108 CXLV1
- 109 Nick Jr
- 110 PBS Rewind
- 111 PBS Jackpot
- 112 PBS Create TV
- 113 V-me
- 114 PBS Worldview
- 115 Estrella
- 116 Cool TV
- 117 TV Guide Network
- 118 GoScout Homes
- 120 MundoFox
- 121 Mexicanal
- 122 ABC Digital
- 123 Untamed Sports
- 125 FOX Weather
- 127 Universal Sports
- 128 KLAS TV Digital
- 129 LATV
- 130 Galavision
- 131 Azteca
- 132 UniMas
- 133 nuvoTV

- 134 Discovery en Español
- 135 History en Español
- 136 Boomerang en Español
- 137 Cartoon Network (SAP)
- 138 Disney XD en Español
- 139 CNN en Español
- 140 Fox Deportes
- 141 ESPN Deportes
- 142 MTV Tr3s
- 144 Telehit
- 145 Ritmoson
- 146 Bandamax
- 147 Videorola
- 148 Mun2
- 149 VeneMovies
- 150 de Pelicula
- 151 de Pelicula Clásico
- 152 EWTN Español
- 153 Nick Toons (SAP)
- 154 GoTV
- 155 MundoFox
- 190 Jewelry Channel
- 191 GEMS TV
- 192 C-SPAN
- 193 C-SPAN2
- 194 C-SPAN3
- 312 Big 10 Network
- 314 MLB Network
- 315 Tennis Channel
- 316 NHL Network
- 317 NFL Network
- 318 NBA TV
- 319 Fox Sports 2
- 320 ESPN
- 321 ESPN News
- 322 ESPN Classic
- 323 ESPN Deportes
- 324 TVG
- 325 Discovery Fit and Health
- 327 Halogen
- 328 WeatherScan
- 329 Fox Sports 1
- 330 Fox College Sports Atlantic
- 331 Fox College Sports Central
- 332 Fox College Sports Pacific
- 333 CBS Sports Network
- 334 Pac 12 Networks

- 335 Fox Soccer Channel
- 336 fyi
- 337 History International
- 338 Outdoor Channel
- 339 Golf Channel
- 340 Longhorn Network
- 341 BBC America
- 342 We TV
- 343 Encore Family
- 344 GSN
- 345 Centric
- 346 Hallmark Channel
- 347 SOAPnet
- 348 Do It Yourself Network
- 349 EWTN
- 350 TBN
- 351 INSP
- 352 BYU Television
- 353 Cooking Channel
- 354 Boomerang
- 355 PBS Sprout
- 356 Nicktoons
- 357 TeenNick
- 358 MTV Hits
- 359 VH-1 Classic
- 360 Logo
- 361 CMT Pure Country
- 362 nuvoTV
- 363 TV One
- 364 Nat Geo Wild
- 365 Oxygen
- 366 Disney XD
- 367 MTV U
- 368 MTV Tr3s
- 369 Chiller
- 370 NBC Universo
- 371 Esquire Network
- 372 MTV2
- 373 MTV Jams
- 374 GAC
- 375 Fuse
- 376 Daystar
- 377 Disney Jr.
- 380 BeIN Sports
- 381 Outside Television
- 382 Cox Sports Television
- 383 Sportsman
- 384 Universal Sports
- 385 World Fishing Network

### HD Channels

- 1003 KSNV – NBC HD
- 1005 KVVU – FOX HD
- 1006 KVCW – The CW HD
- 1007 TBS HD
- 1008 KLAS – CBS HD
- 1009 KBLR – Telemundo HD
- 1010 KLVX – PBS HD
- 1012 KVMY HD (My LVTV)
- 1013 KTNV – ABC HD
- 1015 Univision HD
- 1018 TNT HD
- 1019 MSNBC HD
- 1020 CNN HD
- 1021 Fox News HD
- 1023 Nickelodeon HD
- 1024 FX HD
- 1025 Discovery Channel HD
- 1026 Lifetime HD
- 1027 BET HD
- 1028 Disney HD
- 1029 Spike TV HD
- 1030 ESPN HD
- 1031 ESPN2 HD
- 1032 A&E HD
- 1033 TLC HD
- 1034 USA Network HD
- 1035 CNBC HD
- 1036 E! HD
- 1037 MTV HD
- 1038 NBC Sports Network HD
- 1039 VH-1 HD
- 1042 Food Network HD
- 1043 History HD
- 1044 The Weather Channel HD
- 1045 SyFy HD
- 1046 Cartoon Network HD
- 1047 Travel Channel HD
- 1049 FSN West HD
- 1050 FSN Prime Ticket HD
- 1052 AMC HD
- 1053 Bravo HD
- 1055 HGTV HD
- 1056 Comedy Central HD
- 1057 CMT HD
- 1058 Animal Planet HD
- 1059 ABC Family HD
- 1060 WGN HD
- 1062 Galavision HD

- 1064 UniMas HD
- 1065 TWC Deportes HD
- 1066 TWC SportsNet HD
- 1067 OWN HD
- 1068 National Geographic HD
- 1076 Univision Deportes HD
- 1094 FOX Business Network HD
- 1095 FXX HD
- 1101 Discovery Family Channel HD
- 1102 The Science Channel HD
- 1103 Destination America HD
- 1104 Investigation Discovery HD
- 1108 Nick Jr. HD
- 1117 POP HD
- 1162 Univision Deportes HD
- 1164 BeIN Sports en Español HD
- 1311 NFL RedZone HD
- 1312 Big 10 Network HD
- 1314 MLB Network HD
- 1316 NHL Network HD
- 1317 NFL Network HD
- 1318 NBA TV HD
- 1320 ESPN HD
- 1329 FOX Sports 1 HD
- 1333 CBS College Sports HD
- 1334 Pac-12 Network HD
- 1335 SEC Network HD
- 1336 fyi HD
- 1338 Outdoor HD
- 1339 The Golf Channel HD
- 1340 Longhorn Network HD
- 1341 BBC America HD
- 1342 WE TV HD
- 1346 Hallmark Channel HD
- 1348 DIY Network HD
- 1353 Cooking Channel HD
- 1366 DisneyXD HD
- 1380 BeIN Sports HD
- 1381 Outside Television HD
- 1382 Cox Sports Television HD
- 1383 Sportsman HD
- 1384 Universal Sports HD
- 1385 World Fishing Network HD
- 1685 Palladia HD
- 1686 Universal HD
- 1687 Velocity HD

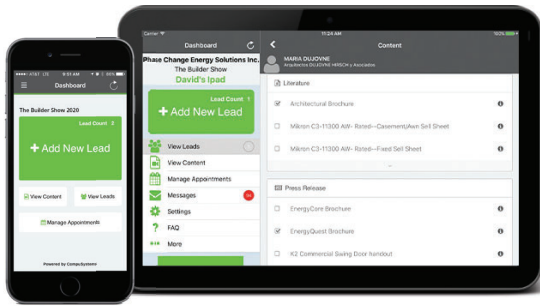
For more information call 1-855-519-2624

©2016 Cox Communications, Inc. All rights reserved.

Updated 8/16/2016



## The Easy Way to Collect Leads and Boost ROI



### CompuLEAD® App and Tablet

Develop high-quality sales leads and close more sales.

- Download app on your own phone or rent a tablet
- Capture leads at your booth, networking dinners or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available



### atEvent—Global Lead Retrieval Solution

A global lead retrieval solution you can use at all your events.

- Download app on your own phone or rent a tablet
- Drive prospect nurturing and sales conversions
- Transfer leads automatically to your CRM or Marketing Automation systems
- Obtain interaction history across all your events
- Scan badges and business cards



Products run on Apple and Android devices with current operating systems

### Quick Comparison

	CompuLEAD	atEvent
Scan badges to collect lead data	✓	✓
Qualify and survey leads	✓	✓
View/edit leads from the device	✓	✓
Add notes to a lead	✓	✓
Real-time access to leads online	✓	✓
Use on multiple devices	✓	-
Send marketing materials to leads	✓	-
Transfer activations among devices	✓	-
Wireless printer option	✓	-
Auto Transfer leads into your CRM	-	✓
Scan business cards	-	✓
GDPR ready	✓	✓

*"This is the best lead retrieval app I have ever used! It's so simple to use. After my booth staff downloaded it onto their own phones, they were up and running in no time. We will definitely use the CompuLEAD app again next year."*

**- T. Jacobson**

### International Exhibitors Have a limited data plan?

You can use the CompuLEAD App in 'Airplane Mode' and sync your leads at the end of the day to avoid using up your data. (Wi-Fi enabled devices only)

### Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565  
 Email: [exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com)



CompuSystems

	STANDARD
<b>A-la-Carte</b>	
<b>CompuLEAD App 3 User Activations</b> (173A)	\$565
+ Additional User Activations (173B)	\$135
<b>CompuLEAD Tablet</b> (174A)	\$580
<b>Packages</b>	
<b>CompuLEAD App 3 User Activations</b> (115)	\$680
<ul style="list-style-type: none"> <li>Download the app to 3 devices to capture more leads simultaneously</li> <li>Use custom qualifiers and surveys to identify top prospects (up to 99 qualifiers and 10 survey questions)</li> <li>Send prospects up to 5 video links and 15 PDFs (up to 5 MB each) to follow up</li> </ul>	
+ Additional User Activations (173B)	\$135
<b>CompuLEAD Tablet</b> (114)	\$950
<ul style="list-style-type: none"> <li>Use custom qualifiers and surveys to identify top prospects (up to 99 qualifiers and 10 survey questions)</li> <li>Wireless printer – Only pairs to 1 device/app at a time</li> <li>Delivery, setup and in-booth training</li> <li>Send prospects up to 5 video links and 15 PDFs (up to 5 MB each) to follow up</li> </ul>	
<b>atEvent 3 User Activations</b> (194)	\$995
<ul style="list-style-type: none"> <li>Capture detailed prospect information</li> <li>Marketing automation (Eloqua, Marketo, Hubspot, Pardot) or CRM (Salesforce.com) integration</li> <li>Event intelligence and sales insights</li> </ul>	
+ Additional User Activations (294)	\$135
<b>Add-ons</b>	
<b>Wireless Printer For App</b> (287A) – Only pairs to 1 device/app at a time	\$150
<b>Wireless Printer For Tablet</b> (187A) – Only pairs to 1 device/app at a time	\$150
<b>Setup and In-Booth Training For App</b> (108)	\$150
<b>Delivery, Setup and In-Booth Training For Tablet</b> (08)	\$150
<b>Lead Retrieval Product Pick Up For Tablet</b> (09)	\$75
<b>Literature &amp; Videos</b> (LITE) – Immediately follow up with prospects by sending up to 5 video links and 15 PDFs (up to 5 MB each) directly from the app.	\$140
<b>Custom Qualifiers and Survey Questions</b> (05A)	\$85
<b>Insurance For Tablet</b> (INS)	\$85

Processing Fee = \$25

No refunds within 60 days of the start of the event or after the start of the event. If the event dates change, the original event dates will apply to the refund policy. Orders canceled before that period are entitled to a full refund less a \$195 cancellation fee.

### Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565  
 Email: [exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com)



## Booth Monitor Order Form

# IWCE

Connecting Critical  
Communications

**Advance Order Deadline: July 23, 2020**

Show Management will provide reasonable security in the exhibit area during installation, show days, and dismantling, however many exhibitors elect to use Special Booth Monitoring Services. These services are available at the rate of \$33.90 per hour when this form and payment for ordered services are received on or before the above Order Deadline Date, and \$37.90 per hour for all orders after the above order deadline date. A six-hour minimum per shift per security monitor is in effect.

**Payment in full must accompany order**

Total Number of Hours \_\_\_\_\_ @ \$ \_\_\_\_\_ Per Hours = \$ \_\_\_\_\_

Plus 3.5% Processing fee = \_\_\_\_\_ Grand Total = \$ \_\_\_\_\_

Security Personnel should remain in booth until released  Yes  No Exhibitor is responsible for additional charges

**If not checked our personnel will leave your booth at the designated time**

**Please use the area on next page to list representatives who are authorized to release our personnel**

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  Visa

Cardholders Name \_\_\_\_\_

3 Digit Security Code on back of card: \_\_\_\_\_ Amex 4 Digit Code \_\_\_\_\_  MasterCard

Cardholders Billing Address \_\_\_\_\_  Amex

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  Corporate Card

Cardholders Signature: \_\_\_\_\_  Personal Card

By signing this agreement cardholder has accepted the terms and conditions set within.

Email Address for CC receipt \_\_\_\_\_

### LIABILITY

It is understood that neither the **contract security company**, nor **show management**, or their **agents** is an insurer of persons and/or property. The CLIENT, if desired, shall obtain such insurance. Sums paid to the **contract security company** by the CLIENT are not related to the value of the CLIENT's property or to other property located on the CLIENT's premises. The sole intent of the **contract security company** is to provide a visible deterrent. The contract security company is being paid for services designed to deter certain risks or losses and all amounts being charged are not sufficient to guarantee that the service supplied will avert or prevent occurrences, or losses there from, for which the service is designed to deter or avert. The **contract security company** and its **subcontractors** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to CLIENT's material, which make it impossible or impractical to exhibit same. The CLIENT, as a result of this Agreement, does not seek indemnification from the **contract security company**, nor **show management**, or their **agents**, against any damages or losses caused by hazards to the CLIENT's property, or to the property or person of any third party while the **contract security company** is engaged in the execution of this Agreement. The signature on the other side of this form of the authorizing party requesting booth monitoring services also indicates acceptance of the conditions of this Agreement as stated above.



Nevada PILB 1067

**Please send order and payment to:**

**DTA Security Services, LLC**  
6362 McLeod Drive, Suite 5  
Las Vegas NV 89120  
Phone: 702-650-2298  
Fax: 702-446-6777

[order@dtasecurityservices.com](mailto:order@dtasecurityservices.com)





# FLORAL EXPOSITIONS

1264 La Quinta Drive, Suite D Orlando, FL 32809  
 Email: [orders@floralexpo.net](mailto:orders@floralexpo.net) Phone: 407-855-0339 Fax: 407-855-0242

OFFICIAL SHOW FLORIST:

# IWCE

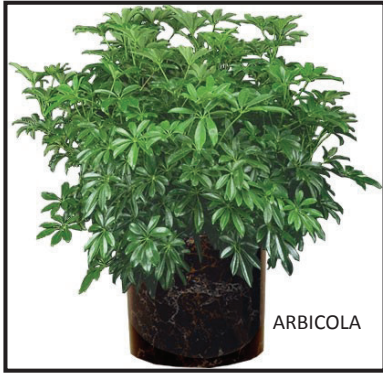
Connecting Critical Communications

## PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 4

<p><b>A1</b> 4" square 4" round            \$30</p>	<p><b>A2</b> 4" round            \$30</p>	<p><b>A3</b>            \$30</p>	<p><b>B</b> 5" w x 5" h            \$50</p>	<p><b>C</b> 5" w x 6" h            \$75</p>	<p><b>D</b> 6" w x 6" h            \$50</p>	<p><b>E</b> 5" w x 5" h            \$45</p>
<p><b>F</b> 8" w x 10" h            \$75</p>	<p><b>G</b> 5" w x 12" h            \$45</p>	<p><b>H</b> 8" w x 8" h            \$75</p>	<p><b>I</b> 8" w x 8" h            \$95</p>	<p><b>J</b> 8" w x 8" h            \$50</p>	<p><b>K</b> 12" w x 12" h            \$95</p>	
<p><b>L</b> 10" w x 14" h            \$95</p>	<p><b>M</b> 14" w x 12" h            \$75</p>	<p><b>N</b> 8" w x 18" h            \$95</p>	<p><b>O</b> 14" w x 12" h            \$75</p>	<p><b>P</b> 14" w x 14" h            \$135</p>		
<p><b>Q</b> 12" w x 18" h            \$85</p>	<p><b>R</b> 14" w x 10" h            \$55</p>	<p><b>S</b> 9" w x 6" h            \$75</p>	<p><b>T</b> 14" w x 12" h            \$95</p>	<p><b>U</b> 12" w x 18" h            \$85</p>		
<p><b>V</b> 20" w x 10" h            \$150</p>	<p><b>X</b> 6" w x 24" h            \$120</p>	<p><b>Y</b> 20" w x 30" h            \$200</p>	<p><b>Z</b> 36" w x 48" h            \$250</p>			
<p><b>W</b> 18" w x 10" h            \$150</p>						

Please call to create a custom design!

**GREEN PLANTS 3FT – 8FT: ORDER ON PAGE 4**



ARBICOLA



SNAKE PLANT



SPATHIPHYLUM



CROTON



ARECA PALM



BAMBOO PALM



FICUS TREE

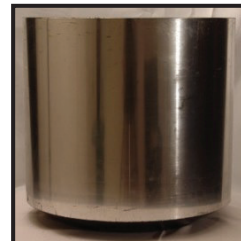
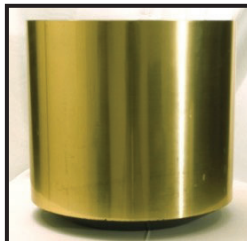
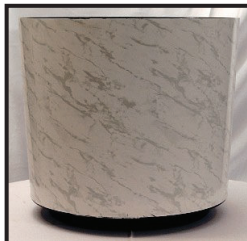


ADONIDIA PALM

**MUMS, AZALEAS, BROMELIADS FERNS, IVY AND POTHOS: ORDER ON PAGE 4**



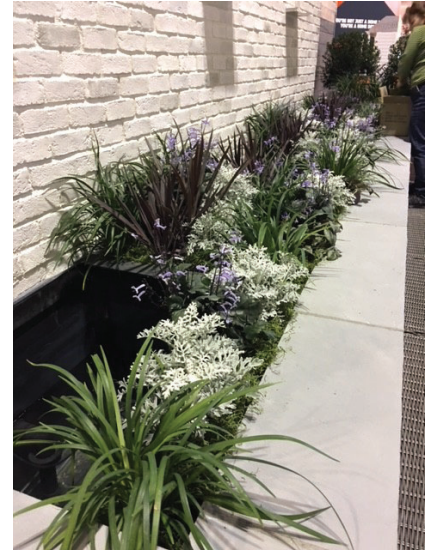
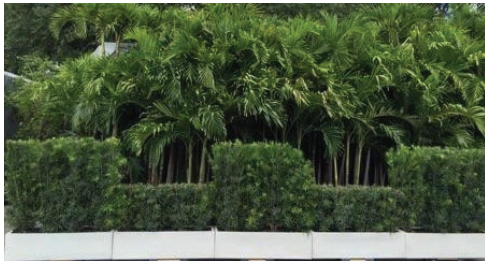
**SPECIALTY CONTAINERS: ORDER ON PAGE 4**



## SPECIALTY DESIGNS: ORDER ON PAGE 4



## CUSTOM OPTIONS: CALL FOR PRICING



<b>PROFESSIONAL FLORAL</b>	<b>Option (A to Z)</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
Fresh Floral (A thru Z)				
Fresh Floral (A thru Z)				
Customized Fresh Floral Arrangement	Color: Height:      Width:			
Clear Bubble Bowl	8" For Business Cards	\$30.00		

Customized floral arrangements for hospitality suites, luncheons and banquets available.

<b>GREEN PLANTS</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
3 Foot Green Plant	\$41.00		
4 Foot Green Plant	\$51.00		
5 Foot Green Plant	\$61.00		
6 Foot Green Plant	\$71.00		
7 - 8 Foot	\$16.00/ft		

Standard containers come with all plant orders. Indicate preference: **Black** \_\_\_\_\_ **White** \_\_\_\_\_  
Please Call for Specialty Requirements on Topiaries, Exterior Plants, Large Trees, Andonidia Palms and More

**UPGRADED CONTAINER SELECTION**

Dark Wicker \_\_\_\_\_ Green Marble \_\_\_\_\_ Mahogany Marble \_\_\_\_\_ Black Marble \_\_\_\_\_  
White Marble \_\_\_\_\_ Brushed Brass \_\_\_\_\_ Brushed Chrome \_\_\_\_\_

\*Small - \$5 \_\_\_\_\_ (Blooming Plants) \*Medium - \$10 \_\_\_\_\_ (3 to 4 Ft. Plants) \*Large - \$15 \_\_\_\_\_ (5 to 6 Ft. Plants)

<b>TOTAL:</b>
---------------

<b>BLOOMING, FERNS,</b>	<b>Color/Type</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
<b>IVY &amp; POTHOS</b>	Fern _____ Ivy _____ Pothos _____	\$35.00		
<b>Azaleas</b>	Red _____ White _____ Pink _____	\$33.00		
<b>Bromeliads</b>	Red _____ Orange _____ Yellow _____	\$33.00		
<b>Mums</b>	Yellow _____ White _____ Lavender _____ Bronze _____	\$25.00		
<b>Seasonal Blooming</b>	Available Upon Request	Please Call		

<b>SPECIALTY DESIGNS</b>	(1-6)	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>	<b>DELIVERY/MAINTENANCE</b>	<b>\$15.00</b>
Planted Gardens					<b>SUB TOTAL</b>	
Planted Gardens					<b>8.38% SALES TAX:</b>	
Planted Gardens					<b>GRAND TOTAL:</b>	

**RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.**

SHOW NAME: IWCE 2020 \_\_\_\_\_ LOCATION: Las Vegas Convention Center \_\_\_\_\_  
SHOW DATES: August 26-27, 2020 BOOTH#: \_\_\_\_\_ BOOTH REPRESENTATIVE \_\_\_\_\_  
COMPANY \_\_\_\_\_ ONSITE PHONE#: ( ) \_\_\_\_\_ - \_\_\_\_\_  
CC BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
ZIP CODE#: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_  
PAYMENT ENCLOSED: Check: \_\_\_\_\_ CC: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
Credit Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name of Credit Card Holder: \_\_\_\_\_ Security Code (CVV)#: \_\_\_\_\_

**EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES**  
**CALL US 407-855-0339 or FAX US 407-855-0242 or EMAIL US [orders@floralexpo.net](mailto:orders@floralexpo.net)**

<b>CUSTOM ORDERS</b> Contact Information  Phone Number _____ Email _____	<b>RENTAL POLICIES</b> • All materials and plants available on a rental basis only. • Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. • All prices include: servicing and removal at end of show. • The availability of some items is subject to season and geography. • Some specialty items must be ordered in advance to assure availability. <b>PAYMENT POLICIES</b> • Checks need to be drawn from a U.S. bank. • All orders must be paid in full in U.S. currency prior to show date. • Adjustments cannot be made after the close of the show. • All orders are final 30 days prior to the show.
---	---

# Index

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

## A

Additional Service Order Forms, Page 151

Advance Shipping Labels, Page 85

Agreement and Rules and Regulations  
between GES and EAC, Page 140

Audio Visual, Page 152

## B

Booth Confirmation, Page 37

Booth Layout - Hanging Signs, Page 105

Booth Rules and Regulations, Page 25

## C

Carpet Brochure, Page 52

Carpet Order Form, Page 53

Carpet Package Order Form, Page 54

Cartload Service Order Form, Page 93

Catering, Page 154

Cleaning and Porter Service Order Form,  
Page 113

Convenience Package Order Form, Page 64

## D

Digital File Preparation, Page 73

Direct Shipping Labels, Page 86

Display Vehicle Placement Order Form,  
Page 94

Domestic Third Party Billing Request, Page  
50

## E

Electric Chain Hoist & Truss Order Form,  
Page 107

Electrical Equipment Order Form, Page 130

Exhibitor Appointed Contractors (EACs)  
and Third Parties, Page 139

## F

Fire Regulation Information, Page 144

First Time Exhibitors, Page 10

Floral, Page 227

Forklift Order Form, Page 98

Freight Service Questionnaire, Page 89

Furniture & Accessories Order Form, Page  
58

Furniture Package Order Form, Page 61

## G

General Information, Page 46

GES Information and Order Forms, Page 43

GES Payment Policy, Page 147

GES Terms, Page 148

GES Terms and Conditions of Contract,  
Page 148

GES Transportation Plus, Page 81

Graphics & Signage Order Form, Page 75

## H

Hanging Sign / Truss Labor Information,  
Page 100

Hanging Sign Labor Order Form, Page 101

Hanging Sign Shipping Labels, Page 106

How to Navigate the ESK, Page 6

011601475

022820

# Index

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

International Wireless Communication Expo  
Las Vegas Convention Center  
August 26 - 27, 2020

How to Save Money, Page 14

## I

Installation and Dismantling Order Form,  
Page 96

International 3rd Party Billing Request,  
Page 51

Internet/ Voice/ Wifi, Page 213

## L

Lead Retrieval, Page 223

## M

Marshaling Yard & Direct Deliveries  
Information, Page 90

Material Handling/Drayage Information,  
Page 77

Material Handling/Drayage Order Form,  
Page 82

Move-In Information, Page 39

Move-Out Information, Page 42

## N

Notice of Intent to Use EAC and Policies  
and Procedures, Page 139

## O

Operation of All Mechanical Lifts, Page 146

## P

Payment and Credit Card Charge  
Authorization, Page 49

Pre-Printed Bill of Lading (BOL) / Outbound  
Labels Request, Page 87

## S

Security, Page 225

Shipping Labels: Advance, Page 85

Shipping Labels: Direct, Page 86

Show Information, Page 44

Show Organizer Information and Forms,  
Page 4

Show Rules and Regulations, Page 17

Show Site Access Storage Order Form,  
Page 91

Show Site Work Rules, Page 142

Special Handling Brochure, Page 84

Specialty Furniture Offerings, Page 63

Stagehand Labor Order Form, Page 110

Standard Exhibit Systems Brochure, Page  
66

Standard Exhibit Systems Order Form, Page  
71

Standard Furniture Brochure, Page 55

Standard Graphics Brochure, Page 76

Stop. Think. Safety., Page 143

## T

Tips for New Exhibitors, Page 47

Truss Lighting Package Order Form, Page  
108

## W

Warehouse Storage Service Order Form,  
Page 88

Welcome Letter, Page 5

011601475

022820