

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.

MINExpo INTERNATIONAL® 2020
Las Vegas Convention Center
September 28 - 30, 2020

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One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

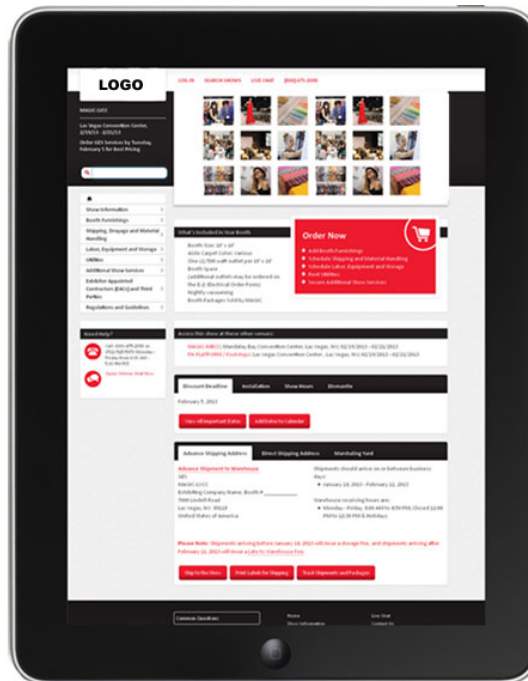
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/011671634/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Welcome/General Information

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FAQs

General Information

Exhibitor Check List

Directory Listings -- **MANDATORY**

New Policies and Procedures for MINExpo INTERNATIONAL® 2020

Exhibitor Insurance General Information -- **MANDATORY**

Glossary of Industry Terms



Frequently Asked Questions

Welcome to the Exhibitor Services Manual for MINExpo INTERNATIONAL® 2020, September 28 – 30, 2020 at the Las Vegas Convention Center. Within this site, you will find everything you need to have a successful show.

Whether you are a first-time exhibitor, or a MINExpo veteran, we encourage you to review the Frequently Asked Questions to get the most out of your exhibit experience at MINExpo.

If we can supply any additional information or be of further assistance, please do not hesitate to contact us.

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[How do I submit my directory and mobile app listing data?](#)

[Do I need to submit a Certificate of Insurance?](#)

[Do I need to submit a layout of my booth for show management approval?](#)

[Who can I contact for assistance?](#)

WHAT IS INCLUDED WITH MY EXHIBIT SPACE RENTAL?

Exhibit Space Rental Includes:

- Drape suspended on aluminum uprights and stanchions. The draped back wall is 8' (2.43 m) high. The side rail drapes are 33" (.84 m) high.
- An identification sign with your company name and booth number for all inline booths exhibitors.
- Four complimentary exhibitor staff badges per 100 sq. ft. of exhibit space, maximum of 200). All additional personnel, will pay charged US\$25 per person (US\$50 on site.)
- 24 hour perimeter security in the Exhibit Hall
- Free MINExpo promotional materials
- Pre-show registration list
- Post-show registration list
- Listings in the following:
 - MINExpo Official Print Directory
 - MINExpo Official Online Directory
 - MINExpo Mobile App
- Booth cleaning (vacuuming and waste removal) for first level of exhibits. (Exhibitors with two-story booths are responsible for the cleaning of the second floor.)
- Opportunity for complimentary meeting space at the LVCC on a first-come, first-served basis.

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WHAT IS THE SCHEDULE FOR MOVE-IN, MOVE-OUT AND SHOW DAYS?

[View Target Freight Plans](#)

Exhibit Move-In Hours

Monday, September 21	8 a.m. – 5 p.m.: Monday Targeted Freight Only
Tuesday, September 22	8 a.m. – 5 p.m.: Tuesday Targeted Freight Only
Wednesday, September 23	8 a.m. – 5 p.m.: Wednesday Targeted Freight Only
Thursday, September 24	8 a.m. – 5 p.m.: Thursday Targeted Freight Only
Friday, September 25	8 a.m. – 5 p.m.: Friday Targeted Freight Only
Saturday, September 26	8 a.m. – 5 p.m.: Freight Received Will Be on Overtime
Sunday, September 27	8 a.m. – 3 p.m.: Freight Received Will Be on Overtime

All exhibits are to be set up, or in the process of being set up with all empties out of the aisles by 3 p.m., Sunday, September 27 to allow for the installation of aisle carpet.

Exhibit Move-out Hours

Outbound freight will be loaded according to the [targeted freight move out floor plans](#).

Wednesday, September 30	5 p.m. – Midnight
Thursday, October 1	8 a.m. – 5 p.m.
Friday, October 2	8 a.m. – 5 p.m. (South Hall 3 must be moved out by 5 p.m.)
Saturday, October 3	8 a.m. – 5 p.m. (North Hall, Central Hall and South Hall 1 and South Hall 2)

Show Days Schedule

Exhibit Hours

Monday, September 28

Ribbon Cutting	8:30 a.m.
Exhibit Halls Open:	9 a.m. – 5 p.m.
Opening Session:	10 a.m. – 11:30 a.m.

Tuesday, September 29

Conference Sessions:	8 a.m. – 12:15 p.m.
Exhibit Halls Open:	9 a.m. – 5 p.m.
Lunch	12:30 p.m.

Wednesday, September 30

Conference Sessions:	8 a.m. – 12:15 p.m.
Exhibit Halls Open:	9 a.m. – 5 p.m.
Awards Lunch	12:30 p.m.

Exhibitors will have access to the exhibit hall at 7 a.m. each morning, and must be out by 6 p.m. each day.

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HOW DO I ORDER EXHIBITOR BADGES?

CompuSystems is the official registration company. [Exhibitor registration is open](#). Your login password have been sent by email. Questions about staff exhibitor badges questions can be sent to: MINExpo@csreg.zohodesk.com.

New for 2020: BADGES WILL NOT BE MAILED. Exhibitor badges must be picked up at exhibitor registration, located in either North Hall 2 or South Hall 1 during on-site registration hours. Each person must pick up their own badge.

Exhibitor Registration Hours

Friday, September 25	8 a.m. – 4 p.m.
Saturday, September 26	8 a.m. – 6 p.m.
Sunday, September 27	8 a.m. – 6 p.m.
Monday, September 28	7 a.m. – 5 p.m.
Tuesday, September 29	7 a.m. – 5 p.m.
Wednesday, September 30	8 a.m. – 3 p.m.

Note: Only the exhibiting company name on the *Application and Contract for Exhibit Space* will be printed on exhibitor badges, floor plans, and directories. Brand names cannot be part of the exhibiting company name.

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HOW DO I MAKE HOTEL RESERVATIONS FOR MY EXHIBIT STAFF?

onPeak is the official housing company for MINExpo INTERNATIONAL 2020. Exhibitor housing will open online November 18, 2019.

Please be aware that third party travel companies are soliciting exhibitors by phone and email for housing. onPeak (the MINExpo official housing company) does not place outbound calls to exhibitors or attendees for housing. If you receive a phone call, it is from an unauthorized third party travel company. Please see the MINExpo [website](#) for a current list of non-official housing companies.

These travel companies are not authorized by Show Management and may provide false information regarding the availability of rooms at hotels within the official housing block. If you book rooms with other travel or housing companies and not onPeak, and have issues with your hotel rooms, there is nothing that Show Management can do to assist.

If you are contacted by a non-official housing company, please immediately notify Show Management at kcoon@nma.org. Show Management works to prevent the unauthorized solicitation of MINExpo INTERNATIONAL® exhibitors and attendees and will pursue these companies to prevent further contact.

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HOW DO I SUBMIT MY DIRECTORY AND MOBILE APP LISTING DATA?

Ascend Integrated Media is the official provider for the MINExpo INTERNATIONAL 2020 Print Directory, Online Directory, and Mobile App. The primary contact listed on your *Application and Contract for Exhibit Space* will receive an email in May of 2020 with instructions for how to provide your company's information for inclusion in the MINExpo 2020 Print Directory, Online Directory, and Mobile App.

Deadline to submit listing information: July 7

Note: Only the exhibiting company name on the *Application and Contract for Exhibit Space* will be printed on exhibitor badges, floor plans, and directories. Brand names may not be part of the exhibiting company name.

Ascend Integrated Media is the **ONLY official MINExpo INTERNATIONAL 2020 provider for the print directory, online directory and the mobile app**. Please disregard any solicitations from any other third party supplier offering directory listings. They are not affiliated in any way with National Mining Association, MINExpo®, Ascend or Hall-Erickson, Inc. If you are approached by a questionable supplier, please contact pmcquality@heexpo.com.

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DO I NEED TO SUBMIT A CERTIFICATE OF INSURANCE?

MINEXPO REQUIRES EXHIBITORS TO HAVE GENERAL LIABILITY INSURANCE. A PROOF OF INSURANCE MUST BE RECEIVED PRIOR TO MOVE-IN OR YOU WILL NOT BE PERMITTED ACCESS TO THE EXHIBIT FLOOR TO SET UP YOUR BOOTH. There are no exceptions. We urge you to take care of this detail now so it is not overlooked. **This rule will be strictly enforced at MINExpo 2020. Please forward a valid Certificate of Insurance for Exhibitors before June 1, 2020, to Penny McQuality, Hall-Erickson, Inc., Show Management, Email: pmcquality@heexpo.com, Fax: +1 630 434-1216. [Click here](#) to see a sample certificate for specific coverage amounts and additional insureds language. See [Exhibitor Insurance Information](#) for details.**

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DO I NEED TO SUBMIT A LAYOUT OF MY BOOTH FOR SHOW MANAGEMENT APPROVAL?

Yes, all exhibitors in 20x20 booths and larger, as well as exhibitors that include vertical-tire displays in their booth, are required to submit scale drawings of their exhibit for approval to Show Management **by May 1, 2020**. See [Exhibit Design Approval](#) for details. Questions can be directed to MINEboothdiagrams@heexpo.com. Be sure your booth design is in compliance with all rules in the [Regulations & Guidelines](#) section of this manual.

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WHO CAN I CONTACT FOR ASSISTANCE?

We know that direct, early contact with Show Management can be the key to your success as an Exhibit Manager. Never hesitate to ask a question or verify information. We look forward to working with you for a successful show!

<p>HALL-ERICKSON, Inc. (HEI) +1 800 752-6312 (U.S. and Canada) +1 630 434-7779 (International) Fax: +1 630 434-1216 General email: minexpo@heexpo.com</p> <p>Exhibits Operations, Rules & Regulations, Invoices, Exhibitor Manual Fred Champagne Exhibits Manager fchampagne@heexpo.com</p> <p>Exhibit Space Sales and Relocations Jeff Naccarato or Rich Widick Account Managers jnaccarato@heexpo.com or rwidick@heexpo.com</p> <p>Booth Design Approval Chrissy Petracek Exhibits Manager MINEboothdiagrams@heexpo.com</p> <p>Exhibitor Registration Peggy Hatfield Registration Manager phatfield@heexpo.com</p> <p>Exhibitor Certificates of Insurance Penny McQuality Exhibitor Coordinator pmcquality@heexpo.com</p>	<p>NATIONAL MINING ASSOCIATION 101 Constitution Avenue, NW Suite 500 East Washington, D.C. 20001 +1 202 463-2600 Fax: +1 202 463-2666 minexpo@nma.org</p> <p>Attendance Promotion, Education Sessions, General Information, Delegations Moya Phelleps NMA, Senior Vice President, Member Services +1 202 463-2639 mpheleps@nma.org</p> <p>Sponsorships and Advertising Opportunities, Exhibitor Housing Block, Meeting Room and Press Conference Requests Katie Coon NMA, Manager of Trade Shows, Meetings & Membership +1 202 463-2632 kcoon@nma.org</p> <p>Trade Press Lucia Livak NMA, Communications Associate +1 202-463-2645 LLivak@nma.org</p>
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National Mining Association

National Mining Association (NMA) is the sponsor of MINExpo INTERNATIONAL® 2020. The NMA office will be in room N253 (2nd level, North Hall). The NMA booth will be located in the Grand Lobby of the Las Vegas Convention Center. The NMA website is www.nma.org.

Hall-Erickson, Inc. (HEI)

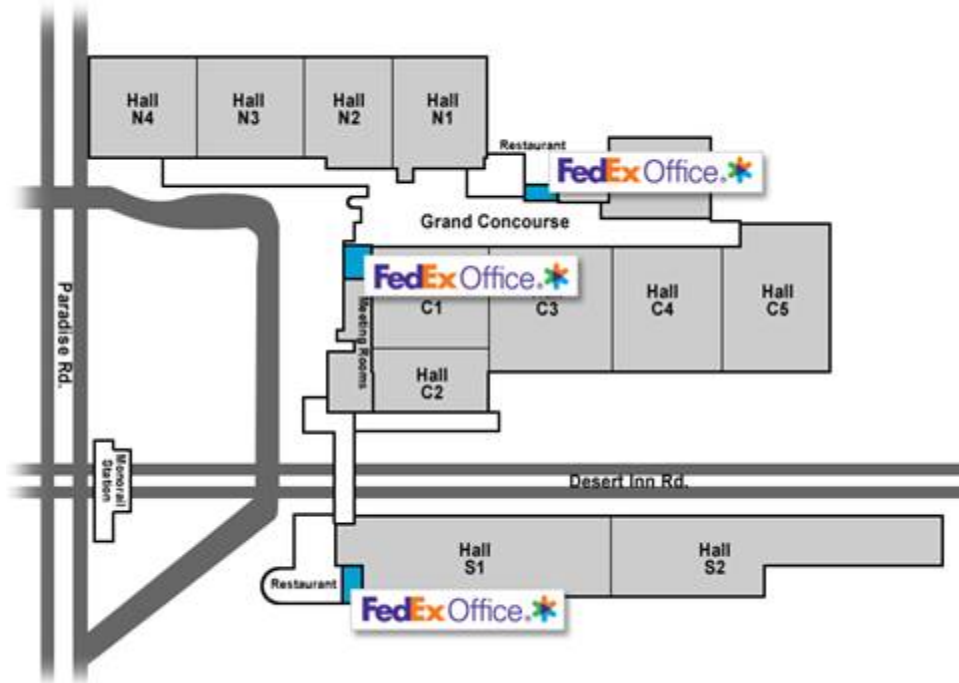
Hall-Erickson, is responsible for assisting exhibitors with services. Hall-Erickson will be onsite at the LVCC from move-in through move-out. Locations and contact information will be in the MINExpo Move-In Bulletin.

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General Information

Business Centers

FedEx Office operates 3 business centers in the Las Vegas Convention Center. The main office is located in the Grand Lobby of the LVCC (adjacent to Central Hall 1), and satellite offices are located in the Concourse (across from Central Hall 3), and in the South Hall Lobby (next to the Food Court). The Business Center is open from 8 a.m. – 5 p.m., 7 days a week (hours subject to change.) For more information, please contact FedEx Office at +1 702 943-6780, or email usa5042@fedex.com.



Coat and Baggage Check

For your convenience, coat and baggage check service will be available during MINExpo Show hours. Coat and baggage check is located at each of the FedEx offices in the LVCC.

Convention Center Accessibility / Wheel Chairs and Scooters

The Las Vegas Convention Center is wheel-chair accessible with elevators to all levels. Requests for wheelchair and scooter rentals can be made in advance through Scootaround at +1 888 441-7575, conventions@scootaround.com. Rentals can be picked up in the FedEx Office locations in the Grand Lobby (Central Hall) and the South Hall Lobby.

Emergencies

For Emergencies, call: +1 702 892-7400

From any house phone, dial 7400

Emergency Preparedness Plan

Exhibitors are responsible for having an emergency preparedness plan in place for your booth staff at the Las Vegas Convention Center (LVCC) including move-in, show hours and move-out. All booth staff should be informed of the emergency preparedness plan prior to arrival at the LVCC. The plan should include the following:

- The location of exits nearest your booth (or other meeting place), including secondary exits if the nearest exit is compromised
- The location of a designated place to meet outside of the convention center

- A cell phone list of all staff, including any medical conditions that could affect a staffer's well-being, and an emergency contact and phone number, i.e. family member, friend, etc.
- A communication plan with a defined chain of command chart detailing phone communications among staff members

Exhibit Hall Access

Exhibitors with the proper Show credentials will be admitted to the exhibit area during the following times:

Move-in:

September 21-26: 8 a.m. – 5 p.m.

September 27: 8 a.m. – 3 p.m.

All exhibits are to be set up, or in the process of being set up with all empties out of the aisles by 3 p.m., Sunday, September 27 to allow for the installation of aisle carpet.

No freight will be received on Monday, September 28.

Show Days:

September 28 - 30: 9 a.m. – 5 p.m. (Note: exhibitors may access the exhibit area from 7 a.m. - 6 p.m. daily)

Move-out:

September 30: 5 p.m. - Midnight

October 1 – October 3: 8 a.m. – 5 p.m. . (South Hall 3 must be moved out by 5 p.m. on October 2)

Access to Exhibit Hall Outside of Regular Hours

Exhibitors or their appointed contractors (EACs, film crews, etc.) requiring hall access at times other than those specified above, must complete and present a [Special Admittance Request Form](#) to Show Management prior to access. The names of personnel requiring access, their arrival and the time of departure will be recorded. Exhibitors found not working in their booth will be escorted off the show floor until regular access hours begin. The [Special Admittance Request Form](#) can be filled out on-line by clicking the above link. Printed forms will also be available in the Show Management offices during the Show.

Exhibitor Servicenters®

Exhibitor Servicenters® will be open from the beginning of move in through move out at the following locations:

- North Halls 1-4: Front of 200 aisle
- Central Halls 1-5: Under the Concourse Stairs
- South Halls 1-2: Adjacent to 24200 aisle
- South Halls 3: Adjacent to 30000 aisle

Free-standing Servicenters® linked to GES will be available throughout the halls. In addition GES Service Executives will be walking the aisles for assistance and contact information will be left in your booth.

First Aid Office Locations at the LVCC

Grand Lobby, Outside Hall C1

North Hall Lobby, Outside Hall N3

South Hall, Level 1 Lobby, next to the escalators

The Las Vegas Convention Center Security Staff is trained to handle emergency situations. The security office is operational 24 hours a day and should be called to report any emergencies: 702 892-7400, from any house phone, dial 7400.

Lead Retrieval

Exhibitors may utilize state-of-the-art technology for quick, easy, and reliable collection of trade show leads. Information about renting lead retrieval equipment and/or custom list rentals is available to order online at compusystems.com/order. Lead retrieval equipment will be available for pick up at the CompuSystems service desk at any of the Exhibitor Servicenters®. To contact CompuSystems by email MINExpo@csreg.zohodesk.com or by phone +1 866 600-5323 (Domestic) or +1 708 786-5565 (International).

Meeting Rooms

Complimentary meeting space is available at the LVCC on a first-come basis for MINExpo exhibitors. These rooms may be used for meetings, to host a press conference or as an office. To request a meeting space, the MINExpo [Meeting Room Requests Information](#) in the Exhibit section of the MINExpo website.

Note: No exhibits are permitted in meeting rooms!

Parking

Parking is permitted in marked spaces only. Overnight parking is not permitted. When paid parking is in effect, the fee is \$10.00 per space with in/out privileges. Red curbs designate fire lanes which are tow away zones and must be kept clear. Accessible parking spaces are provided and are designated as reserved by a sign showing the symbol of accessibility. If you forget where you parked (it's easy to do), stop by the LVCVA Security Dispatch Office located in the main concourse by the "C" Halls for assistance.

Press Conferences

There are three options available to exhibitors who wish to hold press conferences at MINExpo:

1. Hold a press conference in the MINExpo Press Conference room at the LVCC. The press conference is open to all press registered for the show;
2. Hold a press conference in a Meeting Room at the LVCC. Press are invited by the exhibitor; and,
3. Hold a press conference in your Booth on Tuesday, September 29 or Wednesday, September 30. A press conference may be held one hour before show opens or during show hours on these days.

For additional information, please review the MINExpo [Press Conference Requests Information](#) in the Exhibit section of the MINExpo website.

Press Room

MINExpo will staff a Press Room (Room N243) at the LVCC. Only editors, writers, and reporters will be permitted. Exhibitors will be able to deliver press kits to the Press Room for distribution to the registered press.

Smoking/Non-Smoking Policy

The Las Vegas Convention Center is a non-smoking facility with designated smoking areas outside the facility.

Tips for International Exhibitors

Shipping

- Be aware of the published deadlines and plan to ship early - security procedures can cause delays to and from the United States.
- Exhibit Booth Materials - consider renting an exhibit package to reduce the materials you ship. The rental cost could be substantially lower than shipping.
- How to ship - select ocean freight, if your schedule allows for up to six (6) weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (under one cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight.

- Use a professional exhibition freight forwarder - forwarders without detailed exhibition experience and without a network of exhibitions specialists can make customs and transportation mistakes.. Airways Freight is the Official International Freight Forwarder and Customs Broker for MINExpo 2020. [Airways Freight](#) information can be found in the exhibitor manual.
- Labeling and Packing - U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth (stand) number. Large labels work best. Be sure that your packing materials are adequate for both the type of transport and the sensitivity of your goods.
- Documentation - prepare a commercial invoice in English with complete descriptions and model/serial numbers. Include a packing list with the dimensions, gross and net weights of each package shipped. Carry a copy of the packing list with you.
- Insurance – secure adequate insurance to cover your exhibit to and from the show.

Ordering Electrical

- Voltage in the United States is typically 120/208-volt, 3-phase @ 60 Hz.
- European voltage is typically 220/400-volt, 3-phase @ 50 Hz.
- U.S. power use is typically measured in wattage or amperage.
- European power use is typically measured in KW (kilowatts).
- GES may have power transformers to convert U.S. voltages to European voltages with capacities up to 225 amps.
- 308-volt is not standard and requires a transformer to be place in your booth (contact GES at GES@ts-electric.com for a quote).
- Conversion of 50 Hz to 60 Hz is rarely required (solid state convertors are available, but very expensive to rent).
- Equipment with D.C. (Direct Current) solid-state motors may require Hertz conversion due to an output shaft speed increase of 20%.
- A good reference for international electrical information is http://www.hdp-power.com/sites/default/files/resources/kropla.com-Electric_Power_Around_The_World.pdf.

All Electrical work must be provided by GES.

Transportation

Shuttle Bus

Complimentary Shuttle Bus service will be available to and from the Las Vegas Convention Center and the hotels in the Official MINExpo Hotel Block that are not in walking distance to the convention center.

Hotels with Shuttle Bus Service to/from LVCC	Hotels without Shuttle Bus Service
Aria Resort & Casino	Courtyard Las Vegas Convention Center
Bally's Las Vegas	Embassy Suites Las Vegas Convention Center
Bellagio	Las Vegas Marriott
Elara, by Hilton Grand Vacations Center Strip	Renaissance Las Vegas Hotel
Encore at Wynn Las Vegas	Residence Inn by Marriott Convention Center
Flamingo Las Vegas	SpringHill Suites Las Vegas Convention Center
Hilton Grand Vacations Club on the Strip	Westgate Las Vegas Resort & Casino
Mandalay Bay Resort & Casino	
MGM Grand Hotel Casino	
Mirage Hotel & Casino	
New York New York Hotel & Casino	

Paris Las Vegas	
Park MGM	
Planet Hollywood Resort & Casino	
SAHARA Las Vegas	
The Cosmopolitan of Las Vegas	
The LINQ Las Vegas Hotel & Casino	
The Venetian Resort Hotel Casino	
Treasure Island	
Trump Hotel Las Vegas	
Vdara Hotel & Spa	
Waldorf Astoria Las Vegas	
Wynn Las Vegas	

Taxi / Rideshare / Monorail

Taxi pick-up at Las Vegas Convention Center locations are:

- South Hall West (front of South 1 Exhibit Hall)
- S2 Plaza (back of the South 2 Exhibit Hall)
- North Portico (covered area adjacent to North Halls)
- Blue Drive/Door 9 (behind Central 5 Hall)

(pick-up locations subject to change)

The Las Vegas Convention Center rideshare (Uber/Lyft) pick-up/drop-off locations are located:

- At the back of the South 2 Exhibit Hall off of Swenson and South Drive
- Door 9 behind Central 5 Hall – adjacent
- Northeast corner of Renaissance Hotel, across from the Bronze lot

(pick-up locations subject to change)

Limousine Rental

If you need to rent a limousine, please make sure the company is licensed in the state of Nevada, for your protection.

The [Las Vegas Monorail](#) stops at seven stations, including the Las Vegas Convention Center. Note: the South Hall is closest to the monorail stop at the convention center.

Warning – Third Parties Soliciting Exhibitors

MINExpo exhibitors are being solicited by unofficial vendors for hotel rooms, list rental and directories

Third Party Travel Companies Soliciting Exhibitors for Housing

The official housing company for MINExpo INTERNATIONAL® is onPeak. **Housing reservations can be made through the MINExpo website.** onPeak (the MINExpo official housing company) does not place outbound calls to exhibitors or attendees for housing. If you receive a phone call, it is from an unauthorized third party travel company.

These companies are not authorized by Show Management and may provide false information regarding the availability of rooms at hotels within the official housing block. If you book rooms with other travel or housing companies and not onPeak, and have issues with your hotel rooms, there is nothing that Show Management can do to assist. Please see the MINExpo [website](#) for a list of the current non-official housing companies.

If you are contacted by a non-official housing company, please immediately notify Show Management at kcoon@nma.org. Show Management works to prevent the unauthorized solicitation of MINExpo INTERNATIONAL® exhibitors and attendees and will pursue these companies to prevent further contact.

Note on Unauthorized List Rental

As part of the exhibitor package, you will receive a complimentary pre-show list of attendees and a post-show list of attendees.

The pre-show list will be available at the end of July 2020. Show Management will send an email to all exhibitors with information on obtaining the list.

The post-show list of verified attendees will be available approximately three weeks after the show. Again, Show Management will send an email with information on obtaining the list and the parameters for its use.

You may receive solicitations from unofficial suppliers to purchase pre- and/or post-show list rentals. MINExpo lists are complimentary to exhibitors. Please note that companies that solicit you to purchase list rentals have no affiliation with MINExpo.

Customized list rental for MINExpo 2020 is provided through CompuSystems. List rental and broadcast email service will be available through the [Exhibitor Registration site](#). For more information, contact CompuSystems at Domestic call at +1 866 600-5323 – International +1 708 786-5565, email MINExpo@csreg.zohodesk.com.

Directory Warning

As a reminder, Ascend Integrated Media is the **ONLY official MINExpo directory publisher**, producing both the print and online directories and the Mobile App. If you are approached by a questionable supplier, please contact pmcquality@heiexpo.com.

Exhibitor Check List



Ordered?	Item / Form	Deadline Date
	Meeting Room Request Form	April 1
	Exhibit Design Approval MANDATORY FOR 20x20 and LARGER BOOTHS, as well as exhibitors that include vertical-tire displays in their booth.	May 1
	Listing for Official Print and Online Directories / Mobile App – Ascend Integrated Media (<i>Official Contractor</i>) MANDATORY	Data collection will begin in May. Deadline is July 7.
	Equipment Information Questionnaire : MANDATORY	May 31
	Certificate of General Liability Insurance (required for ALL exhibitors): MANDATORY	June 1
	Press Conference Request Form	July 24
	Lead Management: CompuSystems - Early Bird Pricing	July 30
	Sound Projection Approval Form	July 31
	Booth Press Conference Request	August 14
	Lead Management: CompuSystems – Advance Pricing (See July 30 for Early Bird deadline)	August 14
	Advance Shipping to Warehouse (includes Hanging Sign shipments)	August 21 – September 14
	Housing Reservations: book ASAP, see MINEexpo housing page for specific deadlines.	August 28
	Orders for GES Goods & Services (Order ONLINE by August 31 for best pricing. Last day for online orders is September 16.)	August 31
	• GES Payment and Credit Card Charge Authorization	August 31
	• Exhibitor Appointed Contractor Notification	August 31
	• EAC Certificate of Insurance	August 31
	• Agreement and Rules and Regulations between GES and EAC	August 31
	Shipping/Drayage Material Handling	
	• Material Handling/Drayage (<i>Exclusive Contractor</i>)	August 31
	• Request for Variance to Assigned Target Time	August 31
	• Print Shipping Labels	
	• Warehouse Storage	August 31
	• Freight Service Questionnaire : MANDATORY	August 31
	• Request for Pre-Printed Outbound Release/Labels	August 31
	• Show Site Storage (<i>Exclusive Contractor</i>)	August 31
	• Direct Machinery Shipments (<i>Exclusive Contractor</i>)	August 31
	• Heavy Equipment Cleaning (<i>Exclusive Contractor</i>)	August 31
	• Equipment Painting Order Form	August 31
	• Rail Car Shipments Questionnaire	August 31
	• Shipping Quote	
	• Cartload Service (<i>Exclusive Contractor</i>)	August 31
	Booth Furnishings	
	• Carpet and Flooring	August 31
	• Chairs and Seating	August 31
	• Tables and Counters	August 31
	• Graphics and Signage	August 31
	• Accessories	August 31
	• Lighting	August 31
	• Product Display	August 31

	• Exhibit Systems	August 31
	• Exhibit Systems Graphics	August 31
	Labor and Equipment	
	• Installation and Dismantle Labor	August 31
	• Electrical Labor / Floor Work (Exclusive Contractor)	August 31
	• Electrical Labor / Booth Work (Exclusive Contractor)	August 31
	• Plumbing Labor (Exclusive Contractor)	August 31
	• In-Booth Forklift Labor (Exclusive Contractor)	August 31
	• In-Booth Forklift Labor with Basket (Exclusive Contractor)	August 31
	• Hi Lift for Hanging Sign / Rigging (Exclusive Contractor)	August 31
	• Hanging Sign / Rigging Assembly (Exclusive Contractor)	August 31
	• Conдор / Boom with Operator (Exclusive Contractor)	August 31
	• 35,000# Versalift with Operator (Exclusive Contractor)	August 31
	• 60,000# Versalift with Operator (Exclusive Contractor)	August 31
	• Scissor Lift with Operator (Exclusive Contractor)	August 31
	• Electrical Rigging / Stagehand Labor (Exclusive Contractor)	August 31
	• Electrical Chain Hoist and Truss (Exclusive Contractor)	August 31
	• Machinery Setup and Dismantle Labor (Exclusive Contractor)	August 31
	• Display Vehicle Placement (Exclusive Contractor)	August 31
	• Cleaning (Exclusive Contractor)	August 31
	Hanging Sign	
	• Hanging Sign / Rigging (Exclusive Contractor)	August 31
	• Hanging Sign Layout Submission	August 31
	• Truss Lighting (Exclusive Contractor)	August 31
	Utilities	
	• Electrical Checklist	August 31
	• Electrical Equipment (Exclusive Contractor)	August 31
	• Electrical Accessories (Exclusive Contractor)	August 31
	• Review Electrical FAQ	August 31
	• Electrical Layout Submission	August 31
	• Electrical Data Questionnaire : MANDATORY	August 31
	• Plumbing, Air, Water, Gas (Exclusive Contractor)	August 31
	• Review Plumbing Services Information	August 31
	• Plumbing Layout	August 31
	• Lights Out Request (Exclusive Contractor)	August 31
	Official Contractors	
	Internet / Voice / Digital or HDTV Service : COX Business (Exclusive Contractor)	August 29
	Audio-Visual & Computer Rental : AV Network – Advance Orders	September 1
	Airways Sea Freight to arrive port of Long Beach/Los Angeles, CA (LCL Sea Freight on September 1 or no later than 14 days before target/required delivery date; FCL Sea Freight on September 6 or not later than 10 days before target/required delivery date)	September 1, 6
	Floral : Floral Exhibits, Ltd.	September 4
	Catering : Centerplate – Advance Pricing (Exclusive Contractor)	September 11
	Exhibitor Request to Videotape	September 11
	Airways Air Freight to arrive at Las Vegas McCarran Airport	September 13
	Booth Talent : Judy Venn & Associates	September 18
	Exhibitor Badge Registration – MANDATORY (Reminder: Badges will NOT be mailed in advance.)	No Deadline
	Photography : Oscar & Associates	No Deadline



MINExpo INTERNATIONAL® 2020 Official Print and Online Directories / Mobile App Listings

MANDATORY

Data collection will begin in May, 2020. Ascend Integrated Media is the official source for MINExpo® 2020 print and online directories. An email with a link will be sent to your company's operations contact to update your company profile, products and descriptions. Information that you provide will be utilized for the MINExpo 2020 Official Print Directory, Online Directory, and Mobile App.

Deadline to submit listing information: July 7

Important Note: Only the exhibiting company contracted name provided on the space application will be utilized for the directory, Mobile App, and floor plans. Company names cannot be modified, contain brand names or be hyphenated to incorporate a distributor or brand. There is NO BOOTH SHARING. DISTRIBUTORS names cannot be included in an exhibitor's directory listing or in purchased ads. Only the manufacturer's name will be listed in the Exhibition Directory. A distributor or dealer who handles a manufacturer's products on an exclusive basis in the United States will be permitted to exhibit under their own name.

As a reminder, Ascend Integrated Media is the **ONLY official MINExpo directory publisher**, producing both print and online versions for MINExpo INTERNATIONAL® 2020. Please disregard all solicitations from third party vendors offering directory listings. They are not affiliated in any way with National Mining Association, MINExpo®, Ascend or Hall-Erickson, Inc. If you have any concerns with a questionable solicitation, please contact pmcquality@heexpo.com.

New Policies and Procedures for MINExpo INTERNATIONAL® 2020



Please review carefully.

Exhibitor Badges

BADGES WILL NOT BE MAILED. Exhibitor badges must be picked up at exhibitor registration, located in either North Hall 2 or South Hall 1 during on-site registration hours. Each person must pick up their own badge.

Exhibitor Insurance Enforcement

Exhibitors must forward a valid Certificate of Insurance **before June 1, 2020**, to Penny McQuality, Hall-Erickson, Inc., Show Management, Email: pmcquality@heexpo.com, Fax: +1 630 434-1216. This rule will be strictly enforced at MINExpo 2020. See [Exhibitor Insurance Information](#) for details.

Move-in and Move-out Exhibit Hall Access

Upon arrival at the LVCC, **exhibitor personnel and EAC supervisory personnel** MUST check in DAILY at the EAC/Exhibitor check-in kiosks located at the entrances to the exhibit hall. **A different color wristband will be issued each day.**

Exhibitors:

Present both a **photo ID AND** some form of **business identification**, i.e. business card, company ID, insurance card to be issued a Move-in/out wristband for access to the hall.

For exhibitor teams showing up together, EACH staff member will be required to present a photo ID and business ID. You will not be allowed to collect wristbands for additional staff members not present.

A different color wristband will be required for each day of move-in. You will need to report to the check-in desk daily. The wristband is no longer required once you have picked up your permanent staff badges in exhibitor registration beginning at 1 p.m. on Friday, September 25.

Badges will be produced at Exhibitor Registration located in N2 of the North Hall and S1 in the South Hall. Badges will be produced on a print-on-demand basis when the individual arrives at exhibitor registration. Bring your registration confirmation containing the barcode to the exhibitor registration desk to receive your exhibitor badge.

EAC Check-In Procedures:

Exhibitor-Appointed Contractors (companies you hire other than GES to provide labor to set up your booth), MUST check in DAILY at EAC desks located at the entrances to the exhibit hall to receive a wristband. Only EACs who have been [pre-approved](#) by GES, who have submitted a [certificate of insurance](#), and who display a current [ESCA-WIS ID badge](#) will be given a work pass and be allowed access to the MINExpo exhibit halls. **THIS SAME CHECK IN PROCEDURE MUST BE REPEATED BY YOUR EAC EACH DAY AS A DIFFERENT COLOR WRISTBAND WILL BE ISSUED.** Please note: If you need your EAC to provide any service to your booth during show days, you must register them for an exhibitor staff badge. The wristband is prohibited on show days.

The same check-in procedures used during move-in for EACs will also be implemented each day of move-out.

Tire Display Rules

- All tires must be displayed in a safe manner and in way that tires do not fall or roll.
- Tire display must be designed to prevent Attendee from entering the inside of the tire.
- Exhibitors that include vertical-tire displays in the booth must submit your drawings, photos and/or floorplans by May 1, 2020:
 - For files up to 10MB, please email MINExpo@heexpo.com.
 - For files larger than 10MB, please use a file sharing service (i.e. Dropbox, We Transfer, etc.), and email to MINExpo@heexpo.com.

Questions can be directed to MINExpo@heexpo.com.

- Tires displayed in vertical-tired displays must be supported by professionally built stands or cradles capable of supporting and sustaining the entire weight of the tire.
- Specifically built tire stands, ballast or chocks engineered to the tire specifications are acceptable. Exhibitor is required to provide engineering documents if requested by the fire marshal.
- Tying off/rigging to the Convention Center ceiling for support is not permitted.
- Tires without safety precautions acceptable to Show Management must be laid flat (horizontal) or will not be permitted to be displayed in the booth.

Exhibitor Move-Out – South Hall 3

Exhibitors in South Hall 3 must be moved out by 5:00 pm on Friday, October 2.

Questions? Contact us!

Hall-Erickson, Inc.

Tel: +1 800 752-6312 (U.S. and Canada)

+1 630 434-7779 (International)

Fax: +1 630 434-1216

General email: minexpo@heexpo.com

Exhibitor Insurance Information



MANDATORY: A Certificate of General Liability Insurance MUST Be Received to Exhibit at MINExpo®.

Please forward a valid Certificate of Insurance for Exhibitors, **before June 1, 2020**, to Penny McQuality, Hall-Erickson, Inc., Show Management, Email: pmcquality@heexpo.com, Fax: +1 630 434-1216.

MINEXPO REQUIRES EXHIBITORS TO HAVE GENERAL LIABILITY INSURANCE. A PROOF OF INSURANCE MUST BE RECEIVED PRIOR TO MOVE-IN OR YOU WILL NOT BE PERMITTED ON THE SHOW FLOOR TO SET UP YOUR BOOTH. There are no exceptions. Failure to provide proof of insurance will deny your company access to the exhibit floor - putting your entire MINExpo investment at risk. We urge you to take care of this detail now so it is not overlooked.

The insurance requirements in section 25 in the [Application & Contract for Exhibit Space Terms and Conditions](#) are stated below.

NMA requires that each Exhibitor maintain Commercial General Liability Insurance to cover claims including but not limited to bodily injury, death, property damage and the indemnification obligations of the Exhibitor under these terms and conditions, arising out of or in any way connected with the exhibitors participation in the Show. The limits shall be no less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be endorsed to include MINExpo INTERNATIONAL 2020, National Mining Association, Hall-Erickson, Inc. and Las Vegas Convention Center as additional insured on a primary and non-contributory basis. Each Exhibitor is also required to carry Workers Compensations Insurance protecting their employees in accordance with the laws of the State of Nevada. Both the General Liability and Workers Compensation policies shall be endorsed to waive subrogation against the above listed additional insureds. Exhibitors are required to carry Auto Liability Insurance with a limit of no less than one million dollars (\$1,000,000) combined single limit. Each Exhibitor acknowledges that it is responsible for obtaining, for its protection and entirely at its own expense, property insurance for its exhibit and display materials as the Exhibitor deems appropriate. Any policy providing such property insurance must contain a waiver of subrogation in favor of MINExpo INTERNATIONAL 2020, National Mining Association, Hall-Erickson, Inc. and Las Vegas Convention Center. All required insurance must be issued by an insurance company with an AM Best rating of A- or higher. The required coverage or the limits of insurance no way limit the liability of the Exhibitor. Certificates of Insurance are to be submitted to Show Management no later than June 1, 2020.

There are two ways to provide proof of insurance.

1. MINExpo's Exhibitor Insurance Program:

NMA is making available an affordable insurance program (\$84.00 USD) through **RainProtection Insurance**. This program provides insurance for:

- Exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- International exhibitors whose insurance will not pay claims brought in U.S. courts

[For more information.](#)

2. Your Existing Carrier Insurance:

Your company likely has an insurance carrier that can provide the general public liability insurance. **The insurance carrier must be able to pay for claims in the U.S.**

NOTE: The additional insureds language indicated on the [sample certificate](#) must be included on your certificate.

Glossary of Industry Terms



The following are some terms you might find helpful in filling out the forms contained in this manual and when exhibiting at the Show.

Highlighted are International Terms that correspond with terms used in the United States.

ADVANCE ORDER – Goods and/or services ordered prior to being on show site.

AISLE CARPET – Carpet installed in aisles.

BACK-TO-BACK BOOTH – The standard exhibit configuration where booths are placed in rows, back to back.

BILL OF LADING – A document listing all goods to be shipped. Important: When all material is packed at the end of the Show, the entire Bill of Lading (including name of carrier) must be given to the Freight Desk. Note that the exhibitors must make their own arrangements with the carrier of their choice. *Internationally known as “Delivery Order”.*

BONE YARD – On-site storage area for general contractor materials. (This is not for exhibitor storage.)

BOOTH SIGN – 7” x 44” (17.78 cm x 111.76 cm) sign indicating company name, city, state and booth number.

BOOTH SPACE – The floor space area rented to the exhibitor. *Internationally known as “Stand”.*

CANOPIES AND CEILINGS – An exhibit component supported over an exhibitor’s space for decorative purposes.

CONSIGNEE – Person to whom goods are shipped and assumes responsibility.

CUT & LAY – Installation of carpet other than standard booth size, generally at an increased cost.

CWT RATE – Abbreviation for “hundred weight.” *Equivalent of 100 lbs. (45.36 kg).* Unit or measure used in drayage.

DEMONSTRATIONS/SAMPLING – The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

DISMANTLE – Tear-down and removal of exhibits.

DRAYAGE – Hauling goods short distances. In trade show usage: moving exhibit materials within the confines of the exhibit hall, or the general contractor’s warehouse. *Internationally known as “Freight” or “Handling”.*

DRAYAGE CHARGE – The dollar cost based on weight. Drayage is calculated by 100 pound units (45.36 kg), or hundred weight abbreviated CWT. There is usually a minimum charge.

EXHIBITOR APPOINTED CONTRACTOR – An Exhibitor Appointed Contractor (EAC) is any company other than the general contractor or any other official supplier appointed by show management, that the exhibitor appoints to

provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, exhibit dates or dismantling.

FLOOR LOAD – Maximum weight per square foot a floor can support.

GENERAL CONTRACTOR – Company that provides labor and services to an exhibition manager and exhibitors. Oversees the movement of freight in/out of the convention center, provides labor to set up and dismantle booths, and provides various additional services including booth rentals, furniture, carpet, and any utility work that is not claimed as exclusive by the convention center. **The general contractor for MINExpo 2020® is GES.** GES is the exclusive provider of the following services at the convention center:

- Hanging Signs/Rigging/Truss Lighting - exhibitors or their appointed contractors are not allowed to hang/rig their own hanging signs.
- Material Handling/Drayage - all equipment requiring a fork lift, crane or other equipment to assemble must be done through the general contractor (GES).
- Show Site Storage
- Forklift Labor
- Direct Machinery Shipments
- Heavy Equipment Cleaning
- Cartload Service
- Display Vehicle Placement
- Electrical and/or Plumbing, Air, Water, Gas Installation/Dismantling Labor - these services must be provided through the general contractor (GES).
- Cleaning

HAND CARRYABLE – Items that one person can carry unaided (meaning no hand trucks, dollies or luggage carts).

HANGING SIGNS – An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

HARD CARD – (1) Work order for labor or services. (2) Drayage contractor's record of transporting small loads.

I & D COMPANY – Company hired to install and dismantle exhibits.

INLINE BOOTH – One or more booths in a straight line.

ISLAND BOOTH – Exhibit with aisles on four sides.

MARSHALLING YARD – Control point at which all freight is checked in. Freight is then dispatched to the appropriate loading desk as space becomes available. This process insures delivery of freight to the exhibit hall in a safe and expedient fashion. *Internationally known as "Truck Staging Area".*

MASKING DRAPE – Drape used to cover storage and other unsightly areas.

MERCHANDISE RELEASE PASS – Release provided by the exhibitor to security guard for the removal of materials from the exhibit hall. (Forms available from Show Management office.)

MINIMUM LABOR ORDER – One hour per laborer.

ON-SITE ORDER – Order for labor or services placed on show site. Prices for on-site orders are more costly and advance orders are normally processed first. In some cases, on-site orders cannot be filled.

O.T. LABOR – Labor performed on over-time as specified in the “Labor Hours” tab under each specific type of labor in the GES section of the Exhibitor Manual.

PENINSULA BOOTH – Exhibit with one or more display levels in four or more standard units back-to-back with an aisle on three sides.

PERIMETER BOOTH – Standard booth located on the outer-perimeter wall of the exhibit floor.

PIPE & DRAPE – Tubing with drapes that separate exhibit booths.

P.O.V. – A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers and other over-the-road vehicles.

RENTAL BOOTH – Complete booth package offered to exhibitors on a rental basis by the general contractor.

RETURN – Panel joined to backwall at right angles.

RIGGING – Labor for uncrating, un-skidding, positioning and re-skidding machinery. Also used when special equipment or apparatus is needed for hanging or fastening. *Internationally known as “Assembly or Disassembly”.*

SIDE RAIL – Low divider wall, usually pipe and drape, used to divide one exhibit space from another.

SKID – A low wooden frame used to support heavy objects or groups of materials for easier handling. Usually used as a platform for objects moved by forklift. *Internationally known as “Pallet”.*

SKIRTING – Decorative covering around tables or risers.

SPECIAL HANDLING – Applies to material shipments requiring extra labor, equipment, or time in delivery.

STANDARD EXHIBIT – One or more standard units in a straight line (minimum booth size is 10' x10' = 100 sq. ft. or 3.05 m x 3.05 m = 9.29 m²).

S.T. LABOR – Labor performed on straight-time as specified in the “Labor Hours” tab under each specific type of labor in the GES section of the Exhibitor Manual.

TIME AND MATERIALS – Method of charging on a cost-plus basis.

TRAILER – Container unit used for hauling freight. *Internationally known as “Box Vehicle”.*

Regulations & Guidelines



Display Rules and Regulations

[MINExpo INTERNATIONAL 2020 Terms & Conditions](#)

MINExpo INTERNATIONAL 2020 [Overview Floor Plan & Exhibit Construction Guidelines](#)

General Guidelines

Las Vegas Convention Center Regulations (includes Fire Regulations)

Security

Safety Guidelines

Display Rules and Regulations

These display rules must be adhered to on-site, or your display may have to go through costly alterations before the show opens or you may not be permitted to exhibit. The display rules are not meant to limit your ability to showcase your product, but rather to ensure each exhibitor an equal opportunity, within reason, to present their product or service in the most effective manner to the audience. The exhibitor's responsibility can be summed up quite simply as "Be a Good Neighbor."

Your agreement to abide by these display rules is a part of the space contract, and they will be strictly enforced by our Floor Managers throughout the show.

- [NMA Terms and Conditions](#)
- [NMA Overview Floor Plan & Exhibit Construction Guidelines](#)
- [Las Vegas Convention Center Regulations \(includes Fire Regulations\)](#)
- [GES Show Site Work Rules](#)

General Guidelines:

Aerosol Cans

Aerosol cans containing flammable gases or liquids are strictly prohibited. Only empty containers may be placed or displayed.

Flammable liquids, solids or gases are prohibited inside the building unless prior review and approval is attained. Email minexpo@heexpo.com to request approval.

Aisles

All aisle space belongs to the Expo. No exhibit, advertising, sales or distribution of promotional materials will be allowed outside the space assigned to the exhibitor. Any demonstration or activity that results in the obstruction of aisles or prevents ready access to neighboring exhibitors' booths shall be suspended for any period specified by Show Management.

Alcohol

Alcoholic beverages, in any form, may not be served in exhibit spaces.

Americans with Disabilities Act

Exhibitor represents and warrants that its exhibit will be accessible to the full extent required by law; that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by that Act; and, that it shall indemnify and hold NMA, Show Management, the LVCC, the General Contractor and all Official Contractors harmless from and against any and all claims and expenses, including attorney's fees and litigation expenses, that may be incurred by or asserted against NMA, its officers, directors, agents or employees, on the basis of the exhibitor's breach of this paragraph or noncompliance with any of the provisions of the ADA. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line at 800 514-0301, and from the ADA web site at: www.ada.gov.

Exhibits are considered "public accommodations" and are subject to the requirements of the Americans with Disabilities Act (ADA). Exhibitors must comply with regulations to make their booths and displays accessible to the physically challenged. Refer to the [Exhibit Construction Guidelines](#) for ideas on how to be ADA compliant. Non-compliant exhibitors will be asked to make alterations to remove architectural barriers wherever it is readily achievable and technically feasible, and where removal of such barriers does not place an undue financial burden on the company. Violations of the Americans with Disabilities Act (ADA) can result in serious civil damage awards: \$50,000 for the first violation and \$100,000 for subsequent violations.

Animals

For animals used in an exhibitor's booth, contact show management at minexpo@heexpo.com.

Broadcast and Publications

The National Mining Association has secured a public performance license agreement with both BMI and ASCAP for “mechanical music” played on the exhibit floor. The term “mechanical music” shall mean music presented by means other than live musicians, e.g. records or tapes.

Children on the Show Floor

No child, 17 years of age or younger, will be permitted on the Show floor regardless of affiliation of circumstances. School-sponsored groups that have the prior consent of NMA are excluded. No person under 18 years of age is permitted on the show floor during move-in and move-out. Child care is not available at the Las Vegas Convention Center.

Cleaning

Carpet vacuuming or sweeping of floor and emptying of wastebaskets before the opening of each show day is included as part of the exhibit space rental. Porter service is available at an additional cost to the exhibitor. Exhibitors with two-story exhibits are responsible for the cleaning of the second floor.

Columns

Columns that are entirely within the boundaries of an exhibit space, and which in no way inhibit fire, service or safety access, may be covered with flameproof drapery from the floor up to a point no higher than the exhibitor's permissible backwall height. Fire protection equipment, fire hoses and extinguisher must be identified and accessible if the column supporting such equipment is covered. Permission must be obtained from Show Management (HEI) for all column covering prior to construction and installation.

Concrete Anchoring

Drilling and anchoring in concrete is prohibited. Drilling in any other surface inside must be approved in advance by the Las Vegas Convention Center. For further information about this policy, please contact Walter Laub at wlaub@lvcva.com or +1 702 892-7440 with the Las Vegas Convention and Visitors Authority.

Drones/Unmanned Aerial Systems (UASs)

Refer to the [Las Vegas Convention Center Regulations](#) for details on drones.

Electrical Wiring

Electrical wiring in all exhibits must conform to the National Electrical Code. All wiring for displays and equipment must include one wire for ground. Wires laid across aisles shall be guarded by wood, metal or acceptable covers.

Floor Covering

All booths must have a floor covering. If there is no floor covering by Sunday, September 27 at 3 p.m., Show Management will bill the exhibitor.

Footwear

Steel-toed shoes or work boots are recommended – athletic shoes are discouraged. Never wear open-toed shoes on the exhibit floor during installation and dismantling. **Closed toe footwear is mandatory during move-in/out.**

Heavy Equipment Procedures

Heavy equipment being brought into halls S3, S4, C3, C3 Concourse and C4, may require advance review and approval by a structural engineering firm at the expense of the exhibitor. This is due to varying weight limits in these areas. Refer to the [Las Vegas Convention Center Regulations](#) for details.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, including Gobo lights, fixtures, lighting trusses or overhead lighting are allowed to be installed outside the boundaries of the exhibit space. Exhibitors using hanging light systems should submit drawings to Show Management (HEI) for approval. Truss must not exceed the booth lines.

- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management (HEI).
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Ceiling lights over an aisle or another exhibitor's booth may not be disconnected.
- Gobo lights, etc. must be focused within the confines of the exhibitor's booth.

Please see the [Las Vegas Convention Center Regulations](#) for halogen lamp restrictions.

Location/Size of Exhibit

For planning purposes, exhibitors are reminded that the locations of booths, columns, etc., shown on the floor plan are believed to be accurate, but warranted only to be approximate. If detailed measurements are required, please email Show Management (HEI) at minexpo@heexpo.com. NMA reserves the right to alter the location of exhibits or booths shown on the exhibit space floor plan as it deems advisable and in the best interest of the Exposition.

Merchandise Release Passes

All merchandise carried out of the exhibit halls must be accompanied by a Merchandise Release Pass. Passes may be obtained in the Show Management Office. A description of each item will be required in addition to your signature for removal of the item.

Move-in and Move-out Exhibit Hall Access

Upon arrival at the LVCC, **exhibitor personnel and EAC supervisory personnel** MUST check in DAILY at the EAC/Exhibitor check-in kiosks located at the entrances to the exhibit hall. **A different color wristband will be issued each day.**

Exhibitors:

Present both a **photo ID AND** some form of **business identification**, i.e. business card, company ID, insurance card to be issued a Move-in/out wristband for access to the hall.

For exhibitor teams showing up together, EACH staff member will be required to submit a photo ID and business ID. You will not be allowed to collect wristbands for additional staff members not present.

A different color wristband will be required for each day of move-in. You will need to report to the check-in desk daily. The wristband is no longer required once you have picked up your permanent staff badges in exhibitor registration beginning at 1 p.m. on Friday, September 25.

Badges will be produced at Exhibitor Registration located in N2 of the North Hall and S1 in the South Hall. Badges will be produced on a print-on-demand basis when the individual arrives at exhibitor registration. Bring your registration confirmation containing the barcode to the exhibitor registration desk to receive your exhibitor badge.

EAC Check-In Procedures:

Exhibitor-Appointed Contractors (companies you hire other than GES to provide labor to set up your booth), MUST check in DAILY at EAC desks located at the entrances to the exhibit hall to receive a wristband. Only EACs who have been [pre-approved](#) by GES, who have submitted a [certificate of insurance](#), and who display a current [ESCA-WIS ID badge](#) will be given a work pass and be allowed access to the MINExpo exhibit halls. **THIS SAME CHECK IN PROCEDURE MUST BE REPEATED BY YOUR EAC EACH DAY AS A DIFFERENT COLOR WRISTBAND WILL BE ISSUED.** Please note: If you need your EAC to provide any service to your booth during show days, you must register them for an exhibitor staff badge. The wristband is prohibited on show days.

The same check-in procedures used during move-in for EACs will also be implemented each day of move-out.

Photography and Videotaping

Any exhibitor may prohibit the taking of photographs within their exhibit either completely or selectively. Attendees will be allowed to take photographs from the aisle during show hours. NMA requires all exhibitors to obtain written permission to videotape their booth at MINExpo 2020.

[Request to Videotape form](#): deadline date: September 11, 2020

Signs

All signs must be located within the boundaries of the contracted booth and hung no higher than the height limitation of the booth assigned [as outlined in the exhibit construction guidelines](#). Signs may not be attached to walls outside an exhibitor's booth, nor may they be hung from the ceiling except over the exhibitor's assigned space and only in conformity with prevailing safety requirements in the Las Vegas Convention Center and at the allowable height for the assigned space. Any signage or promotional language on equipment must be part of the original equipment.

Sound Policy

Exhibitors are expected to minimize the noise of operating exhibits. The maximum allowable decibel level is 80db measured from the perimeter line of the booth. All unnecessary noise is prohibited. Unusually noisy equipment that will be demonstrated may not operate continuously, but only periodically throughout the day (e.g. once every hour or half-hour for short duration). Suggested steps to reduce noise level include: (1) using quieter gears and carefully adjust the gear before use; (2) using rubber padding wherever possible to deaden the noise; (3) using padding under operating machines; (4) operating only one machine at a time; and (5) using rheostats to control speed, particularly where the machine is noisy at high speed and can be demonstrated reasonably well at a lower speed. All engines, regardless of type, must have an effective muffler to reduce the sound level. No internal combustion engines may be used in indoors during the Exposition. The use of loudspeakers, sound projection equipment and any other sound augmenting devices in exhibit booths will be permitted only with the understanding that the volume is kept at a reasonable level and is not objectionable to surrounding exhibitors. Exhibitors planning to use "production numbers" are advised that prior approval must be obtained from Show Management (HEI). Refer to the [Sound Projection Approval Form](#). Live bands may not be used. Amplification equipment may be used only for recorded music leading to the introduction of product demonstrations, provided that the sound is not objectionable to other exhibitors. In all cases, Show Management's (HEI) decision on any questionable noise level will be final and the exhibitor agrees to abide by any such decision.

[Sound Projection Approval form](#): deadline date: July 31, 2020

Storage of Packing Boxes and Crates

Storage of empty boxes, empty crates and other empty exhibit containers will be provided as part of the General Contractor (GES) drayage fees. The storage area will be inaccessible during the Show, therefore, exhibitors should check crates for essential exhibit material that might be needed during the Show. All empty shipping containers and packing materials must be removed from the exhibit hall and placed in storage. To protect against loss, small cases should be placed inside larger ones, and an empty crate tag should be affixed to the largest crate along with the smaller crates inside. Such tags will be available at the Exhibitor Service Desk. This material will be returned to the exhibit space as soon as possible after the close of the Show at 5 p.m., Wednesday, September 30, 2020. No storage of any material is allowed behind the booth or where electrical service is located. No liability will be assumed by National Mining Association, Show Management (HEI), the General Contractor (GES) or Las Vegas Convention Center (LVCC) for items left in the boxes, crates or other containers. Should there be a need for accessible secured storage, exhibitors should contact the General Contractor (GES).

Television Monitors in the Exposition Area

Television monitors may be used in the exhibit area only for purposes of demonstration or explanation. Television monitors may not receive outside broadcasts. Company broadcasts are permitted but are subject to Show Management (HEI) approval. Email minexpo@heexpo.com to request approval.

Tire Display Rules

- All tires must be displayed in a safe manner and in way that tires do not fall or roll.
- Tire display must be designed to prevent Attendee from entering the inside of the tire.
- Exhibitors that include vertical-tire displays in the booth must submit your drawings, photos and/or floorplans by May 1, 2020:
 - For files up to 10MB, please email MINEboothdiagrams@heexpo.com.
 - For files larger than 10MB, please use a file sharing service (i.e. Dropbox, We Transfer, etc.), and email to MINExpoboothdiagrams@heexpo.com.

Questions can be directed to MINEboothdiagrams@heexpo.com.

- Tires displayed in vertical-tired displays must be supported by professionally built stands or cradles capable of supporting and sustaining the entire weight of the tire.
- Specifically built tire stands, ballast or chocks engineered to the tire specifications are acceptable. Exhibitor is required to provide engineering documents if requested by the fire marshal.
- Tying off/rigging to the Convention Center ceiling for support is not permitted.
- Tires without safety precautions acceptable to Show Management must be laid flat (horizontal) or will not be permitted to be displayed in the booth.

Utility Service Hours

Power is provided at the Las Vegas Convention Center as outlined below:

1. All exhibit power shall be turned on one (1 hour) prior to the opening of the show and shut off one (1) hour after the show closes.
2. In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.

Exhibitors who need power on before/after above times should order 24-hour power from GES. Or contact GES at minexpervice@ges.com if you have a specific function requiring the extension of your power for only an hour or two before or after the above times.

Weapons

A personal or concealed weapon of any type is not permitted.

Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).

Las Vegas Convention Center Regulations

Excerpted from [Las Vegas Convention Center Building Users Manual](#)

Balloons

Show management and the convention center must approve the use of balloons. Email minexpo@heexpo.com to request permission.

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI-approved (American National Standards Institute) fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them, and must not be left for the official service contractor (OSC), cleaning contractor or the facility. The exhibitor is responsible for proper disposal/removal of all balloons.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- No helium balloons or blimps may be flown around the exhibit hall.

Bike/Cart Policy

All bikes and carts operated on property must be registered annually with the Customer Safety Department. Included in the registration process is an annual safety inspection that will be completed at time of registration. Contact 702 892-7413 for registration details.

Annual Registration and Inspection

- Bike/carts can be registered at any time and permits are valid from January 1 through December 31 each year. The annual fee is \$10.
- Registered carts will be issued a permit that will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All bike/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on property:
- Carts – Name of company operating cart must be prominently displayed on cart.
- Carts – Must have functional headlight, taillight, horn, brakes, and locking on/off switch.
- Bicycle permits are registered to companies only, not individuals.
- Bicycles – Must have a mounted red flag at least 8" x 8" visible at least four (4) feet above the seat, reflectors visible from the front, and rear and a working headlight if used after dark.
- Companies that are approved to operate on property and are listed on the exhibitor appointed contractor (EAC) listing may register/operate up to three (3) electric carts per company.

Bike/Cart Operations

- Cart and bicycle traffic during events in the building may be restricted to certain areas and times. Areas of high pedestrian traffic should be avoided.
- At no time are carts permitted to enter parking lots that area designated for vehicle parking. Parking lots can be accessed only when designated as exhibit space.
- No carts/bicycles are allowed on second floor areas.
- Use of carts/bicycles on carpet is permitted only when carpet is protected by reinforced visqueen.
- Reporting of Accidents/Incidents – Accidents involving any carts/bicycles must be reported immediately to the Customer Safety Department at 702 892-7400.
- While operating a cart or bicycle, cellular phone usage is prohibited.
- Bicycles and carts are to be operated in a safe manner at all times.

Cart charging

- Charging of electric carts:
 - Cart charging location will be designated by Las Vegas Convention and Visitors Authority (LVCVA) management.

- Cart charging inside the building is prohibited.
- Use of extension cords from inside building to vehicles is prohibited.
- All cart charging stations shall have a functional ground fault circuit interrupter (GFCI) to prevent electric shock to personnel.

Booth Setup

If approved by show management, an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full-time employees of the exhibiting company and able to provide credentials. All persons must comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times.

Chemicals

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- The exhibitor is responsible for the disposal of all hazardous materials. Disposal of hazardous materials is prohibited in the sinks, sewer lines and drains of the facility.

Compressed Gases

Permits from Clark County Building and Fire Prevention are required for usage of Compressed Gases.

[Clark County Permit](#)

Please contact the Safety and Fire Prevention Office for additional information at 702 892-7413.

Drones/Unmanned Aerial Systems (UASs) Guidelines

UASs – Unmanned aerial systems includes all of the following:

- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs are allowed to be used indoors with the following requirements.

- Exhibitors must have approval from show management. Email minexpo@heexpo.com to request approval.
- [A form must be completed and submitted.](#)
- Drones/UASs carrying weapons are prohibited.
- Drones/UASs must weigh less than 55 pounds.
- Drones/UASs are restricted to within your defined booth space only.
- Drones/UASs are prohibited from flying over populated areas.
- Drones/UASs must be flown in a full enclosed area (including ceiling) using netting, plastic or other safety measure. Tethering is not an approved safety measure. Netting should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure.
- Drones/UASs are prohibited from flying within 18" of any building structure including sprinklers.

EAC Requirements

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center (LVCC) must comply with the following requirements prior to commencement of work at the facility. Permits are issued on an annual basis.

Annual Contractor Fee \$250

Certificates of Insurance

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

Business License

ALL CONTRACTORS MUST OBTAIN A BUSINESS LICENSE WHEN WORKING AT THE LVCC.

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

Contractor Photo Identification

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

Everyone in the hospitality industry should be aware of who has access to their facility and space at all times. Therefore, all exhibitor appointed contractors (EACs) (e.g., contractors, suppliers and vendors) who work on site at the LVCC must be identified with the WIS badge on their person. Please note the following exception: All trade union workers are temporarily exempt from obtaining a WIS badge. Permanent exceptions include all contract security employees and LVCVA building partners: Centerplate, COX Business and FedEx.

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

WIS Badge Pricing

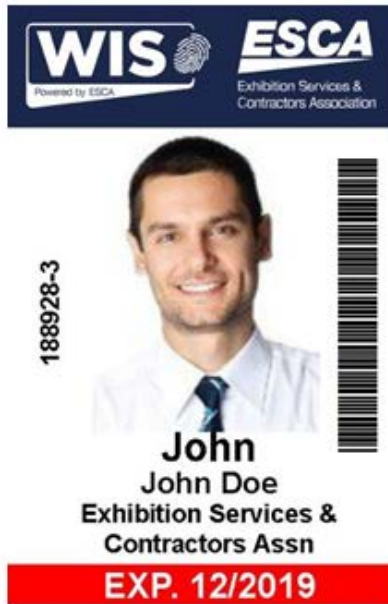
ESCA Member (Full-time Employees)	\$18*	Temporary Access Badges (ESCA Member)	\$10**
All Others	\$25*	Temporary Access Badges (All Others)	\$15**

*Expires after three (3) calendar years.

**Expires after one (1) calendar year.

If you have any questions about registering your company, assigning your WIS administrator, or using the WIS program, please send an email to wis@esca.org, or feel free to contact Mitt Arnaudet directly, at 972 971-1140 or by email: mitt@esca.org.

ESCA-WIS Identification Badge



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

Elevators and Escalators

- Freight is not permitted on passenger elevators.
- The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is prohibited.
- Freight elevators for contractor use are located near freight door 10 and in the North Lobby.
- Freight for the 2nd floor in the South halls must be transported via the South hall ramps.

Fire and Safety Exhibit Guidelines

- All means of entrance and exit must be clear and free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within, but cannot be stored behind the booth.
- All fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds per square foot. 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 that cannot be treated to meet the requirements may not be used.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- Use of halogen fixtures must comply with our halogen lamp restrictions.

- Vehicles on display:
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
 - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.
 - Auxiliary batteries not connected to engine starting system may be left connected.
 - Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building.
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited.
 - Vehicles shall not be moved during show hours.
 - 36" of clear access or aisles must be maintained around the vehicle.
 - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - There shall be no leaks underneath vehicles.
- Model/modular home displays in trade shows must be reviewed with the convention services manager (CSM). In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG (propane), and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG (propane), natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility. Any use of LPG (propane) on property must be approved prior to arrival by the Safety and Fire Prevention Office.
- When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. 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.
- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.
- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices within exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in designated locations outside of the building.
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
- Use of LPG (propane) outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG (propane) will be permitted in any areas where building exits discharge or fire department access is required.
- When requested, 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 Multilevel and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM 30 days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for use inside the facility.

- Only enclosed fireplaces will be approved for use, meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

Food and Beverage

Centerplate retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center (LVCC). Outside food and beverage may not be brought into the facility for consumption or to be distributed without prior approval. Fees may apply. Refer to Centerplate information for rules and forms for preparation within booth and samples.

Gaming/Raffles

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

Hand Carry

- Exhibitors may hand carry their merchandise from a privately-owned vehicle.
- All vehicles must be parked in a parking lot; no curbside parking allowed.
- The use of hand carts and dollies is not permitted.

Heavy Equipment Procedures

Heavy equipment being brought into halls S3, S4, C3, C3 Concourse and C4, may require advance review and approval by a structural engineering firm at the expense of the exhibitor. This is due to varying weight limits in these areas.

The floor weight load limits are as follows:

South halls 3 & 4 and Central halls 3 & 4

- 300 pounds per square foot or AASHTO HS-20 truck (16,000 pounds per wheel load.)

Central hall 3 Concourse

- 175 pounds per square foot or maximum 1,500 pounds per wheel load (light weight vehicle.)

South hall 3 Pre-Function Area, South hall 3 Adjoining Meeting Rooms, South hall 4 Meeting Rooms and Pre-Function Area

- 100 pounds per square foot or maximum 1,500 pounds per wheel load (light weight vehicle.)

All Other Elevated Floor Areas Not Specifically Mentioned

- 50 pounds per square foot of maximum of 1,500 pounds per wheel load (light weight vehicle.) Any exhibit exceeding these limits will require special handling to distribute the load, and LVCVA approval. This will require advanced review and approval by a structural engineering firm at the expense of the show management and/or the exhibitor.

Movement of Equipment

- Equipment with smooth tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building.
- Equipment with cleated tracks over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building.
- Prior to movement of heavy equipment, the facility and the official service contractor (OSC) must coordinate routes and method of movement.

Hot Works

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

Any hot works activity used for the installation/dismantling of a show, MUST be preapproved by the Safety and Fire Prevention Office. The office will issue a hot works permit to the person/persons performing the hot works. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift.

The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and the person issuing the hot works permit. The hot works site will be inspected for:
 - Removal of flammable materials from the area;
 - Clear of combustible materials and/or ensure combustible materials are protected;
 - Ensure floor and wall openings are protected;
 - Ensure floors and surfaces are swept clean of dust and debris;
 - Walls and partitions are non-combustible or protected;
 - Determine the number and locations of fire watch and fire extinguishers
- The hot works permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot works activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.
- Hot works conducted in areas not observable by a single person (i.e., multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire-watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot works activity shall provide the extinguisher.
- Fire-watch persons will have recent training in fire safety, fire extinguisher use and emergency reporting.
- Persons assigned to fire-watch duty shall understand emergency reporting procedures and have means to contact the control center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire-watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

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

When hot works is performed during a show or event, a hot work permit must be obtained from the Clark County Department of Building & Fire Prevention. [Clark County Permit](#)

Please contact the Safety and Fire Prevention Office for additional information at 702 892-7413.

Lighting Rules

Halogen Lamp Restrictions

The use of stem- or track-mounted halogen light fixtures is not allowed unless items meet the following requirements:

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

Unapproved Halogen Bulbs



Approved Halogen Bulbs – 75 watts max.



Multilevel and/or Covered Exhibits

It is the responsibility of the exhibiting company and appointed exhibitor appointed contractor (EAC) to ensure that all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The exhibitor/EAC has the responsibility to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than 30 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.

- Multilevel or covered areas – Definitions:
 - **Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
 - **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
 - **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
 - The exhibit is used in an event where the duration is seven (7) calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame. The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineering stamp from the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of

battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.

- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

Rigging

- Las Vegas Convention and Visitors Authority's (LVCVA's) Engineering Department must be notified in advance of any weight loads that will reach the maximum capacity of rig points. Final rigging plans must be submitted to riggingandsprinklers@lvcva.com 14 days prior to the first move-in day.
- Ensure that the overall rigging plan is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. The weight load limits provided are not to be exceeded.
- Only qualified riggers may be used.
- Only electric hoisted winches are allowed. Manual, nonelectrical hand chain fall and hand lever hoists are prohibited.
- All hoist motors and rigging apparatus must be inspected before they are installed. At a minimum, all hoist motors must be visibly inspected yearly and weight tested every two (2) years by a certified inspector. Certification papers for hoist motors must be provided upon request.
- Carpet and/or burlap material used to protect beams against steel cables and chains for rigging points, must be removed after the show.
- All rigging structures hung more than three (3) feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- The catwalks have a weight restriction of 25 pounds per square foot; calculations must be made for transformers, dimmer apparatus, electrical cables and storage boxes to ensure that this weight is not exceeded.
- Rigging apparatus, supports or devices used for hanging truss made of nonmetal material such as span set straps or nylon rope shall not be used near house light fixtures. The minimum distance shall be three (3) feet. This also applies to safety or backup supports, cables or straps. Only chain or aircraft cable may be used.
- Ground/floor based rigging/truss/drape that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineered stamp drawing indicating that this is not necessary.
- The following items are specific to rigging in the South halls:
 - Using cable trays as support devices for rigging, signs and electrical cables is not permitted.
 - The first floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
 - Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

Rigging Submittal Procedure

- Final rigging drawings shall be submitted electronically in either pdf or dwg format no less than 14 days prior to the first day of installation.
- All weight loads requiring professional evaluation shall be sent to riggingandsprinklers@lvcva.com with weight loads clearly marked on the plan. A copy of the evaluation will be sent back to the submitter and the convention services manager (CSM) prior to rigging install.
- The booth layout, and associated rigging loads, shall be overlain onto the full rigging plans, and submitted as one complete file.
- Any changes made once submitted must be clouded, clearly stated and resubmitted for review.

- The point loads shall be shown on the booth layout plan at the point of hoist. The distributed loads shall also be shown on each purlin/beam/truss that will be used as a point of attachment. Use leaders/arrows to indicate method of distribution to purlin/beam/truss.

Vehicles on Display

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

Security



Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the Show until the moment the exhibit is dismantled and shipped out. From the first day of move-in through the last day of move-out, there is 24-hour perimeter security for all exhibit floors. It is not intended as individual security for your booth and materials.

Remember, the security of your product is your responsibility-don't take chances!

Exhibit Halls are accessible to thousands of exhibitor personnel, official contractors and in-house suppliers. Therefore, it is critical that each exhibitor work closely with Show Management in making every effort to safeguard their investment in the Show.

The best security plans are dictated by common sense. At some point in the preparation of your exhibit -- before you ship your material -- it will help to take a minute to review everything with security in mind.

To begin with, we strongly encourage you to insure your property from the time it leaves your facility until it is returned after the Show. In most cases, a rider can be added to your present policy for a nominal cost that will protect your property while it is out of your control. Remember, it is the responsibility of the exhibitor to insure their property. MINExpo INTERNATIONAL® 2020, NMA, GES, Hall-Erickson, Inc., their agents, the Las Vegas Convention Center and their respective agents, will not be responsible in any way for the safety of any exhibit or material against theft, fire or accident.

Exhibitors are responsible for the security of their exhibit. Show management will provide perimeter security only. National Mining Association, Show Management (Hall-Erickson), General Contractor (GES) nor the Las Vegas Convention Center (LVCC) will be responsible for theft from your exhibit. Please safeguard any "walkable" items by renting a security cage from GES; or ordering a security guard from the official security contractor. Both services can be contracted at the service center.

Additionally, we suggest you consider the following:

Preparation of Exhibit Material for Shipment to the Show

If you ship by common carrier, do not use cartons that identify the contents, but group and ship all products in crates. Be sure to list the number of pieces in your shipment on the bill-of-lading and carefully identify the number of crates, cartons, etc., but do not identify the contents.

Arrival of Exhibit Materials at Show Site

Assign people to be present at the booth to receive shipments and take inventory. (Bear in mind that material shipped in advance to the drayage contractor will be delivered to the booth prior to or during the early part of move-in.)

Be sure to send copies of all shipping information to your set-up people (this includes Exhibitor Appointed Contractors) so that they know how many pieces should arrive.

Report immediately to the Exhibitor Service Center any discrepancies between quantities shipped and quantities received. At any time during the Show, any missing items should be reported to Security.

Installation

Pay special attention to irreplaceable articles and small, easily carried items. When appropriate, place them in locked containers or take them from the Hall with you at night.

Do not put any article of value in a container marked "Empty". Empties are not guarded in any way and are not secure.

Don't leave exposed or unguarded personal items such as handbags, wallets, cameras, attaché cases or computers.

Hall Access

Entry into and out of the exhibit halls will be checked by security personnel. Exhibitors without proper credentials will not be allowed into the exhibit halls. Please be sure to register your staff in advance of MINExpo in order to obtain and distribute an Exhibitor Badge to each staff member.

Show Days

Personnel from your company should be in the booth during Exhibitor access hours.

Exhibitors who wish to remove anything from the exhibit floor must obtain a "Merchandise Release Pass" from the Show Management office. These forms, when properly filled out, tell the security guard that removal of an item is authorized.

Dismantling

After the close of the show, exhibitors are encouraged to dismantle and pack their booth promptly to insure security of their materials. Under no circumstances should you leave your exhibit unattended during this time.

It is recommended that a person from your company be present until your exhibit materials are loaded out of the Exhibit Hall.

Safety Guidelines for Exhibit Professionals at MINExpo® 2020

MINExpo® is an active work zone that requires your vigilance. Should there be an emergency, please call **702 892-7400 for any emergency. (Dial 7400 from any house phone)**

Review these guidelines with your booth staff, and consider including the following safety measures in your organization's safety plan:

1. Work attire is highly recommended. Steel-toed shoes or work boots are recommended – athletic shoes are discouraged. Never wear open-toed shoes on the exhibit floor during installation and dismantling. Closed toe footwear is mandatory during move-in/out.
2. Practice good lifting techniques with your booth staff and hired labor. Start with a firm footing – bend your knees – lift with your legs – and always ask for help when necessary.
3. Never stand on furniture or tables in your booth – and never stand on the top rung of a ladder. If you need help installing the high parts of your display, visit the GES Servicenter® to order labor to assist.
4. Always wear eye protection when using power tools – and hearing protection, when appropriate. Be cautious when using cutting tools or box cutters and always use a cutting motion away from your body.
5. Do not enter the freight dock area at any time. For your safety, this area is restricted to authorized personnel only. For questions about your freight, visit the GES Servicenter®.
6. Stay clear of fork lifts and condor lifts at all times. Watch for fork lifts moving quickly through the aisles. Listen for back-up alarms and be aware of heavy machinery operating in – or above - your booth area.
7. Double check that your display is stable and level, and that all connecting components, bolts and screws are secured properly. We suggest that your display always be set directly on the concrete floor – never on carpet or padding – to ensure stability.
8. Clean up or report spills in and around your booth immediately to the Show Management Office. (The phone number and room number will be included in the MINExpo Move-In Bulletin.)
9. Practice good housekeeping. Clear your booth space and the surrounding aisles of any and all debris. Loose screws and bolts, scraps of carpet and tape, and plastic wrap can be a slipping or tripping hazard. Collect and dispose of them immediately.
10. Size up your exhibit for tripping and slipping hazards – cords, wiring, raised flooring, loose carpet – and make sure trouble spots are fixed immediately.
11. Check electrical cords and wiring for damage before allowing labor to connect your display to the convention center power grid – and periodically check for heat build-up or smoke.
12. Tires that are displayed upright in vertical-tire displays must be supported by professionally built stands or cradles capable of sustaining and supporting the entire weight of the tire. Exhibitors that include vertical-tire displays in their booth must submit drawings, photos and/or floor plans to MINEboothdiagrams@heexpo.com or by mail to Hall-Erickson, Inc. 98 E. Chicago Avenue, Westmont IL 60559, U.S.A.

13. Only keep the amount of literature and supplies at your booth that are required for one day (per fire marshal guidelines), and keep stored items away from potential fire hazards.
14. Assign booth staff members designated times throughout the show to perform a walk-around to ensure your booth is safe and hazard-free.

If you notice anything unsafe on the exhibit floor, or a potential hazard, report it immediately to the Show Management Office, or floor manager in your hall.

Remember that the exhibit floor is an active work zone. All exhibitors and attendees enter at their own risk. During installation and dismantling, individuals under 18 are prohibited from being on or around the exhibit floor. Exhibit Halls 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 at any time.

We appreciate your cooperation!

Show Management Forms

Exhibit Design Approval – **MANDATORY FOR 20x20 and LARGER BOOTHS, as well as exhibitors that include vertical-tire displays in their booth.**

Videotaping Policy

[Request to Videotape](#)

[Sound Projection Approval](#)

[Special Admittance Request](#)

[Meeting Room Requests](#)

[Press Conference Requests](#)



Exhibit Design Approval Deadline: May 1, 2020

MANDATORY FOR 20x20 and LARGER BOOTHS, as well as exhibitors that include vertical-tire displays in their booth.

Exhibitors in 20x20 and larger booths, as well as exhibitors that include vertical-tire displays in their booth, are required to submit scale drawings of their exhibit to Show Management **by May 1, 2020** for approval. To make sure your booth is in compliance, please refer to the [Exhibit Construction Guidelines](#). All two-story exhibits require the approval stamp of a structural engineer. (See [Las Vegas Convention Center Regulations](#) for MULTI-LEVEL AND/OR COVERED EXHIBITS.)

As stated in section 30 of – the [Terms and Conditions](#), "To ensure the safety of all MINE expo® participants, it is recommended that machinery and equipment be positioned 12 inches (30.48 centimeters) from the aisle."

The first drawing should be a Plan View (birds-eye) indicating placement of equipment and display materials to scale. The second drawing should be an Elevation View (front) indicating dimensions of back walls, towers, display fixtures, equipment, etc. All layouts should be in compliance with the [Exhibit Construction Guidelines](#) provided in this section. The 20' (6.096m) height limitation pertains to display fixtures only. Hanging signs have unlimited height restriction other than consideration of the exhibit hall's ceiling height. Hanging signs are prohibited in linear booths, i.e. 10x10. Machinery and equipment may be displayed in a manner comparable to actual industrial utilization, but should be positioned so as to minimize interference with the sight line into neighboring booths.

Plans should include all dimensions (length, width, height, etc.), and indicate if booth is a two-story exhibit. Please include a lighting diagram as well.

Please consider your neighbors if plans include building a sightline-blocking solid wall.

Please submit your drawings, photos and/or floorplans by May 1, 2020:

- For files up to 10MB, please email MINEboothdiagrams@heexpo.com.
- For files larger than 10MB, please use a file sharing service (i.e. Dropbox, We Transfer, etc.), and email to MINEboothdiagrams@heexpo.com.

Questions can be directed to MINEboothdiagrams@heexpo.com.

National Mining Association Videotaping Policy for Exhibitors at MINExpo INTERNATIONAL® 2020



General Policy

For safety and legal reasons, the National Mining Association (NMA) strictly limits taping at MINExpo INTERNATIONAL® 2020. Anyone who intends to use video equipment on the Show Floor must obtain prior, written permission from NMA and comply with all Show policies as described in this policy document. For purposes of this Policy, “taping” shall include, but not be limited to, any and all forms of videotaping, audio or video recording and broadcasting, regardless of medium.

Satellite media tours and “pay-for-play” agreements between production companies or videography crews and exhibitors are strictly prohibited.

Exhibitor Requirements

A MINExpo exhibitor who intends to do any videotaping within their exhibit space must complete the [MINExpo Exhibitor Request to Video Tape](#) form and submit it to Show Management by **Friday, September 11**. If the videotaping will be done by a contractor, a Certificate of Insurance must be submitted as outlined on the form. Once approved, Show Management will provide written confirmation.

Exhibitor agrees to:

- Complete an Exhibitor Request to Video Tape form.
- Videotape for company use only.
- Videotape only within your contracted exhibit space.

A video crew will be immediately removed from the Show if found working unapproved on the Show Floor or if working in another exhibitor booth without approval. Show Management will issue each approved cameraman a **Camera Permit** that must be affixed to the camera in a visible manner and clearly displayed at all times. Camera Permits will be issued at the Show Office in the Las Vegas Convention Center. No video cameras will be allowed on the Show Floor without a properly displayed permit. There are no exceptions to this policy.

Once approved, NMA will provide written or e-mail confirmation.

Legal Notice: NMA reserves the absolute unfettered right to change, augment, delete or otherwise modify this Policy, as well as any other policies NMA may have or develop relating to the management and administration of the Show. By submitting an application for permission to tape at the Show, Exhibitor recognizes and agrees to abide by the terms of this policy including, but not limited to, the preceding sentence.

All paperwork must be received by Friday, September 11, 2020 to be considered.

If you have any questions or need more information, please contact Moya Phelleps at mphelleps@nma.org or +1 202 463-2639.

WHO CAN I CONTACT FOR ASSISTANCE?

We know that direct, early contact with Show Management can be the key to your success as an Exhibit Manager. Never hesitate to ask a question or verify information. We look forward to working with you for a successful show!

<p>HALL-ERICKSON, Inc. (HEI) +1 800 752-6312 (U.S. and Canada) +1 630 434-7779 (International) Fax: +1 630 434-1216 General email: minexpo@heexpo.com</p> <p>Exhibits Operations, Rules & Regulations, Invoices, Exhibitor Manual Fred Champagne Exhibits Manager fchampagne@heexpo.com</p> <p>Exhibit Space Sales and Relocations Jeff Naccarato or Rich Widick Account Managers jnaccarato@heexpo.com or rwidick@heexpo.com</p> <p>Booth Design Approval Chrissy Petracek Exhibits Manager MINEboothdiagrams@heexpo.com</p> <p>Exhibitor Registration Lisa Fay Registration Manager lfay@heexpo.com</p> <p>Exhibitor Certificates of Insurance Penny McQuality Exhibitor Coordinator pmcquality@heexpo.com</p>	<p>NATIONAL MINING ASSOCIATION 101 Constitution Avenue, NW Suite 500 East Washington, D.C. 20001 +1 202 463-2600 Fax: +1 202 463-2666 minexpo@nma.org</p> <p>Attendance Promotion, Education Sessions, General Information, Delegations Moya Phelleps NMA, Senior Vice President, Member Services +1 202 463-2639 mphelleps@nma.org</p> <p>Sponsorships and Advertising Opportunities, Exhibitor Housing Block, Meeting Room and Press Conference Requests Katie Coon NMA, Manager of Trade Shows, Meetings & Membership +1 202 463-2632 kcoon@nma.org</p> <p>Trade Press Lucia Livak NMA, Communications Associate +1 202-463-2645 LLivak@nma.org</p>
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National Mining Association

National Mining Association (NMA) is the sponsor of MINExpo INTERNATIONAL® 2020. The NMA office will be in room N253 (2nd level, North Hall). The NMA booth will be located in the Grand Lobby of the Las Vegas Convention Center. The NMA website is www.nma.org.

Hall-Erickson, Inc. (HEI)

Hall-Erickson, is responsible for assisting exhibitors with services. Hall-Erickson will be onsite at the LVCC from move-in through move-out. Locations and contact information will be in the MINExpo Move-In Bulletin.

**GES Information and Official Contractor Order
Forms**



Show Information

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

MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center
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Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011671634/contactus/esm>

Official Service Provider

GES
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970

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

Discount Deadline Date

Monday, August 31 GES orders must be received with payment by this date.

Exhibitor Move In

Monday,	September 21	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Tuesday,	September 22	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Wednesday,	September 23	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Thursday,	September 24	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Friday,	September 25	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Saturday,	September 26	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Sunday,	September 27	8:00 AM - 3:00 PM	Reference Targeted Floorplan for Dates & Times

Show Hours

Monday,	September 28	9:00 AM - 5:00 PM
Tuesday,	September 29	9:00 AM - 5:00 PM
Wednesday,	September 30	9:00 AM - 5:00 PM

Exhibitor Move Out

Wednesday,	September 30	5:00 PM - 11:45 PM	Reference Targeted Floorplan for Dates & Times
Thursday,	October 1	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times
Friday,	October 2	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times - South Hall must be moved out by 5 PM
Saturday,	October 3	8:00 AM - 5:00 PM	Reference Targeted Floorplan for Dates & Times

Carrier Check-in Post-Show

Saturday,	October 3	4:30 PM	Saturday is the final day for dismantle. (South Hall 3 must be moved out by 5:00 PM on Friday, October 2.) However, all exhibitors must still have their carriers check in on their targets, which are Thursday October 1, and Friday, October 2 only. Carriers must be checked in and the bills of lading filed by 10 AM on the 1st, 10 AM on the 2nd. Anyone checking in on Saturday will be off-target and will be charged the off-target fee.
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Facility Clear

Saturday,	October 3	5:00 PM	All exhibitor materials must be removed.
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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
MINExpo INTERNATIONAL ® 2020
(Your Company Name & Booth Number)
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:

July 13 - September 11, 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.
The GES warehouse will be CLOSED Sept 7, 2020 in observance of Labor Day

Direct Shipments to Show Site:

c/o GES
MINExpo INTERNATIONAL ® 2020
(Your Company Name & Booth Number)
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109-9096
USA

Shipments should arrive on:

September 21, 2020
Reference Targeted Floorplan for Dates & Times

Marshaling Yard Site Address:

MINExpo INTERNATIONAL ® 2020
(Your Company Name & Booth Number)
2982 West Post Road
Las Vegas, NV 89119
USA

G-1 071019 031820 011671634

General Information

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

MINExpo INTERNATIONAL ® 2020

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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/011671634/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098
- International phone: (702) 515-5970
- Contact us online: <https://e.ges.com/011671634/contactus/esm>

GES Servicer® 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.

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.

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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 **August 31, 2020** for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/011671634/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/011671634/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/011671634/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.

- 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/011671634/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/011671634/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/011671634/LaborandEquipment/esm>

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.

MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:

August 31, 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: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/011671634/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:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

GES
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA
94520 USA

Sending check to lock box: **(standard mail)**
Global Experience Specialists, Inc.
Bank of America, PO Box 96174
Chicago, IL 60693

Direct to Bank of America: **(ALL FedEx, UPS, DHL, Express Mail)**
GES Bank of America Lockbox 96174
540 W. Madison, 4th Floor
Chicago, IL 60661

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

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

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

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

MM/DD/YY

Check Dated

\$

Total Credit Card
Payment

\$

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>



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.

MINExpo INTERNATIONAL® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 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

Exhibiting Company Authorized Name - Please Print

Date _____

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

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

Third Party Cardholder's Name - Please Print

Date _____

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

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

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



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

Form Deadline Date:
August 31, 2020

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

Exhibiting Company Name

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

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.

Date _____

☐ **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.

☐ Other (*Please Specify*)

Third Party Company Name _____

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

Cardholder Name - Please Print

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.

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.

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

Form Deadline Date:
August 31, 2020

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

International Pavilion Name

Date _____

Date _____



International Pavilion Third Party Billing Request

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

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Form Deadline Date:
August 31, 2020

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

Pavilion Organizer	Phone Number
--------------------	--------------

[illegible]

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

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

Notes:

[illegible]

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

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

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



Show Site Work Rules

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

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Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.

Teamsters Union

Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with 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.

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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.

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Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Fire Regulations

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

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1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
3. No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - 7.4. External chargers or batteries are recommended for demonstration purposes.
 - 7.5. No battery charging is permitted inside the building.
 - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
 - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.
10. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and Safety Manager. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
 - 10.2. When approved, LPG (propane) containers complying with UL 147A Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager. 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 10.5. The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
 - 10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - 10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - 10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

Fire Regulations

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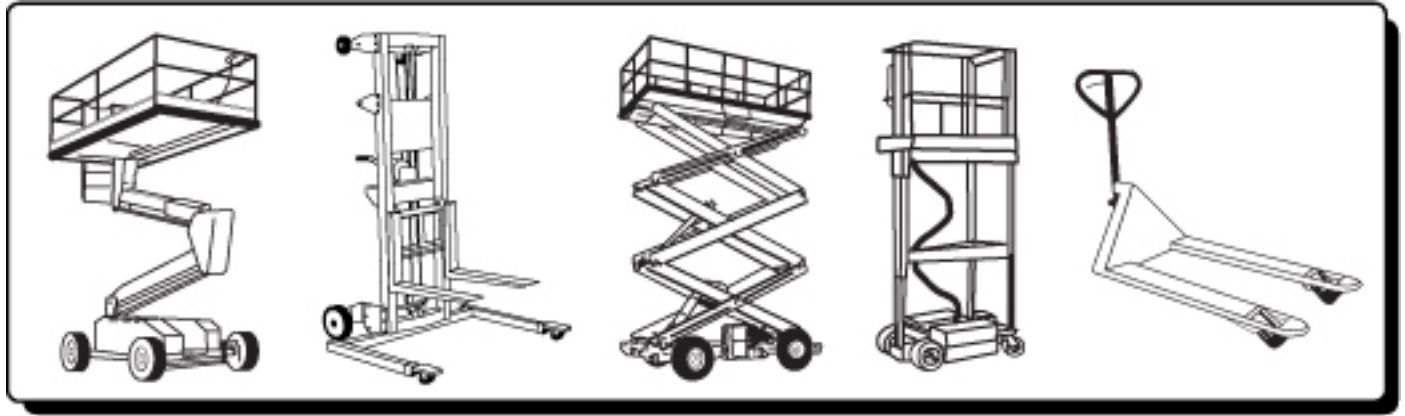
11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.
12. Smoking is not permitted in any covered or two story booths.
13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Double Deck and/or Cover Exhibits for more information.)
14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
15. Demonstration of Fuel Burning Appliances.
 - 15.1. Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to their event.
16. Heated and Cooking Oil or Grease Operations:
 - 16.1. Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type "K" fire extinguisher present during the operation. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)
 - 16.2. Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
 - 16.3. Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.
17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - 17.1. Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - 17.2. Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
 - 17.3. Screen front fireplaces will not be approved for burning.
 - 17.4. Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

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Operation of All Mechanical Lifts

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

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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. 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.

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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.

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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).

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® at 800.475.2098 or visit the GES Servicer® 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.

Target Maps

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Click the link below for target maps:

Target Maps:

<http://e.ges.com/011671634/targetmaps>

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 21, 2020

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor. Note: The August 21 deadline date supersedes the July 8 deadline date noted in the Application & Contract for Exhibit Space Terms and Conditions**

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 on or before August 21, 2020 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/011671634/agreementgesac/>

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 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) (General Service Provider), National Mining Association (NMA) Hall-Erickson, Inc.(HEI) (Show Management), Las Vegas Convention Center (LVCC), and MINExpo INTERNATIONAL® 2020 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 Global Experience Specialists, Inc. (GES) (General Service Provider), National Mining Association (NMA) Hall-Erickson, Inc.(HEI) (Show Management), Las Vegas Convention Center (LVCC), and MINExpo INTERNATIONAL® 2020 for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

MINExpo INTERNATIONAL® 2020

Las Vegas Convention Center

September 28 - 30, 2020

Form Deadline Date:

August 22, 2020

Company Name

Email

Phone Number

Booth Number



Attention

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

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
4. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming Global Experience Specialists, Inc. (GES) (General Service Provider), National Mining Association (NMA) Hall-Erickson, Inc. (HEI) (Show Management), Las Vegas Convention Center (LVCC), and MINExpo INTERNATIONAL® 2020 as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
7. EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
9. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
11. EAC has 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.
 - The Commercial General and Auto Liability Policies shall name Global Experience Specialists, Inc. (GES) (General Service Provider), National Mining Association (NMA) Hall-Erickson, Inc. (Show Management), Las Vegas Convention Center (LVCC), and MINExpo INTERNATIONAL® 2020 as additional insured on a primary and non-contributory basis (see sample certificate of insurance).
 - The General liability and Workers Compensation Policies shall be endorsed to waive the right of subrogation against Global Experience Specialists, Inc. (GES), National Mining Association (NMA), Hall-Erickson, Inc. (HEI), Las Vegas Convention Center (LVCC), and MINExpo INTERNATIONAL® 2020.
12. EAC agrees to indemnify, defend and hold Global Experience Specialists, Inc. (GES) (General Service Provider), National Mining Association (NMA) Hall-Erickson, Inc. (HEI) (Show Management), Las Vegas Convention Center (LVCC), and MINExpo INTERNATIONAL® 2020 harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.



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.

MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

September 28 - 30, 2020

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

14. EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with GES.
16. The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
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 Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

Review and Return Return to: 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:

X

Authorized Signature

Authorized Name - Please Print

Date



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.

MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

September 28 - 30, 2020

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 60 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels. (Carpet, Hanging Sign, etc.)
- 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. Please indicate on the bill of lading the contents of the shipments; machinery, carpet, hanging sign, display, etc.
- 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 or additional charges will apply.
- Any materials over 5000lbs delivered to the advance warehouse needs to be prearranged. Additional surcharges will apply.

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. (Carpet, Hanging Sign, etc.)
- 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. Please indicate on the bill of lading the contents of the shipments; machinery, carpet, hanging sign, display, etc.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

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

Tarping/untarping will be at the exhibitor's expense. Please see labor rates for applicable charges.

Tracking Shipments

R-1 092319 cstm 031820 011671634



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/trade-shows/exhibition-transportation-tools/.

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

Estimating Material Handling Charges

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

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

Late Surcharges - Will be charged an additional overtime surcharge

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

Machinery Labor and Equipment

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

Storing Empty Containers

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

Outgoing Shipments

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

GES will not be responsible for shortages, overages, damages and any mis-loads on the outbound load out. Exhibitors or company representatives will need to stay with all materials until load out is complete.

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.
- Any damages to steel plates/GES equipment incurring on move in or move out will be at the exhibitor's expense to repair or replace.

Insurance

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

Work Zone






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



Save 10% on Material Handling at GES Transportation Tools.

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



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shop fleet tracking <http://www.ges.com/us/logistics/tools>
-  Consolidated shop invoice
-  Fully integrated storage and shipping solutions



Order your road-trip shopping today to qualify for 10% off material handling fees.

Get a 15% instant quote today at https://e.ges.com/011671634/logistics_quote

Discount does not apply to shipments that are considered as appliances, bulky trailers, or shipments over 2,000 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.

MINExpo INTERNATIONAL (R) 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

Step 1. Review Freight Material Handling Rates and Information

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

Rate Crated
\$37.50 cwt

Advance Shipments to Warehouse Dates:

Wed, Jul 22, 2020: Advance shipments may begin arriving at warehouse.

Fri, Sep 11, 2020: Last day for shipments to arrive at warehouse.
The GES warehouse will be CLOSED Sept 7, 2020 in observance of Labor Day

The GES Warehouse is unable to receive Hazardous Materials. These items must be shipped directly to the exhibit site. Any materials over 5000lbs delivered to the advance warehouse needs to be prearranged. Additional surcharges will apply.

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

Rate Crated Special Handling Uncrated
\$33.45 cwt \$45.70 cwt \$48.65 cwt

Direct Shipments to Show site Dates:

Mon, Sep 21, 2020: Direct shipments may begin arriving at exhibit site.

Mon, Sep 21, 2020: Last day for shipments to arrive at exhibit site.

Reference Targeted Floorplan for Dates & Times

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$53.52. Each additional package will be charged \$11.72.

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x \$53.52 = Total

of additional packages (each) x \$11.72 = Total

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Material Handling/Drayage

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

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

Total and Sign:

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 \$8.95 per CWT will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Special Handling/Mixed Shipments:

A \$45.70 per cwt surcharge will apply to items sent Direct to Showsite requiring special handling or mixed shipments.

Uncrated Shipments:

A \$48.65 per cwt surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks sent Direct to Showsite.

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

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

CWT

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What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

MINExpo INTERNATIONAL ® 2020

Name of Exhibition

011671634

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Monday, July 13, 2020 - Friday, Sep 11, 2020

The GES warehouse will be CLOSED Sept 7, 2020 in observance of Labor Day

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

MINExpo INTERNATIONAL ® 2020

Name of Exhibition

011671634

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Monday, July 13, 2020 - Friday, Sep 11, 2020

The GES warehouse will be CLOSED Sept 7, 2020 in observance of Labor Day

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

MINExpo INTERNATIONAL ® 2020

Name of Exhibition

011671634

BOOTH NUMBER

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

Shipment Should Arrive Only On:

Reference Targeted Floorplan for Dates & Times

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

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

MINExpo INTERNATIONAL ® 2020

Name of Exhibition

011671634

BOOTH NUMBER

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

Shipment Should Arrive Only On:

Reference Targeted Floorplan for Dates & Times

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

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Target Move-In and Freight Information

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

MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

September 28 - 30, 2020



Tips

Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention

Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 30% (\$30 minimum) will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

Important Reminders



Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide Bills of Lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011671634/contactus/esm>

R-21/R-22 012118 031820 011671634

Target Move-Out Information

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

MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

September 28 - 30, 2020



Important Information:

- All outbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to TARGET ASSIGNMENTS contained in this section.
- Remember that off-target freight will be charged an off-target surcharge of 30%

Your TARGET ASSIGNMENT is designed to be the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled. Every attempt will be made to accommodate all outbound pick-ups within their targeted day.

However, there can be NO GUARANTEES with respect to check-in and BOL turn in dates and times.

Route your shipments carefully. Utilize only carriers who provide bills of lading and can be contacted at any point in time.

The target assignments are intended for your general planning purposes. We recommend scheduling dismantle labor to begin once the show has ended and all of your materials have been returned from empty storage.

At the close of the show, the empty containers will be returned to the booth in random order. This process will take several hours. Please be mindful of this when scheduling your dismantle labor.

NOTE: All exhibitor crates will be returned by 8am the following day after the show has ended. Due to the size and complexity of the show please do not check-in prior to your target move-out date.

All carriers must come with the following information:

- Exhibitor Name
- Booth Number
- Origin of Delivery
- Piece Count

Please make sure the carrier knows if they are picking up exhibit material and/or equipment or both. This will help expedite your load out.

Please chat with us if you have any questions: www.ges.com/chat

Request for Variance to Assigned Target Date/Time

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 2020

Company Name

Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City

State

Zip

Country

Current Assigned Target Date/Time

New Requested Target Date/Time

Reason for request:

Important information

- All change request forms due by August 31, 2020.
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Please send completed form via email to minexposervice@ges.com.

Off Target - Late/Early to Show Site Surcharge:

A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011671634/contactus/esm>

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R-23 012720



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 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 31, 2020.
- Want an easier way? Submit your information online: <https://e.ges.com/011671634/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.

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Company Name	Email	Phone Number	Booth Number
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Full Service Advantages Before and After Shows:

GES has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

Special Show to Show Storage Rates: Applies to local GES Shows in the Las Vegas area.

Storage, Special Rate as contracted (includes Transportation back to the local GES Facility and handling fees.)	(1000 lb. minimum)	\$94.82 cwt.
Monthly Storage (does not include Return to Warehouse charges)	(1000 lb. minimum)	\$8.95 cwt.

Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$25.32 cwt.
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GES has warehouse facilities and services in many cities throughout the country. Please contact Sandra Gonzalez: 702.515.5751.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011671634/contactus/esm>

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Marshaling Yard and Direct Deliveries Information

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Tips For New Exhibitors



What is a marshaling yard? The marshaling yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



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

Marshaling Yard Site Address:

2982 West Post Road
Las Vegas, NV 89119
USA

Marshaling Yard Process

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

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

Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011671634/contactus/esm>

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031820
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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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 Servicer. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Access Storage

Trailer Access Storage

- Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor.
- Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/4 Trailer	357.23		\$
200513	Access Storage, 1/2 Trailer	642.89		\$
200513	Access Storage, Full Trailer	1,142.63		\$

Skid Access Storage

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

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	64.29		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	100.96	100.96	100.96			\$
705044	Storage, OT	177.32	177.32	177.32			\$

**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/011671634/labor/esm>

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:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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	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

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**	173.95	173.95	173.95			\$
705200	5,000#, OT	250.31	250.31	250.31			\$

**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/011671634/labor/esm>

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign:

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 031820 011671634

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



Direct Machinery Rate Schedule Order Form

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- This form is for freight shipments of Crated, Skidded Machinery only.
- Machinery should only be shipped direct to the show site address. Do not send to the Advanced Shipment Warehouse.
- Rates are based on per 100 lbs (CWT) per truckload.
- Machinery must be clearly identified on the Bill of Lading (BOL) to qualify for these rates.

Machinery Rates

	Rate	Special Handling Rate
1 - 5,000 lbs	\$ 21.16 CWT	\$ 28.91 CWT
5,001 - 10,000 lbs	\$ 20.37 CWT	\$ 27.83 CWT
10,001 - 20,000 lbs	\$ 15.53 CWT	\$ 21.22 CWT
20,001 - 30,000 lbs	\$ 14.85 CWT	\$ 20.29 CWT
30,001 - 40,000 lbs	\$ 14.07 CWT	\$ 19.22 CWT
40,001 - 50,000 lbs	\$ 12.72 CWT	\$ 17.38 CWT
50,001 - 60,000 lbs	\$ 11.25 CWT	\$ 15.37 CWT
60,001 - 70,000 lbs	\$ 9.79 CWT	\$ 13.38 CWT
70,000 lbs and above	\$ 9.23 CWT	\$ 12.61 CWT

Important Notes

- **Off Target Surcharge:** A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.
- **Special Handling Surcharge:** 36.63% additional each way.
Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.
- **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.
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Step 1. Calculate Machinery Rates

Piece #	Length	Width	Height	Weight	Mounted on Skids?	Requires Assembly?	Arrival Date at Exhibit Site	Approximate Arrival Time	Total Price
									\$
									\$
									\$
									\$

Special Instructions:

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

\$



Freight Machinery and Equipment Questionnaire

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

MINExpo INTERNATIONAL® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Equipment

- 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/011671634/EquipmentInfoQuestionnaire/esm>

Dear Exhibitor,

The goal at GES is to provide the best possible service to all our valued clients participating in the **MINExpo INTERNATIONAL® 2020** show. Please provide the following information to help us plan for your needs and return the completed form by **August 31, 2020**.

Who will be your show site contact? _____ Phone Number: _____

Mobile Equipment

Are you bringing any mobile equipment for display (trailers, tracked equipment, rubber tired)? ☐ Yes ☐ No

How many are tracked? _____ How many are rubber tired? _____

Size: (check total weight)

- | | |
|--|--|
| <input type="checkbox"/> Number of pieces under 20,000 lbs. _____ | <input type="checkbox"/> Number of pieces under 250,000 lbs. _____ |
| <input type="checkbox"/> Number of pieces under 50,000 lbs. _____ | <input type="checkbox"/> Number of pieces over 250,000 lbs. _____ |
| <input type="checkbox"/> Number of pieces under 100,000 lbs. _____ | |

Will mobile equipment need assembly after arriving? ☐ Yes ☐ No

Will assembly be done: ☐ Outside ☐ At Booth ☐ Prior to Target ☐ On Target Date

Equipment needed for assembly: ☐ Forklift / Size: _____ ☐ Crane / Size: _____

Time estimated for assembly: _____

Are there any assembled pieces weighing over 1,000,000 lbs.? _____

Will mobile equipment not needing assembly need any assistance on unloading by: ☐ Crane ☐ Forklift ☐ Ramp

Static Equipment

How many pieces of equipment over 5,000 lbs. will you be bringing? _____

What is the heaviest? _____

How many pieces over 10,000 lbs. and weights of each: _____

Is your equipment handled by: ☐ Crane ☐ Forklift

Will equipment need assembly? ☐ Yes ☐ No Assembled at booth? ☐ Yes ☐ No

Equipment needed for assembly: ☐ Forklift / Size: _____ ☐ Crane / Size: _____ ☐ Versa / Size: _____

Time estimated for assembly: _____

Display

Will display arrive on target date? ☐ Yes ☐ No If no, when will display arrive? _____

How much display will be arriving? ☐ ¼ Trailer ☐ ½ Trailer ☐ ¾ Trailer ☐ Full

Will display be: ☐ Crated ☐ Uncrated Will carpet arrive: ☐ Before target date ☐ On target date

Who will install carpet? ☐ GES ☐ Independent Contractor

Carpet will be installed: ☐ Before ☐ After equipment is in place.

If so, what size and how long? _____

What tools and/or equipment will you expect GES to provide:

- | | | | | |
|---|-------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Portapower | <input type="checkbox"/> Comealong | <input type="checkbox"/> Hydraulic Jack | <input type="checkbox"/> Impact Wrench | <input type="checkbox"/> Socket Sets |
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Hand Tools | <input type="checkbox"/> Other: _____ | | |

Is there anything else we need to know? _____

Total and Sign: Return to Email: MinExposervice@ges.com



Machinery Setup and Dismantle Labor Order Form

Page 1 of 3

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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 do not require a forklift, order the number of workers required.
- If you require a crane, a crew will be assigned consisting of an operator and 2 riggers. (65 Tons and over you will need to add an oiler)
- Any exhibitors requiring a crane are subject to a mobilization and demobilization fee per crane required.
- 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 Equipment

All equipment MUST be operated by GES Labor. Prevailing rates apply.

Cranes without Operator/Oiler

Item Code	Description	Rate (\$)	Qty	Total
706286	0-45 Ton, ST	300.62		\$
706286	0-45 Ton, OT	300.62		\$
706293	46-65 Ton, ST	380.98		\$
706293	46-65 Ton, OT	380.98		\$

Larger Cranes will be quoted upon request. Please email: MinExpoService@ges.com

Forklift Truck without Operator

Item Code	Description	Rate (\$)	Qty	Total
706201	Up to 8,000#, ST	73.00		\$
706201	Up to 8,000#, OT	73.00		\$
706204	8,001 to 15,000#, ST	86.65		\$
706204	8,001 to 15,000#, OT	86.65		\$
706206	15,001 to 25,000#, ST	126.73		\$
706206	15,001 to 25,000#, OT	126.73		\$
706207	25,001 to 35,000#, ST	163.37		\$
706207	25,000 to 35,000#, OT	163.37		\$

Note: Subject to a (4) hour minimum charge under specific circumstances.

A rigging crew consists of a foreman, a rigger, and a material handling operator. Crew size is at the discretion of the official service provider. **All labor must be supplied by GES**

Form Continues on Next Page



Machinery Setup and Dismantle Labor Order Form

Page 2 of 3

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. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705031	Rigging, Teamster, ST Move In	100.95	100.95	100.95			\$
705031	Rigging, Teamster, ST Move Out	100.95	100.95	100.95			\$
705031	Rigging, Teamster, OT Move In	177.32	177.32	177.32			\$
705031	Rigging, Teamster, OT Move Out	177.32	177.32	177.32			\$
705032	Rigging Foreman, Teamster, ST M	105.91	105.91	105.91			\$
705032	Rigging Foreman, Teamster, ST M	105.91	105.91	105.91			\$
705032	Rigging Foreman, Teamster, OT M	184.81	184.81	184.81			\$
705032	Rigging Foreman, Teamster, OT M	184.81	184.81	184.81			\$
705048	Crane Operator/Oiler, ST Move In	178.80	178.80	178.80			\$
705048	Crane Operator/Oiler, ST Move Ou	178.80	178.80	178.80			\$
705048	Crane Operator/Oiler, OT Move In	342.45	342.45	342.45			\$
705048	Crane Operator/Oiler, OT Move Ou	342.45	342.45	342.45			\$

**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/011671634/labor/esm>

Form Continues on Next Page

011671634

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Machinery Setup and Dismantle Labor Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Labor

Labor and Crews requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 1:00 PM the day before date requested. 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 "No-Show" charge per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Note: Subject to a (4) hour minimum charge under specific circumstances.

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	

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	

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	

If exhibitor and/or EAC is not ready or present in the booth space at the scheduled time a one (1) hour "No Show" charge per worker and forklift will apply. Additionally, the original scheduled labor will result in a new "Will Call" order with GES labor availability on a first come, first serve basis.

Note: When ironworkers are needed for assembly or disassembly of any cranes or machinery additional charges will apply on peak hours of their shift. These charges are on top of any overtime and/or double time rates.

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

\$



Heavy Equipment Cleaning Order Form

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 2020

Company Name	Email	Phone Number	Booth Number
GES will provide equipment, materials and skilled technicians for the cleaning of heavy equipment and exhibition materials to remove dust, road grime and other contaminants resulting from in-transit travel. Non-portable equipment will be cleaned while still loaded on truck or trailer. Rolling stock may be driven through the cleaning lane.			

Cleaning will be done from a self-propelled cleaning station. Any length or width can be accommodated.

Service Available

- A. High pressure rinse (1200 PSI maximum) cold water with or without preceding neutral carwash-type cleaning solution. Service is provided at a rate of \$ 315.15 (705036) per hour with a one-hour minimum.
- B. Other specialized cleaning services will also be available on a time-and-material basis, depending on individual requirements. Such special requirements should be communicated well in advance, if possible, to ensure availability of materials and equipment.
- C. A complete line of cleaning solutions, materials and supplies will be on sale for exhibitor's own usage.

Please indicate the type and number of pieces you anticipate for cleaning service:

Date cleaning service will be needed: _____

Note: The methods, techniques and solutions listed above are considered safe for normal automotive and machinery painted surfaces. No responsibility for possible damage to painted or other surfaces is assumed by the cleaning vendor, nor GES.

If you do not advance order power wash services and GES determines that your machine or mobile needs washing before entering the show, we will wash it at your expense. All charges will stand.

Any discrepancies on power washing services will need to be brought to GES' attention before equipment enters the show. If this does not occur all charges are valid and will stand.

If for any reason you are not satisfied with the work performed, you are required to contact GES Freight department within 24 hours to dispute the service provided. If a dispute is not received within 24 hours, all billable fees will remain firm.

Review and Return: [Return to Email: MinExpoService@ges.com](mailto:MinExpoService@ges.com)



Equipment Painting Order Form

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Equipment Painting:

- This form should be returned by all exhibitors requiring painting services.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/011671634/equipmentpainting/esm>

ORDERS BY TELEPHONE NOT ACCEPTED

Global Experience Specialists, Inc. (GES) is the exclusive contractor for all Equipment Painting at the Las Vegas Convention Center during MINExpo INTERNATIONAL ® 2020 .

To be in compliance with: PART 63-NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS FOR SOURCE CATEGORIES.

All Spray applications of paint or finishes during the final machine preparation for MINExpo INTERNATIONAL ® 2020 at the Las Vegas Convention Center will be applied using an Electrostatic Method. Exhibitors can provide their own Electrostatic Application Equipment or contract in advance for GES to provide it. No other type of spray will be permitted. Brush and roller touch up is not affected.

If you require painting services, please complete the following:

1. What type of equipment do you need painted? _____
2. What type of painting is required? _____
3. When is this service required? _____
4. Materials supplied by: _____ Exhibitor _____ GES

If GES is to supply materials, please specify what is required:

All work will be done on a Time and Material basis.

Any discrepancies on painting and prep services will need to be brought to GES' attention before equipment enters the show. If this does not occur all charges are valid and will stand.

If for any reason you are not satisfied with the work performed, you are required to contact GES Freight department within 24 hours to dispute the service provided. If a dispute is not received within 24 hours, all billable fees will remain firm.

Make payment in U.S. funds drawn on a U.S. bank.

Cancellation Policy - Items canceled will be charged at 50% of the original price after move-in begins and 100% of

Review and Return: Return to Email: MinExpoService@ges.com



Preliminary Questionnaire Rail Car Shipments

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Rail Car Shipments:

- This form should be returned by all exhibitors shipping freight by Rail.
- 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/011671634/RailQuestionnaire/esm>

We plan to use _____ Rail Cars.

Biggest piece of equipment being shipped by rail:

Height: _____ Width: _____ Weight: _____

We are exhibiting at:

Indoor Exhibit Area: _____

Outdoor Exhibit Area: _____

Note: If you are exhibiting in more than one section of the show, please mark the area(s) where the rail shipment will be located.

Review and Return: [Return to Email: MinExpoService@ges.com](mailto:MinExpoService@ges.com)

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 2020

Company Name	Email	Phone Number	Booth Number
Vehicles that do not qualify and need to go through marshalling			

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

Important information regarding pickup and van types:

- Mini or passenger vans only. Cargo vans should proceed to the marshaling yard.
- Single cab and/or short bed pickup trucks only. All others should proceed to the marshaling yard.




Vehicles That Do NOT Qualify For Cartload - (And Need To Go Through Marshaling Yard)

The below vehicles will need to proceed to the marshaling yard.



Important Reminders

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

Cartload Freight Services for Unloading Small Passenger Vehicles

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

Form Continues on Next Page

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.

Company Name

Email

Phone Number

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	62.75	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	62.75	1	\$
200506	Cartload Service, Over Time, Dock to Booth	62.75	1	\$
200506	Cartload Service, Over Time, Booth to Dock	62.75	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

\$

Mobile and Self - Propelled 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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 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.

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.

Additional charges will apply:

- If a forklift is needed to move equipment or vehicles*
- If towing is required
- Late arrival



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.**
- The lease with the Las Vegas Convention Center provides that all treaded equipment has to be planked to and from the booth area. The mobile equipment rates given below are for the escorting of equipment and normal plywood planking. Rates are based on exhibitors meeting target dates. A 30% (\$50.00 minimum) will apply to all inbound and outbound shipments arriving OFF TARGET. Please refer to Target Schedule.

Form Continues on Next Page

R-15 083019 cstm 031820 011671634



Mobile and Self - Propelled 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.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 1. Provide Vehicle Information

* Please attach separate sheet for more than 3 vehicles.

Piece #	Length	Width	Height	Weight	Mounted on Skids?	Requires Assembly?	Arrival Date at Exhibit Site	Approximate Arrival Time	Total Price
									\$
									\$
									\$

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

Step 2. Mobile and Self-Propelled Equipment (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Pneumatic or Rubber Tire Equipment, per vehicle	450.45		\$
200507	Vehicle Placement Track or Tread Equipment, per vehicle	781.75		\$

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

\$

Carpet

Standard

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

Includes:

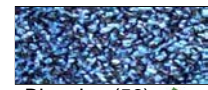
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



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



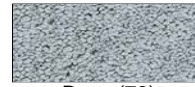
Cement (70)



Charcoal (71)



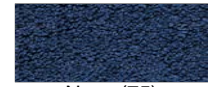
Cobalt (72)



Dove (73)



Lava Rock (74)



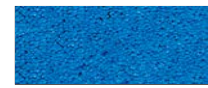
Navy (75)



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:

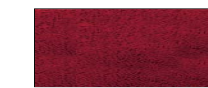
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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.



Tips

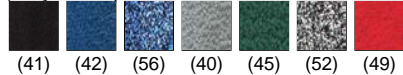
Easy Ordering Tips:

- 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

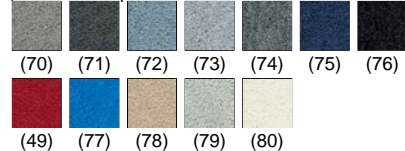
Standard Color Options

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



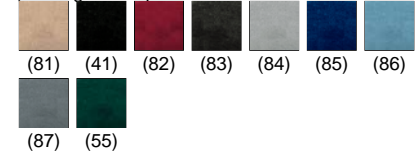
Plush Color Options

(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		On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500023	Black Synthetic Turf		2.64	2.81	4.11		\$
500021	Green Synthetic Turf		2.64	2.81	4.11		\$
500022	Red Synthetic Turf		2.64	2.81	4.11		\$
Item Code	Description	Color Code	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		156.61	167.08	216.77		\$
5002	Pre-Cut Standard Carpet 10'x20'		305.37	325.78	367.53		\$
5003	Pre-Cut Standard Carpet 10'x30'		450.38	480.48	624.54		\$

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

Item Code	Description	Color Code	On or Before 8/31/20		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.32	2.48	3.71		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		2.43	2.59	4.16		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		2.95	3.15	4.67		\$	
Item Code	Description		On or Before 8/31/20		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.32	1.41	2.53		\$	
Item Code	Description		On or Before 8/31/20		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		0.79	0.84	1.41		8.375	\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

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

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



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.

Discount Deadline Date:
August 31, 2020

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

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



Carpet Package Order Form

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

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September 28 - 30, 2020

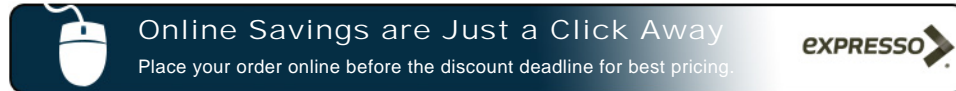
Discount Deadline Date:
August 31, 2020

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 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

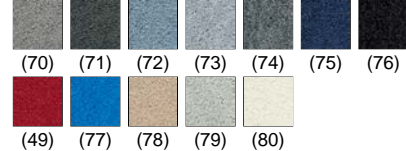
Standard Color Options

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



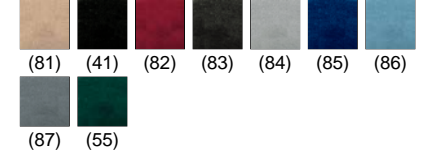
Plush Color Options

(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 8/31/20		Regular (\$)	Sq. Ft.	Total
			Online (\$)	Discount (\$)			
400021	Standard Carpet Package, Per Sq.Ft.		4.98	5.34	7.59		\$
400022	Plush Carpet Package, Per Sq.Ft.		5.08	5.44	7.99		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		5.54	5.94	8.45		\$

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.

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031820
011671634



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)



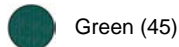
Blue (42)



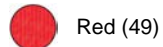
Gold (46)



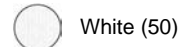
Gray (40)



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



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

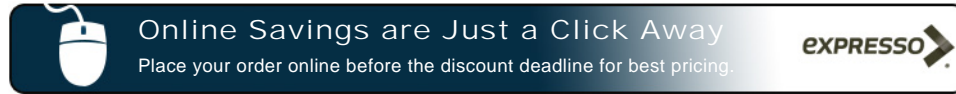
Discount Deadline Date:
August 31, 2020

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 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/011671634/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 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	43.94	46.88	61.17		\$
300052	Padded Chair	75.17	80.19	136.36		\$
300053	Padded Stool	76.22	81.32	106.08		\$

Tables

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	144.38	154.03	200.62		\$
300058	Table, Starbase, 40" Diameter x 30" High	144.38	154.03	200.62		\$

Skirted Tables

Item Code	Description	Color Code	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		82.98	88.52	115.53		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		105.08	112.10	146.20		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		125.76	134.16	173.95		\$
3007	Table, Skirt 4th Side		41.67	44.46	57.68		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	29.54	31.51	47.27		\$
300600	Table 6', Unskirted, 24" x 30" High	35.34	37.70	56.56		\$
300800	Table 8', Unskirted, 24" x 30" High	41.67	44.46	66.41		\$

Skirted Counters

Item Code	Description	Color Code	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		111.57	119.02	154.76		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		135.57	144.63	188.52		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		159.83	170.51	221.44		\$
3017	Counter, Skirt 4th Side		40.09	42.77	55.15		\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	33.50	35.73	53.46		\$
301600	Counter 6', Unskirted, 24" x 42" High	41.41	44.18	66.41		\$
301800	Counter 8', Unskirted, 24" x 42" High	47.21	50.37	75.41		\$

Risers

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	46.95	50.09	75.13		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	41.67	44.46	66.69		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	65.15	69.50	104.39		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	55.65	59.37	89.48		\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		15.03	16.04	24.20		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		19.78	21.10	31.51		\$

Display Furniture

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	643.55	686.56	1,029.84		\$
300074	Display Case 4', Full View	674.41	719.48	1,078.80		\$
300075	Display Case 4', Half View	674.41	719.48	1,078.80		\$
300076	Display Case 4', Quarter View	674.41	719.48	1,078.80		\$
300078	Display Case 5', Full View	723.47	771.82	1,157.87		\$
300079	Display Case 5', Half View	723.47	771.82	1,157.87		\$
300080	Display Case 5', Quarter View	723.47	771.82	1,157.87		\$
300082	Display Case 6', Full View	795.21	848.35	1,272.11		\$
300083	Display Case 6', Half View	795.21	848.35	1,272.11		\$
300084	Display Case 6', Quarter View	795.21	848.35	1,272.11		\$
300088	Display Case 7', Vertical	980.62	1,046.16	1,568.96		\$

Accessories

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	7.91	8.44	10.97		\$
300123	Aisle Stanchion, without Chain	38.24	40.80	53.46		\$
300103	Aluminum Easel	47.74	50.93	65.56		\$
300111	Bag Stand	69.10	73.72	95.39		\$
300102	Coat Rack	49.06	52.34	67.81		\$
300110	Fish Bowl	33.76	36.02	36.02		\$
300104	Garment Rack	69.10	73.72	95.39		\$
300106	Literature Rack	197.81	211.03	274.06		\$
300201	Pegboard, White, 4'x8'	168.80	180.08	270.40		\$



Select alignment: Horizontal _____ Vertical _____

300202	Pegboard, White, 2'x8'	129.77	138.44	199.22		\$
300107	Refrigerator	305.69	326.12	423.47		\$
300015	Rod, 6' to 10' Telescopic	10.55	11.26	15.48		\$

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Furniture and Accessories Order Form

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

Discount Deadline Date:
August 31, 2020

Company Name	Email		Phone Number	Booth Number
300131	Security Cage, Large, without Lock	401.43	428.26	556.56
300132	Security Cage, Small, without Lock	0.00	0.00	0.00
300120	Sign Holder, Bell Base	74.11	79.70	118.46
300108	Sign Holder, Chrome, 22"x28"	65.94	70.34	91.45
300211	Tackboard	168.80	180.08	270.40
Select alignment: Horizontal _____ Vertical _____				
300112	Ticket Tumbler, Small, Table Top	94.42	100.73	130.56
703121	Trick Line, per Foot	0.30	0.30	0.32
300113	Wastebasket	13.08	13.96	18.01
300118	Waterfall Stand	85.72	91.45	118.18

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/011671634/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.

A-1 021819 031820 011671634

GES offers a wide variety of Specialty Furniture.

A blue modular sofa with a modern design, featuring a large, square armrest and a low backrest. It is positioned next to a round glass coffee table with a chrome frame and two concentric glass tops. The background is a plain white wall.

**Products offered are subjected to change.*



Standard Exhibit Systems

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

All packages include rental, delivery, installation and dismantling. For other custom furnishings, hanging signs or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

10x20 Exhibits



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

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

10x10 Exhibits



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

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



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

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

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



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"



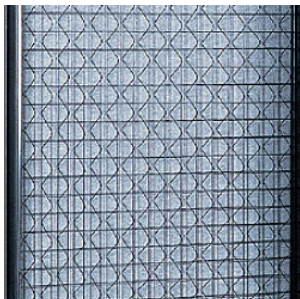
600222 - Exhibit, Light Box,
Medium 37"x56"



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)

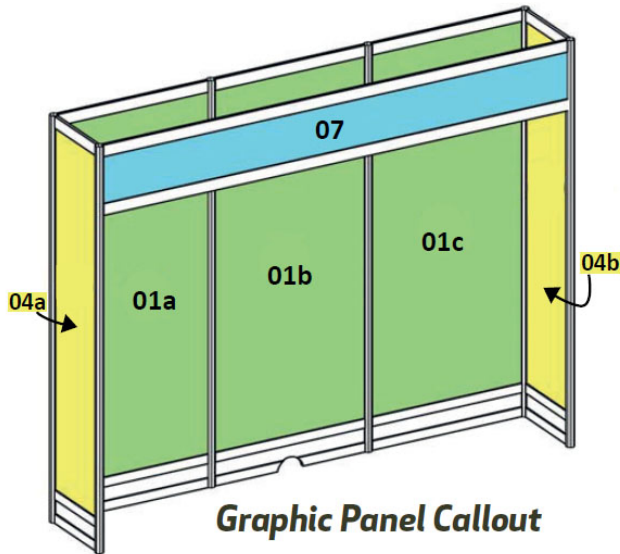


Silver (79)

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 - \$470.53 /Regular Price - \$752.97
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$237.38 /Regular Price - \$379.86
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$201.51 /Regular Price - \$322.46
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by August 31, 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/011671634/exhibit2/esm>

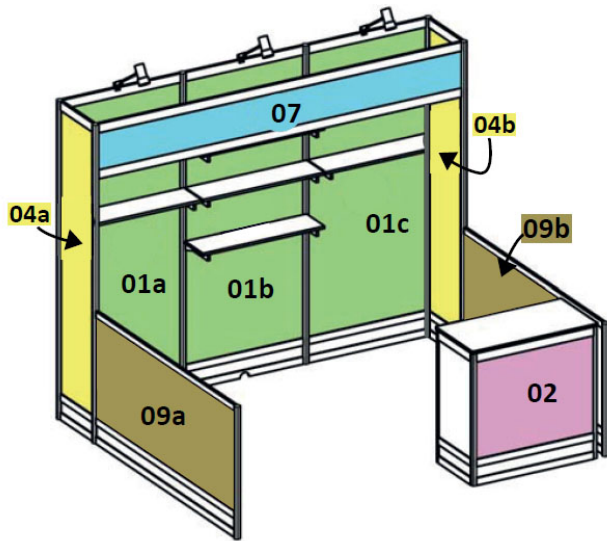


Booth Rendering

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 - \$470.53 /Regular Price - \$752.97
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$237.38 /Regular Price - \$379.86
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$201.51 /Regular Price - \$322.46
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$166.69 /Regular Price - \$266.75
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Online Discount - \$334.44 /Regular Price - \$535.18
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by August 31, 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/011671634/exhibit3/esm>

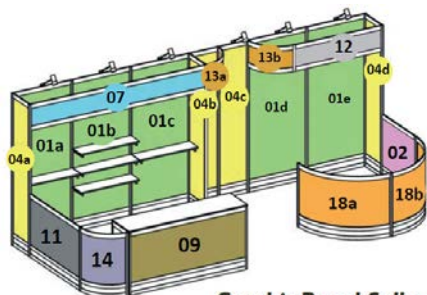


Booth Rendering

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 - \$103.13 /Regular Price - \$165.17
Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall
Discount Price - \$51.43 /Regular Price - \$82.44
Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$263.75 /Regular Price - \$422.07
Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$334.44 /Regular Price - \$535.18
Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$127.66 /Regular Price - \$204.28
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by August 31, 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/011671634/exhibit4/esm>

01 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$470.53 /Regular Price - \$752.97
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$237.38 /Regular Price - \$379.86
Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$99.17 /Regular Price - \$158.70
Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$166.69 /Regular Price - \$266.75
Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$201.51 /Regular Price - \$322.46
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

Page 1 of 2

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

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September 28 - 30, 2020

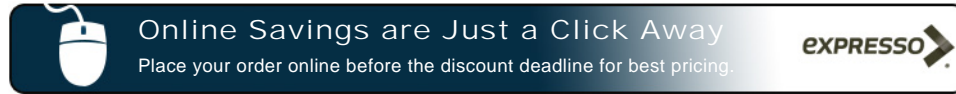
Discount Deadline Date:
August 31, 2020

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 some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

13 oz. Carpet Color Options

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



Exhibit Panel Color Options

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

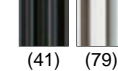


C Color Codes are Coated Panels

F Color Codes are Fabric

Trim Color Options

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



Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,771.08	1,889.45	2,834.31		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	2,552.05	2,722.61	4,084.19		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

10x20 Exhibits

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	6,684.48	7,131.22	10,095.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

Accessories

Item Code	Description	On or Before 8/31/20 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
600110	Exhibit, Armlight Black	74.91	79.91	120.15		\$
600103	Exhibit, Counter, 1M Curved	559.68	597.08	895.62		\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	373.21	398.15	597.36		\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	512.99	547.28	821.06		\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	685.75	731.58	1,097.37		\$
600222	Exhibit, Light Box, Medium 37"x56"	489.52	522.24	783.35		\$
600223	Exhibit, Light Box, Small 37"x28"	433.61	462.58	694.16		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	533.83	569.51	854.26		\$
600291	Exhibit, Panel, Wirewall, 1M	432.02	460.90	691.63		\$
600243	Exhibit, Shelf, 1M x 10" Deep	65.94	70.34	105.24		\$
600262	Tackboard, Gem, 4' X 8'	659.38	703.44	1,055.16		\$

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:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

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



MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

September 28 - 30, 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)

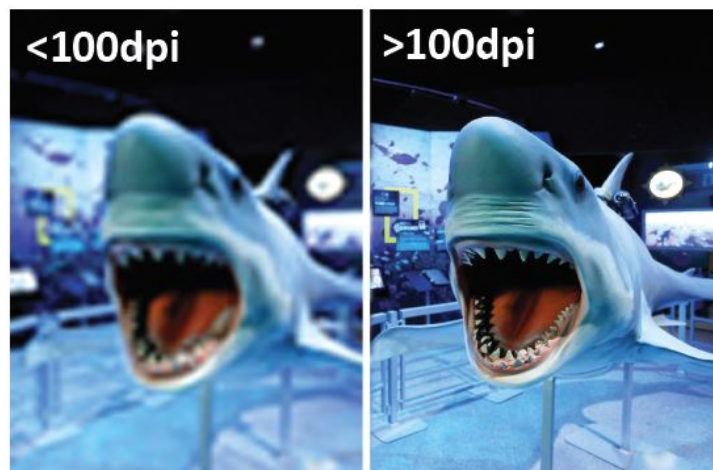


GIF, TIFF, JPEG (raster)



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/011671634/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>



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Las Vegas Convention Center
September 28 - 30, 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*

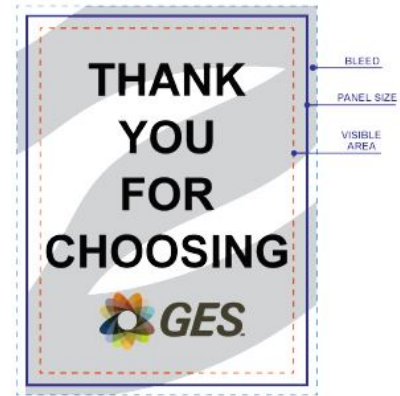


Final Print package should contain:

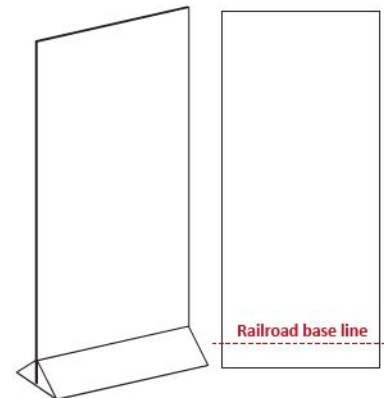
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or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



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.

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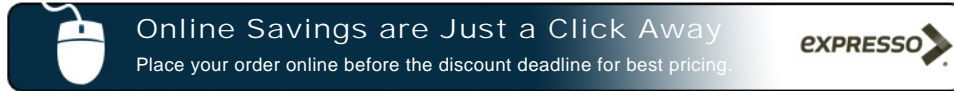
Discount Deadline Date:
August 31, 2020

Company Name

Email

Phone Number

Booth Number



Order graphics and **upload artwork files** directly online: <https://e.ges.com/011671634/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	272.19	290.38	435.57		8.375	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	212.06	226.23	339.90		8.375	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	222.61	237.48	356.79		8.375	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	403.01	429.94	644.92		8.375	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	247.93	264.49	397.30		8.375	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	527.50	562.75	844.13		8.375	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	372.42	397.30	596.52		8.375	\$
601099	Printed Cardboard Base for Freestanding Boards	24.27	25.89	38.83		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

\$

031820 011671634

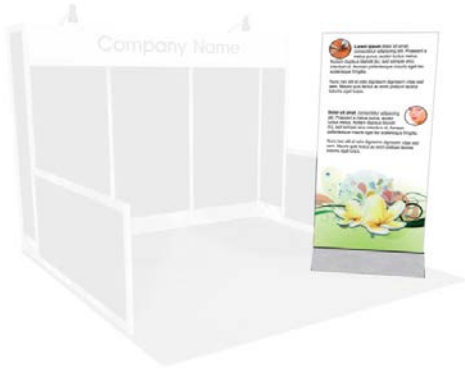
I-1 102617

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.*

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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	100.95	100.95	100.95			\$
705000	Install & Dismantle, ST Move Out	100.95	100.95	100.95			\$
705000	Install & Dismantle, OT Move In	177.32	177.32	177.32			\$
705000	Install & Dismantle, OT Move Out	177.32	177.32	177.32			\$

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

Hate math? Let Expresso calculate your rates: <https://e.ges.com/011671634/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/011671634/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.

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Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



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

Option 2

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

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

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

Move In

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

Move Out

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

Important Information

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

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

\$

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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	173.95	173.95	173.95			\$
705200	5,000#, ST Move Out	173.95	173.95	173.95			\$
705200	5,000#, OT Move In	250.31	250.31	250.31			\$
705200	5,000#, OT Move Out	250.31	250.31	250.31			\$

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705270	Versalift, 35,000#, ST Move In	786.73	786.73	786.73			\$
705270	Versalift, 35,000#, ST Move Out	786.73	786.73	786.73			\$
705270	Versalift, 35,000#, OT Move In	866.98	866.98	866.98			\$
705270	Versalift, 35,000#, OT Move Out	866.98	866.98	866.98			\$
705271	Versalift, 60,000#, ST Move In	855.39	855.39	855.39			\$
705271	Versalift, 60,000#, ST Move Out	855.39	855.39	855.39			\$
705271	Versalift, 60,000#, OT Move In	942.64	942.64	942.64			\$
705271	Versalift, 60,000#, OT Move Out	942.64	942.64	942.64			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	100.95	100.95	100.95			\$
705030	Freight, ST Move Out	100.95	100.95	100.95			\$
705030	Freight, OT Move In	177.32	177.32	177.32			\$
705030	Freight, OT Move Out	177.32	177.32	177.32			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/011671634/labor/esm>



Forklift Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Labor Information



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

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

GES is responsible for the following type(s) of work:

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Recrating
☐ Reskidding

Additional labor will be assigned if necessary.

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

\$



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
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Please complete and return the Hanging Sign / Truss Labor Order Form by August 31, 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.

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

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



Easy Ordering Tips:

- Lift equipment and labor may be required to hang signs, rigging, hanging truss or double-decker booth work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Signs weighing over 300 lbs. must be installed by electricians and will require a chain hoist.

Step 1. Order Labor

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift w/ Crew, ST Move In	711.32	959.50	1,151.40			\$
705300	High Lift w/ Crew, ST Move Out	711.32	959.50	1,151.40			\$
705300	High Lift w/ Crew, OT Move In	711.32	959.50	1,151.40			\$
705300	High Lift w/ Crew, OT Move Out	711.32	959.50	1,151.40			\$

Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift w/ Crew, ST Move In	851.17	1,063.89	1,276.33			\$
705300	High Lift w/ Crew, ST Move Out	851.17	1,063.89	1,276.33			\$
705300	High Lift w/ Crew, OT Move In	851.17	1,063.89	1,276.33			\$
705300	High Lift w/ Crew, OT Move Out	851.17	1,063.89	1,276.33			\$

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
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Sign Assembly (Non-Electrical)

705020	Sign Assembly, ST	128.59	128.59	128.59			\$
705020	Sign Assembly, OT	257.18	257.18	257.18			\$

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Electricians	X # Hours	= Total
-----------	-------------	---------------	--------------	----------------	------------------	-----------	---------

Electrician

705060	Electrical, ST	125.16	125.16	125.16			\$
705060	Electrical, OT	250.31	250.31	250.31			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/011671634/labor/esm>



Reminder

To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by August 31, 2020. The hanging sign must also arrive at the GES warehouse by August 31, 2020 to receive the Discount Price and to ensure that the sign is hung prior to show opening. Hanging signs shipped to the warehouse must be packed separately and marked with hanging sign shipping label, and must be listed on your carriers bill of lading. There is no guarantee that your sign will be hung if it is not received by August 31, 2020. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Form Continues on Next Page



Hanging Sign / Truss Labor Order Form

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

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

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

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

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Please note: Any sign weighing over 300 lbs must be installed by electricians and will require a hoist motor.

Height

Number of feet from floor to top of sign:
_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Is your sign electrical?

- ☐ Yes ☐ No

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

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

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

Location of Sign

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

Hanging Sign / Truss Labor Order Form

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

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

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 Stagehand Labor Order Form.

Pick Points

Number of structural pick points _____

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

Assembly

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

Location of Truss

- ☐ Aerial/Flown ☐ Ground Supported

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

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

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

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account. See Electric Chain Hoist Order Form for rates.

For installations that are deemed considerably heavy, 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 with out engineered stamped drawings.

Hanging Sign / Truss Labor Order Form

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

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

Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Dismantle labor is charged at 50% of installed labor on show close/move out days/times (overtime rates may apply) with a minimum of one (1) hour dismantle for all equipment, and does not need to be scheduled.

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

\$

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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
August 31, 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

031820 011671634

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:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

MINExpo INTERNATIONAL ® 2020

Name of Exhibition

0110671634

Booth Number

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

Shipment Should Arrive on or Between:

Monday, July 13, 2020 - Monday, Aug 31, 2020

The GES warehouse will be CLOSED Sept 7, 2019 in observance of Labor Day

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

MINExpo INTERNATIONAL ® 2020

Name of Exhibition

0110671634

Booth Number

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

Shipment Should Arrive on or Between:

Monday, July 13, 2020 - Monday, Aug 31, 2020

The GES warehouse will be CLOSED Sept 7, 2019 in observance of Labor Day

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Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Electrical Chain Hoist and Truss Order Form

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- **Sign and/or truss points exceeding 300 lbs. will require a hoist.**
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/011671634/hoist/esm>

Chain Hoists, Motors and Truss

CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	658.14	994.67		\$
702132	Hoist, Electric Chain, 1/2 TON	658.14	994.67		\$

Motor Outlet

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609108	Motor Outlet	135.06	202.59		\$

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	209.34	313.74		\$
609106	Rotating Motor 250#	209.34	313.74		\$
609105	Rotating Motor 500#	209.34	313.74		\$

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



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- A full line of accessories and custom systems are available. Please email lvrigging@ges.com for more information.
- Requires motor and lighting power. Please order both below.
- Delivery, installation, rental, initial focus time, and dismantling are included in package price.
- Changing of truss package will require additional equipment/labor, which will be chargeable.
- Please include Booth Layout form for placement of your truss.
- Please provide us with a drawing (a .dwg file) showing the placement of your trapeze and par fixtures. Also, please indicate on your drawing the focus direction for each fixture.

Order Truss Lighting Packages

Truss Lighting Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700601	Truss Lighting - Package #1	5,489.17	8,782.06		\$
↳	10 linear feet of Truss, 3 - Par Cans or Leikos Lights, 1/2 hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.				
700602	Truss Lighting - Package #2	6,428.38	10,286.59		\$
↳	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	6,922.91	11,078.38		\$
↳	30 linear feet of Truss, 9 - Par Cans or Leikos Lights, 1 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				
700604	Truss Lighting - Package #4	8,308.13	13,294.51		\$
↳	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	11,042.42	17,669.64		\$
↳	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	18,012.28	28,822.87		\$
↳	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	29,376.21	47,007.16		\$
↳	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 031820 011671634

Form Continues on Next Page



Truss Lighting Package Order Form

Page 2 of 2

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

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Las Vegas Convention Center
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Discount Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Motor Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700025	030 Amp, 5 HP 208V / 3Phase	927.70	1,391.69		\$
700026	060 Amp, 10 HP 208V / 3Phase	1,236.93	1,855.12		\$
700027	100 Amp, 20 HP 208V / 3Phase	1,597.38	2,396.49		\$

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%.

H-6 062917 031820 011671634



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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
- 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	131.65	175.45	214.87			\$
705094	Stagehand Labor, ST Move Out	131.65	175.45	214.87			\$
705094	Stagehand Labor, OT Move In	254.40	339.03	414.23			\$
705094	Stagehand Labor, OT Move Out	254.40	339.03	414.23			\$

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	632.82	852.57	1,023.37			\$
705302	Condor, ST Move Out	632.82	852.57	1,023.37			\$
705302	Condor, OT Move In	789.83	1,066.14	1,279.14			\$
705302	Condor, OT Move Out	789.83	1,066.14	1,279.14			\$

Equipment Only

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
706200	5,000#, ST	72.99	72.99	72.99			\$
706200	5,000#, OT	72.99	72.99	72.99			\$
706301	Scissor Lift, ST	241.10	241.10	241.10			\$
706301	Scissor Lift, OT	241.10	241.10	241.10			\$
706305	Genie Lift, Hand Crank, ST	64.44	64.44	64.44			\$
706305	Genie Lift, Hand Crank, OT	64.44	64.44	64.44			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011671634/labor/esm>

Form Continues on Next Page



Stagehand Labor Order Form

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

Discount Deadline Date:
August 31, 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 _____



Reminder

- GES maintains jurisdiction over the installation, operation and dismantling of all electrical equipment, including: audio, projection, studio lighting, television cameras, monitors/plasmas, lighting control systems, dimming system, ground support and flown truss for rigging of electrical chain hoist and all items fastened to the truss. During show days all programming and standby will be done through GES Stagehands. Exceptions reviewed by management.
- Exhibitors may be charged to transfer the individual rigging plan to the overall facility plan for approval at the hourly rate. (facility requirement)

Step 3. Schedule Stagehand Labor

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

The minimum charge for labor is (4) hours per worker and (1) hour per equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

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

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:



Stagehand Labor Order Form

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

Discount Deadline Date:
August 31, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	
Please Sign	X		
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.	
Authorized Name - Please Print		Date	
Total Payment Enclosed			\$

H-9 101719 031820 011671634



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Carpet vacuuming or sweeping of floor (single story)* and emptying of wastebaskets before the opening of each show day is included. Porter service is available at an additional cost to the exhibitor. *This excludes the second floor of any two-story exhibits.



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
500600	Duration of Show (per sq. ft. per day)	0.63	0.73		3	\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.69	2.19		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	1.06	1.69			\$

Waste Removal

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
500813	Dumpster	1,277.17	1,277.17		\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	247.93	396.74			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	357.65	572.32			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	432.55	692.19			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	505.35	808.68			\$

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.



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%**.

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Electrical Checklist

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

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<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 702-515-8691. We're here to help!

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MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

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

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

**Reminder****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.

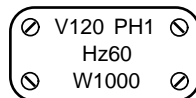
MINExpo INTERNATIONAL ® 2020

Las Vegas Convention Center

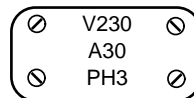
September 28 - 30, 2020

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?

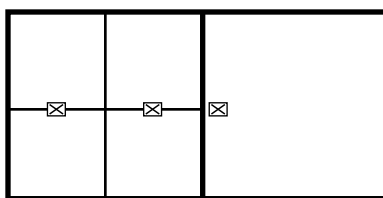
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

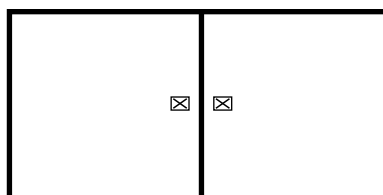
At the Las Vegas Convention Center, the power source comes from different areas depending on the halls. The North and Central Halls 3-5 have catwalks available which means the power will drop from the ceiling. In the Central Halls 1-2, and all the South Halls, the power comes from the columns placed 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?

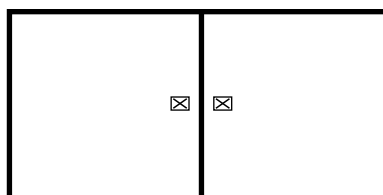
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavillion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed 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 Pavillion 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.



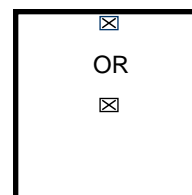
Inline Booths



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).

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.

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 \$215.00 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 Data Questionnaire

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

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Las Vegas Convention Center
September 28 - 30, 2020

Form Deadline Date:
June 12, 2020

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



Required Information For Exhibitors with Equipment

- 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/011671634/ElectricalDataQuestionnaire/esm>

Greetings MINExpo INTERNATIONAL ® 2020 2020 Exhibitor:

Please take a few moments to complete a brief survey which will allow us to design an electrical infrastructure system that will be able to meet all of your requirements. Complete each question with your best estimate at this time. If the question is not applicable to your booth, please mark it "N/A." Additional comments are welcome.

- Did you exhibit at MINExpo INTERNATIONAL ® 2020 in the past? Yes ____ No ____
If yes, please specify year(s) of show(s) attended: _____
If yes, is your 2020 exhibit larger, smaller, or comparable? _____
Will your use of electrical service be the same, more, or less? At what percentage? _____ %
- Will your exhibit have an occupied structure? _____
What type of structure? (Fabric, hard wall, manufactured) _____
If yes, can you estimate the approximate square footage? _____ sq. ft.
If yes, will you be using heating or cooling? _____
- Will your exhibit have any large individual outlets?
(Excess of 100 amps or 208 volts) _____ 380 _____ 480 _____
- Will your exhibit have a lighting truss? _____
If yes, inside the structure? _____ Suspended? _____
If yes, ground supported outside the structure? _____
- Will your exhibit require any foreign voltages? _____
If yes, what would be the voltage and amperage of the largest outlet? _____
- Does your exhibit require any large amounts of power for setup? (Welders, cranes, etc.) _____
If yes, when will set up power be required? _____
If yes, when can it be removed post show? _____
- Are you intending to work with a display house? _____
If yes, please provide company name, contact, and phone # _____
Will they be responsible for placing electrical orders? _____
- Is there any other characteristic for your exhibit that you believe would create unusual electrical installation?

- If you exhibited in the past was there any particular aspect of your electrical installation that you would have liked to be different?

Thank you for taking the time to complete this survey. Helping us to thoroughly understand your needs will assist us in serving you better.

Review and Return:



Electrical Outlets Order Form

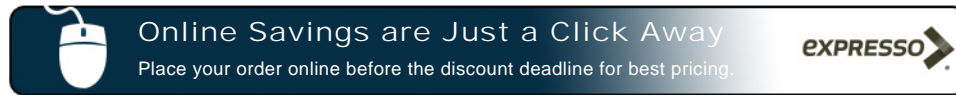
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
August 31, 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

120v Motor and Equipment Outlets

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700001	005 Amp/500 Watts, 1/4 HP 120V	128.59	128.59	257.18		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	218.63	218.63	327.80		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	282.22	282.22	423.19		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	346.66	346.66	519.70		\$
700005	030 Amp, 1 HP 120V - please email for quote: GES@ts-electric.com					

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

Item Code	Description	Boost	On or Before 8/31/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	515.48	515.48	773.22		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	722.01	722.01	1,083.30		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	927.70	927.70	1,391.69		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,236.93	1,236.93	1,855.12		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,597.38	1,597.38	2,396.49		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,576.57	2,576.57	3,864.72		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	3,864.72	3,864.72	5,797.50		\$

* 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.

3P 380v/220v Motor and Equipment Outlets*

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700034	020 Amp, 380V/220V / 3Phase	1,039.13	1,039.13	1,559.39		\$
700035	030 Amp, 380V/220V / 3Phase	1,335.98	1,335.98	2,003.97		\$
700036	060 Amp, 380V/220V / 3Phase	1,837.67	1,837.67	2,671.40		\$
700037	100 Amp, 380V/220V / 3Phase	2,299.70	2,299.70	3,450.53		\$
700038	200 Amp, 380V/220V / 3Phase	3,709.68	3,709.68	5,564.80		\$

Transformers

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	5.06	5.06	7.65		\$

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.



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:
August 31, 2020

Company Name _____ Email _____ Phone Number _____

Show Site Contact _____ Show Site Email _____ Show Site 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

\$

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

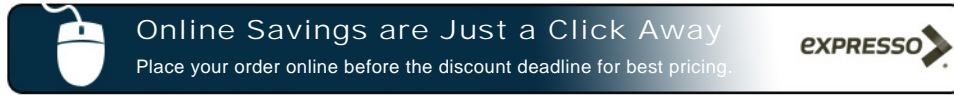
24 Hour Electrical Outlets Order Form

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 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
- 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
- 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	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700001	005 Amp/500 Watts, 1/4 HP 120V	257.18	257.18	514.36		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	437.26	437.26	655.60		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	564.44	564.44	846.38		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	693.32	693.32	1,039.40		\$
700005	030 Amp, 1 HP 120V - please email for quote: GES@ts-electric.com					

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

Item Code	Description	Boost	On or Before 8/31/20		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,030.96	1,030.96	1,546.44		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,444.02	1,444.02	2,166.60		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,855.40	1,855.40	2,783.38		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,473.86	2,473.86	3,710.24		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	3,194.76	3,194.76	4,792.98		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	5,153.14	5,153.14	7,729.44		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	7,729.44	7,729.44	11,595.00		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

3P 380v/220v Motor and Equipment Outlets*

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700034	020 Amp, 380V/220V / 3Phase	2,078.26	2,078.26	3,118.78		\$
700035	030 Amp, 380V/220V / 3Phase	2,671.96	2,671.96	4,007.94		\$
700036	060 Amp, 380V/220V / 3Phase	3,675.34	3,675.34	5,342.80		\$
700037	100 Amp, 380V/220V / 3Phase	4,599.40	4,599.40	6,901.06		\$
700038	200 Amp, 380V/220V / 3Phase	7,419.36	7,419.36	11,129.60		\$

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24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:
August 31, 2020

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

Transformers

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	5.06	5.06	7.65		\$

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	\$
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By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

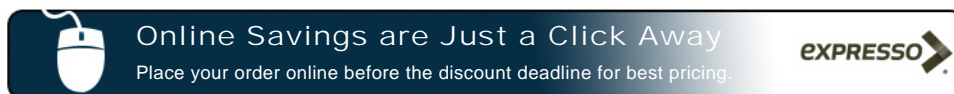
Lighting Order Form

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

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Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 75 Watt Black Arm Light (664752): This option provides a 75 watt bulb. Typically this light is used to light up a wall panel, highlight a graphic panel, or product on a shelf.
- Bay Light (700376): This lighting will cover up to a 25' x 25' floor space, providing ambient coverage versus direct spotting of lights.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.
- Track Light with Fixtures (700339): This option provides 50 watts per track head. This is another light that can provide direct lighting to product from a short distance.

664752



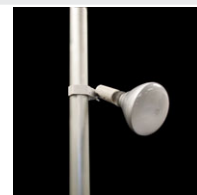
700376



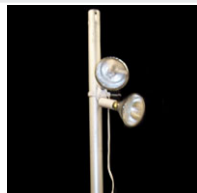
700361



700350



700352



700339



700337



Lighting Options

Item Code	Description	On or Before 8/31/20		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
700337	Addtl. Track Light Fixture (Track not Included)***	53.74	53.74	84.41		\$
664752	Arm Light, 75 Watt Black***	102.34	102.34	163.48		\$
700376	Fixture, Bay Light****	1,201.48	1,201.48	1,801.94		\$
700361	Floodlight, 1000 Watt Overhead**	512.95	512.95	769.29		\$
700350	Floodlight, 120 Watt*	128.59	128.59	192.74		\$
700352	Floodlight, 120 Watt Double*	218.63	218.63	327.80		\$

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
700339	Track with 3 Light Fixtures, White***	299.95	299.95 450.20 \$

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 Stancion, 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 need. A fee of \$50.00 will be billed for any orders of four (4) 1000-Watt Overhead Floodlights or more (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. A fee of \$50.00 will be billed for any orders of three (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.

Electrical Floorwork Labor Order Form

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

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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	125.16	125.16	125.16			\$
705060	Electrical, OT	250.31	250.31	250.31			\$

Step 2. Please Indicate Service



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

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

Floor Work (Under Carpet Electrical Distribution)

Option 1

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

Option 2

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

Is there more than one (1) drop location?

_____ Yes _____ No

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

Form Continues on Next Page



Electrical Floorwork Labor Order Form

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Discount Deadline Date:
August 31, 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	X
	Authorized Signature
	Authorized Name - Please Print
	Date

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

Total Payment Enclosed	\$
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By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

Electrical Booth Work Labor Order Form

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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	125.16	125.16	125.16			\$
705061	Electrical, OT	250.31	250.31	250.31			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

Hang Monitor*: Size _____ Qty _____ Other _____

*Monitors 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
- Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
August 31, 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 (½) hour increments per worker.

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

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

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Electrical Equipment Order Form

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



Easy Ordering Tips:

- GES 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, and 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, monitors and electrical signs

High Lift (Crew): Crew to operate

Uses: Truss lighting, hanging signs and motors

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705200	5,000 lb, ST	219.47	252.40	329.77			\$
705200	5,000 lb, OT	342.15	428.54	514.36			\$
705230	5,000 lb w/Basket, ST	378.45	473.28	567.82			\$
705230	5,000 lb w/Basket, OT	624.38	780.26	936.14			\$

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift w/ Crew, ST	851.17	1,063.89	1,276.33			\$
705300	High Lift w/ Crew, OT	851.17	1,063.89	1,276.33			\$
705301	Scissor Lift, ST	405.18	506.20	607.49			\$
705301	Scissor Lift, OT	405.18	506.20	607.49			\$

Form Continues on Next Page



Electrical Equipment Order Form

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

Discount Deadline Date:
August 31, 2020

Company Name		Email		Phone Number		Booth Number	
Show Site Contact		Show Site Email		Show Site Phone Number			
705302	Condor, ST	851.17	1,063.89	1,276.33			\$
705302	Condor, OT	851.17	1,063.89	1,276.33			\$

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.



Booth Layout - Electrical

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Form Deadline Date:
August 31, 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: _____)

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

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Plumbing Services Information

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

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Las Vegas Convention Center

September 28 - 30, 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

- GES Electrical 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.

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

Form Deadline Date:
August 31, 2020



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.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	679.53	1,018.59		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price is per CFM)	11.09	17.05		\$
701039	Air Outlet, Connection	151.38	226.51		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	330.34	495.22		\$

Note: Airline size is predicated on numbered CFM's ordered.

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	679.53	1,018.59		\$
701051	Drain Outlet, Connection	151.38	226.51		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	330.34	495.22		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	679.53	1,018.59		\$
701087	Water Outlet, Connection	151.38	226.51		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	330.34	495.22		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701054	Fill & Drain, 1-149 Gallons, Per Unit	358.48	537.71		\$
701055	Fill & Drain, 150-299 Gallons, Per Unit	517.48	776.32		\$
701056	Fill & Drain, 300-999 Gallons, Per Unit	934.45	1,401.54		\$
701057	Fill & Drain, 1000-4999 Gallons, Per Unit	1,243.12	1,874.25		\$
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,653.09	2,479.78		\$

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

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



Plumbing Labor Order Form

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

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

Discount Deadline Date:
August 31, 2020

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



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 2:30 PM, 4:30 PM. Half lunch hour between 12:00 PM - 12:30 PM daily. Dinner between 6:30 PM - 7:00 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	121.84	152.30	182.61			\$
705011	Plumbing, OT	232.14	290.18	348.06			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705302	Condor, ST	851.17	1,063.89	1,276.33			\$
705302	Condor, OT	851.17	1,063.89	1,276.33			\$
705301	Scissor Lift, ST	405.18	506.20	607.49			\$
705301	Scissor Lift, OT	405.18	506.20	607.49			\$

Step 2. Please Indicate Service



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

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

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

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Form Continues on Next Page



Plumbing Labor Order Form

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

Discount Deadline Date:
August 31, 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 (½) hour increments per worker and equipment.

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

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

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

Form Deadline Date:
August 31, 2020

Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent 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

A blank sheet of white graph paper featuring a uniform grid of small squares. The grid consists of 10 columns and 10 rows, creating a total of 100 square units. The lines are thin and black, forming a clean, unobstructed workspace for drawing or calculation.

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Additional Service Order Forms

MINExpo INTERNATIONAL® 2020 Contractors



Exclusive Contractors

Exclusive contractors are vendors that are selected by the Convention Center, or as the General Contractor, to be the exclusive provider of certain services. Exhibitors cannot order exclusive contractor services from a different vendor.

General Contractor

Global Experience Specialists, Inc. (GES)

7000 S. Lindell Rd.

Las Vegas, NV 89118

Phone: +1 800 801-7648

Fax: +1 866 329-1437

Intl: +1 702 515-5970

GES Logistics: +1 888 454-4437

Email: MINExposervice@ges.com

GES is the exclusive contractor for the following services:

- Material Handling/Drayage
- Show Site Storage
- Cleaning
- Hanging Signs/Rigging/Truss Lighting
- Forklift Labor
- Direct Machinery Shipments
- Heavy Equipment Cleaning
- Cartload Service
- Display Vehicle Placement
- Electrical, Electrical Labor
- Plumbing, Air, Water, Gas, Plumbing Labor

Catering

Centerplate

3150 Paradise Road

Las Vegas, NV 89109

Phone: +1 702 943-6779

Email: exhibitorcateringlvcc@centerplate.com

lvcaexpresscatering.ezplanit.com

Internet / Voice / Digital or HDTV Service

Cox Communications

3150 Paradise Rd.

Las Vegas, NV 89109

Phone: +1 855 519-2624

Email: LVCC.orders@cox.com

Registration

CompuSystems

Domestic phone: +1 866 600-5323

International phone: +1 708 786-5565

Email: MINExpo@csreg.zohodesk.com

<https://www.minexpo.com/exhibitor-registration/>

Business Center

FedEx

3150 Paradise Rd.

Las Vegas, NV 89109

Phone: +1 702 943-6780

Email: usa5042@fedex.com

Official Contractors

Show Management contracts out to a select group of companies the responsibility of performing the various tasks needed to set up, operate and dismantle the exhibits. These companies are considered the “Official Contractors” for the event. If you have any questions about service providers claiming an affiliation that cannot be substantiated, contact Hall-Erickson at +1 630-434-7779 or minexpo@heexpo.com.

Air Freight Transportation, Customs & International Freight Forwarder Airways Freight Corp.

3849 W. Wedington Dr.
Fayetteville, AR 72704
Phone: +1 800 643-3525,
+1 479 442-6301
Fax: +1 479-442-6522
Email: minexpo@airwaysfreight.com
www.airwaysfreight.com

Audio Visual

AV Network

Kevin Johnson
Phone: +1 312 491-0123 x104
Email: kjohnson@lsav.tv
Email: mineorder@lsav.tv

Booth Talent

Judy Venn & Associates

43537 Ridge Park Drive
Temecula, CA 92590
Phone: +1 714 957-8300
Email: info@judyvenn.com
www.judyvenn.com

Booth Security

forthcoming

Décor & Floral

Floral Exhibits, Ltd.

2555 S Leavitt St.
Chicago, IL 60608
Phone: +1 773 277-1888
Fax: +1 773 277-1919
Email: order@floralexhibits.com
www.floralexhibits.com

Housing

onPeak

Phone: +1 855 992-3353
Fax: +1 312 329-9513
Email: MINExpoINTERNATIONAL@onpeak.com

Insurance

RainProtection Insurance

Phone: +1 800 528-7975
Email: Sales@rainprotection.net
www.rainprotection.net

Photographer

Oscar & Associates

325 N. Lasalle St., Ste. 425
Chicago, IL 60610
Phone: +1 312 922-0056
Fax: +1 312 922-2866
Email: orders@hellooa.com
www.oscarandassociates.com

Lead Retrieval

CompuSystems

Domestic phone: +1 866 600-5323
International phone: +1 708 786-5565
Email: MINExpo@csreg.zohodesk.com
<https://www.compusystems.com/order>



Official Audiovisual Service Provider For:



Discount Deadline:	
Date Order Placed:	

Orders received after the discount deadline will be subject to availability and standard pricing.

EXHIBITORS/BOOTH ORDER FORM

Instructions: Please enter a value into each highlighted area.

Read and sign Terms and Conditions on page 3.

Please submit completed order forms via e-mail mineorder@lsav.tv

We will contact you with an invoice to be paid on-line via credit card within 5 days. Upon receipt of payment your order will be confirmed. For questions or a customized quote, please contact your salesperson.

Thank you for your business.

Exhibit/Booth Information

Exhibit Name:	Booth Number:
Company:	Phone:
Contact Name:	E-mail:
On-Site Contact Name:	On-Site Contact Phone:

Delivery/Pickup Details¹

Delivery			Pickup			Notes
Day	Date	Time	Day	Date	Time	

Dedicated Labor²

Day	Date	Start Time	End Time	Required Labor	Notes

LSAV Contact Information

Salesperson:	Phone:	E-mail:
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¹ A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of booth structure and set-up.

² An example of dedicated labor is an audio engineer to run the mixer or video technician to operate a screen switcher. If you have indicated that dedicated labor will be required, you will be contacted by an LSAV representative to discuss and determine an estimated cost.



Exhibit Name:
Booth Number:

AV equipment pricing is based upon a per item, per show basis.



Exhibitors/Booth Support Equipment

	Discount Rate	Show Rate	Quantity	Total
Displays	before 9/1/2020	after 9/1/2020		
LED/LCD Video Walls and Video Projection Available - Please Submit Request Via Email				
24" Computer Monitor (16:9, HD)	\$	\$		\$
32" Flat Screen (16:9, HD) with Internal Speakers	\$	\$		\$
40-42" Flat Screen (16:9, HD) with Internal Speakers	\$	\$		\$
46-48" Flat Screen (16:9, HD) with Internal Speakers	\$	\$		\$
55" Flat Screen (16:9, HD) with Internal Speakers	\$	\$		\$
65" Flat Screen (16:9, HD) with Internal Speakers	\$	\$		\$
80" Flat Screen (16:9, HD) with Internal Speakers	\$	\$		\$
24" Touchscreen Display*	\$	\$		\$
32" Touchscreen Display*	\$	\$		\$
42" Touchscreen Display*	\$	\$		\$
46" Touchscreen Display*	\$	\$		\$
70" Touchscreen Display*	\$	\$		\$
Floor Stand for 24-80" Displays (Must be accompanied by monitor rental)	\$	\$		\$
Shelf for Floor Stand (Must be accompanied by monitor rental)	\$	\$		\$
Wall Mount Bracket for 24-80" Displays (Must be accompanied by monitor rental - added labor may be required)	\$	\$		\$
Table Top Stand for 24"-80" Monitor (Must be accompanied by monitor rental)				

*PC or Laptop Required - See Below

Computers & Sources

PC Laptop Computer (Core i5/2.5GHz/4GB/500GB HDD)	\$	\$		\$
HP TouchSmart (All-in-One PC) 23" Touchscreen monitor, keyboard and mouse	\$	\$		\$
Apple Mac Mini w/ monitor, keyboard and mouse	\$	\$		\$
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)	\$	\$		\$
Apple iPad	\$	\$		\$
Microsoft Surface Pro	\$	\$		\$
Blu-ray / DVD Player with auto repeat	\$	\$		\$
USB Media Player	\$	\$		\$

If LSAV is not providing your source computer, please indicate what type of connection you will need, so that we can provide the necessary cabling

☐ HDMI ☐ DP ☐ USB-C/TB3 ☐ OTHER _____

Audio, Equipment

Small PA System (1 speaker, 1 Mixer)	\$	\$		\$
PA System (2 speakers, 1 Mixer)	\$	\$		\$
Large Custom Audio System - Please Submit Request Via Email				
Small Powered Speaker-Wall Mounted	\$	\$		\$
Small Powered Speaker-On Floor Stand	\$	\$		\$
Wireless Microphone (check one): <input type="checkbox"/> Handheld <input type="checkbox"/> Headset	\$	\$		\$

Calculating Your Order

1. AV equipment rental	\$
3. Equipment rental tax N/A	\$
5. Service Charge - 15% of equipment rental	\$
4. Delivery, set up and removal labor - charge is 40% of equipment rental with a \$195.00 minimum.	\$
5. Dedicated Labor - if requested or determined upon review by LSAV staff	\$
Total Charges	\$



TERMS & CONDITIONS

For purposes of this Contract, "AVN" means Audio Visual Network Inc., "LSAV" means Lake Shore Audio Visual Inc., LSAV Inc. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). The terms and conditions set forth below become a part of the Contract between LSAV and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LSAV.

PAYMENT INFORMATION: Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LSAV except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to LSAV's property. Exhibitor will notify LSAV immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. **CANCELLATION POLICY:** Cancellations received (7) days or less prior to the Scheduled Date of Delivery of Equipment or Services to Event Venue will be subject to a cancellation charge equal to 100% OF THE TOTAL PORTION OF THE CANCELLED SERVICES. Client agrees and acknowledges that the cancellation charges described in this section are fair and reasonable under the circumstances. Cancellation fees shall be due immediately upon any such cancellation by Client. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY LSAV REPRESENTATIVES BEFORE BECOMING EFFECTIVE. LSAV will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the LSAV Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, LSAV requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers.

For International Exhibitors, LSAV requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Chicago, Illinois upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LSAV shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF COOK COUNTY, ILLINOIS and governed and interpreted in accordance with the laws of the State of Illinois. Any dispute arising from this agreement shall have as its choice of venue any federal or state court located in Cook County, Illinois. In the event of any dispute between the Exhibitor and LSAV relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to LSAV for its services, as an offset against the amount of any alleged loss or damage. LSAV reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that LSAV may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, LSAV hereby provides notice that it reserves the right, and Exhibitor authorizes LSAV, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in LSAV's possession to the extent of any outstanding obligations owed to LSAV by Exhibitor.

EXHIBITOR RESPONSIBILITIES FOR LABOR SUPERVISION: It is the responsibility of Exhibitor to supervise labor secured through LSAV in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LSAV's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the LSAV Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend LSAV from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by LSAV but supervised by Exhibitor. Further, the Exhibitor's indemnification of LSAV includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LSAV to work in a manner that violates any of the above rules, regulations, and/or ordinances. Labor charges are based on LSAV's labor billing policy as well as the prevailing rates and labor practices at the venue at which the labor is being provided. Hourly rates, over-time rates, double-time rates, short-term rates, minimum call periods, per diems and meal penalties apply. Union rules, prevailing rates and practices may apply.

Authorization

Your signature below denotes acceptance of all terms and conditions.

Authorized Signature: X	Authorization Date:
Authorizer Name:	

Please submit completed order form via e-mail to mineorder@lsav.tv

The Las Vegas Convention Center
Welcomes

MINExpo INTERNATIONAL

September 28 - 30, 2020



We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience your company!

Orders To Be Finalized By:
12pm PST on Friday, September 11, 2020

This is the last date any changes or cancellation are permitted.

Orders submitted after this date and time will be subject to an

Additional Fee of 25% on all published pricing

To Place Orders:

Email: exhibitorcateringlvcc@centerplate.com

or **Visit Online:** lvcaexpresscatering.ezplanit.com

For More Information Call: 702-943-6779

+ = Current State Tax, 8.25%

++ = 19% Service Fee and Current State Tax, 8.25%

EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the Las Vegas Convention Center.

NO OUTSIDE FOOD & BEVERAGE IS PERMITTED. This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering

department for further information.



EXHIBIT HALL SHOW RESTRICTIONS

- **Alcohol is NOT permitted on the show floor!**
- Alcohol will be permitted in meeting rooms that are assigned to exhibitors by NMA.
- Approval for events held after show hours is **REQUIRED**.
 - Show hours are September 28th – 30th, from 9am – 5pm.
 - Please contact Katie Coon kcoon@nma.org for approval.



Centerplate

Making It Better To Be There Since 1929.

The LVCVA and Centerplate values its customers' safety, health, and wellness in regard to food preparation, handling and regulations set forth by the Southern Nevada Health District. It is for the safety of customers that no outside food and beverage be permitted.

Centerplate is the exclusive food and beverage provider for the Las Vegas Convention and Visitors Authority (LVCVA).



No outside food and beverage (including water) may be brought onto the premises owned or leased by the LVCVA. All food and beverage vendors, contractors, and services need to be contracted through Centerplate.



Any questions, comments, or concerns should be directed to
Centerplate's Main Office at 702-943-6779

Thank You for Your Cooperation!

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

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:
		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.
 - Water Dispenser must be returned to Centerplate prior to show close. *Unreturned dispensers will result in a charge of \$150.00.*
- 100 Professional Grade Sanitizing Wipes

Pick up locations to be determined. Please contact your Catering Manager. For all deliveries, a \$25.00+ fee applies.

Date	Quantity	Price	Delivery Time	Total
			Subtotal	\$
			NV State Tax (8.25%)	\$
			Delivery Fee	\$
			Total	\$

Authorized Signature: _____ Date: _____

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).

To Place Orders:

Email: exhibitorcateringlvcc@centerplate.com or

Visit Online: lvcaexpresscatering.ezplanit.com

After submitting your order, please contact your Catering Sales Manager or call (702) 943-6779 to submit payment

+ = Current State Tax, 8.25%

++ = 19% Service Fee and Current State Tax, 8.25%

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 _____

Orders To Be Finalized By:

12pm PST on Friday, September 11, 2020

[illegible]

A fee of \$35.00+ tax will apply for each food and beverage delivery to booths in the exhibit halls

A fee of \$50.00+ tax will apply for each food and beverage delivery to booths outside the building and lots



+ = Current State Tax, 8.25%

++ = 19% Service Fee and Current State Tax, 8.25%

Orders To Be Finalized By:
12pm PST on Friday, September 11, 2020

[illegible]

COMMENTS:

To Place Orders:

Email: exhibitorcateringlvcc@centerplate.com or

Visit Online: lvcvaexpresscatering.ezplanit.com

For More Information Call: 702-943-6779

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page



A fee of \$35.00+ tax will apply for each food and beverage delivery to booths in the exhibit halls

A fee of \$50.00+ tax will apply for each food and beverage delivery to booths outside the building and lots

+ = Current State Tax, 8.25%

++ = 19% Service Fee and Current State Tax, 8.25%



CATERING MENU

JULY 2019 – JULY 2020



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



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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 inquiries can be made to our general mailbox at:
exhibitorcateringlvcc@centerplate.com

Online orders can be placed at: lvvaexpresscatering.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 (case of 24) \$78.00

Assortment includes Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

Assorted Vitamin Water (case of 24) \$144.00

Assorted Cartons of Milk (case of 12, ½ pints) \$27.75



A LA CARTE

NON-ALCOHOLIC BEVERAGES continued

WATER

Las Vegas Logo Water (case of 24) **\$54.00**

Aquafina® Eco-Fina Water (case of 24) **\$72.00**

Arrowhead® Spring Water (case of 24) **\$78.00**

Evian® Natural Spring Water (case of 24) **\$90.00**

Perrier® Sparkling Water (case of 24) **\$84.00**

Cold Water Cooler (per day) **\$38.00**

Advance order – Requires a dedicated 110 volt 5amp electric outlet, includes only equipment.

Nestle® Pure Life Water Jug (5 gallon) **\$35.00**

Bagged Ice (20 pounds) **\$29.00**

Custom Logo Bottled Water

16.9 oz or 12 oz bottles. 24 bottles per case. Minimum order of 25 cases. Ask your Sales Manager for pricing and artwork requirements. The lead time is six weeks.



LAS VEGAS INFUSED HYDRATION STATION

Decorative 2.5 gallon containers enhanced with fresh fruit garnish. Delivered with cups and napkins. Needs table or counter.



Infused Spa Water

2.5 gallon container (each) **\$150.00**

Please select one from the following:

lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange



Infused Iced Tea

2.5 gallon container (each) **\$150.00**

Please select one from the following:

lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange



Infused Lemonade

2.5 gallon container (each) **\$150.00**

Please select one from the following:

lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, prickly pear-orange



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



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.



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:

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

Pioneer Chicken Breast \$45.00

Pepper, chili and mushroom caponata, fingerling potato hash and roasted baby roots

Barbacoa of Beef \$45.00

Chipotle crema diablo sauce, red bliss smashed potatoes and flame grilled asparagus

Butler Steak \$45.00

Mushroom ragout, herb wine sauce, Yukon mousseline potatoes, grilled herb tomato and haricot vert

SALADS

Please select one from the following:

Our Simple Garden Salad

Mixed baby leaf greens, tomato gems, cucumbers, carrot radish curls served with creamy buttermilk ranch dressing and aged sherry vinaigrette

Farmers Market Salad

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, maytag blue cheese, served with chive creamy dressing and raspberry vinaigrette

Four Corners Salad

Crispy romaine, corn, black bean, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips served with chipotle avocado ranch dressing and lime chili vinaigrette

Backyard Salad

Assorted baby greens, tomato gems, cucumbers, carrot, beets and spiced goat cheese coins served with ancho ranch dressing and red wine vinaigrette

Fremont Street Caesar Salad

Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds served with creamy Caesar dressing and lemon herb vinaigrette

PLATED DESSERTS

Please select one from the following:

Flourless Chocolate Cake

With raspberry syrup and sweet cream

Lemon Custard Brûlée Tart

With seasonal berry balsamic honey compote and sweet cream

Orange Semolina Cake

Sweet cream and huckleberry compote

New York Style Cheesecake

Sweet cream and seasonal berry compote

Apple Crumble Tart

Sea salted caramel and sweet cinnamon cream

A dedicated server is required for all hot food services.

 Gluten free options available.

LUNCH BUFFETS



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



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 8.25% 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 accompanys with Vegas bakery rolls and butter, freshly brewed regular coffee, iced tea and water.

ENTRÉES

Please select one from the following:

-  **Roasted Airline Chicken Breast \$50.80**
Free range bone in chicken breast, candied Meyer Velouté, whipped butter potatoes and southwest ratatouille
- **Seared Chicken Ballotine \$52.00**
Local mushroom salad, truffle vinaigrette, herb pan perdue and seasonal bouquet of vegetables
- **Pork Toscana Vegas \$51.00**
Roasted prosciutto wrapped pork tenderloin, prickly pear citrus chutney, corn pudding and seasonal bouquet of vegetables
-  **Herb Crusted Butler Steak \$53.00**
Seared Angus Butler steak, chimichurri sauce, golden mashed potatoes and seasonal bouquet of vegetables
- **Agave Braised Beef Short Rib \$53.00**
Reduction glaze, mushroom salad, horseradish vinaigrette. Mac n' triple cheese cupcake, crispy sweet onions and roasted asparagus



-  **Supreme of Organic Salmon \$52.00**
Oven roasted organic supreme of salmon, pink grapefruit butter sauce, wilted greens, blistered baby Heirloom tomatoes and mushroom potatoes
- **Old Vegas Classic \$53.00**
Veal Osso Buco Milanese, reduction sauce, orange herb gremolata, saffron risotto and fontina cake, thyme roasted baby root vegetables





A dedicated server is required for all hot food services.

DINNER

PLATED DINNERS continued

SALADS

Please select one from the following:

-  **Farmers Market Salad**
Local baby greens, herb encrusted goat cheese, radishes, seasonal berries, southwest spiced agave pecans and aged sherry vinaigrette
-  **Roasted Beet Salad**
Roasted beets, Belgian endive, bitter greens, seasonal citrus, pistachio crisp and blood orange vinaigrette
- Butter Lettuce Hearts**
Coeur of butter lettuce, baby Heirloom tomatoes, iced Bermuda onion straws, buttermilk blue cheese, croutons and creamy ranch dressing



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

 Gluten free desserts available on request.




RECEPTION MENUS



RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

 **Tropicana Jumbo Shrimp**
Cocktail Sauce and Lemon \$6.00

 **Antipasto Brochettes**
and Pesto Drizzle \$6.00

Stuffed Piquillo Pepper,
Hearts of Palm, Watercress
and Wheat Toast \$5.50

Southwest Corn Black
Salad Encased in Taco \$5.75

Smoked Chicken, Cotija
Cheese, Pepper Jelly and
Jalapeño Biscuit \$5.75

Five Spice Duck Breast,
Cucumber, Red Pepper
on Bao Buns \$6.00

Beef Medallion Horseradish
Cream, and Blue Cheese
on Short Bread \$7.25

Bresaola, Baby Arugula,
Herbed Goat Cheese,
Asiago on Crostini \$6.50

Scottish Style Smoked
Salmon, Crepe, Lemon, Dill,
Crème Fraiche and Tobiko \$6.50

Las Vegas Spicy Tuna
Tartar Cannoli \$7.00

 **Cold Water Lobster Roll,**
Romaine Lettuce, Tarragon,
Fennel, Mango and
Sauce Americaine \$7.50



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

 **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

 **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 tore 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 rangoon 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



Bone-In Turkey Breast* \$230.00

(serves 25 guests)

High desert herb rubbed and roasted turkey breast, prickly pear orange chutney, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls



Slow Roasted Whole Sirloin of Beef* \$390.00

(serves 25 guests)

Chimichurri, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls



Herb Crusted Beef Tenderloin* \$550.00

(serves 25 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

Tri Color Pepper Crusted Heirloom Pork* \$375.00

(serves 25 guests)

Charred stone fruit and orange chutney, tarragon mustard aioli, chimichurri and Las Vegas bakery cocktail rolls



Herb and Pepper Crusted Baron of Beef* \$550.00

(serves 75 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.



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 Whisky

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

Deluxe Spirits \$7.75

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec



Please select one category of spirits per event. Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$650.00⁺⁺ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually.

BEVERAGES

HOSTED BEVERAGES continued

Premium Wine

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
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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
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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.



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2020

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SEPTEMBER 28-30, 2020
LAS VEGAS, NEVADA, USA

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Exhibitor Liability Insurance Program

All MINExpo INTERNATIONAL exhibitors are REQUIRED to carry general liability insurance coverage with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Insurance coverage is not optional.

NMA requires that each Exhibitor maintain Commercial General Liability Insurance to cover claims including but not limited to bodily injury, death, property damage and the indemnification obligations of the Exhibitor under these terms and conditions, arising out of or in any way connected with the exhibitors participation in the Show.

Coverage must begin September 20 and continue through October 5, 2020, and name National Mining Association (101 Constitution Ave. NW, Suite 500 E, Washington, D.C. 20001) as the certificate holder. The following must be named as additional insured: MINExpo INTERNATIONAL 2020, National Mining Association, Hall-Erickson, Inc. and Las Vegas Convention Center.

Program Benefits:

- Coverage for exhibitors who do not have an existing insurance policy
- Coverage for international exhibitors whose liability insurance does not cover them at a U.S. show
- If there is a claim, it will not tarnish your corporate policy and rates
- No deductible

Purchase your Insurance Now! For just \$84, simply complete the application, which is already pre-populated with the proper show information, submit your credit card information and your purchase is complete.

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=d61dc73f0bed>

Non-U.S. Exhibitors

When filling in your company information it will ask for a phone number and address, please use the following:

Address: 3150 Paradise Rd, Las Vegas, NV 89109

Phone: (800) 528-7975

Already have coverage? Please submit proof of insurance to pmcquality@heiexpo.com by **June 1, 2020.**

Proof of insurance must be submitted before you will be allowed access to the show floor for set-up.

FloralExhibits

PLANT RENTALS



2-3 ft. Croton



2-3 ft. Neanthe Bella



2-3 ft. Arboricola



2-3 ft. Spathiphyllum



3 ft. Janet Craig



3 ft. Limelight



3 ft. Roebelenii



3-4 ft. Dracaena Marginata

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

FloralExhibits

PLANT RENTALS



4-5 ft. Schefflera



5-6 ft. Dracaena Marginata



6-7 ft. Ficus Tree



4-6 ft. Areca Palm



4-6 ft. Cataractum Palm



4-6 ft. Majesty Palm

Contact us to place an order.

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FloralExhibits

FLORAL ARRANGEMENTS



Small Fern



Large Fern



Ivy (Hanging Plant)



Bromeliads



Potted Mums



Potted Azaleas



Potted Begonias



Single Stem Orchid
Double Stem Orchid

Contact us to place an order.

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FloralExhibits

FLORAL ARRANGEMENTS



Extra Small 01



Extra Small 02



Extra Small 03



Extra Small 04



Small 01



Small 02



Small 03



Small 04



Medium 01



Medium 02



Medium 03



Medium 04



Large 01



Large 02



Large 03



Large 04

Contact us to place an order.

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FloralExhibits

SPECIALTY PLANT RENTALS

\$55



2-3 ft. ZZ

\$95



2-3 ft. Globe Eugenia

\$95



2-3 ft. Square Eugenia

\$95



6 ft. Bird of Paradise

\$145



4-5 ft. Cone Eugenia

\$145



6 ft. Single Ball Eugenia

\$195



6 ft. Cone Eugenia

\$195



6 ft. Spiral Eugenia

Contact us to place an order.

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FloralExhibits

CUSTOM PLANTER RENTALS

\$145



20" x 20" x 37"
Tall Black Modern Planter

\$145



20" x 20" x 37"
Tall Charcoal Modern Planter

\$145



20" x 20" x 37"
Tall White Modern Planter

\$85



20" x 20"
Cube Planter
(Paintable)

\$250



48" x 18" x 24"
Large Rectangular Planter
(Paintable)

\$275



36" x 36"
Large Square Planter

Contact us to place an order.

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MINExpo® 2020

September 28-30, 2020

Las Vegas Convention
Center
Las Vegas, NV



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All prices include delivery, instal-
lation, servicing and dismantle at
the end of the show.
Orders without payment will not
be processed.
Cancellations may be made prior
to the pre-show deadline. No
refunds will be made after that
date.
Product availability is subject to
season and geographic location.
All materials, containers and
plants are available on a rental
basis.
Damaged or missing items are
the responsibility of the exhibitor
and must be reported during
the run of the show to allow for
replacement. Additional charges
may apply. No refunds will be
given after the close of the show.

Floral & Plant Rental Form

ADVANCE ORDER DEADLINE / SEPTEMBER 4, 2020

FloralExhibits
A KEHOE DESIGNS COMPANY

EXHIBITOR /		BOOTH NUMBER /	
BILL TO /		EMAIL /	
ADDRESS /	CITY /	STATE /	ZIP /
PHONE /	FAX /	PO # /	
COMPANY REPRESENTATIVE /		DATE ORDERED /	

COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE

Booth Contact /	Contact Phone /	Available Time/Date /
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QTY	TROPICAL PLANTS Please specify quantity, heights & variety	Containers for plants: Black _____ White _____	PRICE	TOTAL
	Small Potted Ferns		\$32.00	
	Large Potted Ferns		\$37.00	
	Hanging Plants		\$37.00	
	2' Plants		\$41.00	
	3' Plants		\$45.00	
	4' Plants		\$55.00	
	5' Plants		\$65.00	
	6'-7' Plants		\$75.00	
	8'-9' Plants		\$120.00	

BLOOMING PLANTS			
	Potted Mums (Yellow, White, & Lavender)		\$26.00
	Potted Azaleas (Red, Pink, & White)		\$36.00
	Bromeliads		\$38.00

FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL (Please indicate desired colors)			
	Single Stem Phalaenopsis Orchid Plant (Fuchsia or White) Long Lasting!		\$95.00
	Double Stem Potted Orchid Plant (Fuchsia or White) Long Lasting!		\$135.00
	Extra Small Arrangement (6"x6")		\$65.00
	Small Arrangement (12"x12")		\$85.00
	Medium Arrangement (18"x14")		\$95.00
	Large Arrangement (24"x18")		\$120.00
	Custom Arrangement (please ask for quote)		

SUBTOTAL _____
Tax 8.25% _____
TOTAL _____

PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name /

Card # /

Exp. Date / CVV Code /

Signature /

PLEASE RETAIN A COPY FOR YOUR RECORDS

FloralExhibits
A KEHOE DESIGNS COMPANY

Floral Exhibits, Ltd.
2555 S Leavitt St
Chicago, IL 60608

Phone / 773.277.1888
Fax / 773.277.1919
www.floralexhibits.com

MINEXPO 2020 (for Ocean Bill of Lading, air waybills, commercial invoices, packing lists, Carnet ATA):

MINEXPO 2020 MEXICO 2020, CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100%	MINEXPO 2020 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100%
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MINEXPO 2020

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

MINEXPO 2020 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100%	MINEXPO 2020 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100% 100% CREDIT 100%
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MINEXPO 2020

Minexpo 2020 has designated Trade Fair status by the US Department of Commerce, which affords duty free entry for exhibitor products samples and stands, that will be imported and re-exported after the show. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. *Please, ensure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at: minexpo@airwaysfreight.com

MINEXPO 2020

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule now in effect is being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: minexpo@airwaysfreight.com

Further information is also available at CBP web link:

<https://www.cbp.gov/102>

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MINEXPO 2020

*All transactions subject to Airways Terms & Conditions

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- » (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- » must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- » is subject to U.S. EPA compliance standards, and as such, cannot remain in the USA unless it is properly documented and conforms to U.S. EPA standards. If you are sending this type of equipment with intentions of selling it or leaving it in the USA, you must be certain that it meets these standards prior to shipment of your cargo. For further information on this, see <http://www.epa.gov/otag/imports>
- » 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- » Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, that is GES Exposition Services. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways) and the contractor (GES).

Out of gauge cargo, break bulk cargo, and overweight containers, will require special permits for transportation from the port/airport to the show site. Cargo exceeding the below weight or measure below should be alerted to us 14 days prior to arrival, so that oversized permits and equipment may be obtained:

Maximum container (over the road) limitations		17,230.0 KGS (20'), 20,400.0 KGS (40')(any type container)	
maximum length:	1828 cm	maximum width:	259 cm
		maximum height:	365 cm

*Container shipments over above weight may be required to be stripped at the port of arrival prior to delivery.

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the GES Exposition Services instructions once they arrive at the dock of show site or advance receiving warehouse.

Payment Information

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

International Forwarding Services

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

We have exhibition shipping partners throughout the world, including (but not limited to):

Australia	Belgium	Brazil	Canada
Chile	China	Czech Republic	Denmark
Finland	France	Germany	Greece
India	Israel	Italy	Korea
Mexico	Malaysia	Netherlands	New Zealand
Peru	Poland	Russia	South Africa
Spain	Sweden	Switzerland	Taiwan
Turkey	United Kingdom		

If your country is not listed here, please contact us for the contact information of our local freight partner.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

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Delivering Performance

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Event Name: MINExpo International® 2020 <hr/> Event Start Date: September 28, 2020 <hr/> Event End Date: September 30, 2020 <hr/> Booth/Room #: <hr/> On-Site Contact: <hr/> Cell #: <hr/> Email Address: <hr/>	Company Name: <hr/> Billing Name: <hr/> Billing Address: <hr/> City: _____ State: _____ Zip: _____ <hr/> Country: <hr/> Phone #: <hr/> Billing Contact Email Address: <hr/>
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Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received by August 29, 2020.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Internet/Network Services

Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products
 (Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

	Price	Quantity
Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	\$1,495.00	<input type="text"/>
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="text"/>
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="text"/>

Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available	Call for pricing	<input type="text"/>
Business Professional Plus: 200 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<input type="text"/>
Business Professional Plus: 100 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	<input type="text"/>
Business Professional Plus: 50 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="text"/>
Business Professional Plus: 25 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="text"/>
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="text"/>
Business Starter Plus: 3 Mbps Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="text"/>

Additional Products and Services

Patch cables - Ethernet Cat 5 Cable	\$80.00 each	<input type="text"/>
Switch rental - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="text"/>
Additional IP address	\$164.00 each	<input type="text"/>
Additional Locations - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="text"/>
Labor/Floor work - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="text"/>
Outside Distance Fee	\$500.00	<input type="text"/>

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.

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 - 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.

Event Name: MINExpo International® 2020 <hr/> Event Start Date: September 28, 2020 <hr/> Event End Date: September 30, 2020 <hr/> Booth/Room #: <hr/> On-Site Contact: <hr/> Cell #: <hr/> Email Address: <hr/>	Company Name: <hr/> Billing Name: <hr/> Billing Address: <hr/> City: _____ State: _____ Zip: _____ <hr/> Country: <hr/> Phone #: <hr/> Billing Contact Email Address: <hr/>
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Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received by August 29, 2020.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity
Wi-Fi Hotspot: Up to 10 Users	\$2,200.00	<input type="text"/>	\$2,800.00	<input type="text"/>
Wi-Fi Hotspot: Up to 25 Users	\$3,200.00	<input type="text"/>	\$4,000.00	<input type="text"/>
Wi-Fi Hotspot: Up to 50 Users	\$4,500.00	<input type="text"/>	\$5,500.00	<input type="text"/>
Wi-Fi Hotspot: Up to 100 Users*	\$6,800.00	<input type="text"/>	\$8,500.00	<input type="text"/>
*Additional block of 50 Users (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00	<input type="text"/>	\$3,750.00	<input type="text"/>
Splash Page with sponsor logo (Splash page template provided by Cox Business)	\$2,500.00	<input type="text"/>	\$2,500.00	<input type="text"/>
Redirect Landing Page (Customer specific URL)	\$2,500.00	<input type="text"/>	\$2,500.00	<input type="text"/>
Total:	_____		Total:	_____

Additional Services

Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	<input type="text"/>
Outside Distance Fee	\$500.00	<input type="text"/>

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.

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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.

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Event Name: MINExpo International® 2020 Event Start Date: September 28, 2020 Event End Date: September 30, 2020 Booth/Room #: On-Site Contact: Cell #: Email Address:	Company Name: Billing Name: Billing Address: City: State: Zip: Country: Phone #: Billing Contact Email Address:
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Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received by August 29, 2020.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="checkbox"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="checkbox"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="checkbox"/>
Phone System Services (Direct Dial)		
Single Line no features	\$490.00	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="checkbox"/>
Demarc Extension Services		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="checkbox"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="checkbox"/>

Video Services

Digital or HDTV Service (All channels, excluding Premium and International)		
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="checkbox"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="checkbox"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="checkbox"/>

Additional Services

Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
Voice Services Distance Fee	\$100.00	<input type="checkbox"/>
Video Services Distance Fee	\$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.

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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 # _____

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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.

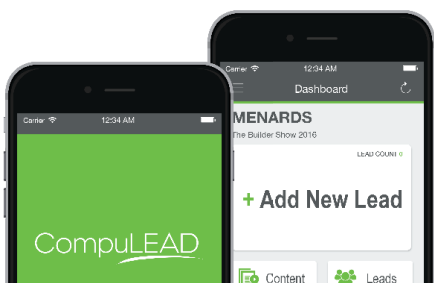
12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and 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.

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 best lead retrieval app I have ever used! It's so simple. 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)

Order Online: compusystems.com/order

Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565

Email: exhibitor-support@csireg.com



JVA, Inc.
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 Las Vegas, NV 89169
 +1.702.259.4494 ■ +1.800.553.8855
 Email: LVinfo@jvainc.com

Sales & Marketing

Billing: 43537 Ridge Park Drive
 Temecula, California 92590
 +1.714.957.8300 ■ Fax +1.714.866.4143
 Email: info@jvainc.com

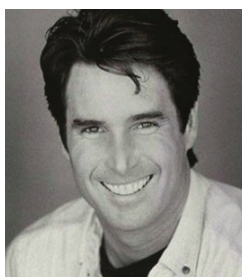
Cities: Atlanta • Chicago
 Orlando • Miami • Washington DC
 Philadelphia • Boston • New York
 Nashville • New Orleans • Denver
 Hawaii • Dallas • Houston • Austin
 San Antonio • San Francisco
 San Jose • Los Angeles • Anaheim
 San Diego • Las Vegas • Reno

ONLINE ORDERING LINK: <https://www.jvainc.com/booktalent.asp>

NATIONWIDE CONVENTION SERVICES
+1.800.553.8855 ■ www.jvainc.com

- Hostesses/Hosts ■ Brand Ambassador ■ Narrators
- Demonstrators ■ Sales Assistants ■ Crowd Gatherers
- Special Talent ■ Street Marketing
- Chair Massage Therapists

IN-STORE DEMOS • FOOD SERVERS DIVISION



**Going
 Beyond What's
 Expected...
 Since 1971!**

ORDER FORM/CONTRACT

PLEASE PRINT OR TYPE
 (Signature required on page 2.)

Date _____

Company _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Contact _____

Name of Event _____

City _____

Facility _____ Booth # _____

On-Site Contact Person _____

On-Site Phone _____

Dates Services Required:

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

Indicate Number of People Needed:

- | | |
|--|-------------------------------------|
| ____ Exhibit Hostess/Host/Brand Ambassador | ____ Hospitality Suite Hostess/Host |
| ____ Narrator/Spokesperson | |
| ____ Demonstrator/Sales Assistant | ____ Costumed Character |
| ____ Crowd Gatherer | ____ Food Server/Street Marketing |

Special Talent/Qualifications _____

Type of Apparel ☐ Business ☐ Cocktail ☐ Costume

☐ Food Server _____

METHOD OF PAYMENT AND TERMS

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

If terms are not met, balance will be charged to credit card.

Cancellation Charges

If cancelled 46 or more days before show 10% Processing Fee of Total Bill
 If cancelled 15–45 days before show 50% of Total Bill
 If cancelled 14 days or less before show 100% of Total Bill

- ☐ Check, payable to **JVA, Inc.** (Mail to Sales and Marketing)
☐ AMEX ☐ MasterCard ☐ Visa ☐ Diners Club

Account # _____ Exp. Date _____

Name on Card _____

Authorized Signature _____

- ☐ Charge 50% deposit to credit card ☐ Charge total to credit card

P.O. # _____ Security Code _____

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

"EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER."

TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or cancelling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.
6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived. I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

Authorized Signature: _____

Date: _____

Print Name & Title: _____

NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.

~ Sales & Marketing Office ~

Mail to: 43537 Ridge Park Drive, Temecula, CA 92590



REDUCE - REUSE - RECYCLE

PHOTOGRAPHY SERVICES

Exhibit Photography Packages - Includes color corrected, high-resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to secure site for 10 days within 7 business days from the end of the show. For expedited delivery on any services, please contact us.

	QTY	TOTAL
Pro Pack A <u>Includes 6 views of the exhibit delivered via E-Delivery</u>		\$1,133.00
Up to 5 Additional Pro Pak Views		\$75.00
Pro Pack B <u>Includes 15 views of the exhibit delivered via E-Delivery</u>		\$2,240.00
Up to 10 Additional Pro Pack Views		\$75.00
<div style="border: 1px solid green; padding: 5px;"> <p>Most Popular Single Exhibit View \$199.00</p> <p>25 foot Hawk Eye TriPod – Single Exhibit View \$398.00</p> <p>E-Delivery of images will be uploaded to secure site for 10 days after which the link will expire. A minimum cost of \$75 will be charged for re-uploading.</p> </div>		

BEST VALUE - Exhibit Photography w/Video Packages

Pro-Pack A w/ Videography Services	\$1,499.00
<i>Includes 6 views of the exhibit and 5-10 of video footage of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Pro-Pack B w/Videography Services	\$2,525.00
<i>Includes 15 views of the exhibit and 5-10 of video footage of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Videography Service of Booth– (with 4 view minimum)	\$490.00
<i>5-10 minutes of video footage of booth, without sound, captured during photography session. Booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Videography Service of Booth– (No minimum Photography Order)	\$700.00
<i>5-10 minutes of video footage of booth, without sound, unscheduled before or during show hours. Please notate on Order Form (p.3) with or without people. Booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Video Footage Edit	\$399.00
<i>Includes either three-6 to 10-second clips for social media or one-30 to 40 second edited video from the above service with stock music and limited graphic. Delivered electronically within 10 business days from the final day.</i>	
On-site Delivery of Exhibit Photography	\$80.00
<i>All unmanipulated digital images surrendered on-site on USB drive within 24 hours after image capture.</i>	
Additional Delivery Options:	
8x10 Prints	\$35.00
USB Drive of Images	\$55.00

Event Photography -All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5pm two-hour minimum. Does not include exhibits or product photography.

\$395.00 for first hour, \$345.00 for second hour, \$300.00 for any additional hours # Hours _____
E-Delivery of color corrected, high-resolution images with unlimited usage rights within 7 business days from the end of the show. E-Delivery of images will be uploaded to secure site for 10 days after which the link will expire. A minimum cost of \$75 will be charged for re-uploading

Location _____ Date _____ Time _____

Dynamic Exhibit Photography- (Ideal for Exhibit Builders and Product Shots)
Complete Studio Look with Post-Production and E-Delivery per view **\$515.00**
Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.

Photo Booth & Professional Head Shot Lounge- Packages start at \$1,200. Please contact us for further information.

Fax order forms to: 312-922-2866

Email orders@helloa.com or call 312-922-0056 with any questions or special requests.

VIDEO SERVICES

	QTY
<u>Production - B-Roll</u> (general footage of action) testimonials, interviews, booth and event coverage, time lapse clips etc.	
BEST VALUE All-Inclusive Video Package -	\$2,275.00
<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video up to 3 minutes long with rough cut and 1 revision. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.</i>	
Most Popular –B-Roll 120- Scheduled Raw Footage* Capture	\$1,590.00
<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage on a USB drive within 10 business days from the final day of the show.</i>	
Half Day B-Roll Shoot	\$2,125.00
<i>Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.</i>	
Full Day B-Roll Shoot	\$3,250.00
<i>Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.</i>	
NEW - LIVE STREAMING – Stream to Facebook, YouTube, Vimeo or embedded into your own website. Pricing starts at \$2,000 and must be booked 21 days in advance. Contact OA for additional details and pricing.	
<u>Post Production</u> - editing, animation, music and sound design. On site during show or post-show. Videos delivered electronically.	
	QTY
Post Show Editing (2-3 Minute Video OR 3 to 5 videos running between 6 sec. & 20 sec. for social media w/2 rounds of revisions).	\$1,500.00
On site editing with 24 hour or less delivery.	additional \$800.00
Raw Footage Delivery Options	
<i>External hard disk drive</i>	\$200.00

For custom videos please contact us for a quote. OA provides script writing, multi-day packages, audio recording, graphic design, animation and a full range of video services pre-show, on site and post show.

Please visit [Video Samples](#) to see portfolio of work.

Description of Video:

Location:

Date:

Time:

Fax order forms to: 312-922-2866

Email orders@hellooa.com or call 312-922-0056 with any questions or special requests.

Order Form

Bill To Company

Billing Address _____

City _____ State _____ Zip _____

Ordered By _____

Phone _____

Email _____

Name on Card _____

Card Number _____ Exp. _____

Signature _____

Ship to Company

Shipping Address _____

City _____ State _____ Zip _____

Ship to Attention _____

Ship to Email _____

Subtotal Page 1 _____

Subtotal Page 2 _____

(Sales tax will be applied to tangible products delivered in IL. Applicable sales tax for NY & TX,)

Shipping & Handling **\$20.00**
(Via ground services)

TOTAL _____

To avoid shipping and handling costs please supply FedEx or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight _____ Ground _____

FedEx # _____

UPS # _____

Booth Name _____

Booth # _____

On-site Contact _____

On-site Contact's email _____

Cell # _____

Onsite Instructions _____

Exhibit Photography/Video Reel Instructions

Monitors ☐ ON ☐ OFF WITH People ☐

Lights ☐ ON ☐ OFF WITHOUT People ☐

Staff Shot ☐ (over 25 people charged \$385.00 per view)

Telephone or email confirmation to be provided upon receipt of form.

By submitting order you agree to OA's Video Production terms of service found here. <http://www.oscarandassociates.com/videoterms>
Must be prepaid with a Check, Visa, MasterCard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated.
Claims must be made in writing within 7 days of receipt of materials. Oscar & Associates does not work on speculation. 8/13

Fax order forms to: 312-922-2866

Email orders@hellooa.com or call 312-922-0056 with any questions or special requests.

MINExpo INTERNATIONAL ® 2020
Las Vegas Convention Center
September 28 - 30, 2020

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Las Vegas Convention Center
September 28 - 30, 2020

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

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