

College Fair Plus

Cashman Center October 20-21, 2015

Advance Warehouse:

Keystone/Haddington
7705 Commercial Way #125
Las Vegas Nevada 89011

Show Site Facility:

Cashman Center
850 N Las Vegas Blvd N
Las Vegas, Nevada, 89101

Standard Equipment Provided to Exhibitors:

10x10 booth w/ 8' Back Drape, 3' Side Wall Pipe & Drape w/ Exhibitor sign,
one wastebasket, one six (6) foot table with skirt, two folding chairs

Exhibitor Set Up and Show Site Delivery Hours:

Tuesday, October 20th 1:00 PM - 4:30pm show site shipments will be received all day

Exhibit Hours:

Tuesday, October 20th 5:30 PM - 8:00 PM
Wednesday, October 21st 5:30 PM - 8:00 PM

Exhibitor Tear Down and Move-Out Hours:

Wednesday October 21st 8:00PM – Midnight

Carriers and exhibitors must check in no later than 10:30pm in order to avoid force.
Exhibitors must start dismantle by 10:30pm in order to avoid forced labor.

Exhibitor Services Contact:

Scott Rakowski
Phone: 702-326-9252

scott@keystoneeventservices.com
Fax: 702-914-0909

Important Dates	Important Facts
October 16 th -- Deadline for discounted pricing on Accessories, Floral & Cleaning:	Forms must be received via fax, or e-mail with full payment, no later than October 16 th for discount. Orders accepted until October 20 th
September 20 th -- Advance Warehouse First Day of Receiving Freight:	Advanced Freight can start being delivered to the warehouse starting September 19 th
October 19 th -- Advance Warehouse Cut Off:	Freight must be received at the advanced warehouse on or before October 16 th to avoid late charges. Freight will be accepted until October 19 th
October 20 th -- Show Site Deliveries:	Show site deliveries accepted between 8am – 4 pm

FAX ALL FORMS to 702.914.0909 or SCAN & SEND to scott@keystoneeventservices.com

PAYMENT FORM

Exhibitor: _____

Booth Number: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

**Paid invoices are emailed 3-5 days after show closing*

Show Site Contact if Different Than Above: _____

Cell Phone: _____

**We will gladly refund 100% orders canceled before October 1st.
Orders canceled on October 2nd through October 16th will be subject to a 50% charge.
Refunds of items ordered cannot be issued at show site.**

Services Orders

Material Handling Estimate \$ _____

Furnishings, Carpet & Accessories \$ _____

Cart Service \$ _____

Installation & Dismantle Labor \$ _____

Cleaning & Porter and/or Floral \$ _____

Inbound or Outbound Freight Shipping [Call Scott for an estimate -- 702-326-9252](tel:702-326-9252)

Total Orders \$ _____

Credit Card Authorization:

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative.

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express

Number: _____

Expiration Date: _____ Security Code #: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

Billing Zip: _____

Company Check - [Please note show name on check!](#) _____ Date check being mailed: _____

Make payable to: Keystone Event Services

Mail to: 2764 Tyndrum Ave, Henderson NV 89044

Labels are provided below for advance warehouse and show site delivery. We encourage you to make copies, fill in your specific information and tape one on each piece of your freight.

Advance Warehouse Labels

Shipper Information		Shipper Information	
Company: Address: Phone: Contact:		Company: Address: Phone: Contact:	
Delivery Information		Delivery Information	
College Fair Plus		College Fair Plus	
Keystone/Haddington c/o Keystone Event Services 7705 Commercial Way #125 Las Vegas Nevada, 89011		Keystone/Haddington c/o Keystone Event Services 7705 Commercial Way #125 Las Vegas Nevada, 89011	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
Must be delivered on or before October 19th		Must be delivered on or before October 19th	
College Fair		College Fair	
Plus		Plus	

Show Site Labels

Shipper Information		Shipper Information	
Company: Address: Phone: Contact:		Company: Address: Phone: Contact:	
Delivery Information		Delivery Information	
College Fair Plus		College Fair Plus	
Cashman Convention Center c/o Keystone Event Services 850 N Las Vegas Blvd North Las Vegas NV 89101		Cashman Convention Center c/o Keystone Event Services 850 N Las Vegas Blvd North Las Vegas NV 89101	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
To be delivered ON October 20th 8AM - 4PM ONLY!		To be delivered ON October 20th, 8AM - 4PM ONLY!	
<h1>College Fair</h1> <h1>Plus</h1>		<h1>College Fair</h1> <h1>Plus</h1>	

Material Handling

Crated & Skidded to Advance Warehouse: \$50.00 / cwt.

Crated & Skidded to Show Site or Late to Warehouse: \$50.00 / cwt.

Advance shipments will be accepted at the **Keystone Event Services** warehouse and allowed up to 30 days free storage if delivered by the advance deadline receiving date listed. This includes delivering freight direct to the exhibitor's booth, storage of empties during the show, delivery of empties at end of show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in BOL to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services.

**Rates are per hundred-weight (cwt) rounded to the next hundred
200 pound minimum applies for every shipment received to the Advance Warehouse & Show Site.**

Special Handling rates shall be applied to the total standard charges, but not limited to the following type of shipments and multiple scenarios may incur multiple special handling charges:

1. **Moving Van Shipments:**

Shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.

2. **Loose Freight:**

Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.

3. **Undetermined:**

Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)

4. **Delivered by Hand or Oversized:**

Materials must be moved "by hand" to the booth due to facility situations beyond **Keystone Event Services** control (height/width limits in hallways, no or small elevators, rooms where forklifts cannot be used, etc)

Late or Off Target Freight -- 25% Surcharge

Material Handling Limits of Liability

Keystone Event Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

Labor is scheduled and based on the Material Handling Order Form included in this kit to accommodate the movement of freight expeditiously to your booth and out and is non-refundable if freight is not received for any reason.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by **Keystone Event Services** or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that **Keystone Event Services** and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are **Keystone Event Services** and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to **Keystone Event Services** or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

Keystone Event Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Keystone Event Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Keystone Event Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to **Keystone Event Services** in time to obtain the proper equipment.

It is understood that **Keystone Event Services** and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by **Keystone Event Services** hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that **Keystone Event Services** and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if **Keystone Event Services** or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by **Keystone Event Services**, its subcontractors or their employees.

Keystone Event Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Claims for loss or damage must be submitted to **Keystone Event Services** by the close of the show. No suit or action shall be brought against **Keystone Event Services** or its subcontractors more than one year after the cause of action.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that **Keystone Event Services** and its subcontractors will provide these services as Exhibitor's agent and not as the shipper. If any employee of **Keystone Event Services** or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that **Keystone Event Services** or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

The Exhibitor agrees, in the event of a dispute with **Keystone Event Services** or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to **Keystone Event Services** for material handling services or any other services provided by **Keystone Event Services** or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay **Keystone Event Services** prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against **Keystone Event Services** or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

In order to expedite removal of materials from the show site, **Keystone Event Services** shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. **Keystone Event Services** assumes no liability as a result of such re-routing or handling.

Keystone Event Services and its subcontractors shall not be liable for shipments received without receipts; freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

The consignment or delivery of a shipment to **Keystone Event Services** or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above. **Keystone Event Services** and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable. **Be sure your materials are insured!**

MATERIAL HANDLING ORDER FORM

For complete information on rates for this show refer to the sheet in this service manual titled "Material Handling". If you would like assistance calculating your material handling estimate **please contact us at 702-326-9252**

Rates for this show are on actual weights for every hundred pounds (cwt or hundred-weight) rounded up. A 200 pound minimum applies to all shipments, whether received at the Advance Warehouse or Show Site.

Example: 452 lb. shipment is rounded up to 500 lbs. 500 lbs. is 5 cwt. 5 x rate = total material handling rate.

Shipments to Advance Warehouse: \$50.00 /cwt.

Shipments to Show Site: \$50.00 /cwt.

1. Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100 = _____ Your CWT. (no less than 2)

2. Calculate Your Estimated Sub-Total

Your CWT x \$60 (for Advance Warehouse Delivery)= \$ _____ Sub Total

Your CWT x \$60 (for Show Site Delivery) = \$ _____ Sub Total

3. Add On Required or Applicable Special Charges

4. Add Your Sub Total Charges with your Special

Charges for your Estimated Total Material Handling: \$ _____ **Estimated Total**

Fax Form to 702.914.0909 or scan & e-mail to scott@keystoneeventservices.com

Exhibitor:

Booth:

FURNITURE & ACCESSORIES

Item Quantity Cost

Side Chair - _____ \$24.00 Discount / \$64.00 Standard
 Arm Chair - _____ \$31.50 Discount / \$81.70 Standard
 Counter Stool - _____ \$52.10 Discount / \$99.10 Stan

Tables are 30" High and include Vinyl Topping & Skirt Blue Red White Green Black

4' Table - _____ \$59.70 Discount / \$115.80 Standard 6'
 6' Table - _____ \$69.00 Discount / \$125.00 Standard 8'
 8' Table - _____ \$79.80 Discount / \$139.70 Standard
 Optional 4th Side Draped - _____ \$10.00 Discount / \$32.00 Standard
 Undraped Table w/ vinyl top - (4ft., 6ft., 8ft.) - _____ \$10.00 less than listed price above

Counters Tables are 42" High and Include Vinyl topping & Skirt Blue Red White Green Black

4' Counter - _____ \$79.90 Discount / \$126.00 Standard
 6' Counter - _____ \$89.40 Discount / \$135.90 Standard
 8' Counter - _____ \$99.60 Discount / \$145.10 Standard
 Optional 4th Side Draped - _____ \$12.00 Discount / \$34.00 Standard
 Undraped Table w/ vinyl top - (4ft., 6ft., 8ft.) - _____ \$10.00 less than listed price above

Bag Rack or Garment Rack - _____ \$45.00 Discount / \$98.00 Standard
 Wastebasket - _____ \$6.00 Discount / \$22.00 Standard
 Tripod Easel - _____ \$25.00 Discount / \$45.00 Standard
 Plasma Screen Television 36" or 42"- _____ \$375, \$450 Discount / \$550, \$650 standard
 Rope & Stanchion Sets - _____ \$99.00 Discount / \$145.00 Standard
 4' x 8' Poster Board - _____ \$230.00 Discount / \$260.00 Standard
 Raffle Drum - _____ \$35.00 Discount / \$85.00 Standard
 Café Table 30" x 42" high - _____ \$75.00 Discount / \$125.00 Standard
 Café Table 30" x 30" high - _____ \$45.80 Discount / \$82.92 Standard
 Literature Stand - _____ \$68.00 Discount / \$119.00 Standard
 Refrigerator small - _____ \$57.00 Discount / \$155.00 Standard
 8' Masking (per 10') - _____ \$38.00 Discount / \$82.00 Standard
 Table Riser- _____ \$35 Discount / \$70.00 Standard

10' x 10' Carpet _____ \$125.00 Discount / \$175.00 Standard
 10' x 20' Carpet _____ \$250.00 Discount / \$350.00 Standard

1/2" padding, per 10x10 section - _____ \$75.00 Discount / \$105.00 Standard
 Visqueen per 10x10 section- _____ \$50.00 Discount / \$80.00 Standard

Carpet Color -- blk red blue gray

Please call 702-326-9252 for special requests or items you do not find on this form.

1) Total All Items Ordered: \$ _____
 2) Add applicable sales tax 8% \$ _____
Total \$ _____

FLORAL

Fresh Floral Arrangements

Small Floral Arrangement - _____ \$40.00 Discount / \$90.60 Standard
Medium Floral Arrangement - _____ \$62.00 Discount / \$106.00 Standard
Large Floral Arrangement - _____ \$82.00 Discount / \$132.00 Standard

Live Green Plants

2 foot green plant - _____ \$42 Discount / \$62 Standard
3 foot green plant - _____ \$48 Discount / \$84 Standard
4 foot green plant - _____ \$58 Discount / \$95 Standard
5 foot green plant - _____ \$68 Discount / \$116 Standard
6 foot green plant - _____ \$78 Discount / \$129 Standard

For plants or floral not listed, or specific orders, please call 702.326.9252

1) Total All Items Ordered: \$ _____
2) Add applicable sales tax 8.1 % \$ _____
Total \$ _____

VACUUM SERVICE

Number of 10x10 Booth Units - _____ X **\$38** (\$58.00 Discount / \$68.00 Standard)
Total X Number of Days - _____ X subtotal
Total \$ _____

PORTER SERVICE

Porter service includes emptying refuse from containers as necessary throughout the show hours. \
Cleaning pre show and post show. Cleaning, and organizing throughout show.

Number of 10x10 Booth Units - _____ X _____ **\$45 per day**
_____ SubTotal
Total Number of Days - _____ Total

Total of All Cleaning & Porter Services: \$ _____

Please call 702-326-9252 for special requests or items you do not find on this form.

Fax Form to 702.914.0909 or scan & e-mail to scott@keystoneeventservices.com

Exhibitor:

Booth Number:

DISPLAY LABOR (I&D)

Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm - _____ \$42.00 per person, per hour

Monday - Friday after 4:30 pm - _____ \$47.00 per person, per hour

Any time Saturday, Sunday & Holidays - _____ \$N/A per person, per hour

Add 10% to above rates for labor ordered at show site.

Requested Labor Time: _____ am/pm Exhibiting Company _____ Booth Number _____

Keystone Event Services Supervised Labor: Exhibits are set up prior to exhibitor's arrival under the direction of KES Supervisors. The charge for this service is an additional 25% of the total installation labor bill. Please provide complete booth plans, schematics, instructions and photos (if possible) for this service.

Exhibitor Supervised Labor: Supervisor must check in at the Keystone Event Service Center to pick up labor. Upon completion of work, supervisor must return to Keystone Event Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day. Please provide supervisor's name and cell number:

CART LOAD SERVICE

KEYSTONE Event Services is pleased to offer affordable Cartage Service for the WSI Expo. KES workers will be positioned to assist in unloading vehicles to expedite show move in & out. Items unloaded will be set in the exhibitor's booth while the exhibitors park their cars. Cost is a flat \$35 per cart load. Workers will be stationed in a designated porter turnout area in second floor parking area or dock area, waiting with push carts to expedite the move in process. Exhibitors have the option of pre-ordering porter service and scheduling a specific move in time. Round trip porter service available for \$60 for both in & out. Cart Service must be ordered in advance. Exhibitors that do not order cart service and arrive with loaded POV's will be subject to show site material handling rates, terms & conditions.

Time Requested for unloading and/or repacking _____ am/pm (Will call to confirm)

Amount of loads _____ x \$25/\$40 (one way/round trip)

Total \$ _____ Exhibiting Company _____ Booth Number _____

INBOUND & OUTBOUND SHIPPING

Keystone Event Services is capable of providing air; ground expedited and ground class 125 shipping to all exhibitors. Actual shipping rates are determined based on zip codes of the pickup and drop off points as well as the weight of the shipment. The actual rates can be confirmed at the time of the request/order is made. Discounts for pre-booked shipments available to all exhibitors

We can arrange all shipping for you, inbound & outbound. Call 702-326-9252 for an estimate!

Exhibitor Appointed Contractors (EAC) Guidelines

Official Services Contracted are appointed to insure the orderly and efficient installation and removal of the overall exposition, to assure the distribution of labor to all exhibitors according to need, to provide sufficient labor to satisfy the requirements of the exhibitors, to see that proper type and limits of insurance are in force, and to avoid any conflict with local union and/or exhibit hall regulations and requirements.

Exhibitors may employ the service of independent contractors to install and dismantle their display providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Exhibitor must notify in writing to **Keystone Event Services** the intention to utilize an independent contractor (EAC) no later than 5 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers' Compensation naming **Keystone Services** as additionally insured, to show management and **Keystone Event Services** at least 10 days before the show opening.
3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permit and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The EAC will provide **Keystone Event Services** the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.
6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
8. The EAC shall provide, if requested, evidence to **Keystone Event Services** 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.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, **Keystone Event Services**. The exhibitor appointed contractor must coordinate all of its activities with **Keystone Event Services**.
10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of 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 is to be used in their exhibit space.

Use of an EAC Notification

Be sure to read the Official Service & Exhibitor Appointed (EAC) Contractors Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to **Keystone Event Services** no later than 3 days before the start of move-in and see that their EAC adheres to the guidelines outlined on the previous page.

Notification of EAC: To be received no later than 3 days in advance.

Name of Service Firm: _____

Exhibiting Company: _____

Address: _____

Telephone: _____ Fax: _____

Contact: _____ Email: _____

Show Site Contact (if different than above): _____

Booth Number: _____

Cell Phone: _____

Keystone Event Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Keystone Event Services must be contacted in advance of the deadline. Keystone Event Services has the right to remove workers from the exhibit floor if it deems the workers to be a detriment to the overall working environment.

Limits of Liability & Responsibility

Keystone Event Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Keystone Event Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by **Keystone Event Services**, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designed by **Keystone Event Services**, or its subcontractors.

Keystone Event Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.

Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a **Keystone Event Services** representative for documentation. Claims for discovered and reported loss; injury or damage must be submitted to **Keystone Event Services** by the close of the show. No suite or action shall be brought against **Keystone Event Services**, or its subcontractors, more than one year after the incident giving rise to the cause of action.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set form in Sections 1 through 4 above.

Keystone Event Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury, or damage is unknown or undeterminable.

Be Sure Your Liability Insurance is in Effect at Show Site

Dismantle Instructions

Exhibitors will receive additional instructions before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to help you plan in advance and know what to expect and how to proceed for a smooth and quick tear down.

All accounts must be settled before the end of the show.

The exhibits officially close @ 8:00 PM. Please do not start packing early

Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.

Delivery of empty crates, boxes, fiber cases, etc. for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Keep the aisles clear of debris to help expedite this process.

All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a **Keystone Event Services** Bill of Lading(BOL) /Material Handling Form (MHA)

Shipping is NOT an automatic process. If you plan on using an alternate carrier other than the house carrier, you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. **Force is @ 10pm on October 22th**

ONLY return your Bill of Lading to the Service Center when your materials are packed, labeled, & ready to be shipped and you are ready to leave the floor. Do not leave your Bill of Lading in the booth, it needs to be signed off and you will be given a receipt. This is how we know your freight is ready to be loaded on the outbound truck.

In the event that your designated carrier fails to pick up or refuses to accept shipments, **Keystone Event Services** reserves the right to re-consign such shipments. No liability will be assumed by **Keystone Event Services** as a result of such rerouting or handling.

To assist you in setting up your outgoing shipments **Keystone Event Service** representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with **our house carrier**, you welcome to do so with our representative on site at the Service Center. Shipping is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.

Carriers that do not check in by **10:00 PM**, freight for those exhibitors consigned to that carrier **will be forced to the house carrier**. For liability reasons, and ensuring exhibitors freight is loaded properly, **freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name. Please be sure to instruct your carrier to do so.**

Thank you for reading the exhibitor kit. Should there be any services or items not found within this manual that we may provide for you, please do not hesitate to let us know. We look forward helping you any way needed and wish you great success at the show.

scott@keystoneeventservices.com -- 702-326-9252