

LAS VEGAS EXPO

COMPLETE SHOW SERVICES

Hyatt Regency New Orleans

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SHOW INFORMATION

Welcome to New Orleans and the Insights 2015 show. We are pleased that LAS VEGAS EXPO has been selected as your official Service Contractor. Our goal is to make sure your participation is a success.

Each inline booth will be set with 8' high panels of All Black back drape and 3' high Black side divider drape. THE EXHIBIT HALL IS CARPETED. LAS VEGAS EXPO does offer a variety of carpet colors if you wish to customize your booth (please refer to the carpet order form in this kit for further information).

BOOTH EQUIPMENT

Each 8' x 10' inline booth will consist of:

- One - 8' high back wall drape (Black)
- One - 3' high side divider drape (Black)
- One - Identification Sign

*The Lead Retrieval app for your smart phone will be made available by January 1, 2015 for purchase. A DKI rep will reach out to all exhibitors.

INSTALLATION

Exhibitors may begin set up:

Sunday, March 1, 2015 from 4:00pm-10:00pm

Monday, March 2, 2015 at 6:00am

All exhibits must be set by:

Monday, March 2, 2015 at 11:00am

EXHIBIT HOURS

Monday	March 2, 2015	12:15pm-3:00pm
Tuesday	March 3, 2015	11:30am-3:00pm

DISMANTLE

Dismantle of exhibits may begin:

Tuesday, March 3, 2015 at 3:00pm

All freight carriers must check in with Las Vegas Expo by:

Tuesday, March 3, 2015 at 5:00pm

All exhibit materials must be cleared from the facility by:

Tuesday, March 3, 2015 at 6:00pm

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you have to leave your booth area during this time, it is absolutely imperative that you notify the LVE Service Desk so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

4075 East Post Road
Las Vegas, NV 89120

Email: customerservice@lvexpo.com
Phone: (702) 248-6200
Fax: (702) 248-4113

SHOW INFORMATION

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS

WAREHOUSE SHIPMENTS (MATERIAL HANDLING CHARGES APPLY)

LVE-IT VEGAS will accept crated, boxed, or skidded materials beginning Friday, February 6, 2015 to the warehouse address below. No shipment will be refused; however, any shipment received after Monday, February 23, 2015 will be charged an additional 25% - 50% surcharge. (See Material Handling Form). The warehouse will receive shipments Monday through Friday during the hours of 7:30 am - 3:00 pm, excluding holidays. The payment Authorization Form must be completed and submitted to LAS VEGAS EXPO prior to shipping.

- **All shipments are required to have certified weight tickets.**

Warehouse shipping address:

(All information below must be provided on the shipping labels.) Please use the warehouse labels enclosed.

Insights 2015
Exhibiting Company Name
Booth #
c/o LVE - IT Vegas/ABF
400 Shrewsbury Road
Jefferson, LA 70121

If exhibit material is shipped to the convention facility, the convention facility will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to convention facility fees.

SHOW SITE SHIPMENTS (MATERIAL HANDLING CHARGES APPLY)

LAS VEGAS EXPO will accept show site shipments on Sunday, March 1, 2015 from 4pm-8pm and Monday, March 2, 2015 from 8am-10am at the address below. DO NOT ship your materials to arrive prior to these (this) date(s). All shipments must be consigned c/o LAS VEGAS EXPO to enable us to accept them for handling. The convention facility will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight. If exhibit material is shipped to the convention facility, the convention facility will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in charges from both LAS VEGAS EXPO and the convention facility. The Payment Authorization Form must be completed and submitted to LAS VEGAS EXPO prior to shipping.

Show Site Shipping address:

(All information below must be provided on the shipping labels.) Please use the Show Site labels enclosed.

Insights 2015
Exhibiting Company Name
Booth #
c/o Las Vegas Expo
Hyatt Regency New Orleans - Storyville Ballroom
601 Loyola Ave.
New Orleans, LA 70113



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

4075 East Post Road
Las Vegas, NV 89120

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Phone: (702) 248-6200
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SHOW INFORMATION

SHOW SITE SHIP- MENTS CONT

Note: Shipping to show site might cause a delay in getting your freight to your booth. It is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

HOTEL BELLMAN

Hotel bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate plus any applicable fees.

HAND CARRY POLICY

Local Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this kit.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this kit.

ELECTRICAL

Freeman will handle all electrical requirements.
(See enclosed electrical order form)

SHOW INFORMATION

TELEPHONE & INTERNET

Telephone and internet services may be obtained from PSAV.
(See enclosed form)

CLEANING SERVICES

Please note that if you wish to have your booth vacuumed or wastebasket(s) emptied, you must order this service. This cost will be your responsibility (See the enclosed order form).

DISCOUNT RATES

It is to your advantage to read each order form to ascertain the requirements and for payment policies before mailing or faxing them to the respective contractors.

CUSTOMER SERVICE

Our Customer Service department is here to assist you with having a successful event. Please feel free to contact us at (702) 248-6200 or via e-mail at customerservice@lvexpo.com.

- Cocktail Reception - 5:30-7:30pm on Monday, March 2nd, 2015 in Storyville (Exhibitor Hall)
- Dinner Reception and Awards Banquet - 6:15-8:15pm on Tuesday, March 3rd, 2015 8 Kitchen and Block to being on the "3rd Level"

APPROVAL: _____ DATE: _____

Dear Exhibitor,

We are pleased to have been selected by Show Management, as your Official Service Contractor to assist you in making sure your show participation is successful.

The exhibitor kit contains **IMPORTANT** information and order forms on the wide variety of services we offer, please review this kit carefully. For LVE to better serve you, it is most important that you fill out these forms and return them to us promptly.

GET DISCOUNTS of up to 30% on many decorating items and services if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LAS VEGAS EXPO requires payment in full at the time services are ordered. Purchase Orders are not considered as advanced payment. You can make a payment by wire transfer or credit cards, we accept VISA, Discover, MasterCard, and American Express. A credit card authorization form is enclosed for your convenience. This credit card will be used for all services provided at this show. All materials are on a rental basis and remain the property of LAS VEGAS EXPO.

We realize that exhibiting in a convention can be complicated and sometimes a daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 702-248-6200 Monday through Friday, or email at customerservice@lvexpo.com. Also you can visit us at show site at the Las Vegas Expo Service Desk.

We look forward to serving you!

Sincerely,

LAS VEGAS EXPO

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.



4075 East Post Road
Las Vegas, NV 89120

Email: customerservice@lvexpo.com
Phone: (702) 248-6200
Fax: (702) 248-4113

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with this form and your orders. Purchase Orders are not considered advance payment. You may choose to pay by credit card or money order; however, **we require that your credit card information be on file with LAS VEGAS EXPO.** Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.

CONTACT INFO

COMPANY: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____ AUTHORIZED CONTACT: _____
(PLEASE PRINT)

CREDIT CARD AUTHORIZATION

DISCOVER ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐

ACCOUNT NUMBER

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

SECURITY CODE *REQUIRED*

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

EXPIRATION DATE

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

The security code can be found on the front of your American Express and on the back of the Visa and MasterCard.

CARDHOLDER'S BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
(IF DIFFERENT FROM ABOVE)

CARDHOLDER'S SIGNATURE: _____ CARDHOLDER'S NAME: _____
(PLEASE PRINT)

For your convenience the above credit card will be kept on file to be used for future shows and all outstanding balances.

ADVANCE PRICE	REGULAR PRICE	SERVICE
		FURNITURE
		ACCESSORIES
		CARPET
		SIGNS
		CLEANING
		LABOR
		ESTIMATED MATERIAL HANDLING
		PACKAGE RENTAL BOOTH
		OTHER EXPO SERVICES
TOTAL (if received by deadline date)	TOTAL (if received after deadline date)	

Electrical is NOT a LV EXPO service. Please do not send electrical forms to Las Vegas Expo. **All payments to be made in U.S. funds.**
*Advance pricing applies only to orders received with full payment prior to the deadline date. See each form for specified deadline date.

FURNITURE ORDER

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
CHAIRS	STANDARD SIDE CHAIR	\$ 44.00	\$ 57.00	
	ARM CHAIR	\$ 65.00	\$ 84.00	
	PADDED COUNTER HIGH STOOL	\$ 75.00	\$ 98.00	

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
TABLES	ROUND TABLE 36"W x 30"H	\$ 145.00	\$ 189.00	
	4'L x 30"H x 24"W DRAPED TABLE *	\$ 81.00	\$ 105.00	
	6'L x 30"H x 24"W DRAPED TABLE *	\$ 100.00	\$ 130.00	
	8'L x 30"H x 24"W DRAPED TABLE *	\$ 121.00	\$ 157.00	
	4'L x 30"H x 24"W UNDRAPED TABLE	\$ 55.00	\$ 70.00	
	6'L x 30"H x 24"W UNDRAPED TABLE	\$ 70.00	\$ 90.00	
	8'L x 30"H x 24"W UNDRAPED TABLE	\$ 85.00	\$ 109.00	
	4th SIDE DRAPE for 6' TABLE	\$ 30.00	\$ 39.00	
	4th SIDE DRAPE for 8' TABLE	\$ 30.00	\$ 39.00	

* SEE COLOR SELECTION BELOW

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
COUNTERS	ROUND CAFE TABLE 36"W x 42"H	\$ 155.00	\$ 202.00	
	4'L x 42"H x 24"W DRAPED COUNTER	\$ 97.00	\$ 126.00	
	6'L x 42"H x 24"W DRAPED COUNTER	\$ 120.00	\$ 156.00	
	8'L x 42"H x 24"W DRAPED COUNTER	\$ 140.00	\$ 182.00	
	4'L x 42"H x 24"W UNDRAPED COUNTER	\$ 75.00	\$ 96.00	
	6'L x 42"H x 24"W UNDRAPED COUNTER	\$ 93.00	\$ 119.00	
	8'L x 42"H x 24"W UNDRAPED COUNTER	\$ 103.00	\$ 132.00	
	4th SIDE DRAPE for 6' COUNTER	\$ 36.00	\$ 47.00	
	4th SIDE DRAPE for 8' COUNTER	\$ 36.00	\$ 47.00	

* SEE COLOR SELECTION BELOW

COLOR	*CHECK DRAPE COLOR				
	Red <input type="checkbox"/>	Blue <input type="checkbox"/>	Black <input type="checkbox"/>	White <input type="checkbox"/>	
	Teal <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Green <input type="checkbox"/>	Silver <input type="checkbox"/>	

Cancellation Policy

- 50% Charge will apply for cancellation orders during move-in.
- No credit will be given after close of event on items or services ordered but not received.

CONTACT INFO	COMPANY NAME _____
	CLIENT NAME _____ BOOTH # _____
	CITY _____ STATE _____ ZIP _____
	PHONE _____ FAX _____
	EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

*** Advance Prices - ORDER EARLY & SAVE MONEY**
crease applies to ALL orders
received without payment and after the
DEADLINE DATE.

ACCESSORY ORDER

ACCESSORIES

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
WASTEBASKET		17.00	22.00	
EASEL		33.00	43.00	
BAG RACK		70.00	91.00	
GARMENT RACK		70.00	91.00	
WATERFALL CLOTHING RACK 4 - ARM		92.00	120.00	
LITERATURE RACK (free standing)		125.00	163.00	
SIGN HOLDER 22" x 28"		65.00	84.00	
TABLE TOP RISER 8"H x 4' L		65.00	84.00	
GLASS SHOWCASE 4'L Full View / 1/2 view*		350.00	455.00	
GLASS SHOWCASE 6'L Full View / 1/2 view*		450.00	585.00	
TACKBOARD 4' x 6' vertical		145.00	188.00	
TACKBOARD 4' x 6' horizontal		145.00	188.00	
GRID 2' x 8' NO legs		105.00	137.00	
GRID 2' x 8' with legs		120.00	156.00	
16" WATERFALL ARM FOR GRID		25.00	33.00	
GRID HOOKS		6.00	8.00	
3' HIGH DRAPE - BLACK (price per foot)	ft	11.00	15.00	
8' HIGH DRAPE - BLACK (price per foot)	ft	13.00	17.00	
8' UPRIGHT POLE WITH BASE (no drape)		15.00	20.00	
6' - 10' TELESCOPIC ROD (no drape)		16.00	21.00	

*Size selection must be selected for showcases

Cancellation Policy

- 50% Charge will apply for cancellation orders during move-in.

- No credit will be given after close of event on items or services ordered but not received.

CONTACT INFO

COMPANY
NAME _____
CLIENT NAME _____ BOOTH # _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

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DISCOUNT DEADLINE
February 16, 2015

CARPET ORDER

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
STANDARD	9' x 10' *	125.00 each	163.00 each	
	9' x 20' *	250.00 each	326.00 each	
	9' x 30' *	375.00 each	489.00 each	
	9' x 40' *	500.00 each	652.00 each	
	9' x 50' *	625.00 each	815.00 each	

***MUST SELECT COLOR OPTION BELOW**

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
CUSTOM	Price is per square foot Billed in 100sq ft. increments	3.00 per sq ft	4.00 per sq ft	

*** CHECK CARPET COLOR**

Red ☐ Blue ☐ Black ☐ Gray ☐ Teal ☐ Burgundy ☐

If you order carpet, but not color is selected above, we will install black carpet.
Orders for multiple runs of carpet do not include seaming, and exact color match is not guaranteed.

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
ACCESSORIES	PADDING - 100 sq ft increments	1.30 per sq ft	2.05 per sq ft	
	VISQUEEN - 100 sq ft increments	.60 per sq ft **	.85 per sq ft **	
	DOUBLE FACE TAPE	20.00 per roll **	20.00 per roll **	
	CLEAR TAPE	10.00 per roll **	20.00 per roll **	

**** Please apply 8.10% sales tax to these items (VISQUEEN and TAPE only).**

CANCELLATION POLICY FOR CARPET ORDERS

- Items canceled after the deadline will be charged at 50% of ordered price.
- Items canceled after show move-in begins will be charged 100% of ordered price.

CONTACT INFO

COMPANY NAME _____

CLIENT NAME _____ BOOTH # _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

*** Advance Prices - ORDER EARLY & SAVE MONEY**

BOOTH CLEANING ORDER

Cleaning for the entire number of shows days unless otherwise specified in Show Information.

BOOTH VACUUMING

AVAILABLE SERVICES	ADVANCE	REGULAR	Rate per day	# of Days	# of 8'x10'	TOTAL
ONE-TIME Booth Cleaning/Vacuumping (per 8'x10' space)	39.00	50.00	\$ _____	X 1	X _____ =	\$ _____
DAILY Booth Cleaning/Vacuumping (per 8'x10' , per day, each day of event)	35.00	41.00	\$ _____	X 2	X _____ =	\$ _____

Includes emptying of wastebaskets in your exhibit area nightly.

PORTER SERVICE

	# OF SHOW DAYS		ADVANCE PRICE	STANDARD PRICE	TOTAL
Up to 1,000 square feet	2	X	155.00	200.00	
1,001 to 3,000 square feet	2	X	185.00	235.00	
3,001 and above	2	X	270.00	345.00	

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

EXAMPLE

$$\frac{3}{\text{\# of Show Days}} \times \frac{\$155.00}{\text{Price}} = \frac{\$465.00}{\text{Total}}$$

To avoid any misunderstanding regarding any cleaning services, please bring any discrepancies to our attention at the open of the show. LVE will be unable to adjust invoices after the close of the show.

Cancellation Policy

- 50% Charge will apply for cancellation orders during move-in.
- No credit will be given after close of event on items or services ordered but not received.

CONTACT INFO

COMPANY NAME _____
 CLIENT NAME _____ BOOTH # _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 EMAIL _____

The **PAYMENT AUTHORIZATION FORM** must accompany this form.

* **Advance Prices - ORDER EARLY & SAVE MONEY**



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DISCOUNT DEADLINE
February 16, 2015

DISPLAY LABOR ORDER

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	NUMBER OF LABORERS	ESTIMATED HOURS EACH	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	Estimated Charges	Hours	Cost Per Hour	Total
	STRAIGHT TIME - One Hour Minimum		\$ 82.50 per hour	
	OVER TIME - One Hour Minimum		\$ 131.50 per hour	

MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the labor desk at the time labor has been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.

Straight Time - Between 8:00 am and 5:00 pm Weekdays

Over Time - Before 8:00 am and after 5:00 pm Weekdays, and all day Saturdays, Sundays, and Holidays

EQUIPMENT	Rental Rate	Hours	Cost Per Hour	Total
FORKLIFT w/ operator - 0 to 4,000 lbs - (straight time)			\$ 110.00 per hour	
JACK/SCORKE LIFT/ FORKLIFT - (over 4,000 lbs)			quote upon request	

If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.

Please Check One:

☐

OK TO PROCEED: LAS VEGAS EXPO will supervise the set up of your exhibit. We will install and dismantle your display per your drawings and instructions. The exhibitor need not be present for this service. A 30% Supervision fee will be added to the install and dismantle bills. (minimum \$55.00)

Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

☐

DO NOT PROCEED: The exhibitor will supervise the set up of his/her exhibit. Labor scheduled to begin other than 8:00 am will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at the Service Desk.

****Advance Labor - Labor needs to be set up in advance. Orders need to be sent in by the deadline date to ensure availability. On site orders will be handled on a first come first serve basis and upon availability.***

Cancellation Policy

- 50% Charge will apply for cancellation orders during move-in.

- No credit will be given after close of event on items or services ordered but not received.

CONTACT INFO

COMPANY NAME _____
 CLIENT NAME _____ BOOTH # _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

*** Advance Prices - ORDER EARLY & SAVE MONEY**



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DISCOUNT DEADLINE
February 16, 2015

RENTAL BOOTH

PACKAGE A - 8' X 10'



INCLUDES:

- 8' X 10' Free Standing Display
- Silver Metal/Choice of Black, White or Gray Inserts
- 3 Meter Header w/Company Name
- 2 Arm Lights
- 3 Shelves
- 1 Meter Counter OPTIONAL - \$ 225.00 each
- Carpet Gray
- Installation and Dismantling
- Does NOT include Electrical Power** or Electrical Labor**

**Electrical forms must be sent to Electrical Contractor

ADVANCE PRICE - \$ 1,545.00

AFTER DEADLINE - \$ 1,945.00

PANEL COLOR
OPTION

Please supply _____ (Quantity) Package A - 8'x10' display(s) in Booth Number(s) _____

☐ Gray ☐ Black ☐ White

If color selection is not made at time of your order your booth will automatically be white. The colors at show site are subject to availability.

ID SIGN

Lettering will be standard black copy, background will be white. Be sure to clearly show spaces and upper and lowercase lettering. Logo is not included.

Provide copy as you wish it to appear here: _____

OPTIONAL
ACCESSORIES

		ADVANCE PRICE	REGULAR	TOTAL
1 Meter Counter	_____ Pieces @	225.00	292.00	
2' x 8' Grid	_____ Pieces @	85.00	110.00	
Shelves	_____ Pieces @	40.00	52.00	
Slat wall	_____ Pieces @	125.00	162.00	
Lights	_____ Pieces @	55.00	71.00	
Package A	_____ Pieces @	1,545.00	1,945.00	

Cancellation Policy

- Items canceled after order has been received will be charged at 50% of ordered price.

- Items canceled after show move-in begins will be charged 100% of original price.

All materials are to remain the property of LAS VEGAS EXPO.

CONTACT INFO

COMPANY
NAME _____
CLIENT
NAME _____ BOOTH # _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

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Las Vegas, NV 89120

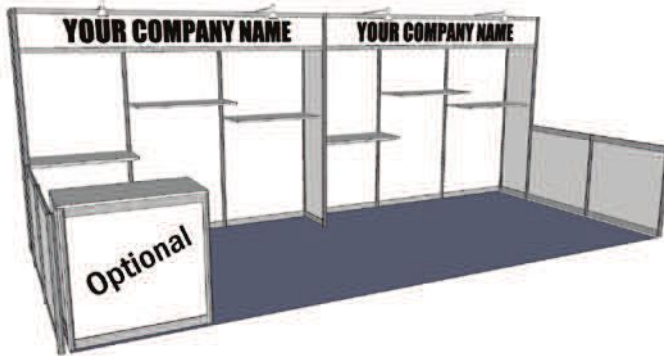
Email: customerservice@lvexpo.com
Phone: (702) 248-6200
Fax: (702) 248-4113

DISCOUNT DEADLINE
February 16, 2015

RENTAL BOOTH

INCLUDES:

- 8' X 20' Free Standing Display
- Silver Metal/Choice of Black, White or Gray Inserts
- 2-3 Meter Header w/Company Name
- 4 Arm Lights
- 6 Shelves
- 1 Meter Counter OPTIONAL - \$ 225.00 each
- Carpet Gray
- Installation and Dismantling
- Does NOT include Electrical Power* or Electrical Labor *Electrical forms must be sent to Electrical Contractor



ADVANCE PRICE - \$ 2,895.00

AFTER DEADLINE - \$ 3,595.00

PACKAGE B - 8' X 20'

PANEL COLOR
OPTION

Please supply _____ (Quantity) Package B - 8'x20' display(s) in Booth Number(s) _____

☐ Gray ☐ Black ☐ White

If color selection is not made at time of your order your booth will automatically be white. The colors at show site are subject to availability.

ID SIGN

Lettering will be standard black copy, background will be white. Be sure to clearly show spaces and upper and lowercase lettering. Logo is not included.

Provide copy as you wish it to appear here: _____

OPTIONAL
ACCESSORIES

		ADVANCE PRICE	REGULAR	TOTAL
1 Meter Counter	_____ Pieces @	225.00	292.00	
2' x 8' Grid	_____ Pieces @	85.00	110.00	
Shelves	_____ Pieces @	40.00	52.00	
Slat wall	_____ Pieces @	125.00	162.00	
Lights	_____ Pieces @	55.00	71.00	
Package B	_____ Pieces @	2,895.00	3,595.00	

Cancellation Policy

- Items canceled after order has been received will be charged at 50% of ordered price.
 - Items canceled after show move-in begins will be charged 100% of original price.
- All materials are to remain the property of LAS VEGAS EXPO.

CONTACT INFO

COMPANY
NAME _____
CLIENT
NAME _____ BOOTH # _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

*** Advance Prices - ORDER EARLY & SAVE MONEY**

WORK AUTHORIZATION

**All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.**

- ☐ We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by Las Vegas Expo no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Conference Planners (Event Name) and Exhibitor as additional insured.

EAC Company Name		
Services to be provided		
EAC Contact person(s)		
City	State	Zip
Telephone	Fax	

Is this company authorized to order services on your behalf? ☐ Yes ☐ No

Is this company responsible for charges incurred for the show? ☐ Yes ☐ No

****If yes both parties must complete and sign the Third Party Form.***

The following must be completed:

Exhibiting Company	
Booth # (s)	Telephone #

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

Sign: _____

THIRD PARTY AUTHORIZATION

You may arrange for a third party to handle your display and be billed for services. LAS VEGAS EXPO will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you the exhibiting firm. All invoices are due and payable upon receipt.

For your convenience, we will use this authorization to charge for any additional amounts incurred as a result of show site orders placed by your representative for this event.

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

Exhibiting Firm	Booth #	Phone															
Address	City	State Zip															
DISCOVER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/>																	
ACCOUNT NUMBER																	
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																	
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SECURITY CODE *REQUIRED	EXPIRATION DATE																
<i>The security code can be found on the front of your American Express and on the back of the Visa and MasterCard.</i>																	
CARDHOLDER'S BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ <small>(IF DIFFERENT FROM ABOVE)</small>																	
CARDHOLDER'S SIGNATURE: _____		CARDHOLDER'S NAME: _____ <small>(PLEASE PRINT)</small>															

***Advance pricing applies only to orders received with full payment prior to the deadline date.**
See each form for their specified deadline date.

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

Third Party Company Name	Contact															
Address	City State Zip															
Phone	Fax Email															
DISCOVER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/>																
ACCOUNT NUMBER																
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																
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CARDHOLDER'S BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ <small>(IF DIFFERENT FROM ABOVE)</small>																
CARDHOLDER'S SIGNATURE: _____	CARDHOLDER'S NAME: _____ <small>(PLEASE PRINT)</small>															

***Advance pricing applies only to orders received with full payment prior to the deadline date.**
See each form for their specified deadline date.



LAS VEGAS EXPO
 COMPLETE SHOW SERVICES

4075 East Post Road
 Las Vegas, NV 89120

Email: customerservice@lvexpo.com
 Phone: (702) 248-6200
 Fax: (702) 248-4113

MATERIAL HANDLING

**ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS.
COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

	MINIMUM CHARGE	ADDITIONAL CHARGE	ESTIMATED CHARGES
ADVANCE WAREHOUSE SHIPMENTS (Straight Time) Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site, delivered to booth, empty storage containers removed (when tagged), returned to booth at close of show, and freight delivered back to the outbound carriers truck at show site. LVE-IT/LAS VEGAS EXPO does not accept PAD WRAPPED SHIPMENTS. All rates are per shipment received. See Show Information for delivery dates.	first 200 pounds \$ 120.00	each additional 100 pounds or a portion of \$ 60.00	\$ _____
SHOW-SITE SHIPMENTS (Straight Time) Crated/boxed exhibit material received at show site, delivered to booth, empty storage containers removed (when tagged), returned to booth at close of show, and freight delivered from booth back to the outbound carrier's truck at show site. All rates are per shipment received. See Show Information for delivery dates.	first 200 pounds \$ 132.00	each additional 100 pounds or a portion of \$ 66.00	\$ _____
OVERTIME FREIGHT (In addition to advance warehouse & show site charges) Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate of: <i>(see specifications below)</i>	first 200 pounds \$ 50.00	each additional 100 pounds or a portion of \$ 25.00	\$ _____
SPECIAL HANDLING (In addition to initial warehouse or show site charges) UPS, FedEx, loose and uncrated exhibit material; van line shipments; material with no cert - certified weights; materials with no inbound documents; and/or materials with no pick point received by LVE-IT/ LAS VEGAS EXPO will be handled at the additional rate of:	first 200 pounds \$ 34.00	each additional 100 pounds or a portion of \$ 17.00	\$ _____
SMALL PACKAGE Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight per shipment is 25lbs. See Show Information for delivery dates.	WAREHOUSE ONLY First Carton \$ 30.00 Each Additional \$ 15.00		\$ _____

NO UPS/FEDEX SHIPMENTS ARE TO BE SENT DIRECTLY TO THE SHOW*

INSTRUCTIONS

*Any UPS/FEDEX shipments sent to showsite will incur additional charges. All shipping charges must be prepaid. LAS VEGAS EXPO (LVE-IT) will refuse freight collect shipments. Materials should be shipped to arrive during published dates to avoid an additional 25% surcharge. Shipments arriving at the LVE-IT warehouse once move in begins will incur and additional 50% surcharge.

OVERTIME

Any shipment delivered to, and/or picked up from show site, by either LAS VEGAS EXPO or your carrier, before 8:00 am or after 5:00 pm, Monday through Friday, and all day Saturday, Sunday, and all holidays. This charge may be applied both inbound and outbound.

FREIGHT RETURNED TO WAREHOUSE FOR PICK UP: See RETURN FREIGHT & STORAGE Form for price.

Formula for estimating freight between 25 lbs and 200 lbs: Round up to minimum 200 lbs

Example: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs = minimum charge of \$ 120.00

Formula to estimate charges over 200 lbs: Number of lbs. Rounded to the next 100 divided by 100 x rate = estimated charges.

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400 divided by 100 = 4 x \$ 60.00 = \$ 240.00

CONTACT INFO

COMPANY
 NAME _____
 CLIENT _____ BOOTH # _____
 NAME _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 EMAIL _____

The PAYMENT AUTHORIZATION FORM must accompany this form.

*** Advance Prices - ORDER EARLY & SAVE MONEY**



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WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, February 6, 2015 - Monday, February 23, 2015

TO: _____

EXHIBITOR NAME

C/O: LVE - IT Vegas/ABF

400 Shrewsbury Road

Jefferson, LA 70121

EVENT: **Insights 2015**

NO. _____ OF _____ PIECES

BOOTH #: _____



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, February 6, 2015 - Monday, February 23, 2015

TO: _____

EXHIBITOR NAME

C/O: LVE - IT Vegas/ABF

400 Shrewsbury Road

Jefferson, LA 70121

EVENT: **Insights 2015**

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Sunday, March 1, 2015 from 4pm-8pm and Monday, March 2, 2015 from 8am-10am

TO: _____

EXHIBITOR NAME

C/O: Las Vegas Expo

Hyatt Regency New Orleans - Storyville Ballroom
601 Loyola Ave.
New Orleans, LA 70113

EVENT: Insights 2015

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Sunday, March 1, 2015 from 4pm-8pm and Monday, March 2, 2015 from 8am-10am

TO: _____

EXHIBITOR NAME

C/O: Las Vegas Expo

Hyatt Regency New Orleans - Storyville Ballroom
601 Loyola Ave.
New Orleans, LA 70113

EVENT: Insights 2015

NO. _____ OF _____ PIECES

BOOTH #: _____

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make the March 2-3, 2015
Hyatt Regency New Orleans
New Orleans, LA

Insights 2015 Conference

The easiest you have attended!

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our
Trade Show Division

800.654.7019
Our Services Include:

Priority handling of your
inbound and outbound
shipments.

Guaranteed expedited air
and ground services.

LTL ground transportation

International transportation



Trust your important trade show
shipment to the leader in exhibition
transportation services



RETURN FREIGHT & STORAGE

RETURN TO WAREHOUSE RATES

Rates include delivery of shipment at close of show to LVE-IT VEGAS warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 200 lbs or more will be charged the following rates with a 1,000 lb minimum.

Drayage to warehouse	\$ 11.00 per 100 lbs
Warehouse handling	\$ 6.00 per 100 lbs

All freight returned to warehouse that is less than 200 lbs will have a flat rate charge of \$50. A LVE Bill of Lading is required to be completed on site at the close of the show for this service.

STORAGE & ACCEPTANCE POLICY

Monthly Storage Rate	\$ 5.00 per 100 lbs
----------------------	---------------------

Monthly storage rate is billed quarterly, at \$ 15.00 per 100 lbs. (1,000 lb minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE-IT VEGAS reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

ADVANTAGES

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipments.
- No Marshalling Yard check-in, or waiting.
- Warehouse facilities and services are located in Las Vegas for year round access.
- 30 days free storage included in LVE-IT VEGAS advance drayage rates.

CONTACT INFO

COMPANY
NAME _____
CLIENT _____ BOOTH # _____
NAME _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

The **PAYMENT AUTHORIZATION FORM** must accompany this form.

**Advance Prices - ORDER EARLY & SAVE MONEY*



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FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

- We will begin accepting freight 30 days prior to move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 7:30 am - 3:00 pm.
No appointments necessary.

HOW DO I LABEL MY FREIGHT?

- The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE-IT VEGAS.
- The specific shipping address for the warehouse is located on the Show Information page.
- It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor kit.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed LVE Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at the Las Vegas Expo Service Center.)
- After materials are packed, labeled, and ready to be shipped, the completed LVE Bill of Lading must be turned in at the Las Vegas Expo Service Center.
- Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.
- For your convenience, the preferred show carrier will be on site to handle outbound transportation.
- You must notify your carrier of the date and times of pick up.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of LAS VEGAS EXPO in its sole discretion. Upon participation of any LAS VEGAS EXPO show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once LAS VEGAS EXPO has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to LAS VEGAS EXPO or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. LAS VEGAS EXPO and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by LAS VEGAS EXPO.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by LAS VEGAS EXPO or its subcontractors and the arrival of the Exhibitors 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. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LAS VEGAS EXPO and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to LAS VEGAS EXPO or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exists.
3. LAS VEGAS EXPO 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 LAS VEGAS EXPO in time to obtain the proper equipment.
4. LAS VEGAS EXPO and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. LAS VEGAS EXPO and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. LAS VEGAS EXPO and its subcontractors are not to be held liable; i. e., LAS VEGAS EXPO does not insure the Exhibitor's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by LAS VEGAS EXPO under paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by LAS VEGAS EXPO, or from the negligence of LAS VEGAS EXPO, its subcontractors or their respective employees. If such loss or damage occurs, the liability of LAS VEGAS EXPO and its subcontractors 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. This amount shall be considered Exhibitor's agreed-upon damages and exclusively remedy.
7. LAS VEGAS EXPO will not be bound to honor any claim or action brought against LAS VEGAS EXPO or its subcontractors more than 60 days after the date of incident.
8. LAS VEGAS EXPO and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
9. The Exhibitor agrees in connection with the receipt, handling, temporary storage and reloading on its freight, that LAS VEGAS EXPO and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of LAS VEGAS EXPO or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LAS VEGAS EXPO or its subcontractors will do so as the Exhibitors, and the Exhibitor accept the responsibility thereof.
10. LAS VEGAS EXPO and its subcontractors shall not be liable for shipments received without receipts, freight bill or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the LAS VEGAS EXPO Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and LAS VEGAS EXPO and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, LAS VEGAS EXPO shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LAS VEGAS EXPO and the Exhibitor agrees to be responsible for payment charges relating to such handling and shipping. LAS VEGAS EXPO assumes no liability as a result of such rerouting or handling.
13. Dry and Cold Storage - Exhibitor stores products at its own risk. LAS VEGAS EXPO assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with LAS VEGAS EXPO or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to LAS VEGAS EXPO for freight handling services or any other services provided by LAS VEGAS EXPO or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay LAS VEGAS EXPO prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against LAS VEGAS EXPO or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.



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SHOW SITE WORK RULES

ATTENTION

UNION JURISDICTION

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR.)

Local Union 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 machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor 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 and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade.show.

An exhibitor may "hand carry" merchandise and "pop ups" only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the hand carry doors. They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading ares. Any unattended vehicle may be towed;
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.



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FIRE & SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

- 1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.**
Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
- 2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.
- 3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.**
This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
- 5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
- 6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
- 8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
- 9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
- 10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
- 11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.**
All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
- 12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
- 13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.**
Crates or raw flammable materials are not to be used as exhibit supports.
- 14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.**
Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
- 15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



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HAND CARRY POLICY

Teamsters Union Local has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

- **This is limited to only ONE exhibitor per booth.**
- **The exhibitor must carry the materials by hand.**
- **The use of wheeled carts or dollies is NOT permitted.**
- **The exhibitor is limited to one trip, one item.**
- **The exhibitor must use the front entrance; the freight doors are NOT allowed.**

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

- **A personal vehicle (POV) is defined as a small passenger car.**
- **You must hire a teamster and cart to unload vehicle.**
- **Entire load must weigh less than 200 pounds to qualify for POV fees.**
- **Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)**
- **Payment must be provided in advance or at the time of service.**

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$ 95.00 - Monday through Friday between 8:00 am and 5:00 pm.

\$ 135.00 - Before 8:00 am or after 5:00 pm, Monday through Friday, and all day Saturday, Sunday, and all holidays.

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access.

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also call LAS VEGAS EXPO's Customer Service Department for assistance on any questions you may have pertaining to material handling at (702) 248-6200.

High-Speed Internet Access Order



Please fax your order to: 504.648.1512 or email to gayla_jones@psav.com

SHOW NAME: _____	PHONE: _____
CLIENT NAME: _____	FAX: _____
ADDRESS: _____	ON-SITE CONTACT: _____
ADDRESS: _____	SHOW DATES: _____
CITY / STATE / ZIP: _____	EMAIL: _____

Cancellation Policy		
Orders canceled less than 48 hours prior to, during or after delivery will be subject to a minimum (1) day charge.		
	Daily Rate per Connection	Quantity
Wired Internet Connection (advance)	\$600	
Wired Internet Connection (on-site)	\$800	
Wireless Internet Connection (advance)	\$150	
Wireless Internet Connection (on-site)	\$250	
VLAN (2 Mbps minimum)	\$2,000	
Network Printer (with Static IP)	\$700	
Secure VPN Access	\$700	

Custom Bandwidth

Call for pricing

Technical Support:

If technical support is required, additional charges may be applied. Technical support is defined as anything over and above the adding of IP addresses, subnet mask, DNS and gateway.

This is a condensed list of the most frequently requested high-speed Internet access services.

Please contact PSAV to discuss your specialized needs and receive a custom quote.

All routers and switchers must be supplied by PSAV.

Additional charges will apply for switchers, hubs, access points, networking equipment, VLAN set-up, and set-up labor.

Please make sure your computers are configured to accept IP addresses.

Due to the incompatibility of some components and our dependency on remote systems, we cannot guarantee access.

Set-up charges for wired lines are applicable regardless of connectivity.

Ordering Instructions:			
Orders must be faxed to 504-648-1512 at least two weeks prior to delivery. Call (504) 613-3720 for ordering info about unlisted items.			
Tax Exemption:			
Unless a sales tax exemption certificate from the <u>State of Louisiana</u> is received, state and local sales taxes will apply.			
Location / Booth #	Installation Date / Time	Disconnect Date / Time	# Days
GRAND TOTAL			

Orders unaccompanied with payment information will not be processed. No credit will be given for unused services which have already been installed. Customer agrees that PSAV and Hyatt Regency New Orleans shall not be liable for, and shall hold PSAV and Hyatt Regency New Orleans harmless from any damages caused by negligence of non-PSAV or Hyatt Regency New Orleans employees and/or from events outside of PSAV & the Hyatt Regency New Orleans control such as strikes, accidents, fires, force majeure, delays, etc. Customer agrees to submit any claims for damages to PSAV before end of rental period or customer waives any right to make a claim.

Authorized Signature: X

Date: _____

Exhibitor AV Equipment Order Form



Please fax your order to: 504.648.1512 or email to gayla_jones@psav.com

SHOW NAME: _____

PHONE: _____

CLIENT NAME: _____

FAX: _____

ADDRESS: _____

ON-SITE CONTACT: _____

ADDRESS: _____

SHOW DATES: _____

CITY / STATE / ZIP: _____

EMAIL: _____

Cancellation Policy

Orders canceled less than 48 hours prior to, during or after delivery will be subject to a minimum (1) day charge.

VIDEO AND COMPUTER DISPLAY (prices below are per day)			COMPUTERS & PRINTERS (prices below are per day)		
EQUIPMENT	COST	QTY	EQUIPMENT	COST	QTY
20" LCD Video & Computer Monitor	\$150.00		Basic Black & White Laser Printer	\$200.00	
32" LCD Video & Computer Monitor	\$275.00				
42" LCD Video & Computer Monitor*	\$350.00		Laptop Computer	\$250.00	
52" LCD Video & Computer Monitor	\$525.00				
60" LCD Video & Computer Monitor*	\$600.00				
70" LCD Video & Computer Monitor*	\$875.00		AUDIO EQUIPMENT		
Floor Stand for 42" and Larger Monitor*	\$50.00		(prices below are per day)		
			EQUIPMENT	COST	QTY
DVD Player or Blu-Ray Player	\$100.00		CD Player	\$85.00	
Projector Stand	\$35.00		2 Speaker Sound System w/ Mixer	\$470.00	
LCD Projector	\$515.00		Wireless Microphone	\$185.00	
Projection Tripod Screen	\$85.00		* Pricing is based on availability, which is limited for these items.		

Ordering Instructions:

To guarantee availability, orders should be faxed to 504-648-1512 at least two weeks prior to delivery.
Call (504) 613-3720 for ordering info about unlisted items.

Tax Exemption:

Unless a sales tax exemption certificate from the State of Louisiana is received, state and local sales taxes will apply.

Location / Booth	Installation Date / Time	Disconnect Date / Time	# Days
<p>Orders unaccompanied with payment information will not be processed. No credit will be given for unused services which have already been installed. Customer agrees that PSAV and Hyatt Regency New Orleans shall not be liable for, and shall hold PSAV and Hyatt Regency New Orleans harmless from any damages caused by negligence of non-PSAV or Hyatt Regency New Orleans employees and/or from events outside of PSAV & the Hyatt Regency New Orleans control such as strikes, accidents, fires, force majeure, delays, etc. Customer agrees to submit any claims for damages to PSAV before end of rental period or customer waives any right to make a claim.</p>	LABOR, LOSS / DAMAGE WAIVER, AND TAX APPLIES TO ALL ORDERS		
	EQUIPMENT TOTAL		
	AV SET/STRIKE LABOR \$85/hr. (2-Hr Min)		
	LOSS / DAMAGE WAIVER 8% (on Total)		
	TAX 11% (on Total)		
	TOTAL		

Authorized Signature: X

Date: _____



PARTNERS IN SHOW™



Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: 3698 Property Name: Hyatt Regency New Orleans

Credit Card Type: American Express _____ Discover _____ MasterCard _____ Visa _____

Credit Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____ Zip Code (REQUIRED): _____

(Only numeric portion required)

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 9, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

SHOW NAME: **INSIGHTS 2015 / MARCH 2, 2015**

COMPANY NAME:		BOOTH#:
ADDRESS:		BOOTH SIZE X
CITY/STATE/ZIP:		CUSTOMER #
PHONE #:	EXT.:	FAX #:
SIGNATURE:		PRINT NAME:
CONTACT'S E-MAIL		
E-MAIL FOR INVOICE		<input type="checkbox"/> CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (407672) on your remittance.

☐ **BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

☐ **CREDIT CARD**

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 show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS**

☐ **MASTER CARD**

☐ **VISA**

FREEMAN NOW ACCEPTS DEBIT CARDS

Account No.:

Exp. Date:

Cardholder Name (Print):

Signature:

Cardholder Billing Address:

City/State/Zip:

ENTER TOTALS HERE

ELECTRICAL

GRAND
TOTAL

- Orders received without payment or after the discount price deadline date will be charged at the standard price.

FREEMAN method of payment

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

INSIGHTS 2015 / MARCH 2, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ UTILITIES

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN third party authorization

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 9, 2015**

**INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER**

SHOW NAME: **INSIGHTS 2015 / MARCH 2, 2015**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

110 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
5 Amp / 500 Watts	_____	_____	107.50	161.25 = \$	_____
10 Amp / 1000 Watts	_____	_____	164.25	246.50 = \$	_____
15 Amp / 1500 Watts	_____	_____	192.50	288.75 = \$	_____
20 Amp / 2000 Watts	_____	_____	220.75	331.25 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for all 208V Connections)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	226.50	339.75 = \$	_____
15 Amp	_____	_____	283.00	424.50 = \$	_____
20 Amp	_____	_____	339.75	509.75 = \$	_____
Over 20 Amp.....	Please call for quote @ 504-731-6137				

208 VOLT 3 PHASE (Labor Required for all 208V Connections)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	339.75	509.75 = \$	_____
Over 10 Amp.....	Please call for quote @ 504-731-6137				

EQUIPMENT (Power not included)

Extension Cords - 25'	_____	28.05	42.75 = \$	_____
Power Strip (15 amp rated)	_____	28.50	42.75 = \$	_____

- Freeman will not be responsible for power failures or voltage fluctuations
- Special Service or wiring into equipment will be charged at the prevailing labor rate
- If you have electrical requirements or have questions regarding electrical, please call your Exhibitor Services Representative at 504-731-6137.

LABOR (Minimum 1 hour charge)

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
FEBRUARY 9, 2015

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact FreemanNewOrleansES@freemanco.com.

TOTAL COST

Outlet(s)**	\$	_____
Equipment**	+	\$ _____
**11% Tax	+	\$ _____
Labor*	+	\$ _____
*2% Tax	+	\$ _____
GRAND TOTAL	\$	_____

FREEMAN electrical

ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

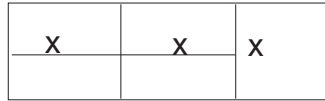
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

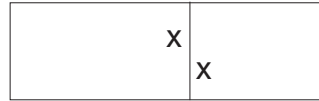
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle)



IN-LINE BOOTHS / PENINSULA

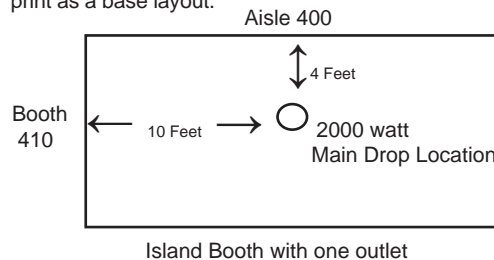


BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

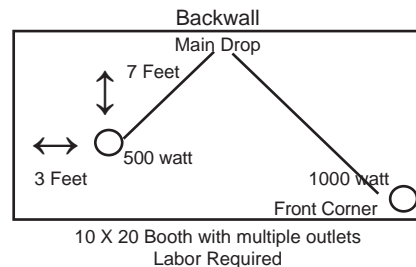
Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 9, 2015

INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER

NAME OF SHOW: **INSIGHTS 2015 / MARCH 2, 2015**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)
Overtime - Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$ 84.25	\$ 118.00
Electrician - OT	\$ 126.50	\$ 177.25
Scissor Lift w/crew - ST	Price Available Per Request	
Scissor Lift w/crew - OT	Price Available Per Request	
Condor w/crew - ST.....	Price Available Per Request	
Condor w/crew - OT.....	Price Available Per Request	
Forklift w/operator - ST.....	Price Available Per Request	
Forklift w/operator - OT.....	Price Available Per Request	
Man Cage	Price Available Per Request	
Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.		

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

Labor Request

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ Lift Type _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

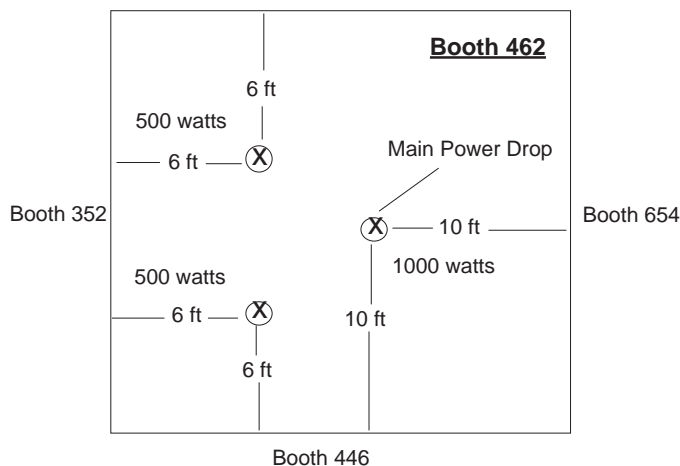
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact us at FreemanNewOrleansES@freemanco.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

FREEMAN electrical services usage guide