

TABLES • CHAIRS • WASTEBASKETS • SHELVES • GRIDWALLS • LITERATURE RACKS • COUNTERS • STOOLS • EASELS • GARMENT RACKS
BAG RACKS • CUSTOM SIGNS • SIGN HOLDERS • HANGING SIGNS • SHOWCASES • PEGBOARDS • TACKBOARDS • CARPET • BOOTH CLEANING
LITERATURE RACKS • COUNTERS • STOOLS • CHAIRS • WASTEBASKETS • SHELVES • GRIDWALLS • EASELS • GARMENT RACKS • TABLES
PEGBOARDS • TACKBOARDS • BOOTH CLEANING • CARPET • HANGING SIGNS • SHOWCASES • BAG RACKS • CUSTOM SIGNS • SIGN HOLDERS
CHAIRS • WASTEBASKETS • SHELVES • GRIDWALLS • LITERATURE RACKS • COUNTERS • STOOLS • EASELS • GARMENT RACKS • TABLES
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LAS VEGAS EXPO

COMPLETE SHOW SERVICES

Big Industry Show

April 14-15, 2015
Denver Mart - Denver, CO

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Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

SHOW INFORMATION

Welcome to Denver and the Big Industry 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.

BOOTH EQUIPMENT

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 NOT 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).

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

- One - Wastebasket
- One - Identification Sign
- One - Draped Table
- Two - Side Chairs

INSTALLATION

Exhibitors may begin set up:

Monday, April 13, 2015 from 12:00pm-8:00pm Tuesday, April 14, 2015 at 7:00am

All exhibits must be set by:

Tuesday, April 14, 2015 at 10:00am

EXHIBIT HOURS

Tuesday	April 14, 2015	11:00am-7:00pm
Wednesday	April 15, 2015	11:00am-7:00pm

DISMANTLE

Dismantle of exhibits may begin:

Wednesday, April 15, 2015 at 7:00pm

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

Wednesday, April 15, 2015 at 8:00pm

All exhibit materials must be cleared from the facility by:

Wednesday, April 15, 2015 at 8:30pm

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
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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 Monday, March 9, 2015 to the warehouse address below. No shipment will be refused; however, any shipment received after Monday, April 6, 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.

**Big Industry Show
Exhibiting Company Name
Booth #
c/o LVE - IT Vegas / SEKO
5055 Lima Street
Denver, CO 80239**

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 Monday, April 13, 2015 from 12:00pm-6:00pm at the address below. DO NOT ship your materials to arrive prior to this date. 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.

**Big Industry Show
Exhibiting Company Name
Booth #
c/o Las Vegas Expo
Denver Mart - Pavilion
451 East 58th Ave. Ste. 4270
Denver, CO 80216**



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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

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



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SHOW INFORMATION

TELEPHONE

Telephone services may be obtained from Denver Mart.
(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.



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Denver Mart - Denver, CO

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.



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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
		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.



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ACCESSORY ORDER

		QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
ACCESSORIES	WASTEBASKET		25.00	32.00	
	EASEL		60.00	79.00	
	BAG RACK		81.00	106.00	
	GARMENT RACK		94.00	122.00	
	WATERFALL CLOTHING RACK 4 - ARM		156.00	203.00	
	LITERATURE RACK (free standing)		94.00	122.00	
	SIGN HOLDER 22" x 28"		104.00	135.00	
	TABLE TOP RISER 8"H x 4' L		77.00	100.00	
	GLASS SHOWCASE 4'L Full View / 1/2 view*		411.00	534.00	
	GLASS SHOWCASE 6'L Full View / 1/2 view*		572.00	744.00	
	TACKBOARD 4' x 6' vertical		219.00	284.00	
	TACKBOARD 4' x 6' horizontal		192.00	250.00	
	GRID 2' x 8' NO legs		99.00	128.00	
	GRID 2' x 8' with legs		99.00	128.00	
	16" WATERFALL ARM FOR GRID		26.00	34.00	
	GRID HOOKS		8.00	10.00	
	3' HIGH DRAPE - BLACK (price per foot)	ft	24.00	31.00	
	8' HIGH DRAPE - BLACK (price per foot)	ft	26.00	34.00	
	8' UPRIGHT POLE WITH BASE (no drape)		36.00	47.00	
6' - 10' TELESCOPIC ROD (no drape)		36.00	47.00		

*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.

*** Advance Prices - ORDER EARLY & SAVE MONEY
Up to a 30% increase applies to ALL orders received without payment and after the DEADLINE DATE.**



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**DISCOUNT DEADLINE
March 30, 2015**

Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

CARPET ORDER

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
STANDARD	9' x 10' *	166.00 each	215.00 each	
	9' x 20' *	333.00 each	435.00 each	
	9' x 30' *	499.00 each	658.00 each	
	9' x 40' *	664.00 each	863.00 each	
* MUST SELECT COLOR OPTION BELOW				

	QUANTITY	ADVANCE PRICE*	REGULAR PRICE	TOTAL
CUSTOM	Price is per square foot MINIMUM ORDER is 100 Sq. Feet	4.26 per sq ft	5.30 per sq ft	

COLORS

*** 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	1.66 per sq ft	1.92 per sq ft	
	VISQUEEN - 100 sq ft increments	1.04 per sq ft **	.85 per sq ft **	
	DOUBLE FACE TAPE	21.00 per roll **	21.00 per roll **	
	CLEAR TAPE	10.00 per roll **	21.00 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 _____

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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 10'x10'	TOTAL
	ONE-TIME Booth Cleaning/Vacuuming (per 10'x10' space)	71.00	93.00	\$ _____	X 1	X _____ =	\$ _____
DAILY Booth Cleaning/Vacuuming (per 10'x10' , per day, each day of event)	67.00	86.00	\$ _____	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	161.00	208.00
1,001 to 3,000 square feet	2	X	192.00	244.00	
3,001 and above	2	X	281.00	359.00	

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.

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CUSTOM SIGN ORDER

Qty	Size (10 words or less, Black Type)	Advance Price*	Regular Price	Total
	7" x 11"	42.00**	84.00**	
	7" x 44"	47.00**	94.00**	
	11" x 14"	77.00**	101.00**	
	14" x 22"	97.00**	128.00**	
	22" x 28"	126.00**	160.00**	
	28" x 44"	184.00**	238.00**	

Other sizes quoted upon request.

Qty	Optional Services	Advance Price*	Regular Price	Total
	Over 10 words (per word)	4.00**	8.00**	
	Color show card (per sign)	15.60**	31.00**	
	Easel Back (per sign)	10.00**	20.80**	

****Please apply 8.10% sales tax to your total.**

Special artwork, trademarks, logos, graphics, and banners, quoted upon request. Special orders must be submitted in either Adobe or EPS format, or you will incur an additional \$35.00 charge to convert to that format. Please call for information.

Indicate sign copy here (print or type)
or attach sign copy

CHOOSE STYLE:

Horizontal

Vertical

Cancellation Policy

- 100% Charge for cancellation after order is placed.

- 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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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			\$97.00 per hour
OVER TIME - One Hour Minimum			\$145.00 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)			\$234.00 per hour
JLG/SNORKEL 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 \$57.00)

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 server 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 labor 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 _____

<p>The PAYMENT AUTHORIZATION FORM <u>must</u> accompany this form.</p> <p>* Advance Prices - ORDER EARLY & SAVE MONEY Up to a 30% increase applies to ALL orders received without payment and after the DEADLINE DATE.</p>
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RENTAL BOOTH

PACKAGE A - 10' X 10'



INCLUDES:

- 10' 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 - \$ 1,607.00

AFTER DEADLINE - \$ 2,023.00

PANEL COLOR OPTION

Please supply _____ (Quantity) Package A - 10'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.

*** Advance Prices - ORDER EARLY & SAVE MONEY
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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

**DISCOUNT DEADLINE
 March 30, 2015**

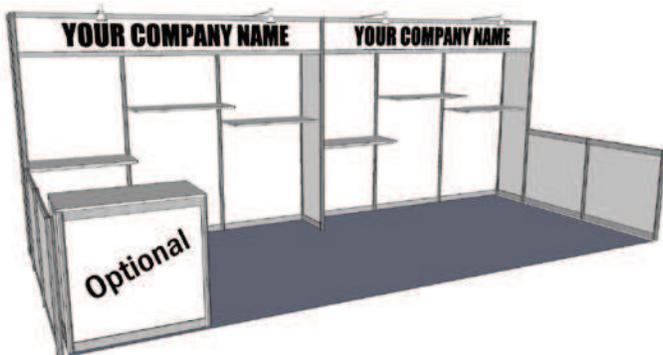
Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

RENTAL BOOTH

PACKAGE B - 10' X 20'



INCLUDES:

- 10' 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

PANEL COLOR OPTION

Please supply _____ (Quantity) Package B - 10'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 _____
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DISCOUNT DEADLINE
March 30, 2015

Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

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: _____



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March 30, 2015**

Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

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 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)

CREDIT CARD AUTHORIZATION

***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 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)

CREDIT CARD AUTHORIZATION

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Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

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 \$ 166.00	each additional 100 pounds or a portion of \$ 83.00	\$ _____
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 \$ 171.00	each additional 100 pounds or a portion of \$ 85.00	\$ _____
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 \$ 56.00	each additional 100 pounds or a portion of \$ 28.00	\$ _____
SPECIAL HANDLING (In addition to initial warehouse or show site charges) UPS, FedEx, loose and uncrated exhibit material; van line shipments; material with no 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 \$ 48.00	each additional 100 pounds or a portion of \$ 24.00	\$ _____
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 \$ 34.00 Each Additional \$ 17.00		\$ _____

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 \$ 166.00

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 \$ 83.00 = \$332.00

CONTACT INFO

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

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VEGAS

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 9, 2015 - Monday, April 6, 2015

TO: _____

EXHIBITOR NAME

C/O: LVE - IT Vegas/SEKO

5055 Lima Street

Denver, CO 80239

EVENT: Big Industry Show _____

NO. _____ OF _____ PIECES

BOOTH #: _____



VEGAS

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 9, 2015 - Monday, April 6, 2015

TO: _____

EXHIBITOR NAME

C/O: LVE - IT Vegas/SEKO

5055 Lima Street

Denver, CO 80239

EVENT: Big Industry Show _____

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, April 13, 2015 from 12:00pm-6:00pm

TO: _____

EXHIBITOR NAME

C/O: Las Vegas Expo

Denver Mart - Pavilion
451 East 58th Ave.
Denver, CO 80216

EVENT: Big Industry Show _____

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, April 13, 2015 from 12:00pm-6:00pm

TO: _____

EXHIBITOR NAME

C/O: Las Vegas Expo

Denver Mart - Pavilion
451 East 58th Ave.
Denver, CO 80216

EVENT: Big Industry Show _____

NO. _____ OF _____ PIECES

BOOTH #: _____

Big Industry Show

April 14-15, 2015

Denver Mart - Denver, CO

HANGING SIGN

NON ELECTRIC SIGNS WEIGHING LESS THAN 200 LBS

USE HANGING SIGN LABEL FOR SHIPPING

EQUIPMENT & LABOR TO HANG SIGNS

(Prices below are per sign. 1 hour min each sign)

DESCRIPTION OF SERVICES	ADVANCED RATE	LATE ORDER RATE	EST HOURS	EST COST
Labor In - Condor and 2 Laborers	475.00 per hour / per sign	650.00 per hour / per sign		
Labor Out - Condor and 2 Laborers	475.00 per hour / per sign	650.00 per hour / per sign		
Additional Sign Labor - Straight Time	79.50 per hour / per sign	95.00 per hour / per sign		
Additional Sign Labor - Overtime	130.00 per hour / per sign	150.00 per hour / per sign		

Minimum charge for hanging sign crew is one hour. Work exceeding the one-hour minimum will be charged in 1/2 hour increments. Rates are for the condor crew only. Labor to assemble the sign will be billed at the appropriate hourly rate. Dismantle charges ("Labor Out") are billed at 1/2 of the installation time for condor crew, and is automatically applied to your invoice. Minimum of 1 hour.

SIGN INFORMATION

Preferred Date _____ Preferred Installation Time _____
 Proceed with Sign Installation without Supervisor?
 Yes No
 Number of feet from floor to bottom of sign _____

DIMENSIONS & WEIGHT OF SIGN

Height: _____ Height: _____
 Width: _____ Width: _____

TYPE OF SIGN

(Only signs under 200 lbs & non-electric)

- Banner Metal 1 sided
 Grommets Wood 2 sided
 Structural Other _____

SHAPE OF SIGN

- Square Triangle Circle
 Rectangle Other _____

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed.

LOCATION OF SIGN

Please fill in the booth numbers of all neighboring booths.

Booth # _____ Feet in from BACK aisle

LEFT SIDE BACK SIDE RIGHT SIDE

Booth # _____ Booth # _____

Feet in from LEFT aisle _____ Feet in from RIGHT aisle _____

FRONT SIDE

Booth # _____ Feet in from FRONT aisle

SIGNS MUST INCLUDE

- Blueprints or drawings with detailed information that must include orientation in booth, pick points for hanging, and assembly instructions.
- Materials to hang signs will be billed accordingly.

Cancellation Policy

- Written cancellation must be received 48 hours prior to exhibitor move in or a cancellation charge of 50% of original order will be applied.
- All on-site cancellations will be charged 100% of original order.

CONTACT INFO

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

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DISCOUNT DEADLINE
March 30, 2015



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Monday, March 9, 2015 - Monday, April 6, 2015

TO: _____

EXHIBITOR NAME

LVE - IT Vegas/SEKO

5055 Lima Street

Denver, CO 80239

C/O:

EVENT: Big Industry Show

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Monday, March 9, 2015 - Monday, April 6, 2015

TO: _____

EXHIBITOR NAME

LVE - IT Vegas/SEKO

5055 Lima Street

Denver, CO 80239

C/O:

EVENT: Big Industry Show

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

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

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WE DELIVER
LOCAL & WORLDWIDE



EXCEPTIONAL SERVICE
ON TIME & DAMAGE FREE

LVE Logistics can meet virtually any transit and delivery requirement, to and from the show. As a respected trade show company, we leverage our buying power with our extensive list of carriers and partners. This ensures that we can fulfill any of your transportation needs at deeply discounted rates. Using our official carriers gets you and your freight official service at the show site. This also means no wait time.

We provide the full selection of small parcel and freight services. They include: next flight out, next day, second day, third day, economy, truckload or even air charter. LVE Logistics can also handle shipments anywhere in the world, not just to and from our show.

FOR IMMEDIATE SERVICE, CALL US AT
702.429.5898

ASK ABOUT OUR EXCLUSIVE SHOW RATES

SEND EMAIL ABOUT INQUIRIES TO
INFO@LVELOGISTICS.COM

ASK US ABOUT OUR STORAGE RATES AND NATIONWIDE WAREHOUSE NETWORK



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.



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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:

\$ 114.00 - Monday through Friday between 8:00 am and 5:00 pm.

\$ 140.00 - 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.



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 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. 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 exist.
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 Exhibitor, 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 transit 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 contact 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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Electrical Service Order Form

Event Name _____ Event Date _____ Booth Number _____
 Company _____ Phone Number _____ Fax Number _____
 Address _____ City _____ State _____ Zip _____
 Ordered by _____ Title _____ Email _____
 Signature _____ Date _____

Service Requested	Amps. Max.	Watts Max.	Quantity	10 Business Days Before Event	Less than 10 Business Days Before Event	Day of/On Site Floor Rate	Total
110 Volts	5	500		\$60.00	\$85.00	\$120.00	
110 Volts	10	1,000		\$70.00	\$90.00	\$140.00	
110 Volts	15	1,500		\$80.00	\$95.00	\$160.00	
110 Volts	20	2,000		\$90.00	\$100.00	\$180.00	
208v Single Phase	10	---		\$130.00	\$230.00	\$260.00	
208v Single Phase	20	---		\$160.00	\$260.00	\$320.00	
208v Single Phase	30	---		\$190.00	\$290.00	\$380.00	
208v Three Phase	10	---		\$170.00	\$270.00	\$340.00	
208v Three Phase	20	---		\$200.00	\$300.00	\$400.00	
208v Three Phase	30	---		\$230.00	\$330.00	\$460.00	

Total Due:

IMPORTANT POLICY

DUE TO ELECTRICAL REGULATIONS, ALL ELECTRICAL HOOKUPS MUST BE PERFORMED BY A QUALIFIED ELECTRICIAN. **The Denver Mart DOES NOT supply extension cords.** All extension cords MUST BE three-prong grounded type.

When ordering 208-volt service, the exhibitor must provide the male and female connectors. The electrical service is provided to a disconnect box and includes ONLY wiring of the female plug with pigtail to the disconnect. Any additional wiring to the equipment or elsewhere will be charged as labor at current rates with a one-hour minimum by our electrical contractor. Payment must be made at the time of service.

Any special requirements, such as electrical service not listed above, etc., must be ordered immediately upon receipt of this form. Please include the specific information as to 1) VOLTAGE, 2) AMPERAGE, and 3) TOTAL NUMBER OF LINES REQUESTED. Also include a copy of the electrical specifications for the machine(s) you wish to be connected. For large booths, please include a sketch illustrating the location desired for each outlet. Although every effort will be made to comply with your exact requirements, the Mart reserves the right to make modifications in the location to be compatible with the overall electrical system.

The Denver Mart reserves the right to limit, reduce and/or discontinue electrical service to any exhibitor or booth(s) to prevent electrical hazard and/or maintain human safety.

CHECK OR MONEY ORDER (MADE PAYABLE TO THE DENVER MART) OR CREDIT CARD INFORMATION MUST ACCOMPANY THIS FORM.

RETURN NO LATER THAN 10 BUSINESS DAYS PRIOR TO EVENT

VISA MASTERCARD AMERICAN EXPRESS AMOUNT \$ _____

Cardholder Name _____ CVV# _____
(3-4 digit security code)

Card# _____ Exp. Date _____

Billing Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

I, the cardholder, authorize the amount specified above be charged to my credit card.

RETURN TO:
 The Denver Mart
 Attn: Debbie Reed
 451 East 58th Avenue, Suite 4270
 Denver, CO 80216-8470
FAX FORM TO: 303.531.6976
Debbie@denvermart.com

PLEASE NOTE:
 Electrical service other than listed above will be priced on request, please contact DEBBIE REED at 303.292.6278 ext. 5202.

Telephone Service Order Form

- > **service must be ordered in advance (15 business days prior to move-in).**
- > telephone service is available in your booth at the Mart Pavilion building, Expo building and Plaza buildings.
- > floor orders will not be available.
- > all long-distance calls must be placed by using your phone card, credit card, collect or third-party billing.
- > all telephone orders must be accompanied by payment with a separate check or credit card information.

request for telephone service:	advance	less than 15 business days
Install Single Line Service (Expo Building)	\$200	\$350
Install Single Line Service (Plaza Building)	\$250	\$400
Install Single Line Service (Pavilion Building)	\$250	\$400
Total check or money order enclosed*	\$ _____	\$ _____

*Forms received without a check or money order or credit card information will be returned

event name _____ event date _____

company name _____ booth number _____

address _____

city _____ state _____ zip _____

phone number _____ fax number _____ email _____

ordered by _____

title _____

signature _____ date _____

CHECK OR MONEY ORDER (MADE PAYABLE TO THE DENVER MART) OR CREDIT CARD INFORMATION MUST ACCOMPANY THIS FORM.

RETURN NO LATER THAN 15 BUSINESS DAYS PRIOR TO EVENT

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS	AMOUNT \$ _____
Cardholder Name _____		CVV# _____ <i>(3-4 digit security code)</i>	
Card# _____		Exp. Date _____	
Billing Address _____	City _____	State _____	Zip _____
Signature _____		Date _____	

I, the cardholder, authorize the amount specified above be charged to my credit card.

RETURN TO

The Denver Mart
Attention: Event Sales Department
451 East 58th Avenue, Suite 2490
Denver, CO 80216-8470
FAX FORM TO: 303.297.8473
Traci@denvermart.com

QUESTIONS?

Call 303.292.6278

DENVER MART OFFICE USE ONLY
phone # assignment _____