

LAS VEGAS EXPO

COMPLETE SHOW SERVICES

TABLE OF CONTENTS

3-5	Show Information Facts
6	Dear Exhibitor
7	Payment Authorization
8	Furniture
9	Accessories
10	Carpet
11	Custom Signs
12	Booth Cleaning
13	Display Labor
14-15	Rental Booths
16-17	Work Authorization & Third Party Authorization
18	Material Handling
19	Shipping Labels (warehouse)
20	Preferred Carrier (LVE Logistics)
21	Freight Storage
22	Frequently Asked Questions
23-25	Rules & Regulations
26	Hand Carry Policy
27-40	Gaylord Palms Resort Exclusive Order Forms (Electrical, Internet, Telephone, Audio Visual, etc)

SHOW INFORMATION

Welcome to Florida and the INSIGHTS 2016 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 8' x 10' inline booth will consist of:

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

INSTALLATION

Exhibitors may begin set up:

Saturday, February 20, 2016 4:00pm - 8:00pm Sunday, February 21, 2016 6:00am - 11:00am

All exhibits must be set by:

Sunday, February 21, 2016 at 11:00am

EXHIBIT HOURS

Sunday	February 21, 2016	12:15pm - 3:00pm	
		6:00pm - 9:00pm	Cocktail Reception
Monday	February 22, 2016	12:00pm - 3:00pm	
	Dinner & Awards Banquet	7:00pm-11:00pm	Closing Reception

DISMANTLE

Dismantle of exhibits may begin:

Monday, February 22, 2016 at 3:00pm

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

Monday, February 22, 2016 at 5:00pm

All exhibit materials must be cleared from the facility by:

Monday, February 22, 2016 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, January 22, 2016 to the warehouse address below. No shipment will be refused; however, any shipment received after Friday, February 12, 2016 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 inbound shipments must be sent to the warehouse**
- **Shipments sent directly to the show will incur a 100% surcharge to the warehouse receiving rates.**

Warehouse shipping address:

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

INSIGHTS 2016

Exhibiting Company Name

Booth #

c/o LVE - IT Vegas/Freight Force/Distributor Transport

1025 Jetstream Drive

Orlando, FL 32824

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.

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 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 in the Hand Carry Policy form included in this kit.



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

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

Gaylord Palms Resort & Convention Center will handle all electrical requirements.
(See enclosed electrical order form).

TELEPHONE & INTERNET

Telephone and internet services may be obtained from Gaylord Palms Resort & Convention Center.
(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 successful event. Please feel free to contact us at (702) 248-6200 or via e-mail at customerservice@lvexpo.com.

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

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 information 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
		*FREIGHT/SHIPPING
		OTHER EXPO SERVICES
TOTAL (if received by deadline date)	TOTAL (if received after deadline date)	

*All freight/shipping charges will show on your credit card statement as EliteXPO.

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**
Up to a 30% increase 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.

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

DISCOUNT DEADLINE
February 5, 2016

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	

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	1.30 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**
Up to a 30% increase applies to ALL orders
received without payment and after the
DEADLINE DATE.

CUSTOM SIGN ORDER

Qty	Size (10 words or less, Black Type)	Advance Price*	Regular Price	Total
	7" x 11"	40.00**	80.00**	
	7" x 44"	45.00**	90.00**	
	11" x 14"	56.00**	112.00**	
	14" x 22"	65.00**	130.00**	
	22" x 28"	85.00**	170.00**	
	28" x 44"	120.00**	240.00**	

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)	15.00**	30.00**	
	Easel Back (per sign)	10.00**	20.00**	

****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.**

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

DISCOUNT DEADLINE
February 5, 2016

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**
 Up to a 30% increase applies to ALL orders received without payment and after the DEADLINE DATE.

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 NOT AVAILABLE			

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**
 Up to a 30% increase applies to ALL orders received without payment and after the DEADLINE DATE.

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.

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



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

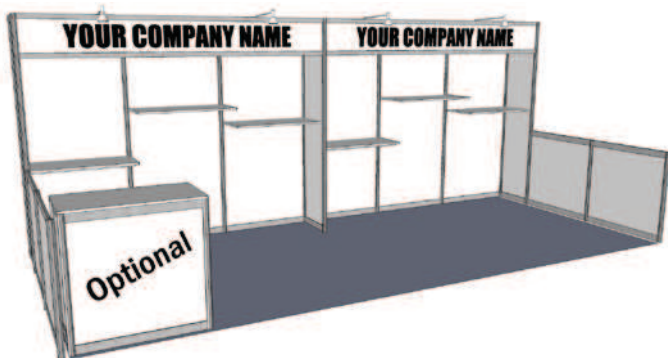
4075 East Post Road
Las Vegas, NV 89120

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

DISCOUNT DEADLINE
February 5, 2016

RENTAL BOOTH

PACKAGE B - 8' X 20'



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

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 _____ BOOTH # _____
NAME _____
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.**

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>																	
<table border="1"> <tr> <td>SECURITY CODE *REQUIRED</td> <td>EXPIRATION DATE</td> </tr> <tr> <td></td><td></td> </tr> </table>			SECURITY CODE *REQUIRED	EXPIRATION DATE													
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>																
<table border="1"> <tr> <td>SECURITY CODE *REQUIRED</td> <td>EXPIRATION DATE</td> </tr> <tr> <td></td><td></td> </tr> </table>		SECURITY CODE *REQUIRED	EXPIRATION DATE													
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.

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	\$ _____
OVERTIME FREIGHT (In addition to advance warehouse charges) Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond 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 certified weights; materials with no inbound documents; and/or materials with no pick points received by LVE-IT / LAS VEGAS EXPO will 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 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 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.



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



VEGAS

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, January 22, 2016 - Friday, February 12, 2016

TO: _____

EXHIBITOR NAME

C/O: LVE - IT Vegas/Freight Force/Distributor Transport

1025 Jetstream Drive

Orlando, FL 32824

EVENT: **INSIGHTS 2016** _____

NO. _____ OF _____ PIECES

BOOTH #: _____



VEGAS

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, January 22, 2016 - Friday, February 12, 2016

TO: _____

EXHIBITOR NAME

C/O: LVE - IT Vegas/Freight Force/Distributor Transport

1025 Jetstream Drive

Orlando, FL 32824

EVENT: **INSIGHTS 2016** _____

NO. _____ OF _____ PIECES

BOOTH #: _____

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



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 _____

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.



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

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's 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.



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 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 area. 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.



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

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.



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

HAND CARRY POLICY

Teamsters Union Local # 631 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.



Greetings Exhibitors,

We're proud to have been selected by Insights 2016 as the host facility for your upcoming trade show, held February 22-23, 2016.

In 2007, Gaylord Palms Resort was named a **Certified Green Lodging facility** by the state of Florida. In addition, we have launched a new ongoing initiative, called "GET Green" to identify and spearhead ways to lessen our environmental impact.

As part of this program, we measure energy consumption, water use and waste, setting targets for continuous reductions in these areas. We invite you to join us in protecting the environment by utilizing the programs in place.

During your trade show, you will have opportunities to help with the following:

- ♻️ Cardboard recycling
- ♻️ Paper recycling
- ♻️ Plastic recycling
- ♻️ Towel & linen reuse program in guest rooms
- ♻️ Surplus "show floor" donations to local charities

For more information about these exhibitor-specific programs, please contact your Gaylord Palms Exhibit Hall Floor Manager, by calling 407-586-2234. For details about Gaylord Palms' "Eco-Logical" programs, please visit www.gaylordhotels.com/getgreen.

Conveniently stay connected to the dining options and amenities available during your trade show at Gaylord Palms with our iPhone app, available for download at www.gaylordhotels.com.

Sincerely,

Suzette Cruz
Exhibit Hall Floor Manager
Gaylord Palms Resort & Convention Center



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord Palms Resort & Convention Center
Attn: Exhibit Service Representative
3208 Gaylord Way, Kissimmee, Florida 34746
407-586-2234 Fax 407- 586-2279
GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE – February 5, 2016

- ❖ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. Checks and cash are not accepted. All pricing is subject to change without notice.
- ❖ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- ❖ In accordance with the Osceola County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- ❖ The Gaylord Palms Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- ❖ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.
- ❖ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- ❖ Stick-on decals (except name tags) may not be distributed or used in the convention center.
- ❖ Holes may not be drilled or punched into any surface in the convention center.
- ❖ The painting of exhibits or signs is not allowed inside the convention center.
- ❖ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any painted surface in the convention center.
- ❖ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- ❖ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. All tape is to be removed from the floor at the end of the event.
- ❖ The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- ❖ Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Osceola County Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- ❖ The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- ❖ Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- ❖ Multi-level exhibit booths or any covered exhibit booths over 300 sq ft must be protected by an automatic extinguishing system. In accordance with the Life Safety Code subject to the approval of the Fire Marshall, booth may be attended and protected by Osceola County Emergency Services Fire Watch Personnel in lieu of automatic sprinkler requirements. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Two sets of drawings, signed and sealed by a licensed engineer must be submitted for approval. Cost of fire watch personnel is determined by Osceola County Fire and Rescue. Contact the Fire Marshall's office for more information at 407-742-6200 or visit: <http://www.osceola.org/index.cfm?lsFuses=Department/FireMarshal/36748>.
- ❖ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Osceola County Fire and Rescue Services.
- ❖ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord Palms Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact FED EX. The Official Service Contractor material handling includes unloading your exhibit material, storage up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and the removing of material from the booth for reloading onto outbound carriers. Please call your Official Service Contractor with any shipping questions.
- ❖ FED EX provides Executive Shipping Solutions and can be contacted at 407.586.2599.
- ❖ **GUIDELINES FOR ALL CARPETED AREAS**
- ❖ The following policy and procedure will be in effect for all areas of the hotel with existing carpet.
- ❖ Gaylord Palms Resort does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- ❖ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- ❖ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- ❖ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- ❖ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and concrete floors.

**CREDIT CARD AUTHORIZATION FORM**

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2234 Fax 407-586-2279
 GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - February 5, 2016

Event Name: Insights 2016 Event Dates: February 22-23, 2016
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

I certify that all information is complete and accurate. I hereby authorize Gaylord Palms Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS/CB, JCB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. **Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay of any additional services either in advance or on-site.

Print Name: _____ Signature: _____

RATE INFORMATION AND APPROVED CHARGES - Required

☐ All Charges ☐ Network/Telecommunications ☐ Electrical/Utility Services (labor and materials) ☐ Food and Beverage ☐ Security Services ☐ Floral

CARDHOLDER INFORMATION – Required

☐ Amex ☐ Visa ☐ MasterCard ☐ Discover ☐ Diners/CB ☐ JCB

Name as it appears on the credit/debit card: _____

Issuing Bank: _____ Phone: _____

Credit Card Number: _____ Exp. Date: _____

Address (statement): _____

City, State, Zip _____

Phone Number: _____ Fax or Alternative Number: _____

Email Address for Receipt: _____

Cardholders Name (printed): _____

Cardholder Signature: _____ Date: _____



ELECTRICAL/UTILITY SERVICES

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2234 Fax 407-586-2279
 GPEXhibits@gaylordhotels.com
ADVANCE PRICE DEADLINE - February 5, 2016

Event Name: Insights 2016 Event Dates: February 22-23, 2016

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. **Checks and cash are not accepted.**
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
- All equipment and services are subject to a 7% sales tax.

SCALED FLOOR PLANS - A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord Palms Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. All power provided is 24 hour. For your convenience, the Gaylord Palms Resort & Convention Center will staff a service desk during exhibitor set-up.

WATER AND DRAINAGE - Water - Hotel supplies 1/2" male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. **Drainage** - Depending on location of exhibit, a pump may be required at an additional cost.

EQUIPMENT - All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord Palms Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted.

Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 3 wire, grounded type.

ELECTRICAL LABOR

Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

LABOR RATES:

Mon - Fri: 8:00a.m. To 5:00p.m. \$100.00
 Mon - Fri: 5:00p.m. To 8:00a.m. \$155.00
 Sat, Sun and all recognized holidays \$155.00

Labor will be billed at the end of the show.

ELECTRICAL CONNECTIONS

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

Each outlet is considered one actual plug in.

*** All equipment utilizing nominal 208 voltages must have appropriate male plug. Please list (NEMA) No.**

NOTE: Labor and materials will be billed at the end of the show. All pricing is subject to change without notice.

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____

VOLTS	MAX WATTS	AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	4	Single	\$175.00	\$251.00		\$
120	1,000	8	Single	\$205.00	\$293.00		\$
120	1,500	12	Single	\$241.00	\$345.00		\$
120	2,000	20	Single	\$285.00	\$408.00		\$
*208	3,300	20	Single	\$338.00	\$481.00		\$
*208	5,700	20	Three	\$482.00	\$689.00		\$
*208	5,000	30	Single	\$456.00	\$652.00		\$
*208	8,600	30	Three	\$678.00	\$968.00		\$
*208	9,900	60	Single	\$963.00	\$1,374.00		\$
*208	17,000	60	Three	\$1,389.00	\$1,984.00		\$
Compressed Air (Hotel supplies 1/2" D quick release female connection CFM required. Labor included.)					\$185.00		\$
Water (Per hook-up. Labor included. Not available in Ballrooms)					\$185.00		\$
Drainage (Available depending on location of exhibit. Labor included. Not available in Ballrooms)					\$185.00		\$
One-Time Fill & Drain (up to 100 gallons, labor included)					\$125.00		
Cable Television (Labor included)					\$210.00		\$
1 Outlet Extension-cord					\$25.00		\$
6 Outlet Multi-strip					\$15.00		\$
6 Outlet European Multi-strip					\$28.00		\$
120V to 220V Transformer (For European power)					\$150.00		\$

Office Use Only

ELO: _____

AUTH: _____



INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

Fax or Mail to: Gaylord Palms Resort & Convention Center

Attn: Exhibit Service Representative

3208 Gaylord Way, Kissimmee, Florida 34746

407-586-2234 Fax (407) 586-2279

GPEXhibits@gaylordhotels.com

Gaylord Palms Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- ❖ Installation of telephone, telecommunications, network and cabling services within the Gaylord Palms Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- ❖ All prices are for rental of services only. Material and equipment furnished by the Gaylord Palms Resort and Convention Center for telecommunication services shall remain the property of the Gaylord Palms Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Palms Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$600.00 charge for lost or damaged Polycom device, a \$150.00 charge for lost or damaged telephone sets and a \$500.00 charge for lost or damaged network equipment. The Gaylord Palms Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- ❖ Under no circumstances shall anyone other than the Gaylord Palms Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Palms Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- ❖ Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord Palms Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- ❖ All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- ❖ Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Palms Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- ❖ Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$105.00/hour (advanced -- scheduled) and \$160.00/hour (standard -- non-scheduled).
- ❖ Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Palms Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- ❖ The network connections provided by Gaylord Palms Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Palms Resort and Convention Center will facilitate communications between the Gaylord Palms Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Palms Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- ❖ Users of Gaylord Palms Resort and Convention Center services shall not disrupt any of the Gaylord Palms Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Palms Resort and Convention Center or other associated networks. Gaylord Palms Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- ❖ Gaylord Palms Resort and Convention Center reserves the right to troubleshoot with tools such as Wireshark, Sniffer Pro, FLUKE network analyzers, etc. Gaylord Palms Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities is observed. After disconnection, isolation and quarantine assistance will be given.
- ❖ All devices for which the Gaylord Palms Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Palms Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Palms Resort and Convention Center network, will the customer use or run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- ❖ The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as an On Site Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
- ❖ Wireless Specific (802.11a,b,g): The Gaylord Palms Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. To be considered for authorization to use an 802.11a/b/g/n wireless device, please contact the Gaylord Palms IT department via e-mail to drcrawford@GaylordHotels.com and provide your access point SSID and the total number of devices you plan on connecting to your access point.
- ❖ Internet Performance Disclaimer: Gaylord Palms Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Palms Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a 100Mbps and a DS3 (45Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to almost any location on property.
- ❖ Internet Security Disclaimer: Gaylord Palms Resort and Convention Center does not provide security, such as but not limited to intrusion detection and suppression, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Palms Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
- ❖ All bandwidth in this document refers to bits, never bytes. Example: Mbps is megabits-per-second.


NETWORK & TELECOMMUNICATION SERVICES

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2234 Fax (407) 586-2279
GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - February 5, 2016

Event Name: Insights 2016 Event Dates: February 22-23, 2016
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____
Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
- All equipment and services are subject to a 7% sales tax.**

NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or floor, in the most convenient manner.

Telephone Usage Rates:

	<u>QTY</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
<u>Wireless Shared Internet Access</u>				
Wireless Shared Device (PER DEVICE)		\$225.00	\$275.00	
Please choose a User ID (Minimum 4 characters) :				
Please choose a Password (Case sensitive) :				
<u>Wired Shared Internet Access</u>				
Wired Shared Internet Access (1st Device)		\$875.00	\$1,050.00	
Additional Wired Shared Connection		\$350.00	\$400.00	
Additional Device (customer provided hub/switch)		\$300.00	\$350.00	
Private Static IP Address		\$60.00	\$90.00	
<u>Wired Dedicated Lite Internet Access – Dedicated</u>				
1.0 Mb/sec (One Device Only, Routers/Switches Prohibited)		\$1,200.00	\$1,400.00	
<u>Wired Dedicated Internet Access – Dedicated Private VLAN</u>				
3.0 Mb/sec		\$6,900.00	\$8,650.00	
6.0 Mb/sec		\$10,500.00	\$13,000.00	
12.0 Mb/sec		\$17,500.00	\$21,700.00	
Public IP Address		\$35.00	\$40.00	
Additional Dedicated Wired Connection to VLAN		\$200.00	\$250.00	
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line		\$320.00	\$370.00	
ISDN BRI service		\$845.00	\$1,030.00	
Standard Desk Telephone		\$40.00	\$50.00	
Labor - Troubleshooting / Move / Change		\$120.00	\$185.00	

Local

9 + Number (There is no access charge for the first 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)

Direct Long Distance (Gaylord Palms Resort's Long Distance Carrier is AT&T)

9 + 1 + Area code + number - Gaylord Palms Resort long distance calls are billed at AT&T operator assisted day rates plus \$2.25 access charge plus 65% surcharge.

Toll-Free Calls

9 + 1 + Toll number (There is no access charge for toll-free calls (including 800 modems) under 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)

Credit Cards

To access carrier of choice for calling card calls: For Example: For AT&T: Dial 9 - 1010 - 2880, Wait for instructions.

International

9 + 011 + Country code + City code + number - Gaylord Palms Resort international calls are billed at AT&T operator assisted day rates plus \$4.50 access charge plus 65% surcharge.

For Operator Assistance, Credit Card or Collect Calls

Dial 9 + 0 and follow the automated instructions. Auto Collect, Operator Assisted and Calling Card calls will be billed through your local serving telephone company, or AT&T, or through IntegreTel, 2540 Fourniture Way, Vista, CA 92083.

Directory Assistance

Local/Long Distance 9 + 411 \$1.00 access fee AT&T Operator 9 + 00 \$1.00 access fee

Applicable taxes will be added. *Rates subject to change.

The first (20) minutes of all local, 800 number, credit card and third party billed calls are included in the \$10.00 Resort Service fee. **Each additional minute after the first (20) minutes will be billed at a rate of ten (10) cents per minute.**

Consumer complaints may be directed to: F.C.C. Common Carrier Bureau Enforcement Division Informal Complaints Suite 6202 Washington D.C. 20554. For Customer inquiries and rate information, dial 1-800-777-2522.

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____

Office Use Only

ELO: _____

AUTH: _____

**Ordering Instructions:**

1. Fill out this form completely, including Credit Card Authorization Form, and fax to 407-586-2279.
2. Gaylord Palms Resort & Convention Center hold exclusive rights to all food and beverage. No outside food or beverage is allowed in the exhibit hall without prior permission from a hotel representative. A "Corkage Fee" will apply for any external food/beverage. Vendor product samples are permitted in 2-3 ounce sample serving sizes. Fees for necessary storage, ice, and set-up will apply.
3. All Food and Beverage items listed are subject to a 24% taxable service charge and 7% sales tax. All non-food items are subject to 7% sales tax.
4. Prices subject to change without notice.
5. Food and beverage ordered through the hotel will be supplied with proper service ware and utensils.
6. If you don't see exactly what you are looking for, please call to discuss custom menu options.

Reception Displays**Cheese Display**

Parmigiano-Reggiano with Red Onion Marmalade
Brie with Plum Compote
Gruyere with Anise Infused Wild Honey
Gorgonzola with Apricot Mustard Fruits
Gourmet Crackers, Sliced French Breads
(Serves 25) \$475

Antipasto Display

Assorted Italian Meats & Cheeses
Grilled Italian Vegetable Platter
Buffalo Mozzarella, Basil & Olive Oil
Marinated Sun-Dried Plum Tomatoes
Artichoke Hearts, Kalamata Olives, Celery Hearts
Sliced Italian & Bread Sticks
(Serves 25) \$700

Calzone Display

Vegetable Calzones
Pepperoni Calzones
Marinara & Alfredo Sauces
Crushed Red Pepper, Parmesan Cheeses
(Serves 25) \$450

Chilled Fresh Vegetable Display

Baby Carrots with Orange Cilantro Sauce
Celery Sticks with Gorgonzola Spread
Belgian Endive Leaves with Hummus Dip
Cucumber with Vidalia Onion & Fresh Dill Sauce
(Serves 25) \$425

Mediterranean Display

Roasted Red Pepper Hummus
Marinated Olives & Marinated Feta
Turkish Tomato Salad, Baba Ghanoush
Quinoa & Cucumber Salad, Tabbouleh Stuffed
Grape Leaves Lavosh, Toasted Pita Chips
(Serves 25) \$600

Artisanal Cheese & Guinness Fondue Display

Pumpkinnickel, Sour Dough & Pretzel Breads
Grilled Chorizo & Button Mushrooms
(Serves 25) \$450

Steamed Dim Sum Display

Chicken Shumai, Chili Flake Scallion Sauce
Pork Dumpling with Wasabi, Seasoned Garlic Sauce
Steamed Shrimp Shumai, Sesame Ginger Sauce
(Serves 25) \$550

Spanish Quarter Display

Mini Quesadilla Cornucopias
Tri-Color Corn Chips
Guacamole, Tangy Salsa & Queso Dip
Cinnamon Sugar Tortillas
(Serves 25) \$400.00

Signature Displays – Based on 30 minutes of Service**The Magic**

Smart Food Cheddar Popcorn & Cracker Jacks
Tri-Color Tortilla Chips, Chili Con Queso
Coney Island Franks en Croute
Roasted Peanuts*
Assorted Bags of Chips & Pretzels
Natural Lemonade & Iced Tea
Assorted Soft Drinks and Mineral Waters
(Serves 25) \$575

Comfort Food

Un crustables
Peanut Butter* & Strawberry Jam
Peanut Butter* & Grape Jelly
Crunchy Apples, Whole Bananas
Oreos and Nutter Butter Cookies*
Milk & Chocolate Milk
Assorted Soft Drinks and Mineral Waters
(Serves 25) \$550

Cookie Jar

Chocolate Chip, White Chocolate Macadamia*,
Peanut Butter Chunk*, Oatmeal Raisin*,
Butterscotch, M&M & Cinnamon Sugar Cookies
Chocolate & Low Fat Milks
Assorted Soft Drinks and Mineral Waters
(Serves 25) \$535

Gourmet Cupcakes

Assorted Gourmet Cupcakes to include:
Pineapple Rum, German Chocolate*, Red
Velvet & White Chocolate Raspberry
(Serves 25) \$400

From the Pastry Kitchen

Pistachio, Raspberry, Blackberry & Lemon
Macaroons*
Pain Au Chocolate, Mini Eclairs, Madeleines
Whole Strawberries with Nutella*
(Serves 25) \$425

Dessert Display

Chocolate Cream Puffs
Banana Meringue Mini Pie
Red Velvet Whoopie Sandwich
Strawberry Key Lime Shooters
Rocky Road Brownies*
(Serves 25) \$325



Fax or Mail to: Gaylord Palms Resort & Convention Center
6000 W. Osceola Parkway
Kissimmee, Florida 34746
407-586-2234 Fax (407) 586-2279

Booth Enhancements

Old Fashioned Popcorn Machine

Freshly Popped, Buttered Popcorn
Minimum Order: 100 Bags
\$4.50 per Bag
\$175 Attendant Fee (1st 3 hours)
\$50 Attendant Fee (each additional hour)

Cookie Oven

Freshly Baked Cookies-Chocolate Chip or
Oatmeal Raisin*
Minimum Order: 10 Dozen Cookies
\$60 per Dozen
\$150 Machine Rental
\$175 Attendant Fee (1st 3 hours)
\$50 Attendant Fee (each additional hour)

Haagan Daz Ice Cream Cooler

Assorted Frozen Ice Cream & Fruit Bars
Minimum Order: 100 Bars
\$6.25 per Bar
No Attendant Needed

Island Oasis Machine

Frozen Non-Alcoholic or Alcoholic Beverages
Strawberry, Mango, Pina Colada & Ice Cream
Flavors
Minimum Order: 100 Beverages
Alcoholic \$9.00 per Beverage
Non-Alcoholic \$6.00 per Beverage
\$175 Attendant Fee (1st 3 hours)
\$50 Attendant Fee (each additional hour)

Espresso Coffee Cart or Nitrogen Bar

Full Service *Coffee/Espresso Bar* including:
Made to Order Espresso, Cappuccino, Café Latte
Café Mocha, Macchiato and more
For *Nitrogen Bar*, choose from Ice Cream, Gelato,
Smoothies, Frozen Cappuccinos, Gourmet
Shaved Ice & More
Please Call for Pricing (Pricing is Based on
Tradeshow Volume & Hours of Service)
Attendant Included

Hot Roasted Glazed Nut Cart *

Unlimited Fresh Roasted Glazed Pecans,
Cashews & Almonds in sample sized packs
Roasted in your booth
Please Call for Pricing (Pricing is Based on
Tradeshow Volume & Hours of Service)
Peanuts available on request
Attendant Included

A La Carte Options

Coffee Service

Freshly Brewed Regular & Decaffeinated
Coffee
Flavored Shots of French Vanilla, Hazelnut
Irish Cream & Amaretto
\$89 per Gallon

Hot Tea Service

Assorted White Lions Teas to Include; Ginger
Peach, Organic Earl Grey, Organic Classic
English, Organic Green Passion, Organic
Masala Chai & Cranberry Hibiscus
\$89 per Gallon

Chilled Fruit Juices

Cranberry, Grapefruit, Apple & Tomato
\$88 per Gallon

Freshly Squeezed Orange Juice

\$88 per Gallon

Iced Tea, Natural Lemonade or Tropical

Fruit Punch
\$79 per Gallon

Bottled Water

Chilled, Sparkling or Non-Carbonated
Mineral Waters
\$6 each

Bottled Fruit Juices

\$5.75 each

Assorted Soft Drinks

\$5.75 each

Rockstar Energy Drinks

\$6 each

Redbull

\$6.50 each

V8 Juice

\$5.75 each

Assorted Bottled Gatorade

\$6 each

Assorted SoBe Waters

\$6 each

Homemade Cookies*

\$60 per Dozen

Freshly Baked Brownies & Blondies*

\$60 per Dozen

Raspberry, Coconut & Lemon Bars*

\$60 per Dozen

Rice Krispy Treats

\$60 per Dozen

Granola Bars & Popular Candy Bars

\$5 each

Low Carb Protein Bars

\$5 each

Individual Bags of Pretzels, Chips, Vegetable

Chips & Popcorn
\$5 each

Individual Bags of Hummus & Pretzel Chips

\$5 each

Gaylord Palms' Muffins* & Danish Pastries Served with Preserves & Butter

\$61 per Dozen

Sliced Bagels with Regular & Flavored Cream Cheese

\$61 per Dozen

A Selection of Plain & Flavored Flaky Croissants Served with Preserves & Butter

\$61 per Dozen

Fresh Seasonal Whole Fruit

\$4 each

Freshly Baked Fruit & Nut Breads*

\$61 per Dozen

Assorted Donuts

\$60 per Dozen

* Contains Nuts



Alcoholic Beverages

Domestic Beer

Miller Lite, Michelob Ultra

\$7 each

\$175 Bartender Fee

Craft Beer

Sierra Nevada Pale Ale, Milk Stout

\$8 each

\$175 Bartender Fee

Sangria Bar

Traditional Blend of Red Wine, Fresh Fruits &

Brandy

Served with Fresh Fruit Garnish

\$10 each

\$175 Bartender Fee

Imported Beer

Corona Light, Stella Artois

\$7.75 each

\$175 Bartender Fee

Wine

Choose from Cabernet Sauvignon, Merlot,

Chardonnay & White Zinfandel

\$48 per Bottle

\$175 Bartender Fee

Special Order Beer

Please call for pricing & availability

Must be ordered in full case quantities

\$175 Bartender Fee

Specialty Cocktails

Choose from a wide selection of specialty drinks

That can be made to order at your booth

Please call for pricing & availability

\$175 Bartender Fee

PLEASE PLACE YOUR ORDER BELOW

Event Name:	Insights 2016	Event Dates:	February 22-23, 2016
Company Name:		Booth Number:	
On-Site Contact Name:		Cell Phone Number:	
E-mail Address:			

Please list the items that you wish to order below. For each item, please include a quantity and start/end time FOR EACH DAY that you would like service. We will create an order and submit to you for your approval.

ITEM:	QUANTITY:	SERVICE DATE:	SERVICE START TIME:	SERVICE END TIME:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

**SECURITY SERVICES**

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2234 Fax 407-586-2279
 GPEXhibits@gaylordhotels.com
ADVANCE PRICE DEADLINE - February 5, 2016

Event Name: Insights 2016 Event Dates: February 22-23, 2016

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Ordering Instructions

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
2. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
3. All pricing is subject to change without notice.

Gaylord Palms Resort & Convention Center will provide Security Services exclusively. Security labor rates are subject to change. A 4-hour minimum is required on all security labor.

Advance Rate: \$35.00 per Man-hour
 Standard Rate: \$45.00 per Man-hour

Advance Fire Watch: \$50.00 per Man-hour
 Standard Fire Watch: \$60.00 per Man-hour

- A worker may be released if they are no longer needed after they have worked the minimum 4 hours.
- Any changes or elimination of a worker will require 24-hour notice. Without 24-hour notice, the event will be required to pay the original charges for the worker that is canceled.
- All worker hours over 40 will be considered overtime and charged at the rate of time and ½.
- In the event Gaylord Palms Security cannot fill the required shifts with Gaylord Palms Personnel, the Security Department will be required to hire staff from an outside agency. The staffing fees will be at the standard rate.
- Subject to 7% Sales Tax.

Security Personnel

Date	Begin Time	End Time	# Security Personnel	Hourly Rate

Office Use Only

ELO: _____

AUTH: _____

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____

**FLORAL ARRANGEMENTS**

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 (407) 586-2219 Fax (407) 586-2279
 GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - February 5, 2016

Event Name: Insights 2016 Event Dates: February 22-23, 2016
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____
 Contact Email: _____

Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
- Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.

Standard Arrangements*	Advance Price	Standard Rate	Quantity	Total
Small Seasonal Vase - 12" high	\$35.00	\$44.00		
Large Seasonal Vase - 18" high	\$55.00	\$69.00		
Small Tropical Arrangement - 16" high	\$65.00	\$82.00		
Large Tropical Arrangement - 24" high	\$85.00	\$107.00		
Flower selection and colors may change based on season and market availability*				
Greens & Blooming Plants & Trees				
3-4' Green Plant in basket _____ White _____ Natural	\$40.00	\$50.00		
5-6' Palm in basket _____ White _____ Natural	\$60.00	\$70.00		
5-6' Top-dressed Palm: _____ White _____ Lavender _____ Bronze	\$110.00	\$120.00		
Large Fern (18" - 24" spread)	\$30.00	\$35.00		
Specialty Plants (Orchid Plant, Bromeliads or Call of Additional Availability)	\$65.00	\$75.00		
Dish Garden	\$55.00	\$65.00		
Seasonal flowering potted plant in 6" foil container (Mums, Kalanchoe)	\$20.00	\$25.00		
Rectangular Window Box (Foliage and flowering plants, call for availability)	\$150.00	\$165.00		
SPECIAL MONEY SAVING PACKAGE				
Three 3-4' Green Plant and One Seasonal flowering potted plant (\$140.00 - \$175.00 value)	\$133.00	\$166.00		
Custom Services				
Choose and guarantee up to 3 colors; available on pre-ordered Arrangements only per color	\$10.00	\$15.00		
Colors: _____				
Specialty floral arrangements require a minimum of \$150.00. Please call for pricing				

Orders cancelled less than 5 business days prior to show shall be subject to a 50% cancellation fee.

Date of Delivery: _____

AM Deliveries will be made between 9:00am-10:45am and PM Deliveries will be made between 1:30pm-3:30pm.

Please check one: AM Delivery _____ PM Delivery _____

Any requests received within 2 business days of the show will be charged at market price and will consist of the Floral Designers' choice of flowers and colors.

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____

**BOOTH LAYOUT**

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2234 Fax 407-586-2279
 GPExhibits@gaylordhotels.com
ADVANCE PRICE DEADLINE - February 5, 2016

Event Name: Insights 2016 Event Dates: February 22-23, 2016
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered if outside of standard placement.

BACK**LEFT****RIGHT**

FRONT

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



EXHIBITOR AV ORDER DETAIL

All Audio visual equipment orders must be placed online [HERE](http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx).

http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx

Video/Projection Equipment

Customer Information

Tripod Screen (6' , 7' , 8')	contact us at gaylordpalms.exhibitsales@psav.com	
20" LCD Monitor		THIS IS NOT AN ORDER FORM. ALL REQUEST MUST BE SUBMITTED VIA the Audio Visual Exhibitor Request form online, found here.
32" Plasma Monitor w/ Floor Stand		
42" Plasma Monitor w/ Floor Stand		
50" Plasma Monitor w/ Floor Stand		
60" Plasma Monitor w/ d Floor Stand		
Monitor Cart (size may vary)		
VGA Distribution Amplifier		ALL FORMS OF PAYMENT MUST BE RECEIVED PRIOR TO LOAD IN UNLESS ORDERED ON SITE.
BlueRay or DVD Player		
LCD Video Projector w/ 6' Screen		
Larger Screens and custom options available	Call or email PSAV for additional requests or information	
Call PSAV for additional requests or information 407.586.2251		

Computer Display Equipment

PC based Laptop w/ CDR / DVD / Microsoft Office (latest)		PSAV Gaylord Palms Resort and Convention Center 6000 W. Osceola Parkway Kissimmee, FL 34746 PH: 407-586-2251 FAX: 407-586-2255
Please list any specific details needed		
MAC based Laptop or Desktop		
LCD Data Projector w/ 6' Screen		
25' VGA Cable		
Wireless Mouse		
Call PSAV for additional requests or information 407.586.2251		

Lighting Equipment

Uplight Par Can Lighting fixture (each)		
4 Par Can Uplighting Package		
Leko Lighting Tree Package (2 lekos / single stand)		
LED Color Lighting Fixture (LED PAR 54) <i>uplighting only</i>		
LED Lighting Package (6 lights) <i>uplighting only</i>		
Custom Metal Gobo		
10' 12" X 12" Truss		
Let PSAV create a custom lighting design for your booth!		
Lighting requires PSAV labor and may require rigging (additional)		
Lighting requires electrical and is NOT provided by PSAV		
Call PSAV for additional requests or information 407.586.2251		

Audio Equipment

Powered Speaker with stand		⇒ To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum ⇒ NO equipment charges for set-up day required.
CD Player		
5 Channel Mixer		
Wireless Headset Microphone		
Sound System: (2) powered speakers w/stands ; (1) Wireless Handheld or Lavaliere Mic (List preference in notes)		
		CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied



Contact us at gaylordpalms.exhibitsales@psav.com

http://partner.psav.com/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx

Ordering Instructions ...

PSAV is the exclusive Rigging provider for Gaylord Hotels. (Rigging equipment includes chain motors, truss, span sets, shackles, steel, deck chain, etc.)

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled and disassembled by the exhibitor company.
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.
- **ALL rigging of banners and signs require a minimum 3 person rigging team @ 4 hour minimum**
- The total charge per item is determined as a **Show RATE**, that is the requested items selected are charges of the actual **show days** of the exhibition.
- A service charge of 24% will be added to the subtotal before Tax.
- Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- **To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery.**
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- **NO** equipment charges for set-up day required.
- **CANCELLATIONS:**
 - A) Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.
 - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.

Pricing Information...

Please call for package pricing for single PSAV approved signage (4' X 6' or smaller / less than 20 lbs.) to include rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. Please contact us for quotation.

All rigging crews will be a 3 person team @ 4 hour minimum

Labor	On Site Rate	& Service Charge
** Additional Labor per person / per hour (4hr. Min)**		
Straight Time - 8:00am-5:00pm (m-f)	\$ 90.00	24% Service charge
Overtime - 5:00pm - 12:00am (m-f)	\$ 135.00	24% Service charge
Double Time - 12:00am - 8:00am (m-s)	\$ 180.00	24% Service charge
Saturday - 8:00am - 12:00am (sat only)	\$ 90.00	24% Service charge
Sunday - All Day (sun only)	\$ 180.00	24% Service charge
Holidays - All Day	\$ 180.00	24% Service charge
Scissor / Boom Lifts	\$ 300.00	24% Service charge

CLICK LOGO TO ORDER RIGGING SERVICES

RIGGING FOR YOUR EXHIBIT BOOTH

Company Name:



Technology Meets Inspiration

Telephone #:

On Site Call #:

On Site Contact Name:

Email:

This document is incomplete without a formal confirmation and proposal. If confirmation is not received within 3 days, please contact us at 407.586.2251.

ORDER ONLINE ONLY

PSAV

Gaylord Palms Resort and Convention Center

6000 W. Osceola Parkway
Kissimmee, FL 34746

PH: 407-586-2251

FAX: 407-586-2255

PSAV exclusively provides rigging & banner hanging services.