

2015

Subway Convention

EXHIBITOR

SERVICE MANUAL



Show Dates: July 27 - August 2, 2015

Location: The Venetian and The Palazzo

CAPITAL[®]
convention contractors

10 Technology Drive, Suite 40 | Hudson, MA 01749
capitalconventions.com | Fax: 508-351-9911

877-335-3700

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Link to SES Services:

<http://www.sandsexpo.com/exhibitors.html>

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SHOW INFORMATION

General Information Important Dates and Deadlines

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

GENERAL INFORMATION

Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the Subway 2015 Convention being held at the Sands Expo and Convention Center in Las Vegas, NV. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 10' x 10' booth package includes:

8' High back drape	Two chairs
3' High side drape	Wastebasket
6' draped table	Exhibitor ID sign

Drape Color(s): Green & Gold **Carpet:** Exhibit Hall is NOT carpeted - Aisle carpet ONLY: Green

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Wednesday, July 29	8:00 a.m. – 7:00 p.m.
	Thursday, July 30	7:00 a.m. – 11:00 a.m.
Exhibit Hours:	Thursday, July 30	11:00 a.m. – 4:00 p.m.
	Friday, July 31	12:00 p.m. – 5:30 p.m.
Breakfast Pavilion	Friday, July 31	7:00 a.m. – 9:00 a.m.
	Saturday, August 1	7:00 a.m. – 11:00 a.m.
Exhibitor Dismantle:	Friday, July 31	5:30 p.m.
Breakfast Pavilion Dismantle:	Saturday, August 1	11:00 a.m.

Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **July 15, 2015**. We *must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Ancillary Services Order Forms must be returned to our office and can be faxed directly to 508-351-9911. Order forms for other contractors should be returned to each contractor directly. While their respective forms are included in this manual, please contact each contractor as they can provide more information regarding services.

Important Shipping Procedures

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **July 23, 2015**. A 35% late charge will apply if orders for advance shipping are received after this date.

For Direct Shipping to Show Site: DO NOT ship exhibit materials direct to show site to arrive prior to **July 29, 2015**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

We look forward to working with you!

CAPITAL CONVENTION CONTRACTORS

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IMPORTANT DATES & DEADLINES

FURNISHINGS & CARPET DISCOUNT DATE	July 15, 2015
ADVANCE WAREHOUSE OPEN FOR RECEIVING	July 2, 2015
ADVANCE WAREHOUSE DEADLINE FOR RECEIVING	July 23, 2015
FIRST DAY OF SHIPMENT DIRECT TO SANDS EXPO CENTER	July 29, 2015
FIRST DAY OF EXHIBITOR MOVE-IN	July 29, 2015
ELECTRICAL SERVICE (SES)	July 9, 2015
INTERNET SERVICE (SES)	July 9, 2015
TELECOMMUNICATIONS (SES)	July 9, 2015
RIGGING (SIGN HANGING) (SES)	July 9, 2015
AUDIO VISUAL (SES)	July 9, 2015
PLUMBING (SES)	July 9, 2015
BOOTH CLEANING SERVICE (SES)	July 9, 2015
EXHIBITOR-APPOINTED NON-OFFICIAL SERVICE CONTRACTOR FORM	July 2, 2015
DRIVER CHECK-IN FOR OUTBOUND CARRIERS	August 1, 2015 at 2:00pm

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PAYMENT POLICIES - ORDER SUMMARY

Credit Card Authorization Payment Policy
Third Party Payment Policy
Order Summary

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CREDIT CARD AUTHORIZATION FORM

American Express **Circle One** VISA MasterCard

Exhibitor _____ **Booth #** _____

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _____

City _____ **State** _____ **Zip Code** _____

Contact Person _____ **Email** _____

Phone () _____ **Fax ()** _____

Credit Card Number _____ **Expiration Date** _____

Card Holder Name (please print) _____ **Signature** _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor **MUST** be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:

- | | |
|---|--|
| <input type="checkbox"/> All Capital Services | <input type="checkbox"/> Freight Handling |
| <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Labor | <input type="checkbox"/> Other (specify) _____ |

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Exhibiting Firm

Company Name _____ Booth # _____
Address _____
City/State/Zip Code _____
Phone () _____
Authorized Signature _____ Printed Name _____

Display House 3rd Party

Display House 3rd party _____
Address _____
City/State/Zip Code _____
Phone () _____
Authorized Signature _____ Printed Name _____

ORDER SUMMARY

Payment Policy: All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

Calculate your order total:

Service	Amount Due
Exhibitor Booth Labor*	\$ _____
Material Handling*	\$ _____
Furnishings & Accessories	\$ _____
Custom Exhibit Rental	\$ _____
Standard & Deluxe Carpet	\$ _____
Miscellaneous	\$ _____
NV Tax 8.1%	\$ _____
TOTAL ESTIMATED CHARGES	\$ _____

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

RETURN VIA FAX: 508-351-9911

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State _____ Zip Code _____
Phone () _____ Fax () _____ Email address _____
Authorized Signature _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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RULES & REGULATIONS

Liability & Insurance Bulletin
Union Labor Rules
Fire Regulations

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LIABILITY AND INSURANCE BULLETIN

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

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UNION LABOR EXHIBIT LABOR

Teamsters Local 631 has jurisdiction through a labor agreement with all contractors for the installation, 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 materials from the ceiling and the installation of platforms used for exhibit purposes.

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

Definition of exhibits that full-time company personnel may set:
Soft wall pop-up booths and no hard wall exhibits may be set by an exhibitor.
(No tools can be used)

Teamsters Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your machinery products.

UNION JURISDICTION FREIGHT HANDLING

Teamsters Local 631 has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, common and/or 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 Union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting, 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 access to the loading dock/freight door areas.

Exhibitors may deliver materials to the loading dock/freight doors in their own personal 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 areas. Any unattended vehicles may be towed.
3. All material must be handled by the freight department and subject to the published material handling prices.

US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED

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FURNISHINGS & ACCESSORIES

Table Drape Order Form

Booth Furnishings

Furniture Images

Carpet Order Form

AFR Custom Furniture – Call Exhibitor Services at 877-335-3700 for more information

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TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: July 15, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$111.00	\$143.00	
		6' X 2' - 30" HIGH	\$125.00	\$160.00	
		8' X 2' - 30" HIGH	\$141.00	\$182.00	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$129.00	\$163.00	
		6' X 2' - 40" HIGH	\$146.00	\$190.00	
		8' X 2' - 40" HIGH	\$166.00	\$216.00	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$62.00	\$81.00	
		6' X 2' - 30" HIGH	\$68.00	\$89.00	
		8' X 2' - 30" HIGH	\$78.00	\$116.50	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$63.00	\$79.00	
		6' X 2' - 40" HIGH	\$70.00	\$89.00	
		8' X 2' - 40" HIGH	\$81.00	\$101.00	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$104.00	\$130.25	
		30" ROUND - 40" HIGH	\$114.50	\$143.00	
TABLE RISERS		4' X 10" HIGH	\$64.00	\$83.00	
		6' X 10" HIGH	\$80.00	\$105.00	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$47.00	\$62.00	
		6' OR 8' COUNTER	\$47.00	\$62.00	
CUSTOM BOOTH DRAPE		8' HIGH PER LINEAR FT	\$11.25	\$15.25	
6ft, 8ft & 10ft increments		3' HIGH PER LINEAR FT	\$8.00	\$10.00	

****IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED****

CIRCLE COLOR CHOICE:

ROYAL BLUE

SILVER

BURGUNDY

HUNTER GREEN

WHITE

RED

BLACK

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL

\$ _____.

NV TAX 8.1 %

\$ _____.

GRAND TOTAL

\$ _____.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: July 15, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		PADDED SIDE CHAIR	\$56.75	\$71.50	
		PADDED ARM CHAIR	\$72.50	\$91.50	
		UPHOLSTERED BAR STOOL	\$86.00	\$112.00	
		FOLDING CHAIR	\$14.00	\$19.00	
ACCESSORIES		TRIPOD EASEL	\$36.75	\$46.25	
		GARMENT RACK	\$78.75	\$98.75	
		LITERATURE RACK	\$89.25	\$111.50	
		BAG RACK	\$78.75	\$98.75	
		4' X 8' DISPLAY BOARD	\$162.75	\$203.75	
		6' SHOWCASE W/SHELVES	\$393.75	\$492.50	
		WASTEBASKET	\$19.00	\$24.25	
		RAFFLE DRUM	\$73.50	\$92.50	
		8' ALUMINUM BACK POST W/BASE	\$31.50	\$39.50	
		6'-10' ADJUSTABLE CROSS BAR	\$21.00	\$26.25	

SUB TOTAL	\$ _____.
NV TAX 8.1 %	\$ _____.
GRAND TOTAL	\$ _____.

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State/Zip _____ Signature _____
Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

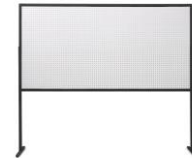
Accessories



Tripod Easel



Garment Rack



Display Board



Literature Racks



Chrome Sign Holder



Wastebasket



Standard Counter



Display Case



Raffle Drum

Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: July 15, 2015

Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.

All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE GREY BURGUNDY RED FOREST GREEN BLACK

(If no color is chosen, show color will be delivered automatically)

STANDARD CARPET

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	10 x 10	\$151.00	\$198.00	
	10 x 20	\$302.00	\$396.00	
	10 x 30	\$453.00	\$594.00	

PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.50	\$2.00	
	Visqueen	\$0.70	\$1.00	

CUSTOM CARPET

Minimum order of 100 square feet is required for custom carpet orders.

Advance Price: Booth size _____ (100 sq. ft. min) x \$3.50 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$4.30 sq. ft. = _____

PRESTIGE CARPET

Minimum order of 100 square feet is required for prestige carpet orders.

Advance Price: Booth size _____ (100 sq. ft. min) x \$6.50 sq. ft. = _____

Please call Exhibitor Services for Prestige Carpet Color Choices

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- ❖ There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL	\$	_____
NV TAX 8.1%	\$	_____
GRAND TOTAL	\$	_____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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BOOTH LABOR & CLEANING

Booth Labor Order Form

Booth Labor Order Form - page 2

Forklift Labor Order Form

Accessible Storage

Exhibitor-Appointed Contractor

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

RATES:

- ☐ **Straight Time: \$ 99.00 per man-hour:** 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 165.00 per man-hour:** 4:30 p.m. to 8:00 a.m. Monday through Saturday and all day Saturday. One hour minimum.
- ☐ **Double time: \$ 200.00 per man-hour:** All day Sunday and observed Union Holidays, One hour minimum.

CALCULATE ESTIMATED LABOR

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	AM PM AM	_____ X _____	_____ X _____	\$ _____ = \$ _____	
DISMANTLE: _____	PM PM	_____ X _____	_____ X _____	\$ _____ = \$ _____	

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%

Labor Options (choose one)



Exhibitor Supervised Labor



Capital Supervised Labor

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four hour notice is required for cancellation of labor services.

Company Representative: _____

Phone: _____

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

Set Up Information Required:

Booth display being shipped to: ☐ Warehouse ☐ Show site ☐ Scheduled delivery date _____
 Shipment consists of: ☐ Crates ☐ Cartons ☐ Carpets/pads
 If no carpet is being shipped, is carpet ordered through Capital? ☐ Yes ☐ No
 Blueprints & Exhibit instructions: ☐ Attached ☐ Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

- ☐ Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- ☐ Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

LABOR ORDER FORM (CONTINUATION)

ONLY EXHIBITORS HIRING CAPITAL TO DISMANTLE THEIR BOOTH MUST COMPLETE THIS FORM

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the **following address**:

If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

☐ **Exhibitor Carrier Choice:** _____

☐ **Official Show Carrier:** YRC Ground *Must arrive by: _____

PLEASE NOTE: If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Print Name: _____

Freight Charges Billed to:

Company Name: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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FORKLIFT ORDER FORM

DEADLINE ORDER DATE: July 15, 2015

General Information

- Forklifts with operators and helpers are available to assist you with your set-up, unskidding and/or spotting of machinery once it has been delivered to your booth. **DO NOT** order forklifts to unload your truck or deliver your freight to your booth from the loading dock.
- There is a **5,000 lb. maximum capacity**. Larger forklift and crane service is available by advance request.
- Starting times are guaranteed only in those instances where labor is requested for the start of the workday.
- Twenty-four hour notice is required for cancellation of services. If such notice is not provided, and an order has been placed and the exhibitor has not checked in, exhibitors will be charged a one-hour minimum fee.
- Exhibitor must check in at the Capital Service Desk to pick up forklift orders and check out upon the completion of work.

Work Options: ☐ Spotting of Equipment ☐ Installation/Dismantle of Header ☐ Uncrating ☐ Unskidding ☐ Other _____

ON-SITE ORDERS WILL BE CHARGED AN ADDITIONAL 30% TO HOURLY RATES. FULL PAYMENT MUST ACCOMPANY ALL ORDERS

FORKLIFT LABOR WITH OPERATOR

- ☐ **Straight Time: \$ 175.00 per man-hour** - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 262.50 per man-hour** - before 8:00 a.m. and after 4:30 p.m. and all hours on Saturday. One hour minimum.
- ☐ **Double Time: \$350.00 per man-hour** - All day Sunday and observed union Holidays. One Hour Minimum

	DATE	TIME	# OF LIFTS	TOTAL HOURS	RATE PER HOUR	ESTIMATED COST
INSTALLATION:	_____	AM PM	_____	X _____	\$ _____	= \$ _____
		AM PM	_____	X _____	\$ _____	= \$ _____
DISMANTLE:	_____	AM PM	_____	X _____	\$ _____	= \$ _____
		AM PM	_____	X _____	\$ _____	= \$ _____

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ADDITIONAL RIGGERS LABOR

- ☐ **Straight Time: \$ 99.00 per man-hour** - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 165.00 per man-hour** - before 8:00 a.m. and after 4:30 p.m. and all hours on Saturday. One hour minimum.
- ☐ **Double Time: \$ 200.00 per man-hour** - All day Sunday and observed union Holidays. One hour Minimum.

	DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER HOUR	ESTIMATED COST
INSTALLATION:	_____	AM PM	_____	X _____	\$ _____	= \$ _____
		AM PM	_____	X _____	\$ _____	= \$ _____
DISMANTLE:	_____	AM PM	_____	X _____	\$ _____	= \$ _____
		AM PM	_____	X _____	\$ _____	= \$ _____

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

ACCESSIBLE STORAGE

GENERAL INFORMATION

Accessible Storage will be available to you at this show. You must sign up for the service at the Capital Service Desk and pick up your access storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in storage.

NOTES:

- ❖ This is not an order form. This service must be ordered on site.
- ❖ Please be aware, Accessible Storage is NOT a secured storage.
- ❖ This is not empty storage. Accessible Storage is not necessarily the first item returned to your booth at the close of the show.
- ❖ Storage rates are per square foot increments or portion thereof PER DAY.

Rates are for: set-up, storage space per day and each time accessed.

THE STORAGE RATES ARE AS FOLLOWS:

STORAGE RATES

DESCRITPTION	PRICE
One time set up charge	\$100.00
0 –25 square feet	\$100.00
26 – 50 square feet	\$150.00
51-100 square feet	\$200.00
101 – 150 square feet	\$250.00
151 – 200 square feet	\$300.00

ACCESS RATES

There is a ½ hour labor charge (minimum) each time something is placed into or removed from access storage. The charge would be applied at the corresponding rate for the time it is accessed.

Please see the “Labor” order form for the rates.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State/Zip _____ Signature _____
Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital, please read, complete and submit this form to Capital Convention Contractors.

Official Service Contractors are appointed to perform and provide necessary services and equipment.

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital's office. If this information is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
 - a. 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 one person in any occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$1,000,000 of individual and/or aggregate coverage, and naming Capital Convention Contractors as additional insured.
 - b. Agree to abide by all the rules and regulations of the show.
 - c. Agree to abide by all union rules and regulations.
 - d. Information must be received in the Capital office no later than 30 days prior to the show.
 - e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED

**Return this form, along with a Certificate of Insurance and name and addresses
of employees who will be working in your booth by June 29, 2015 to Capital.**

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: _____

Date: _____

Booth # _____

Name of Service Contractor: _____

Contractor Street Address _____

City/State _____

Zip Code _____

Contractor Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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SHIPPING & MATERIAL HANDLING

Material Handling Definitions
Estimated Material Handling Order Form
Material Handling Rate Schedule
Material Handling Policy
Advance Shipping Labels
Direct Shipping Labels
Inbound Shipping Information
Outbound Shipping Labels Request Form
Official Show Carrier / YRC Freight
US Foods/ Frozen & Refrigerated Foods

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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MATERIAL HANDLING DEFINITIONS

What is Additional Handling?

Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?

Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?

Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?

Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?

Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?

Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?

Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?

Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have "No Documentation"?

Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?

Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Please use enclosed freight labels
Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: July 23, 2015

To: Exhibitor Name/ Booth #

For: Subway 2015 Convention

c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

DIRECT SHIPMENTS

Please use enclosed freight labels
Received only during exhibitor move-in hours

Between: July 31 and July 29-30, 2015

To: Exhibitor Name/ Booth #

For: Subway 2015 Convention

Sands Expo and Convention Center c/o Capital Convention Contractors
201 Sand Avenue - D Dock Receiving
Las Vegas, NV 89169

*****PLEASE READ THE LIABILITY AND INSURANCE BULLETIN INCLUDED IN THIS MANUAL*****

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? _____

Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME _____ PHONE # () _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services.** Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.
- **Drivers MUST check in at the loading dock by 2:00 PM on August 1, 2015 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$7.00 per cwt or a \$50.00 minimum charge, whichever is greater.

CHECK appropriate arrangements:

☐ Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.

☐ Freight arrangements will be handled by exhibitor. NAME OF CARRIER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

MATERIAL HANDLING RATE SCHEDULE

Rate Classifications

- Crated - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Additional Handling - Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Small Packages - A shipment of any number of pieces with a combined weight not to exceed 25 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after July 23, 2015.
- Early Shipments to Warehouse: Any shipment arriving prior to June 29, 2015.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of \$7.00 per cwt or \$50.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
- Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.

- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.
- Your shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

Rate Classifications:

■ Advance Shipments to Warehouse (200 lb. minimum) - Advance Freight Deadline Date: July 23, 2015

	Price Per CWT	200 lb. minimum
Crated	\$ 93.00	\$ 186.00
Additional Handling	\$ 116.25	\$ 232.50
Crated Overtime Inbound/Outbound*	\$ 32.55	\$ 65.10
Additional Handling Overtime Inbound/Outbound*	\$ 40.69	\$ 81.38

***Uncrated shipments will NOT be accepted at the Advance Warehouse.*

■ Additional Surcharges

Early Shipments to Warehouse Crated*	\$ 32.55	\$ 65.10
Early Shipments to Warehouse Additional Handling*	\$ 40.69	\$ 81.38
Late to Warehouse*	\$ 32.55	\$ 65.10

■ Direct Shipments to Show Site (200 lb. minimum) - First Day of Direct Freight Acceptance: July 29, 2015

Crated	\$ 91.00	\$ 182.00
Additional Handling	\$ 113.75	\$ 227.50
Uncrated	\$ 122.85	\$ 245.70
Crated Overtime Inbound/Outbound*	\$ 31.85	\$ 63.70
Additional Handling Overtime Inbound/Outbound*	\$ 39.81	\$ 79.63
Uncrated Overtime Inbound/Outbound*	\$ 43.00	\$ 86.00

■ Additional Surcharges

Off-Target Fee Crated*	\$ 31.85	\$ 63.70
Off-Target Fee Additional Handling*	\$ 39.81	\$ 79.63
Off-Target Fee Uncrated*	\$ 43.00	\$ 86.00
Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater).	\$ 7.00 per cwt	\$ 50.00 minimum

	First Shipment	Additional Shipments
Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier)....	\$ 35.00	\$ 20.00

**In addition to above charges.*

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs.

For EXAMPLE if the rate is \$50.00 per 100 lbs:

3 Separate Shipments:

54 lbs. charged @ 200 lbs. \$100.00

59 lbs. charged @ 200 lbs. \$100.00

72 lbs. charged @ 200 lbs. \$100.00

Total: 185 lbs. - Total Cost: \$300.00

1 Consolidated Shipment:

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$100.00

Total Savings: \$200.00

Sub-Total: |\$ _____|

Total: |\$ _____|

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749

Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

MATERIAL HANDLING POLICY

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any advance materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please call us with any questions.**

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR'S CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME OF: **August 1, 2015 at 7:00 PM**

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr. · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

Use these labels **only** if shipping in
advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material



Use these labels **only** if shipping in
advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

Use these labels **only** if shipping in
advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
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5049 West Post Road
Las Vegas, NV 89118

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material

Use these labels **only** if shipping in
advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material

Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Sands Expo and Convention Center
201 Sand Avenue - D Dock Receiving
Las Vegas, NV 89169

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material



Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Sands Expo and Convention Center
201 Sand Avenue - D Dock Receiving
Las Vegas, NV 89169

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Sands Expo and Convention Center
201 Sand Avenue - D Dock Receiving
Las Vegas, NV 89169

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material

Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Sands Expo and Convention Center
201 Sand Avenue - D Dock Receiving
Las Vegas, NV 89169

Show: Subway 2015 Convention

Booth# _____

Carrier _____

Piece # ____ of ____

RUSH

Exhibit Material

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Advance Shipments Deadline Date:
July 23, 2015

To: Exhibitor Name/ Booth #

For: Subway Convention 2015

Capital Convention Contractors
c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

DIRECT SHIPMENTS

Direct Shipments Between:
July 29-30, 2015

To: Exhibitor Name/ Booth #

For: Subway Convention 2015

Capital Convention Contractors
c/o Sands Expo and Convention Center
201 Sand Avenue – D Dock Receiving
Las Vegas, NV 89169

Information

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Freight received at the Advance Warehouse after the published deadline will be charged an additional 35% per cwt surcharge

Information

Please use enclosed freight labels

Received only during exhibitor move-in hours

Freight received at Show Site prior to the published move-in or after the show opens will be charged an additional 35% per cwt surcharge

If you have any questions, please feel free to contact Exhibitor Services at the number below.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

OUTBOUND SHIPPING LABEL REQUEST

To assist exhibitors who will be shipping out at the end of the Subway 2015 Convention we are pleased to offer you pre-printed 4" x 5" shipping labels that can be picked up at the Capital Service Desk during the convention. Simply complete the form below with your outbound shipping information.

**** THERE IS NO ADDITIONAL CHARGE FOR THIS SERVICE! ****

Please be sure to either fax or email this form to us NO LATER THAN JULY 15, 2015

SORRY, NO ON-SITE LABEL REQUESTS WILL BE TAKEN

PLEASE NOTE: You are still responsible for setting up service with the outbound carrier of your choice, and for completing the outbound bill of lading at the Capital Service desk regardless of the carrier that you are using.

We look forward to seeing you at the show!

Exhibitor _____ **Booth #** _____

SHIP TO INFORMATION

(PLEASE PRINT CLEARLY)

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Attn: _____

Phone: () _____

Please complete the above section and email to help@capitalconventions.com or fax to 508-351-9911 by Wednesday July 15, 2015. Labels may be picked up at the Capital Convention Service Desk during the Subway 2015 Convention.

Number of labels needed:

Note: Your carrier needs to check in at the loading dock by 7:00pm on July 31, 2015 or your freight will be forced out on the show carrier YRC. Your company is responsible for all shipping related charges.



Exhibit Services

Reliable tradeshow transportation services



Trust YRC Freight for tradeshow transportation

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC Freight gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC Freight Sealed Exhibit™ security and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrcfreight.com, and gain online control of your shipment from start to finish.

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC Freight is the first and only provider to offer customers a free inbound guarantee.* Be confident your booth will arrive on time with YRC Freight.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC Freight professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC Freight guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO |  Live Chat





LAS VEGAS, JULY 2015

**US Foods/Las Vegas
WELCOMES SUBWAY® EXHIBITORS
TO THE 2015 CONVENTION & TRADE SHOW**

To accommodate the handling and distribution of trade show food products, US Foods will assist in the delivery of your frozen and refrigerated products and samples to the Venetian/Palazzo Hotel and the Sands Convention Center.

IMPORTANT

You must contact Marc Cohen before shipping your product. Once you have spoken to Marc you may complete this form and fax or email it to US Foods Las Vegas, NV.

Attention Marc Cohen

Email: marc.cohen@usfoods.com

Phone: 702 636 3287

Fax: 702 636 3800

QUANTITY	DESCRIPTION OF PRODUCT	TEMPERATURE FOR STORAGE

Shipments must be received no later than July 8, 2015 and not before June, 10th 2015

Receiving hours will be from 6:00 am – 2:00 pm only. Please send samples to the address below. Every box must be marked with your specific color label regarding your participation at the trade show e.g. Green Label-trade show, Red Label-Food Court and Blue Label-Breakfast Pavilion; any colored marker will do to simplify this process. This will help in retrieving samples from the truck for each specific area of the trade show.

**US Foods
1685 W. Cheyenne Avenue
Las Vegas, NV 89032-7764
Attention: Marc Cohen**

INCOMING SHIPMENTS MUST BE LABELED - “Subway® 2015 Trade Show”.

These products will be delivered to the Venetian /Palazzo Hotel and the Sands Convention Center on Wednesday, July 29th 2015. A **US Foods** truck with a uniformed driver will be at the site for your convenience. **Note:** You are responsible for retrieving your own samples during this period.

Display & Graphics

Rental Exhibits Order Form
Custom Exhibits Rental Brochure
Standard Sign Order Form
Graphic Setup & File Upload Information

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

CUSTOM EXHIBIT RENTAL ORDER FORM

Advance Order Price Deadline: July 15, 2015

*All custom exhibit rentals include one header sign, standard color carpet, set-up, dismantle and opening day cleaning. Electricity is **NOT** included with the Exhibit Rental.*

10' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Amount
	Exhibit 10-A	\$1,900.00	
	Exhibit 10-B	\$2,850.00	

20' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Amount
	Exhibit 20-A	\$4,360.00	

Additional Options

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Standard Counter—41½" w x 21¾" d x 42"h	\$210.00	\$420.00	
	Adjustable Shelves	\$36.75	\$52.50	
	Spot Lights (electricity not included)	\$36.75	\$52.50	
	Company Logo on Header Sign	\$131.25	\$157.50	

Material for Backwall - Choose One

FABRIC: ☐ Grey ☐ Blue

SINTRA: ☐ White ☐ Grey ☐ Black

Carpet Colors – Choose One

☐ Blue ☐ Red ☐ Black ☐ Grey ☐ Burgundy ☐ Green

Header Copy – please print clearly

SUB TOTAL	\$ _____
NV TAX 8.1 %	\$ _____
GRAND TOTAL	\$ _____

Letter Color: ☐ Blue ☐ Red ☐ Black

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ Orders cancelled after installation will be charged 100% of original price.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State/Zip _____ Signature _____
Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

Custom Exhibit Booth Specials



Option 10-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •



Option 10-B

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- One 20"x117" Backwall Counter •
- One 20"x39-1/2" Freestanding Counter •



Option 20-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- Two Wastebaskets •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- Six 12" Flat Shelves •
- Two 20"x39-1/2" Freestanding Counter •

SIGN ORDER FORM

Sign Order Deadline: July 17, 2014

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least two (2) weeks prior to exhibitor move-in.

CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for black copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

QTY	SIZE	Advance Price	Floor Price	Amount
	7" x 44"	\$30.00	\$45.00	
	14" x 22"	\$38.00	\$57.00	
	22" x 28"	\$65.00	\$98.00	
	28" x 44"	\$85.00	\$127.00	

ADDITIONAL SIGN OPTIONS

Add your company's logo and other options for an additional cost. Exhibitor must supply artwork.

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Logo	\$100.00	\$125.00	
	Over 10 words	\$1.00	\$2.00	
	Cardboard Easel Back	\$4.00	\$6.00	
	Directional Arrow	\$5.00	\$7.00	

BANNERS

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____ X _____	= _____ X _____	\$14.00 per sq. ft.	\$25.00 per sq. ft.	\$ _____

SUB TOTAL	\$ _____.
NV TAX 8.1 %	\$ _____.
GRAND TOTAL	\$ _____.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State/Zip _____ Signature _____
Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

FILE FORMATS ACCEPTED:

Adobe Illustrator CS5, Photoshop CS5, .EPS, HI-RES PDF, HI-RES TIFF and HI-RES JPEG

FILE SET UP INFORMATION:

- *All files are preferred to be set up using Adobe Illustrator and/or Photoshop.*
- *Please provide low resolution pdfs when possible for soft proof.*
- *All artwork should be setup in CMYK workspace.*
- *Specify PANTONE (PMS) color values using the Pantone Solid Coated library for all crucial colors, especially logos and background colors.*
- *Custom color builds (RGB or CMYK), transparency colors, and PMS tints cannot be guaranteed to print correctly, please specify a Pantone color or provide a physical color reference, or color will print 'as is.'*
- *All raster artwork should be submitted at 100ppi at full size at the least.*
- *Please provide .25" bleed when designing for trimming. Crop marks should be setup in Illustrator.*
- *Please provide a vector file for logos, taglines and trademarks.*
- *Please outline text when submitting final artwork. Or provide font files if editing is necessary.*

LARGE FORMAT FILES SAVING INFO:

Working in PHOTOSHOP:

- *Photoshop "raster" files are to be set up at 100ppi at 100% of final size in CMYK workspace.*
- *Save a flattened version of your layered file as a Photoshop .EPS, Set Preview to TIFF (8 bits/pixel), Set Encoding to JPEG (maximum quality)*

Working in ILLUSTRATOR:

- *We recommend .25" bleed when designing for trimming purposes. Please provide crop marks.*
- *Please setup file at 100% when possible. If scaling needed, please note scale info on file.*
- *We recommend text and logos to be setup in Illustrator. Please specify Pantone (PMS) color when needed.*
- *Place/Link Photoshop.EPS files or raster images in Illustrator (please do not embed to keep file size small) Keep all Photoshop.EPS files in one folder along with the supporting Illustrator file.*
- *Uncheck 'Create PDF Compatible File' when saving .ai file. (This will keep file size small)*

FTP UPLOAD INFO:

<https://launchpad.37signals.com/basecamp/1767385/signin>
user: graphicsupload
password: preview12

Ancillary Services

Sands Expo Exclusive Service Brochure*

- * Electrical – Page 18-23**
- * Internet – Page 25**
- * Telecommunications – Page 25**
- * Rigging – Page 28-29**
- * Plumbing – Page 26-27**
- * Booth Cleaning – Page 17**
- * d i a l a e**

Floral Order Form

Link to SES Services – <http://www.sandsexpo.com/exhibitors.html>

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com



Dear Exhibitor:

Welcome to the Sands Expo! We have designed this brochure to be as user friendly as possible in ordering services for your 2015 event. Included are order forms and informational/instructional sheets. We hope you find this a useful brochure that will assist you in the preparation of your booth space.

We have a variety of services and departments here at the Sands Expo to assist you in having a successful event. These services include:

TECHNICAL SERVICES Specialized Event Services is pleased to provide a complete range of services for your booth, event, or meeting; utilizing equipment that is the cutting edge in technology for the trade show and convention industry. Our technical services include:

- Electrical – SES exclusive provider
- Internet – Sands Expo exclusive provider
- Telecommunication – Sands Expo exclusive provider
- Rigging – SES exclusive provider
- Audio Visual – full service
- Plumbing - compressed air and water and drain service.

CATERING As the exclusive provider for all food and beverage needs, our services range from catering needs in our meeting rooms to booth service, receptions, cocktail parties, and banquets.

BUSINESS CENTER An exclusive, full-service center for reliable business support services including photo-copies, office supplies, fax transmissions, shipping, and sundries. For your convenience, we are located in Level 1 of the Sands Expo.

CONVENTION SERVICES/BOOTH CLEANING SERVICES - Sands Expo is the exclusive cleaning contractor. We offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

FLORAL & PLANT A full-service floral department which can provide a wide variety of plants and floral designs.

We at the Sands Expo hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please call our Order Processing department at 702-733-5070.

Sincerely,

Kirsten Dimond
Vice President of Operations

2015

ORDER FORM INDEX - 2015

	* Credit Card Authorization / Method of Payment Form	2
	Make a payment or leave a credit card on file with us.	
	Specialized Event Services (SES) Scope of Work.....	3
	Third Party Agent Form	4
	Used when an exhibit house is also paying for services in your booth.	
	* Service Location Plan	5
	Use this form to indicate service locations within your booth.	
	* Audio/Visual Equipment / Computer Rental / Cable/HDTV/Satellite Agreement Order Form	6
	All your audio and visual equipment and service needs.	
	A/V Labor Order Form	7
	Installation and technical support.	
	Business Center / Customer Service Information.....	8
	For all your business needs during your show; from photocopies to shipping and more!	
	* Catering Request to Distribute Samples	9
	Distribution of sample food and beverage items.	
	* Catering Booth Services Order Form & Menu	10-15
	All food and drink in your booth must be provided by Sands Expo at the Sands.	
	* Catering / Water Cooler Rental Order Form.....	16
	Single serving water bottles are also available, see page 10.	
	* Convention Services / Booth Cleaning Services Order Form	17
	Order cleaning and porter services for your booth.	
	* Electrical Services General Information (2-part).....	18-19
	What you need to know about having electricity in your booth.	
	* Electrical Services Order Form 120 Volt	20
	Need electricity in your booth? Use this form to order it.	
	* Electrical Services Order Form 208 & 480 Volt.....	21
	Need electricity in your booth? Use this form to order it.	
	* Electrical / Booth Lighting Services Order Form, Conditions & Instructions	22-23
	Track lights, stanchions, overheads, and other lighting packages.	
	Floral & Plant Services Order Form.....	24
	Stand out from the crowd; give your booth a warm, professional look.	
	* Internet and Telecommunication Services Order Form	25
	Broadband Internet and technical services / Telecommunications services.	
	* Plumbing / Compressed Air, Water, Drain Services Instructions, Conditions, & Order Form	26-27
	Air, water, drain, and other plumbing services; fire suppression (sprinkler system).	
	* Rigging / Hanging: Truss / Lighting Rental & Labor Order Form	28
	Motorized hoists, trussing, robotics, lighting, dimmers, and controls.	
	Rigging / Hanging Sign Services Order Form	29

* Indicates that Sands Expo/SES is the exclusive provider of these services at the Sands Expo.

* These forms and services are likely to be particularly important to you.

For information regarding these or any other services, please call Order Processing at 702-733-5070



HELPFUL HINTS

SAVE MONEY

You can save money by placing your orders by 5PM PST twenty-one (21) calendar days prior to the show opening date. Full payment must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Orders may be mailed to: Sands Expo
Order Processing Department
201 Sands Avenue
Las Vegas, NV 89169

Orders may be faxed to: 702-733-5568
Please indicate total number of pages faxed to ensure complete order was received.

SEND ACCURATE INFORMATION

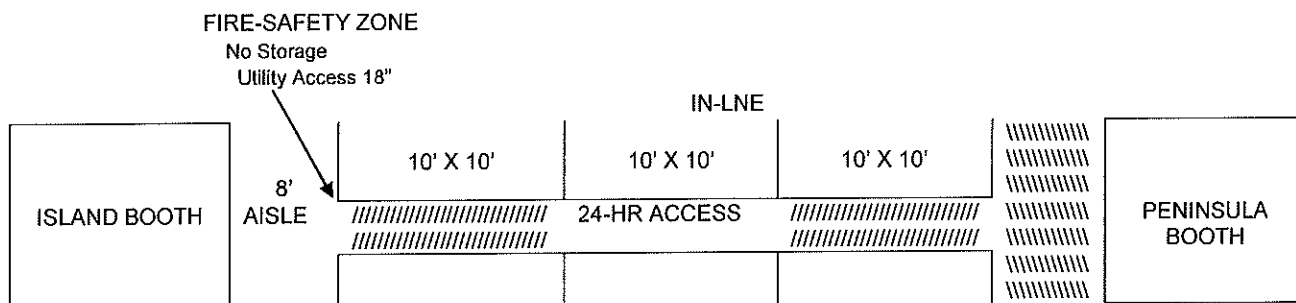
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify Sands Expo in writing with your company name, prior booth number, and new booth number. We also request that you send us a floor plan indicating where you require any electrical service; telecommunication services; and compressed air, water, and drain requirements. If you are placing orders for hanging applications, we will need more detailed prints for this service.

ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information. You can call us at: 702-733-5070. We are pleased to assist you with all of your on-site services.

EXHIBIT SPACES

There are three major types of exhibit space (or booth types) used at trade shows, conventions, and events. You will find these types of booths mentioned in several of the service forms you will be completing. The following are the standard installations for electrical; Internet; compressed air, water, and drain service; and telecommunication service:



Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air, water, and drain outlets placed at the back of the booth. For island booths, you should send a floor plan which indicates the one main location for your services. If no floor plan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.

VENETIAN PALAZZO SANDS EXPO

Credit Card Authorization Form

You are requesting The Venetian | Palazzo Resort, Hotel & Casino and/or the Sands Expo and Convention Center to bill charges to your credit card for services required for the individuals/functions listed below. Please ensure this form is filled out completely and signed by the authorized card holder.

Event or Convention Information

Group Name: _____

Event Name: _____

Arrival Date: _____ Departure Date: _____

Credit Card Information

Amount to be charged: \$ _____

If authorizing this credit card to be used for all Event/Convention-related charges please initial here: _____

I authorize any and all charges not covered by my advance deposit, or other deposits, to be charged to this credit card. The Venetian, The Palazzo and Sands Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian, The Palazzo and/or Sands Expo is authorized to charge the remaining amount. No additional signature will be required.

Credit Card Number: Expiration Date: /
MONTH YEAR

Card Holder Information As It Appears On Your Account

Last Name: _____ First name: _____ MI: _____

Full Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Facsimile: _____ Email Address: _____

I authorize The Venetian, The Palazzo and Sands Expo to charge this credit card as indicated above.

Card Holder Signature: _____ Date: _____

To prevent unauthorized access or disclosure, we have implemented procedures to safeguard and secure the information we receive. However, we are not able to verify the security of such information during electronic transmission to us. Therefore, we recommend that this form be faxed to the number provided by your Venetian | Palazzo | Sands Expo contact or sent using email encryption technology.



SPECIALIZED EVENT SERVICES (SES) SCOPE OF WORK - 2015

SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES AT THE SANDS EXPO, THE VENETIAN RESORT-HOTEL & CASINO, AND THE PALAZZO.

1. Assembly, installation, operation, and dismantle of all attachments to "the facility", but not limited to chain hoists and dead hang points for such items as drapery, scenery, banners, electrical and non-electric signs, truss, lighting, cabling; and projection, audio, and video equipment or special effects gear. This is inclusive of lighting boards, dimming systems, follow spots, and house light control systems.
2. Assembly, installation, operation, and dismantle of all ground-supported truss, lighting, and rigging systems. This includes attachment of all equipment and cabling as described in item #1.
3. Assembly, installation, and dismantle of all floor-supported items that exceed 16 feet from floor; such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling; projection, audio and video equipment, or special effects gear.
4. Assembly, installation, operation, and dismantle of all lighting for stages and rigging control systems for display areas and booth areas to include models, sales demos; various types of specialty lighting that are used in displays, presentations, and productions within the confines of the facility. Includes all adjustments, repairs, or replacement to said equipment.
5. Assembly, installation, handling, and moving of all materials associated with the SES Scope of Work.
6. Operation of man lifts, forklifts, and scissor lifts required to perform Scope of Work duties.
7. Installation of cords and cables under carpet and over carpet distribution. Final connection from equipment, light fixtures, power tracks, and all electrical items to outlet(s).
8. Electrical signage that comes separate from the display and must be mechanically installed.
9. All antennas on or around the building; including set up and removal of interconnecting cables from outside to inside of building and to exhibit booths. Excludes interconnecting of computer-type equipment with service connections between components.
10. Portable generators, motor generators, converter transformers, and hookup of same.
11. Responsible for all maintenance and repair of all electrical installations on property.
12. Portable cabling from main switch gear to sub-panels to branch circuit panels and secondary distribution.
13. Installation of communication cable, audio/visual, data, and telephone cable from booth-to-booth. Excludes interconnects from exhibitor equipment within the confines of their own exhibiting event.
14. Portable plumbing service (air, water, and drains for all areas) whether in the exhibit area or not. Includes air compressors, various pumps and sub-pumps and hook-up of same.
15. The use of individual air compressors or pumps are prohibited. However, if they are an integral part of the exhibited products, please contact SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man lifts, forklifts, and scissor lifts required to perform all work requiring this equipment.
17. Only SES-supplied equipment and cabling is allowed in the catwalks or unistrut hanging points. This includes all lighting and attachment hardware for other devices.



THIRD PARTY AGENT FORM – 2015

E-Mail, mail, or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com



ORDER ONLINE AT

WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

FOR EXHIBITORS WHO HAVE ARRANGED FOR AN EXHIBIT HOUSE OR THIRD PARTY TO HANDLE YOUR DISPLAY AND PAY FOR YOUR SERVICES, SANDS EXPO AGREES TO CHARGE THIS THIRD PARTY AGENT. HOWEVER, THIS FORM MUST BE COMPLETED BY BOTH THE EXHIBITING COMPANY AND THEIR DESIGNATED REPRESENTATIVE AND BOTH COMPANIES MUST SUBMIT CREDIT CARD INFORMATION TO SANDS EXPO. THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. THIS FORM DOES NOT EXCLUDE EITHER PARTY FROM PAYMENT POLICIES WHICH ARE LISTED BELOW:

- To receive advance prices, we must receive your order with full payment by 5 PM PST 21 calendar days prior to show opening date. All other orders will be processed at the show site rate where applicable.
- All invoices must be settled prior to show close.
- No credits will be issued on services installed as ordered even though not used.

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges. In the event that the named third party agent does not make payment for the services provided prior to the closing date of the event, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.

TO BE COMPLETED BY THIRD PARTY AGENT (Please provide all information below.)

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #	
THIRD PARTY CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SANDS EXPO/SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

THIRD PARTY AGENT CREDIT CARD AUTHORIZATION (Will be used for all Sands Expo/SES services your order or incur.)

CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF.
OTHER AUTHORIZED SIGNER(S):

Print Name	Signature
Print Name	Signature

THIRD PARTY TO BE INVOICED FOR THE FOLLOWING SERVICES: ☐ ALL

- | | | |
|---|--|---|
| <input type="checkbox"/> AUDIO/VISUAL | <input type="checkbox"/> BUSINESS CENTER | <input type="checkbox"/> CATERING |
| <input type="checkbox"/> CONVENTION SERVICES (cleaning) | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> BOOTH LIGHTING |
| <input type="checkbox"/> FLORAL & PLANT | <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> RIGGING | <input type="checkbox"/> TELECOMMUNICATION | |

TO BE COMPLETED BY EXHIBITING COMPANY (This section must be signed to complete the order process.)

I hereby authorize _____ (3rd party co. name) to act as my 3rd party agent for the above booth and event.

EXHIBITING COMPANY CREDIT CARD INFORMATION (Will only be used upon default by 3rd party.)

EXHIBITING COMPANY NAME:							
CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME: (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

Please read all forms thoroughly for all instructions and conditions prior to placing orders.



SERVICE LOCATION PLAN - 2015

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

ELECTRICAL SERVICES:

- Indicate main power location.
- Indicate additional outlet locations. (Indicate wattage or amperage required at each location.)

COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths) by writing "Air/Water" at appropriate location.

HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 5 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).

TELECOMMUNICATION SERVICES:

- Indicate main telephone line location.
- Indicate extension locations.

INTERNET SERVICES:

- Indicate location of main drop.

Please complete this information for ease of booth identification.

EVENT NAME: 2015 Subway Convention	EVENT DATES: July 30-Aug. 1, 2015
EXHIBITING CO. NAME:	BOOTH #:
CONTACT NAME:	CONTACT NUMBER:

Please indicate scale: 1 square = _____ feet OR Other: _____

Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle # _____									

LEGEND

- | | | | |
|------------|-------------------------------------|---------------------|---------------------|
| ○ – 5 AMP | ■ – 208 volt | ▲ – Internet | CA – Compressed Air |
| Ø – 10 AMP | □ – 480 volt | T – Telephone | WS – Water Services |
| ● – 20 AMP | ◆ – Electrical Main Drop Line (MDL) | DS – Drain Services | |

Detach the Service Location Plan and send with your order form(s).

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015

TRADE SHOW ONLY



AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2015

E-Mail, mail, or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5655 • F: 702-733-5684 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
ON-SITE CONTACT TELEPHONE:	FAX:		E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
IMPORTANT: ALL SERVICES PROVIDED BY ENCORE. AV EQUIPMENT PRICES ARE PER EVENT. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

Additional equipment available. Please contact us at 733-5655 for all your additional needs.

		QTY	EVENT ADVANCED PRICE	EVENT SHOW SITE PRICE	SUBTOTAL
VIDEO	32" LCD Screen (table stand only)		\$690.00	\$865.00	
	40" LCD Screen		\$750.00	\$940.00	
	46" LCD Screen		\$1,035.00	\$1,290.00	
	55" LCD Screen		\$1,150.00	\$1,435.00	
	50" LED Screen		\$920.00	\$1,150.00	
	60" LED Screen		\$1,950.00	\$2,440.00	
	Monitor Floor Stand (Encore-owned equipment only)		\$105.00	\$135.00	
	Projector – 4,000 Lumens		\$675.00	\$845.00	
	Blue-Ray Player		\$160.00	\$200.00	
	DVD Player (Region 1) NTSC		\$110.00	\$140.00	
AUDIO	350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, 1-wired handheld microphone)		\$515.00	\$645.00	
	50W Powered Speaker (1 speaker w/stand)		\$170.00	\$215.00	
	Wireless Mic, Handheld		\$190.00	\$240.00	
	Wireless Lavalier Mic		\$190.00	\$240.00	
	Wireless Mic, Headset		\$225.00	\$285.00	
MISC	Flipchart, Pad, 4 Markers, Easel		\$65.00	\$85.00	
	Screen Package (8'x8' screen, cart, 1 power strip, 1 AC cable, 1 VGA cable)		\$150.00	\$190.00	
Computer	Desktop Computer with 17" Screen		\$405.00	\$510.00	
	Laptop Computer		\$230.00	\$290.00	
	I Pad 4		\$200.00	\$250.00	
HDTV/ SATELLITE	HDTV Receiver & Remote Rental (one required per source)		\$1,250.00	\$1,500.00	
	Satellite/Antenna Space Rental (accommodation fee for customer satellite dish, antenna, or truck)		\$500.00	\$750.00	
TOTALS	EQUIPMENT TOTAL FOR THIS PAGE				
	NEVADA STATE SALES TAX (8.10% X Equipment Total)				
	LABOR ESTIMATE FROM PAGE 7 – Minimum \$186.00 (2 hours)				
	GRAND TOTAL FOR EQUIPMENT & LABOR				

NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015



**AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE
ORDER FORM 2015**

E-Mail, mail, or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

LABOR ORDER LABOR - \$186 MINIMUM (2 hours) (delivery/installation/dismantle)	Requested delivery date & time:
\$	
DEDICATED LABOR (See <i>Dedicated Exhibit Technicians</i> for terms and conditions.) Labor Rate X Actual Hours	Requested dismantle date & time:
\$	
CABLE/HDTV/SATELLITE LABOR IN - 2 techs @ 2 hours @ \$93.00 - \$372.00 OUT - 2 techs @ 1 hour @ \$93.00 - \$186.00 TOTAL LABOR: \$558.00	WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY. HOWEVER, CIRCUMSTANCES BEYOND OUR CONTROL MAY PREVENT US FROM MEETING YOUR REQUESTED TIMEFRAME.
LABOR TOTAL \$	

LABOR RATES:

Straight Time: \$93/hour Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.
Overtime: \$175/hour After 8 hours of labor per day Monday through Friday, Saturdays, Sundays, except holidays.

AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS

LABOR: ALL SERVICES PROVIDED BY ENCORE.

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM 2-HOUR (\$93 PER HOUR) LABOR CHARGE. THIS FEE PROVIDES FOR DELIVERY, INSTALLATION, REASONABLE TECHNICAL ASSISTANCE, DISMANTLE, AND PICK-UP OF AUDIO/VISUAL EQUIPMENT.
- MORE EXTENSIVE AUDIO/VISUAL SETUPS WILL BE CHARGED LABOR AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
- DEDICATED EXHIBIT TECHNICIANS, FLOATERS, OR ANY OTHER FORM OF AUDIO/VISUAL LABOR WILL BE CHARGED AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.

EQUIPMENT

- WE ENCOURAGE YOU TO SUBMIT YOUR ORDER BY THE ADVANCE RATE CUT-OFF DATE TO ENSURE AVAILABILITY OF EQUIPMENT.
- ON-SITE ORDERS WILL BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES AND WILL BE FILLED BASED ON AVAILABILITY OF EQUIPMENT. DELIVERY AND SET-UP OF SUCH ORDERS WILL OCCUR IN THE ORDER THEY ARE RECEIVED.
- BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY ASSUMES AND SHALL BEAR THE ENTIRE RISK OF EQUIPMENT ABUSE OR MISUSE, LOSS BY FIRE, THEFT OR MISPLACEMENT, OR ANY OTHER CAUSE OF LOSS OR DAMAGE TO THE RENTAL EQUIPMENT WHILE IN THE RENTER'S POSSESSION. IN THE EVENT OF SUCH OCCURRENCE, THE RENTER SHALL IMMEDIATELY PAY SANDS EXPO, IN CASH, ALL RENTAL FEES DUE UNDER THE TERMS OF THE RENTAL AGREEMENT PLUS THE VALUE OF THE EQUIPMENT RENTED (BASED ON FAIR MARKET VALUE AT THE TIME OF RENTAL). ALL RENTAL EQUIPMENT SHALL BE CONSIDERED STILL RENTED, WITH RENTAL FEES ACCRUING, UNTIL SUCH PAYMENT IS MADE IN FULL.
- A REPRESENTATIVE MUST BE IN YOUR BOOTH OR MEETING ROOM TO SIGN FOR EQUIPMENT DELIVERY AND RESPONSIBILITY. IF YOUR BOOTH IS NOT READY FOR DELIVERY, PLEASE CALL OUR TECHNICIAN AT 702-296-5185 WHEN YOU ARE READY FOR SERVICE.
- FOR BOOTH ORDERS, ELECTRICAL SERVICE IS NOT INCLUDED IN EQUIPMENT PRICING. CALL 702-733-5070 TO PLACE AN ELECTRICAL ORDER.
- EQUIPMENT DELIVERY AND INSTALLATION TIMES ARE PRIORITIZED AFTER THE COMPLETED FORM IS PROCESSED THROUGH SANDS EXPO ORDER PROCESSING. SANDS EXPO AND SES ARE NOT RESPONSIBLE IF EQUIPMENT INSTALLATION DOES NOT MEET EXHIBITOR'S TIMELINE DUE TO ANY UNFORESEEN CIRCUMSTANCES OCCURRING AT SHOW SITE.

SATELLITE

- ALL LOCATING OF SATELLITE DISHES FOR OUTSIDE ACCESS IS DONE BY SES AND SANDS EXPO PERSONNEL. PLEASE CALL IF YOU PLAN ON BRINGING YOUR OWN SATELLITE DISH OR UP-LINK VEHICLES. WE WILL ADVISE YOU OF THE AREA WHERE THEY MAY BE LOCATED. CONSIDERATION WILL BE GIVEN TO DIRECTION FROM WHICH SIGNAL IS RELAYED.

CANCELLATIONS

- CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE ON EQUIPMENT.
- ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE

DATE

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.



BUSINESS CENTER / CUSTOMER SERVICE INFORMATION 2015

While you are exhibiting at or visiting the Sands Expo, stay on top of all your business needs. The Sands Expo Business Center has the resources, expert staff, and experience to assist you with any business need that should arise during an event.

Visit the Sands Expo Business Center, conveniently located in the Level 1 Lobby, for:

SERVICES

Printing

- Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files from disk, CD-Rom, or memory stick.
- You may order print jobs in advance of your arrival by e-mailing us at servicecenter@sandsexpo.com.
- Please include in your e-mail, information necessary to complete your order such as, copy quantity, paper size, black and white or color copies, single or double sided, etc.
- A *Credit Card Authorization Form* (Page 2) must accompany your order.

Photocopy

- Prices are based on volume using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy.
- Price includes machine collating and stapling if needed. Alternate color paper may be available.
- Color copy services are also available.

Shipping: Domestic – International – UPS and Federal Express

- Prices are determined by package weight, size and destination.
- There is a handling fee per item in addition to shipping fees.
- Shipping is outbound from the Sands Expo Business Center only.
- Certain restrictions may apply.
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST.
- For packages weighing 150 pounds or more, please contact your general contractor for shipping service.

Faxing and Scanning

- Send or receive a domestic or international fax. Sands Expo Business Center Fax Number: 702-733-5317.
- Send a scanned document anywhere.

SUPPLIES

Office

- pens • pencils • paper • staplers • staples • glue • tape • marking pens • clipboards • paper clips
- writing tablets • Velcro® • packaging supplies (shipping boxes, bubble wrap, shrink-wrap, tape, etc.)

Please check our display case for additional items.

Sundries

- pain relievers • breath fresheners • lip protection • candy • antacids • cough drops • tissues

Much more is available at the Business Center Desk.

OTHER SERVICES

- Coat and Baggage Check - \$3.00 per item.
- Business cards made at the Business Center Desk.
- Lamination services available for pages up to 8.5" x 11".

Please call us at 702-733-5070 for pricing information.



SES CATERING REQUEST TO DISTRIBUTE SAMPLES – 2015 *

Mail, E-mail, or fax form to:
 SANDS EXPO, FOOD AND BEVERAGE DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
 Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		

SES Catering is the exclusive catering contractor, with exclusive food and beverage distribution rights. Show Management and/or their exhibitors may distribute sample food and/or beverages only upon written authorization.

EXHIBITOR CHECKLIST
<input type="checkbox"/> I understand that items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
<input type="checkbox"/> I understand that food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SES Catering Department.
<input type="checkbox"/> I am aware that product liability insurance is required when sample food is distributed in the Sands Expo. For alcohol dispensing, \$2,000,000.00 in host liability insurance is required and must comply with federal and state liquor laws.
<input type="checkbox"/> I understand that all items are limited to the following sample size: Beverages - limited to two ounces Food items - limited to one ounce
<input type="checkbox"/> I understand that violation of sample size limits will result in a corkage fee.
<input type="checkbox"/> I understand that all food service specifications by the Southern Nevada Health District must be adhered to by the exhibitor and/or their contractor. Southern Nevada Health District can be reached at 702-759-0620 or www.southernnevadahealthdistrict.org .
<input type="checkbox"/> I understand that no outside alcohol is permitted.
<input type="checkbox"/> I understand that disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo and charges will apply.
<input type="checkbox"/> I am aware that the Sands Expo will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples
<input type="checkbox"/> I understand that all sampling booths are required to have a hand-washing station that complies with Southern Nevada Health District guidelines.
<input type="checkbox"/> I understand that all individuals who are distributing samples must wear latex gloves.

Product(s) to Dispense

--

Please Explain Purpose of Product Offering

--

Please Indicate Any Special Services Required.

A fee will apply to any of the following services:

☐ Food Handling ☐ Cleaning ☐ Disposal ☐ Storage ☐ Freezer ☐ Refrigeration Cubic Feet Required _____

For information concerning availability and charges, please call the SES Catering Department at 702-733-5366

A 10% DISCOUNT WILL BE APPLIED TO ALL ORDERS RECEIVED BY 5PM PST **JULY 9, 2015**



CATERING BOOTH SERVICES ORDER FORM – 2015 *

Mail, E-mail, or fax forms with payment to:
SANDS EXPO, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER DESK.
For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

**+A \$50.00 labor and preparation charge will be applied to all orders that do not meet minimum requirements.
A 25% labor and preparation fee will be applied to all half orders.**

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Any exception must be approved in writing and a corkage fee will apply.**

BEVERAGES	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Individual Fruit Juices 10 oz. each	\$5.25					
Individual Naked Juice/Energy Drink 16 oz. each	\$6.75					
Assorted Soft Drinks 12 oz each	\$5.25					
Bottled Water 16 oz. each	\$5.25					
Specialty Water, Sparkling and Still – Small	\$6.75					
Specialty Water, Sparkling and Still – Large	\$13.50					
Fruit Juice – 1 Gallon	\$74.75					
Orange, cranberry, grapefruit, apple, tomato, pineapple						
Hot Chocolate – 1 Gallon	\$74.75					
Hot Tea – 5 Gallons*	\$374.00					
Iced Tea – 5 Gallons*	\$374.00					
Lemonade – 5 Gallons*	\$311.50					
Coffee – Regular or Decaf – 5 Gallons*	\$374.00					
Coffee Pour Over Unit – for entire show	\$498.50					
8 bags of coffee, 2 bags of decaf, 10 tea bags, cups & condiments						
Additional Coffee Kit	\$232.25					
Ice – 20 pounds	\$28.50					
* Minimum order is 5 gallons on the show floor						

BREAKFAST ITEMS (cont. on next page)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Hard-boiled Eggs w/Kosher salt & cracked pepper – dozen	\$34.00					
Individual Fruit Yogurt - dozen	\$68.00					
Whole Fresh Fruit – dozen	\$53.00					
Seasonal Fruit Cup+ -dozen	\$122.50					
Cinnamon Rolls - dozen	\$67.00					
Assorted Danish (regular or miniature) - dozen	\$67.00					
Assorted Muffins (regular or miniature) - dozen	\$67.00					
Croissants - dozen	\$70.00					
Bagels with Cream Cheese - dozen	\$70.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM AND SUBMIT WITH YOUR ORDER.

A 10% DISCOUNT WILL BE APPLIED TO ALL ORDERS RECEIVED BY 5PM PST **JULY 9, 2015**



CATERING BOOTH SERVICES ORDER FORM – 2015 *

Mail, E-mail, or fax forms with payment to:
SANDS EXPO, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com

Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
<small>IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</small>				

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER DESK.
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BREAKFAST ITEMS (continued)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Assorted Granola & Breakfast Bars - dozen	\$59.75					
Breakfast Sandwiches - dozen	\$98.50					
Combo Breakfast Basket - dozen	\$69.00					
4 croissants, 4 danish, 4 muffins						
Krispy Kreme Donuts - dozen	\$62.50					
BREAK ITEMS (one pound serves approx. 10 people)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Homemade Potato Chips, Tortilla Chips or Pretzels – per pound	\$53.00					
Onion Dip, Salsa Trio, or Guacamole per quart (serves 15)	\$45.50					
Gourmet Snack Basket (serves 15) packaged mixed nuts, flavored snack mixes, gourmet popcorn, trail mix	\$130.50					
Assorted Finger Sandwiches (50 pieces)	\$234.00					
BLT Finger Sandwiches (50 pieces)	\$295.75					
Vegetable Crudités (serves 15)	\$295.75					
Indiv. Bags of Chips/Pretzels/Popcorn+ (min. order 24)	\$94.25					
Snack Mix - per pound	\$52.00					
Fancy Mixed Nuts - per pound	\$53.00					
Assorted Cookies - dozen	\$55.75					
Brownies - dozen	\$55.75					
Biscotti - dozen	\$70.00					
Assorted Candy Bars - dozen	\$53.00					
Fruit Basket – each	\$86.00					
Sliced Seasonal Fresh Fruit Tray (serves 25)	\$268.50					
Imported & Domestic Cheese Platter (serves 25)	\$328.75					
Fruit and Cheese Platter (serves 25)	\$300.25					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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CATERING BOOTH SERVICES ORDER FORM – 2015 *

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LUNCH ITEMS (serves 25)	ADVANCED PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>All sandwiches & platters include appropriate accompaniments.</i>						
Chef's Sandwich Platter	\$362.50					
Chicken Breast & Beef Tenderloin Medallions	\$377.50					
Chicken, Tuna, and Egg Salad Sandwich Platter	\$362.50					
Deli Platter w/Choice of Italian or Traditional Meats and Cheeses	\$419.25					
Caesar Wraps – Chicken or Vegetarian	\$328.50					
Savory Turkey Wraps – sliced turkey, red onion, cucumbers, lettuce, Swiss cheese, and cranberry honey mustard on wheat wrap	\$362.50					
Italian Submarine Platter	\$391.00					
SALADS (serves 25)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Mixed Greens Salad w/Choice of Dressing	\$150.50					
BLT Salad w/Homemade Blue Cheese Dressing	\$180.25					
Caesar Salad	\$159.75					
Caesar Salad with Chicken	\$210.25					
Greek Salad - Romaine & baby spinach, red onion, Feta cheese, Kalamata olives, pepperoncini, cucumbers, house vinaigrette	\$210.25					
Spinach Salad – w/chicken, dried cranberries, golden raisins, toasted almonds, goat cheese, raspberry walnut vinaigrette	\$234.50					
Fruit, Pasta, or Potato Salad	\$150.50					
PIZZA (serves 8)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Cheese Pizza	\$39.75					
Pepperoni Pizza	\$46.50					
Vegetarian Pizza	\$46.50					
Supreme Pizza	\$46.50					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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BOXED LUNCHES+ (min. order of 10 each)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>Includes whole fresh fruit, bag of chips, cookie, and bottled water.</i>						
Roast Beef - each	\$46.50					
Smoked Ham - each	\$40.75					
Turkey Breast - each	\$40.75					
Tuna Sandwich - each	\$40.75					
Italian Submarine – each	\$46.50					
Chicken Caesar Wrap - each	\$40.75					
Caesar Salad - each	\$34.00					
Chicken Caesar Salad - each	\$40.75					

GOURMET BOXED LUNCHES+ (min. order of 10 each)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>Includes whole fresh fruit, bag of chips, cookie, and bottled water.</i>						
Caprese Pesto Panini – fresh mozzarella, basil, tomatoes, pesto, olive oil	\$50.00					
Caprese Pesto Panini with Chicken	\$53.00					
Grilled Vegetable Baguette	\$46.50					
Peppered Beef with Caraway Havarti and Horseradish Aioli	\$53.00					
Smoked Turkey – w/Emmentaler cheese, crisp bacon, red onion, lettuce, tomato, & herbed aioli	\$53.00					
Southwestern Chicken Salad Sandwich	\$50.00					

BAR OPTIONS (cont. on next page)						
<i>Bartender required @ \$200</i>						
HOSTED BARS - \$500 minimum All cocktails are calculated per 1 oz. measure and are billed as such.	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
	n/a		Will Be Billed			
KEG SERVICE (tap rental included)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Keg	\$527.00					
Import keg	\$682.00					
Craft Brew Keg	\$682.00					

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CATERING BOOTH SERVICES ORDER FORM – 2015 *

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BAR OPTIONS (continued)						
Bartender required @ \$200						
BOTTLED BEER (per bottle)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Beer	\$8.00					
Imported Beer	\$9.00					
CHAMPAIGN AND WINE	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
House Wine by the Glass	\$9.00					
House Wine by the Bottle	\$38.00					
House Champagne by the Bottle	\$45.00					
Specialty wines and Champaign's available upon request. Please call 702-733-5366 or e-mail us at catering@sandsexpo.com .						

EQUIPMENT	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Sanitation Bucket	\$38.00					
Sanitation Bucket Refill	\$38.00					
Single Hand Washing Sink	\$112.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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CATERING BOOTH SERVICES ORDER FORM – 2015 *

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EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
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ORDER TOTAL	
Total of Order	\$
23% Service Charge on Order Total	\$
8.10% Nevada Sales Tax on Order Total	\$
Labor **	\$
GRAND TOTAL OF ORDER	\$

** See "Labor" below for minimum and rate information. The 23% Service Charge and 8.10% Sales Tax does not apply to this fee.

IMPORTANT INFORMATION CHECKLIST
<input type="checkbox"/> I am aware that the SES Catering Department holds the exclusive rights to all food and beverage service. Absolutely NO food or beverage, logo bottled water, samples, etc. are allowed to be brought into the Sands Expo. Any exception must be approved in writing and a corkage fee will apply.
<input type="checkbox"/> I am aware that decreases must be received 72 hours in advance of service.
<input type="checkbox"/> I am aware of the following cancellation policy: Less than 21 days but more than 10 days prior to show opening date* - 50% of total order refunded. Less than 10 days but more than 3 days prior to show opening date* - 25% of total refunded. 3 days or less prior to show opening date* - No refund. *All days referred to will be business days.
<input type="checkbox"/> I am aware that all catering orders and full payment must be received by 5PM PST 21 days prior to show opening to receive advanced pricing.
<input type="checkbox"/> I am aware that if I require electricity in my booth, SES Electrical is the exclusive provider of all electrical needs and I must order service from SES Electrical. (See pages 18-21 to order service.)
<input type="checkbox"/> I am aware that Sands Expo or SES does not provide tables in my exhibit space. I must order tables through my general contractor.

LABOR
There is a four-hour minimum per day for service personnel.
Straight Time: Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays. Overtime: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.
Attendant: \$45.00/hour Straight Time / \$67.50/hour Over Time

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

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CATERING / WATER COOLER RENTAL ORDER FORM - 2015 *

Mail, E-mail, or fax form to:
 SANDS EXPO, FOOD AND BEVERAGE DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com

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EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
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- **ALL WATER COOLER DISPENSERS MUST BE RENTED FROM SES OR A CORKAGE FEE WILL APPLY.**
- Water Coolers are delivered the day before the first show day for the duration of the show.
- Unit price includes delivery to booth, cup dispenser, one sleeve of cups, plus one five-gallon bottle of water.
- A representative must be present at booth to receive order.
- Exhibitors are responsible for each water cooler unit and empty bottle(s).
- There will be a \$250.00 charge for each unit damaged or not returned.
- There is no refund for unused water bottles or sleeves of cups.
- Water coolers will be picked up from your booth 2 hours prior to close of the show. No later than 1 hour after close of show.
- **NOTE: Sales tax is subject to change by local entities and you will be charged the tax rate in effect at the time of your event.**
- The SES Catering Department is the exclusive catering contractor at the Sands Expo.
- Electrical outlet to be provided by Exhibitor (requires one 5-AMP 120 volt outlet). Exhibitor must order from SES *Electrical Services Order Form (Page 18-20).*

WATER COOLER SERVICE			
Qty	Item	Show Site Price	Total
	Water Cooler Unit* (cold water only)	\$210.00	\$
	Additional Water Bottles	\$27.00	\$
	Additional Sleeve of Cups	\$10.00	\$
		Sub-Total	\$
		23% Service Charge	\$
		8.10% Sales Tax*	\$
		TOTAL	\$

Orders placed on-site are subject to availability.

* No sales tax associated with this fee.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015



CONVENTION SERVICES: BOOTH CLEANING ORDER FORM - 2015 *

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
<p>TO RECEIVE ADVANCE DISCOUNT PRICES, YOUR ORDER WITH FULL PAYMENT MUST BE RECEIVED BY 6 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>				

IMPORTANT INFORMATION

- Sands Expo is the exclusive cleaning contractor. Failure to comply with this policy will result in a service charge based on total square footage and rates listed below.
- If you plan to serve food or beverages in your booth, it is strongly recommended that you order Periodic Porter Service.
- Unsatisfactory service must be reported before closing of each show day.
- Cost of vacuuming, mopping, and dust mopping will be calculated based on the total area of your booth.

HAND VACUUM & EMPTY TRASH CANS (Highly Recommended)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-2,000 sq. ft. \$0.37 ft.	1-2,000 sq. ft. \$0.47 ft.		
	2,001-4,000 sq. ft. \$0.31 ft.	2,001-4,000 sq. ft. \$0.41 ft.		
	4,001-10,000 sq. ft. \$0.28 ft.	4,001-10,000 sq. ft. \$0.38 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above call for rate	10,001 & above call for rate		

DAMP MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-2,000 sq. ft. \$0.36 ft.	1-2,000 sq. ft. \$0.46 ft.		
	2,001-4,000 sq. ft. \$0.30 ft.	2,001-4,000 sq. ft. \$0.40 ft.		
	4,001-10,000 sq. ft. \$0.27 ft.	4,001-10,000 sq. ft. \$0.37 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above call for rate	10,001 & above call for rate		

DUST MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-2,000 sq. ft. \$0.26 ft.	1-2,000 sq. ft. \$0.36 ft.		
	2,001-4,000 sq. ft. \$0.23 ft.	2,001-4,000 sq. ft. \$0.33 ft.		
	4,001-10,000 sq. ft. \$0.20 ft.	4,001-10,000 sq. ft. \$0.30 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above call for rate	10,001 & above call for rate		

SHAMPOO CARPET / SPOT SHAMPOO

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	\$0.73 sq. ft. Minimum of 50 square feet required.	\$0.90 sq. ft. Minimum of 50 square feet required.	_____ sq. ft. @ _____ x _____ days	

PERIODIC PORTER SERVICE (Emptying of trash cans approximately every 90 minutes during show hours.)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	1-400 sq. ft. \$64.00	1-400 sq. ft. \$79.00		
	401-1,600 sq. ft. \$106.00	401-1,600 sq. ft. \$133.00		
	1,601-6,000 sq. ft. \$136.00	1,601-6,000 sq. ft. \$185.00	_____ sq. ft. @ _____ x _____ days	
	6,001 & above call for rate	6,001 & above call for rate		

PORTER SERVICE (4 hour minimum)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	\$29 per hour	\$34 per hour		

TOTAL	\$
--------------	----

We recommend booth cleaning on the night prior to show opening.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.



ELECTRICAL SERVICES GENERAL INFORMATION - 2015 *

PAYMENT POLICY

- All services ordered through the Sands Expo must be prepaid prior to any work being performed. Therefore, a valid credit card must be on file.
- To receive advance discount prices, SES must receive your order with full payment by 5PM PST 21 calendar days prior to show opening date. All orders received after this date will receive show site prices.
- No credit will be issued on services installed but not used.
- All orders are subject to a 25% cancellation fee if CANCELED within 21 calendar days prior to show opening date. No refunds will be issued or outlets CANCELED after they have been installed. All prices are subject to change without prior notice.

LABOR INFORMATION

Straight Time: \$93/hour Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays..

Overtime: \$175/hour Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.

- Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM for move-in only (requires a minimum of 48-hour notice to ensure request). Not available on show days.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Electrical labor is required for:
 - a) All under carpet distribution of electrical wiring.
 - b) All facility overhead distribution of electrical wiring.
 - c) All motor and equipment hook-ups requiring hard wiring connections.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and electrical apparatus.

GENERAL INFORMATION

- Specialized Event Services (SES) is the exclusive provider of electrical services at the Sands Expo.
- By signing and delivering the *Electrical Services Order Form* to SES, customer agrees to all terms and conditions printed on the form.
- Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.
- Electrical service cannot be guaranteed prior to one hour before event opening due to temporary conditions which exist during set-up.
- For Hall G, you need to call SES for outlets over 60 amps 208 volt or for any 480 volt requirements.
- Call SES for pricing at 702-733-5070 on outlets not indicated on this form (i.e., special or foreign voltages, or outlets exceeding those indicated for 208 or 480 volt).

EXHIBITOR GUIDELINES

- If your booth is determined to be in violation of Fire Marshal Codes or basic safety guidelines (i.e., 2-wire ungrounded cable, unsafe wiring connections), power to your booth will be shut off until all violations have been resolved.
- SES and the Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- If a third party is involved in the setup and/or dismantle of your booth, SES must be the exclusive provider of all your electrical needs. (Example: Installation of third party-supplied booth lights.)
- All material and equipment furnished by Sands Expo for service requested shall remain the property of the Sand Expo and shall be removed **ONLY** by SES technicians at the close of show.
- Unless otherwise directed, Sands Expo electricians are authorized to cut floor coverings to permit installation of services.
- Neither SES nor the Sands Expo is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment as necessary. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or any injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.
- To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- All halogen lights must have a safety lens or shield over the lamp/bulb. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
- **NO** storage on top of SES electrical services, including booth lines and storage closets.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/ unauthorized person.

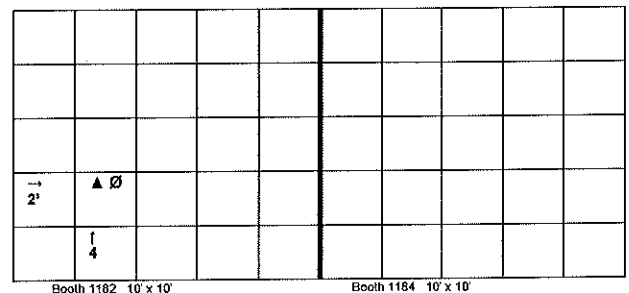
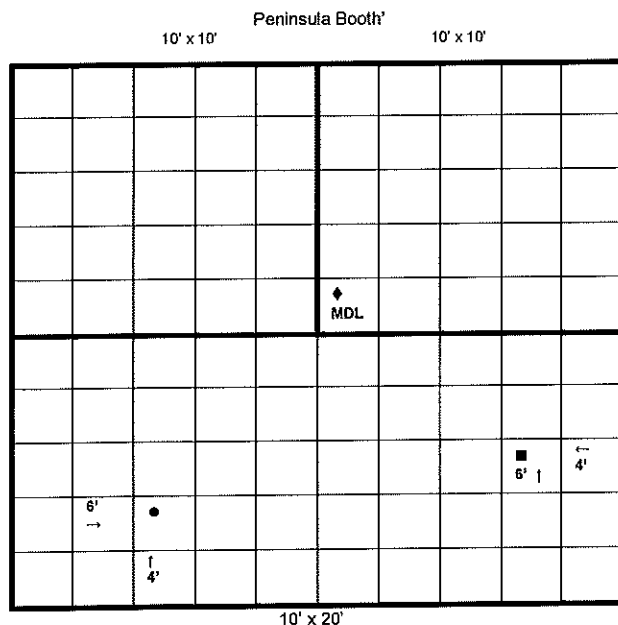
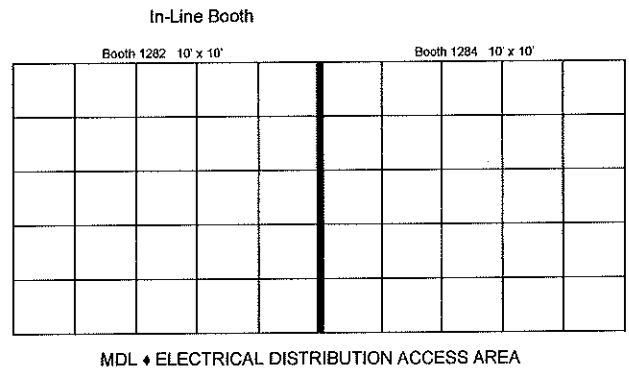
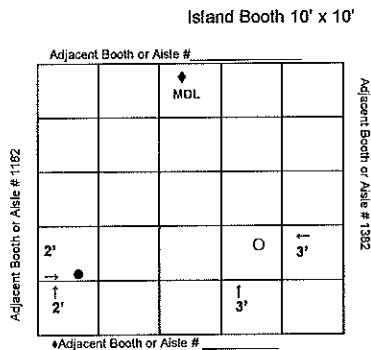
FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- All electrical cords under carpet must be supplied and installed by SES Electrical. Installation will be on a time and materials basis. See page 20, *Additional Materials Pricing*, for cost of cords.
- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and/or with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
 - a) All distribution of electrical wiring under carpet or flooring.
 - b) All distribution overhead of electrical wiring, including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth-to-booth.
 - c) All motor and equipment hook-ups requiring electricity.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and apparatus to be energized.
 - f) Motorized hoists, truss and lighting installation.
 - g) Installation and removal of all overhead electrical signs, trusses, motors, or apparatus.
 - h) Installation and removal of free-standing electrical signs which require assembly, rotating electrical signs, sequencing electrical signs and various related applications, and the operation of such equipment. See *Rigging: Hanging Sign Services Order Form* (page 29) for instruction on hanging electrical signage.

SERVICE LOCATION PLAN / FLOORPLAN

- A *Service Location Plan* (page 5) must be submitted to process electrical orders.

SAMPLE SERVICE LOCATION PLANS BELOW – 1 Square = 2' X 2'



LEGEND

- - 5 AMP
- ◻ - 10 AMP
- - 20 AMP
- - 208 volt
- ◻ - 480 volt
- ▲ - Internet
- ♦ - Main Drop Line (MDL)

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015



ELECTRICAL SERVICES ORDER FORM – 120 VOLT - 2015 *

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com
Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT
WWW.SANDSEXPO.COM

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

EXHIBITOR CHECKLIST

<input type="checkbox"/> I have sent in payment with Credit Card Authorization Form
<input type="checkbox"/> Enough power has been ordered to operate my display.
<input type="checkbox"/> 24-hour power has been ordered if required for my display (i.e., servers, computers, refrigerators, etc.).
<input type="checkbox"/> I am aware that no two-wire or ungrounded cords are allowed at the Sands Expo.
<input type="checkbox"/> I am aware that power for In-line and Peninsula booths will be placed at the back of my booth behind the drape line. If additional power locations are needed within my booth, installation will be done on a time and materials basis. I must submit a location grid diagram with my order.
<input type="checkbox"/> I am aware that power for Island booths will be placed at a main drop location of my choosing at no additional cost. If more than one location is requested, installation will be done on a time and materials basis. I must submit a location grid diagram with order, otherwise power will be placed in the center of my booth. Any change or addition to the location will be done on a time and materials basis
<input type="checkbox"/> I understand a minimum of a one-hour labor installation charge will apply to all booths requiring labor. Labor to disconnect will be at one-half of the installation time and automatically applied to my invoice.
<input type="checkbox"/> If distribution under carpet is required, I have included a detailed electrical floor plan which indicates main power location(s), distribution location(s), and wattage required at each location.
<input type="checkbox"/> If labor is required, I have completed the Labor Request portion of this order form.
<input type="checkbox"/> I understand that all 208, 380, and 480 volt orders require labor for hook up.
<input type="checkbox"/> I understand that my equipment will be modified to conform to Sands Expo electrical cords and caps on a time and materials basis. I may pre-wire my equipment to match Sands Expo cord caps as listed below: <ul style="list-style-type: none"> 10 Amp 208 volt, 20 Amp 208 volt, 30 Amp 208 volt 1Ø or 3Ø: Hubbell HBL3521C or Leviton 3521C 60 Amp 208 volt 1Ø or 3Ø: Daniel Woodhead Y56OPF 100 Amp 208 volt 1Ø or 3Ø: Litton Veam CIRU1GRHC#1145
<input type="checkbox"/> I am aware that extension cords and plug strips may be required to complete my electrical service. These items will be added to my final bill. (See Additional Materials Pricing portion for pricing examples.)
<input type="checkbox"/> I understand that if a third party is involved in the setup and/or dismantle of my booth, SES must be the exclusive provider of all my electrical needs.
<input type="checkbox"/> I have completed the Service Location Grid (Page 5) and will submit with my order.

ORDER 120 VOLT NEEDS HERE

ELECTRICAL USAGE: 120 Volt – 60HZ-AC	QTY	24-HR POWER	ADVANCE RATE (*Double for 24-Hr Power)	SHOW SITE RATE (*Double for 24-Hr Power)	SUBTOTAL
5 Amps/500 watts or less 120 volt			\$99	\$178	
10 Amps/1,000 watts or less 120 volt			\$174	\$253	
20 Amps/2,000 watts or less 120 volt			\$251	\$369	
30 Amps/3,000 watts or less 120 volt			\$464	\$706	
30 AMP IS FOR SPECIALIZED EQUIPMENT ONLY – NOT FOR LIGHTING NEEDS.				TOTAL	

LABOR REQUEST

Straight Time:	\$93/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.
Over Time:	\$175/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.
Date(s) Needed:	_____ 8AM <input type="checkbox"/> 1PM <input type="checkbox"/> # Electricians _____
Type of Labor Requested:	<input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Other: _____

ADDITIONAL MATERIALS PRICING

Plug Strip: \$25.00
15 Foot Extension Cord: \$21.00
25 Foot Extension Cord: \$31.00
50 Foot Extension Cord: \$56.00
100 Foot Extension Cord: \$71.00

Please contact the Business Center at 702-733-5070 for pricing of additional materials not listed above.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be purchased on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/authorized person.

READ ALL ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS ON PAGES 3, 18-23 PRIOR TO PLACING YOUR ORDER. ALL MATERIALS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES. HOWEVER, CLIENT MAY PROVIDE OWN AV AND CAT5 CABLE.
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015



ELECTRICAL SERVICES ORDER FORM – 208 & 480 VOLT - 2015 *

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com
Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT
WWW.SANDSEXPO.COM

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

ELECTRICAL USAGE: 208 VOLT 1 PHASE – 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL
10 Amps / ½ h.p. or Less 208 VOLT 1 PHASE			\$304	\$460	
20 Amps / 1 ½ h.p. or Less 208 VOLT 1 PHASE			\$418	\$641	
30 Amps / 2 h.p. or Less 208 VOLT 1 PHASE			\$484	\$721	
40 Amps / 3 h.p. or Less 208 VOLT 1 PHASE			\$582	\$865	
60 Amps / 5 h.p. or Less 208 VOLT 1 PHASE			\$617	\$976	
100 Amps / 10 h.p. or Less 208 VOLT 1 PHASE			\$929	\$1,463	
Outlets Requiring Neutral			N/A	N/A	N/A
ELECTRICAL USAGE; 208 VOLT 3 PHASE – 60 HZ – AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL
10 Amps / 1 h.p. or Less 208 VOLT 3 PHASE			\$356	\$553	
20 Amps / 3 h.p. or Less 208 VOLT 3 PHASE			\$495	\$721	
30 Amps / 5 h.p. or Less 208 VOLT 3 PHASE			\$611	\$929	
40 Amps / 3 h.p. or less 208 VOLT 3 PHASE			\$706	\$1,171	
60 Amps / 10 h.p. or Less 208 VOLT 3 PHASE			\$843	\$1,347	
100 Amps / 20 h.p. or less 208 VOLT 3 PHASE			\$1,058	\$1,598	
200 Amps / 50 h.p. or Less 208 VOLT 3 PHASE			\$2,015	\$3,364	
400 Amps or Less 208 VOLT 3 PHASE			\$3,597	\$5,103	
ELECTRICAL USAGE: 480 VOLT 3 PHASE- 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL
20 Amps / 7 h.p. or Less 480 VOLT 3 PHASE			\$686	\$1,104	
30 Amps / 10 h.p. or Less 480 VOLT 3 PHASE			\$808	\$1,162	
40 amps / 15 h.p. or Less 480 VOLT 3 PHASE			\$1,162	\$1,391	
60 Amps / 20 h.p. or Less 480 VOLT 3 PHASE			\$1,277	\$1,741	
100 Amps / 50 h.p. or Less 480 VOLT 3 PHASE			\$1,625	\$2,234	
150 Amps / 75 h.p. or Less 480 VOLT 3 PHASE			\$2,322	\$3,016	
200 Amps / 100 h.p. or Less 480 VOLT 3 PHASE			\$2,552	\$3,597	
EUROPEAN POWER 240/380			CALL FOR PRICING		
Transformer Voltage Boost			\$3.00 per Amp	\$3.00 per Amp	
TOTAL					\$

ORDER 120 VOLT NEEDS ON PAGE 20 PLEASE

LABOR REQUEST

Straight Time: \$93/hour
Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: \$175/Hour
Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.

Date(s) Needed: _____
8AM ☐ 1 PM ☐ # of Electricians _____

We will honor your requested time for service to the best of our ability.

Type of Labor Requested

☐ Distribution Under Carpet ☐ Equipment Hookup
☐ Lighting Fixtures ☐ Overhead Distribution
☐ Attach Electrical Sign to Booth Structure
☐ Equipment Operator(s)
☐ Other: _____

EQUIPMENT REQUEST – Requires SES labor to operate. Must be ordered separately.

☐ Boom Lift \$200/Hr ☐ Scissor Lift \$100/Hr
☐ Forklift \$100/Hr

ADDITIONAL MATERIALS PRICING

12/5 Cord Cap, 20-30 AMP: \$25.00
6/5 Cord Cap, 60 AMP: \$200.00
4/5 Cord Cap, 100 AMP: \$350.00
Adaptor, 60 AMP to Cam lock: \$300.00
Adaptor, 100 AMP to Cam lock: \$450.00
12/5 Flat Cable: \$4.00 per foot
6/5 Flat Cable: \$5.00 per foot

Please review Exhibitor Checklist on page 20 prior to submitting your order.
Read all electrical service instructions and conditions on pages 3, 18-23 prior to placing your order.
All materials running under carpet or flooring must be provided and installed by SES. However, client may provide own AV and CAT5 cable.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

BOOTH LIGHTING INSTRUCTIONS

Please indicate placement of your booth lighting and return with your order.

Packages A, B, C, and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

○ = 1 light fixture

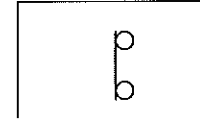
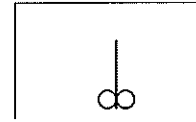
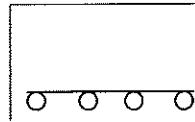
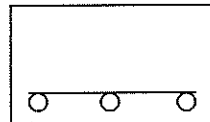
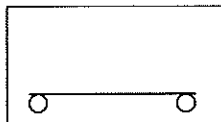
SAMPLE PACKAGE "A"
1 - 4' track w/2 fixtures

SAMPLE PACKAGE "B"
1 - 4' track w/3 fixtures

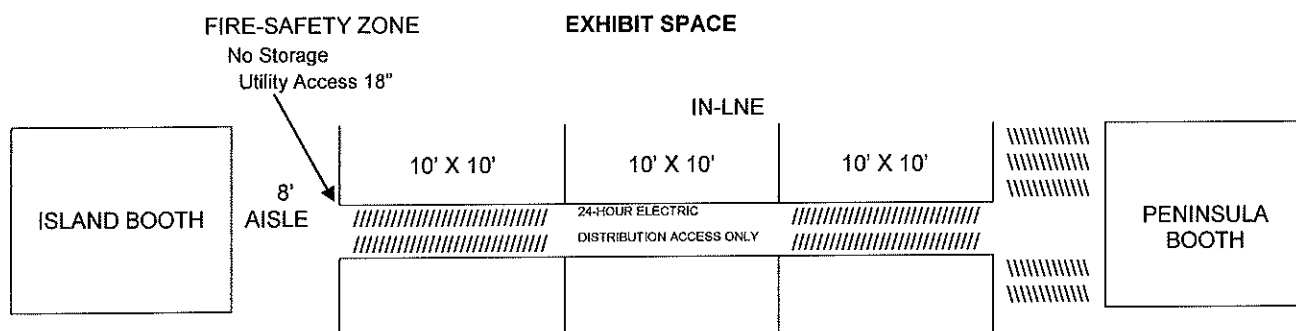
SAMPLE PACKAGE "C"
1 - 4' track w/4 fixtures

SAMPLE PACKAGE "D"
1 - 18" track w/light on
either side

SAMPLE PACKAGE "E"
additional fixture
(shown w/Package D)



BOOTH NUMBER THIS DIRECTION ← _____	YOUR BOOTH NUMBER _____	BOOTH NUMBER THIS DIRECTION → _____
--	-----------------------------------	--



PLEASE RETURN THIS COMPLETED FORM WITH YOUR ORDER (Page 23).

LAST DAY TO RECEIVE ADVANCE RATE IS **JULY 9, 2015**



**ELECTRICAL: BOOTH LIGHTING SERVICES *
ORDER FORM & CONDITIONS - 2015**

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: SES IS THE EXCLUSIVE BOOTH LIGHTING PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR BOOTH LIGHTING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON PACKAGES CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				
BOOTH LIGHTING PACKAGES				
PRICES FOR ALL LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENANCE, AND REMOVAL. (SEE BOX BELOW FOR THOSE THAT DO NOT.) ALL TRACK AND FIXTURES FOR STANCHION AND TRACK INSTALLATION ARE BLACK IN COLOR. LAMPS ARE MR-16 / 75 WATT (THESE LAMPS EXCEED THE LUMENS OF 150 WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.				

Packages A, B, C, and D are intended for in-line booths and for standard booths set with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

ITEM DESCRIPTION	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
PACKAGE "A" – TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		\$196	\$303	\$
PACKAGE "B" – TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		\$239	\$399	\$
PACKAGE "C" – TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		\$298	\$451	\$
PACKAGE "D" – STANCHION LIGHT ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		\$112	\$148	\$
PACKAGE "E" – ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, OR D		\$59	\$91	\$
PACKAGE "F" – OVERHEAD LIGHT 1,000 WATT QUARTZ LIGHT MOUNTED IN CATWALK ONLY. ANYTHING MOUNTED OFF CATWALK WILL REQUIRE LABOR AND BOOMLIFT RENTAL. CONTACT ELECTRICAL AT 702-733-5548 FOR ASSISTANCE.		\$293	\$462	\$
PACKAGE "G" – OVERHEAD LIGHTS FOR HALL G 200 WATT – PARS – FOR USE IN HALL G – GROUND LEVEL		\$233	\$350	\$
			TOTAL	\$

LABOR REQUEST	
Straight Time: \$93/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.	
Over Time: \$175/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.	
Date(s) Needed: _____ 8AM <input type="checkbox"/> 1PM <input type="checkbox"/> # Electricians _____	
Type of Labor Requested: <input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Other: _____	

PLEASE FILL OUT FORM ON THE PRECEEDING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION AND RETURN WITH YOUR ORDER
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015



FLORAL & PLANT SERVICES ORDER FORM - 2015

E-Mail or fax forms with payment to:

SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT

WWW.SANDSEXPO.COM

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SANDS EXPO MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN FIRST DAY OF DELIVERY.				

Our Floral Department can provide a variety of tropical plants and floral designs that will enhance your event or exhibit booth. Please visit us at <https://floral.venetian.com> to view a selection of our arrangements.

DETAILS THAT MAKE THE DIFFERENCE! • Personal attention to your order and needs. • Our plants are of the best quality for your event or exhibit. • We use only fresh, top-of-the line flowers for your floral needs.

DESIGNER SERVICES to help with your plant and flower requirements for your event or booth. Call to schedule an appointment.

SPECIAL EVENTS: Luncheons, banquets, cocktail parties, hospitality suites, and themed events. Let us make your event special with our specialized event personnel.

DELIVERY

- Normal delivery times are between 5 AM and 5PM. Special arrangements may be made due to the size of your order.
- We will honor your requested time for service to the best of our ability. However, circumstances beyond our control may prevent us from meeting your requested timeframe.

DELIVERY DATE/TIME:

STRIKE DATE/TIME:

FLORAL ARRANGEMENTS

List Arrangement Name (Please visit us at

<https://floral.venetian.com> to view a selection of our arrangements.)

	\$72.00	\$83.00	\$108.00	\$135.00	\$162.00	QTY	TOTAL

Special Instructions: (height, color, flower preference)

GREEN & BLOOMING PLANTS AND TREES RENTAL ITEMS	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
Mum Plants		\$29 each	\$34 each	
Kalanchoe		\$32 each	\$37 each	
Some colors are seasonal. Please call 702-733-5070 for color availability.				
Orchid		\$39 each	\$44 each	
Bromeliads		\$34 each	\$39 each	
Fern – 8 inch		\$34 each	\$44 each	
Green Plants – 2 feet		\$34 each	\$44 each	
Green Plants – 3 feet		\$44 each	\$56 each	
Green Plants – 4 feet		\$56 each	\$66 each	
Green Plants – 5 feet		\$66 each	\$76 each	
Green Plants – 6 feet		\$76 each	\$93 each	
Green Plants – 8 feet		\$135 each	\$162 each	
Special Instructions:		SUB-TOTAL		
		ADD 8.10% NEVADA SALES TAX		
All plants, trees, and pots are rental items and the property of The Venetian. If rental items are not returned, you may incur additional charges for unreturned rentals.		TOTAL		

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JULY 9, 2015**



INTERNET AND TELECOMMUNICATION SERVICES ORDER FORM - 2015

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5531 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SANDS EXPO MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 6 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

INTERNET SERVICES

INTERNET CONNECTIONS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Internet Service up to 3Mb (Single Private IP Address)		\$1,200.00	\$1,400.00	
Internet Service up to 10Mb (Single Private IP Address)		\$2,100.00	\$2,450.00	
Internet Service up to 10Mb (Single Public IP Address)		\$3,500.00	\$4,000.00	

ADDITIONAL NEEDS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Additional Private IP Address		\$125.00	\$125.00	
Additional Public IP Address		\$150.00	\$150.00	

EQUIPMENT RENTAL	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
8 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$150.00 + \$250 Deposit	\$175.00 + \$250 Deposit	
16 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$200 + \$250 Deposit	\$225 + \$250 Deposit	
Hub rental deposits returned upon receiving working hub; unused portion returned with final billing.				

SPECIAL LINE SERVICES

Dedicated Internet service is available by request. Please contact us to discuss your needs.

GRAND TOTAL	
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TELECOMMUNICATION SERVICES

TELEPHONE	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL
Single Line Touch Tone Phone (voice only)		\$392.00 includes \$125 deposit	\$443.00 includes \$125 deposit	
Additional services (voicemail, multi-line phone, Polycom, etc.) are available upon request. Please contact the Business Center at 702-733-5070 to order additional services.				
Deposit refundable on equipment returned in good working condition.				

LABOR FOR INTERNET AND TELECOMMUNICATION SERVICES

Straight Time: \$93/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.	
Over Time: \$175/hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturday, Sunday, except holidays.	
Sands Expo reserves the right to add labor to your order as it relates to providing technical support, including troubleshooting and any specialized technical assistance.	
Basic installation and dismantle labor is included in the price of the Internet line.	

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

EXHIBITOR CHECKLIST INTERNET SERVICES

- ☐ I understand wireless service is not available for purchase in my exhibit space.
- ☐ I understand that using a wireless router can result in loss of signal and slow connection speeds. I understand that Sands Expo Does not provide technical support on my router. I understand that Sands Expo cautions against relying solely on a wireless signal for my Internet connectivity.
- ☐ I have sent in payment with Credit Card Authorization form.
- ☐ I am aware my Internet line will be placed at the back of my booth behind the drape line. If additional Internet connections are needed within my booth, I will submit a Service Location Grid (page 5) with my order detailing my under carpet placement requirements.
- ☐ I understand that ordering one Internet line gives me one IP address with one Internet connection. If I need additional connections, I must order one additional IP address for each additional connection.
- ☐ I understand that when multiple Internet connections are ordered, a hub or router must be included in my set up. I further understand that I can rent a hub from Sands Expo or bring my own equipment.
- ☐ I understand that I am responsible for picking up rental hubs from the Sands Business Center on Level 1 and returning same.
- ☐ I understand that Sands Expo does not guarantee the full functionality of specific applications including, but not limited to such programs as VPN, Net Meeting, Remote Terminal Services, Citrix, Video Streamlining and PC Anywhere.
- ☐ I understand Sands Expo has the right to remove any equipment deemed to be harmful to its network.
- ☐ I understand Sands Expo is the exclusive provider of all Internet services and reselling of Internet service is strictly prohibited.
- ☐ I understand that Internet services are guaranteed to be delivered no later than one hour before event.

EXHIBITOR CHECKLIST TELECOMMUNICATION SERVICES

- ☐ I have sent in payment with Credit Card Authorization Form.
- ☐ I understand that local, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call.
- ☐ I understand that all long-distance and international calls are charged based on the prevailing rates.
- ☐ I understand equipment will not be delivered to my booth. I must pick-up equipment from the Sands Business Center on Level 1.
- ☐ I have completed the Service Location Grid (Page 5) indicating location of my phone line and I will submit with my order.
- ☐ I understand all rented equipment must be returned to the Sands Business Center within one hour following the close of the event or additional charges will be billed to my credit card. I further understand that I will be billed for any damaged equipment.
- ☐ I understand pre-ordered service cannot be guaranteed prior to one day before event opening and orders placed at show site cannot be guaranteed.
- ☐ I understand that orders that are placed after the Advance Rate cut-off date will be handled on a first-come, first-serve basis and cannot be guaranteed.
- ☐ I understand there is a labor charge to move my Telecom lines once they've been placed in my booth, or to program my equipment.



**PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED *
AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2015**

ORDER ONLINE AT
WWW.SANDEXPO.COM

INSTRUCTIONS AND CONDITIONS

1. **SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR.**
2. All material and equipment furnished by SES for these service orders shall remain SES property and shall be removed ONLY by SES personnel at the close of the show.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a 1/4" AMFLO-C1 connector; the standard connector for water is 1/2" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
7. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if exhibitor requests labor from SES, they will be charged an hourly service charge for these services.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. Unless otherwise directed in writing by exhibitor or his representative, SES Plumbing personnel may be required to cut floor coverings to permit installation of service.
10. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines. Sands Expo Plumbing department will not be responsible for moisture or water in air lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with 30 days written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
14. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Order Form". You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets.
15. Automatic Fire Sprinkler System (AFSS) must comply with National Fire Protection Act #13. All booths must comply with these requirements. It is not the responsibility of SES nor the Sands Expo to approve or deny your exhibit floor plans. All questions should be addressed to Clark County Fire Department at 702-455-7100. SES is the exclusive provider at the Sands Expo for this service. When AFSS is required in your booth, please order at www.SandsExpo.com or call 702-733-5070. The mailing address is: Sands Expo, Order Processing Dept., 201 Sands Avenue, Las Vegas, NV 89169.
 - a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.
 - b) Please send perspective/isometric drawings to better define your display.
16. **All on-site plumbing orders are subject to availability of labor and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee.
19. SES and the Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.

LAST DAY TO RECEIVE ADVANCE RATE IS **JULY 9, 2015**



PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED * AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2015

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
IMPORTANT: SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE RESOLVED BEFORE THE SHOW CLOSES.					

EXHIBITOR CHECKLIST <input type="checkbox"/> I have sent in payment with Credit Card Authorization Form <input type="checkbox"/> I have submitted a Service Location Plan (Page 5) with my order. <input type="checkbox"/> I have ordered drain service if I have ordered water service which requires a drain. <input type="checkbox"/> I have ordered an Automatic Sprinkler System if required. <input type="checkbox"/> I have ordered electrical services (Pages 18-21) if required. <input type="checkbox"/> I have read the Instructions and Conditions on Page 26.

COMPRESSED AIR: 90-100 lbs. PSI. The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES). Our Plumbing department will not be responsible for moisture or water in air lines.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$444.00	\$555.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$218.00	\$273.00	\$

WATER SERVICE: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$458.00	\$573.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$231.00	\$289.00	

LABOR RATES STRAIGHT TIME: \$93/HOUR - Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays. OVERTIME: \$175/HOUR - Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays and Sundays. Holidays will be billed at two times the Overtime rate.
--

DRAINS: Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the Sands Expo.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Standard Drain - 1 single or double compartment sink only.		\$458.00	\$573.00	\$
Large Drain - 1-3 compartment sink and/or dishwasher. Not to exceed 15 gallon dump capacity.		\$687.00	\$859.00	\$
Extra Large Drain - Clothes washer or a combination of above. Not to exceed 40 gallon dump capacity.		\$825.00	\$1,031.00	

AUTOMATIC SPRINKLER SYSTEM NEEDED Name and phone number of exhibitor.

WATER FILLING & DRAINING: Prices do not include labor. Minimum 1 hour labor charge.				
Date Requested:		Time Requested:		
We will honor your requested time for service to the best of our ability.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
UNIT(S) 1 TO 149 GALLONS		\$242.00	\$303.00	\$
UNIT(S) 150 TO 299 GALLONS		\$356.00	\$445.00	\$
UNIT(S) 300 TO 999 GALLONS		\$632.00	\$790.00	\$
UNIT(S) 1,000 TO 4,999 GALLONS		\$845.00	\$1,056.00	\$
UNIT(S) 5,000 TO 10,000 GALLONS		\$1,137.00	\$1,421.00	

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION PLAN (Page 5) AND SUBMIT WITH YOUR ORDER.

Prices, Policies, and Procedures Subject to Change

LAST DAY TO RECEIVE ADVANCE RATE IS JULY 9, 2015



**RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL /
LABOR ORDER FORM – 2015 ***

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT
WWW.SANDSEXPO.COM

EVENT NAME: 2015 Subway Convention		EVENT DATES: July 30-Aug. 1, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
BY SIGNING AND DELIVERING THIS FORM TO SANDS EXPO, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.					
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 6 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

LABOR REQUEST / RATES

Straight Time - \$93/hour: Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
Over Time - \$175/hour: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.

- A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor.
- Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- A supervisor from exhibiting company must be on-site before any work is performed.

LOAD-IN SERVICES REQUESTED: Date: _____ Time: ☐ 8 AM ☐ 11 AM ☐ 2 PM No. of Persons: _____
(3 person minimum for Rigging)

LOAD-OUT SERVICES REQUESTED: Date: _____ Time: _____ First requested time is one hour after close of show
provided area is clear for work to be performed.

**WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED YOUR ESTIMATE HAS BEEN SIGNED AND RETURNED
ALONG WITH YOUR CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.
REFER TO THE SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.
PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.**

ESTIMATE

- This form will be used to estimate costs to have requested work completed. The estimate will be forwarded to you based on account information listed above.
- All work will be performed upon our receipt of the signed estimate and Credit Card Authorization Form.
- Estimate charges will be applied to your listed method of payment on the Credit Card Authorization Form (page 2).
- Failure to return the estimate prior to the first show move-in day will result in a significant delay in your requested work being completed.
- The Sands Expo assumes no responsibility for additional labor or materials associated with the failure to return a signed estimate.
- Please make sure all on-site contacts are noted on your Credit Card Authorization Form.

PRODUCT LIST

ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS; FROM THE SMALLEST TO THE LARGEST, WE CAN PROVIDE IT ALL!

- | | | |
|---|--|----------------------------|
| • Motorized Hoists | • LED, Robotics, and Conventional Lighting | • Dimmers and Controls |
| • No Shipping Costs for In-house Products | • Fully Trained and Professional Staff | • Lighting Design Services |
| • Custom Rigging Packages | • Perishables | • Truss |

PLEASE PROVIDE A LIST OF GEAR REQUIRED.
PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.
PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN
PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: RIGGING@SANDSEXPO.COM

NO DRAYAGE COST for SES PROVIDED EQUIPMENT

(Drayage is the cost of hauling goods.)

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JULY 9, 2015**



RIGGING: HANGING SIGN SERVICES ORDER FORM - 2015 *

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EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
<p>BY SIGNING AND DELIVERING THIS FORM TO SANDS EXPO, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.</p> <p>IMPORTANT: SES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>				
EXHIBITOR CHECKLIST <input type="checkbox"/> I have sent in payment with Credit Card Authorization Form. <input type="checkbox"/> I have completed the Labor Request portion of this order form. <input type="checkbox"/> I understand that Specialized Event Services is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Sands Expo. Display companies or exhibitor's representative may supervise these activities. <input type="checkbox"/> I understand that for safety reasons, all signs in excess of 200 pounds and/or requiring electric will be hung using a motorized hoist(s). <input type="checkbox"/> I have included with my order, blueprints or drawings which must include engineering approval, booth dimensions, orientation in booth, estimated weight, pick points for hanging, and assembly instructions. <input type="checkbox"/> I understand that all items must be in working order, structurally sound, and in accordance with applicable codes. <input type="checkbox"/> I have noted all on-site contacts on my Credit Card Authorization Form. <input type="checkbox"/> I have contacted the general service contractor for shipping instructions for all hanging items. <input type="checkbox"/> I understand that this form will be used to estimate costs to have requested work completed. The estimate will be forwarded to me based on account information provided on the Credit Card Authorization Form. <input type="checkbox"/> I have returned the signed estimate and understand that estimate charges will be applied to my listed method of payment. <input type="checkbox"/> I have provided the measurements from the floor to the top of the sign in order for SES to hang my sign at the proper height. <input type="checkbox"/> I understand that failure to return the signed estimate prior to the first show move-in day will result in a significant delay in my requested work being completed. <input type="checkbox"/> I understand that Specialized Event Services reserves the right to refuse to hang any application if they deem it unsafe. <input type="checkbox"/> I understand that I must be in my booth at the time of service. <input type="checkbox"/> I understand that SES will not open any crates/cases/boxes that are not clearly marked "signage". <input type="checkbox"/> I have completed the Service Location Plan on page 5 and submitted it with my order. <input type="checkbox"/> I have ordered power for my sign if needed. (Please see pages 18-21 to order power.)		LABOR REQUEST Straight Time - \$93/hour: Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays. Over Time - \$175/hour: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays. Load-in Services Requested: Date: _____ Time: <input type="checkbox"/> 8 AM <input type="checkbox"/> 11 AM <input type="checkbox"/> 2 PM No. of Persons: _____ (3 person min. for Rigging) Load-out Services Requested: Date: _____ Time: _____ First requested time is one hour after close of show provided area is clear for work to be performed. <ul style="list-style-type: none"> • Labor to dismantle will be based on one-half of the installation time and will be automatically applied to your invoice. • A supervisor from exhibiting company must be on-site before any work is performed. • A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor. <p>WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED ESTIMATES ARE SIGNED AND RETURNED ALONG WITH CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.</p> <p>REFER TO SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.</p>		
SIGN DESCRIPTION, SIZE, WEIGHT & POWER REQUIREMENTS Type: <input type="checkbox"/> cloth <input type="checkbox"/> wood <input type="checkbox"/> metal <input type="checkbox"/> truss <input type="checkbox"/> electrical <input type="checkbox"/> non-electric <input type="checkbox"/> other _____ Shape: <input type="checkbox"/> square <input type="checkbox"/> triangle <input type="checkbox"/> rectangle <input type="checkbox"/> Other: _____ Size: height _____ length _____ width _____ Weight: _____ Power Requirements: _____ AMP or Watts _____ voltage		EQUIPMENT REQUEST <input type="checkbox"/> Boom Lift - \$220 per hour <input type="checkbox"/> Scissor Lift - \$220 per hour <input type="checkbox"/> Motorized Hoist - 1-TON - \$460 <input type="checkbox"/> Sign Rotator - \$220.00 (lifting device for sign) (motor to turn sign)		
PLEASE PROVIDE PLACEMENT OF SIGN AND DRAWINGS OR PRINTS WITH REQUEST.		SINGLE POINT SIGN PACKAGE PRICING - \$2,800.00 If your sign can be hung safely with one point, weighs less than 1,000 lbs., is no larger than 12' in diameter or no larger than a 12'x12' rectangle, you qualify for this package. Package price includes all labor, lifts, motorized hoist, and custom rigging to install your sign. Package price does not include sign rotator; must be ordered separately. Quantity _____ Single Point Sign Package - \$2,800.00 each _____ Sign Rotator - \$200.00 each		

For specific questions concerning hanging applications, E-mail us at rigging@sandsexpo.com.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.



MEETINGS

EXHIBITOR DONATION PARTICIPATION LETTER

Welcome to The Venetian, The Palazzo and Sands Expo. We would like to take this opportunity to inform you of our ongoing sustainability efforts regarding outreach to the local Las Vegas community.

When events come to Las Vegas, thousands of products are packaged and shipped for the event. At the end of the event, some exhibitors choose to leave their items on the show floor due to excessive return shipping costs. In previous years, our staff simply gathered what were left on the floor and donated them to a local charity.

Our goal is to increase our community outreach and the amount of donations to the community. To achieve this goal, we would love to have your participation. We encourage you to leave show items that you do not plan to ship back on the event floor so we can donate them to a local charity on your behalf. In doing so, you can reduce shipping costs as well as carbon emissions from transportation. Your items will be distributed throughout a network of local charities based on the type of materials you donate. Save money, save the environment and help the community.

Preferred donation items are:

- Show bags and Lanyards
- Pens, notepads and office equipment
- Promotional and giveaway items
- Furniture and household items
- Bottled Water

If you would like to donate materials, please visit the Sands Expo Business Center to pick up donation stickers. Please place the stickers on the items for donation and Sands Expo Outreach team will pick them up at your convenience or at end of the event.

Thank you very much for your consideration in this matter.

Community Outreach Team

The Venetian, The Palazzo and Sands Expo

Email: RGreen@SandsExpo.com



Teacher EXCHANGE™
A GREEN INITIATIVE OF THE PUBLIC EDUCATION FOUNDATION

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Four Seasons Hotel Macao | The Plaza Macao | Sands Cotai Central | Marina Bay Sands

Web Site: WWW.TLCCONVENTIONPLANTS.COM

For information please call
us at
(407) 889-3033

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