



# A-Z Exhibitor Information

January 14-16, 2015 Las Vegas Convention Center – Hall S1 Las Vegas, Nevada

## SHOW MOVE-IN \*

### ONE DAY MOVE IN ONLY

Tuesday, January 13 8:00 am to 10:00 pm

## SHOW DAYS & HOURS

Wednesday, January 14 9:00 am to 5:00 pm  
Thursday, January 15 9:00 am to 5:00 pm  
Friday, January 16 9:00 am to 2:00 pm

## SHOW MOVE-OUT

### ONE DAY MOVE OUT ONLY

Friday, January 16 2:01 pm to 10:00 pm

## BAGGAGE CHECK

Baggage check is available at the Business Center, operated by FedEx Office. They are located in the South Hall lower lobby and in the Central Hall grand lobby.

## BOOTH CLEANING

Please note that booth cleaning is not included with your booth package. If you need your booth vacuumed prior to show opening, you must order cleaning services from The Expo Group (TEG).

## BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to the close of the show. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald Exposition trade shows.

## BOOTH RULES & REGULATIONS

Exhibitors must adhere to all booth rules and regulations, as outlined within this manual. **Please note that the Sports Licensing and Tailgate Show is a line of sight show.** Please refer to the Linear, Perimeter and Island Booth information page within this manual.

## BUSINESS CENTER

FedEx Office operates the Business Center at the Las Vegas Convention Center. They are located in the South Hall lower lobby and in the Central Hall grand lobby.

## CAMERA AND VIDEO EQUIPMENT

The use of cameras or video equipment during show hours is strictly prohibited with the exception of authorized press. Exhibitors may take pictures of their booth prior to show opening.

## CARTLOAD SERVICE

Cartload service is a less expensive alternative to the standard drayage program for smaller exhibits. To utilize the cartload service, exhibitors must transport freight in a P.O.V. (a privately owned vehicle i.e. car, van or SUV) and weigh less than 500 lbs. total. Commercial vans, trucks and trailers are not allowed. For detailed information refer to the cartload service form within the TEG section of this manual.

## CHILDREN

Children under the age of 16 are not allowed on the show floor. No exceptions will be made.

## COMPANY LISTINGS IN SHOW DIRECTORY

It is the exhibitor's responsibility to submit current company information (i.e. correct spelling of company name, additional listings, address, etc.) to appear in the Show Directory.

## COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

## DEMONSTRATIONS

Demonstrations must take place within the assigned exhibit space. Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business. Demonstrations must have the proper protection to prevent injuries to spectators.

## ELECTRICAL

All electrical must be ordered through The Expo Group. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered it in advance.

## EXHIBIT HALL

The Las Vegas Convention Center is located at 3150 Paradise Rd., Las Vegas, NV 89109.

## EXHIBIT SPACE PAYMENT

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

## FOOD AND BEVERAGE SERVICE

Aramark is the exclusive caterer at the Las Vegas Convention Center. All food and beverage must be ordered through Aramark, refer to the information page within this manual.

## FREIGHT HOLDS

The Sports Licensing and Tailgate Show and TEG reserve the right to hold freight for ANY outstanding balance owed including; booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.



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## FREIGHT SHIPPING ADDRESSES

Shipping labels are available within the TEG order forms.

**Advance Warehouse** – between Monday, December 15, 2014 and Friday, January 9, 2015\*  
Your company name & booth #  
The Expo Group  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89118

\*Please note that advance warehouse materials arriving after January 1 will incur an additional after deadline fee.

**Direct Shipments to Exhibit Site** – begins Tuesday, January 13, 2015 at 8 am  
Your company name & booth #  
Las Vegas Convention Center  
c/o The Expo Group  
3150 Paradise Rd.  
Las Vegas, NV 89109

## HAND CARRY/POV

Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. However, handcarts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved. This area is strictly enforced.

## HOTEL AND TRAVEL

Book your hotels through the official housing company, Travel Planners. To book your travel online, [click here](#). You may also call 800-221-3531 or 212-532-1660.

## INFLATABLES AND BALLOONS

Inflatables must be anchored and exhibitors must have prior written approval by Show Management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor.

## INSTALLATION/DISMANTLING BY INDEPENDENT CONTRACTOR

If you choose to employ an outside display house and/or outside -contractor other than TEG, the Official Service Contractor, the outside contractor must provide proof of insurance and certify that they employ union labor. It is important that all exhibitors using outside contractors complete the form on page 7c within the TEG section of this manual. Failure to notify Show Management of the use of an outside contractor may delay booth installation.

## INSURANCE

The Sports Licensing and Tailgate Show does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies (see booth space contract back). Exhibitors must maintain insurance that meets the requirements outlined in this manual and on your booth space contract, and electronically submit to the Sports Licensing and Tailgate Show prior to the show opening. [Click here](#) to electronically upload your insurance certificate.

## LABOR FOR EXHIBITS

Nevada is a right-to-work state. **Exhibitors may use full-time company personnel to set-up an exhibit**, however they cannot operate heavy machinery or lift equipment. If full-time company personnel are utilized, they are required to carry photo ID as well as company identification, such as an insurance identification card or payroll stub. At no time may union labor approach an exhibitor for monetary tips or product. If this occurs, please notify the Sports Licensing and Tailgate Show Management immediately.

## LINE OF SIGHT RULES AND REGULATIONS

Please note that Line of Sight Rules and Regulations will be strictly enforced at the 2015 Sports Licensing and Tailgate Show. **Regardless of the number of in-line booths utilized, (10' x 20', 10' x 30', etc.) display materials should be arranged so as not to obstruct the sight lines of neighboring exhibitors.** The maximum height of 12' is only allowed in the back wall of the booth with a 3' height restriction on all materials in the remaining space forward to the aisle.

## MARSHALING YARD

The marshaling yard is a staging area for trucks holding exhibitor's freight until space is available for unloading at the convention center. Refer to the map located within this service manual for directions.

## MERCHANDISE SELLING POLICY

The Sports Licensing and Tailgate Show is open to the trade only; therefore, over-the counter cash sales are not allowed. Show management prohibits the selling of merchandise and its removal from the show floor. Exhibitors who sell their entire display merchandise to retailers or distributors for removal after 2:00 pm on Friday, January 16 must have a signed invoice from the exhibitor, which is to be presented to security.

## OVERTIME

Overtime labor rates will be charged for services before 8:00 a.m., after 5:00 p.m. on weekdays and all day on Saturday and Sunday.

## PRIVATELY OWNED VEHICLE – P.O.V.

Only a P.O.V. is allowed for hand carry and cartload service. A P.O.V. is any small to full-size car, van or S.U.V. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

## PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space. If you have any questions or would like information on outside advertising, please contact Show Management.

## REGISTRATION

To register for exhibitor badges [click here](#). Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.



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## SECURITY

The Sports Licensing and Tailgate show management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, The Las Vegas Convention Center, security contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.

## SHARING OF EXHIBIT SPACE

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

## SIGN HANGING

Exhibitors with island booths are allowed to hang banners. There is a 25' ceiling height at the Las Vegas Convention Center. All hanging signs/banners must begin at least two feet above the height of your booth and extend no further than five (5) feet from the ceiling. Signs/banners must be set in 25% from the perimeter of your booth and cannot cover any part of the aisles or neighboring exhibits. All signs and banners must be hung by The Expo Group. (Refer to forms and information within the TEG section of this manual).

## SMOKING

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

## SOUND

Exhibitors must regulate the level of sound in their booths so as not to inhibit the ability of neighboring exhibitors.

## STORAGE

- Storing of any crates, cartons, boxes or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by TEG. TEG will return all "empties" at the conclusion of the Show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the TEG Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## TELEPHONE & INTERNET SERVICES

Please note that telephone and internet are not included with your booth package. If you require these services, please refer to the Cox Communications order forms within this manual.

## USE OF AISLES AND COMMON AREAS

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. All models must remain within the booth space at all times. Advertising materials may be handed out within the booth space only. Strolling entertainment or moving advertisements outside of the exhibit space is strictly prohibited.



# Registration Information

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Badges for the Sports Licensing and Tailgate Show are not mailed prior to the show. Each registrant will receive an email confirmation with a bar code. Prior to attending the show, registrants need to print the confirmation, and bring it with them to Las Vegas. Upon entering the registration area at the Las Vegas Convention Center, agents at the registration counters will scan your confirmation, check your I.D., then hand you your color-coded badge and holder.

To Register for your staff badges [click here](#).

## ONSITE EXHIBITOR REGISTRATION HOURS:

Tuesday, January 13	8:00 am to 5:00 pm
Wednesday, January 14	8:00 am to 5:00 pm
Thursday, January 15	8:00 am to 5:00 pm
Friday, January 16	8:00 am to 1:00 pm

## BADGE ALLOTMENTS:

Each exhibiting company is allotted six badges per 10x10 booth. Additional badges are available for purchase online through exhibitor registration at \$25 per badge.

**REGISTRATION QUESTIONS? CALL 866-221-7934**





# Key Contacts

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## AUDIO VISUAL EQUIPMENT

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## BOOTH CLEANING

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## BOOTH FURNITURE

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## BUSINESS CENTER

### FEDEX OFFICE

phone: (702) 943-6780  
[usa5042@fedexkinkos.com](mailto:usa5042@fedexkinkos.com)

## CATERING/FOOD & BEVERAGE

### ARAMARK ENTERTAINMENT

Tracey Cooper – 702-943-6913  
[Cooper-tracey@aramark.com](mailto:Cooper-tracey@aramark.com)

## COMPUTER EQUIPMENT

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## ELECTRICAL

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## FLORAL SERVICE

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## FREIGHT & SHIPPING

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## HOTEL RESERVATIONS

### TRAVEL PLANNERS, INC.

phone: (800) 221-3531  
or (212) 532-1660

## INSURANCE FOR PURCHASE

### Marsh/TotalEvent Insurance

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)  
PH: 781-994-6000

## LABOR

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## LEAD RETRIEVAL

### EXPERIENT

phone: (888) 267-4451  
[gem.hill@experient-inc.com](mailto:gem.hill@experient-inc.com)

## REGISTRATION ASSISTANCE

### EXPERIENT

phone: (866) 221-7934

## SPECIAL SIGNS

### The Expo Group

phone: (972) 580-9000  
fax: (972) 465-1166  
Log onto cyberservices @:  
[www.theexpogroup.com](http://www.theexpogroup.com)

## TELECOMMUNICATIONS

### COX COMMUNICATIONS

toll free: (855)-519-2624  
email: [orders@coxlvcc.com](mailto:orders@coxlvcc.com)



# Public Relations Opportunities

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## Maximize Your PR Impact

As we gear up for the 2015 Sports Licensing and Tailgate Show (SLTS), public relations opportunities are greater than ever for exhibiting companies. With consumer and trade magazines, interactive media, newspapers, and television expected to attend, opportunities are abundant for prepared exhibitors. Below are several suggested public relations opportunities for your company.

### Printed Onsite Directory

**Deadline:** Monday, December 8, 2014

SLTS uses exhibitors' basic contact information, listed in their SLTS Show Planner, to generate the printed Show Directory that is distributed at the show. To review or edit your current profile, [click here](#) or visit the Exhibitor Resources page at [www.SportsTailgateShow.com](http://www.SportsTailgateShow.com). If there are any changes or updates to your company's online exhibitor listing, please make them by December 8, so they will be reflected in the printed Show Directory. If you have questions about updating your exhibitor listing online, please email [support@goexposoftware.com](mailto:support@goexposoftware.com).

### Customize your Exhibitor Listing Online (Some fees apply)

Using the SLTS Show Planner you can customize your online Exhibitor Listing with a 50-word company description, including a logo and booth event/show special (\$150); participate in the Online Product Showcase (\$400); and add your PR contact info in the "Additional Contacts" field (no charge). Contact Matt Lawson at [matt.lawson@emeraldexpo.com](mailto:matt.lawson@emeraldexpo.com) for pricing details.

### Press Materials (No charge)

SLTS operates a Paperless Press Room where exhibitors can upload their electronic press kits (one PDF document, maximum size 5MB) as part of the SLTS Show Planner (no charge). The media will be able to view exhibitor press kits through the Show Planner, as well as on the Press Kit page at [showproco.com](http://showproco.com). Exhibitors can also leave one hard copy press kit in the Press Room onsite. SLTS prefers a paperless press room and strongly encourages exhibitors to upload press kits. Exhibitors may also bring press kits to the Press Room on flash drives and/or CDs (minimum five per day).

### Attending Media List (No charge)

A list of working media pre-registered to attend SLTS will be available to exhibitors and their public relations representatives. Lists will be distributed via email only and will only include the name of the media outlet. Please submit requests to Kate Lowery at [kate.lowery@emeraldexpo.com](mailto:kate.lowery@emeraldexpo.com). Please include your name, company and booth number in the request.

### Event Listings Online

If you have any show calendar items (celebrity appearances, autograph signings, prize drawings, contests, giveaways, happy hours, events, etc.), please contact Nikki Puckett at [nikki.puckett@emeraldexpo.com](mailto:nikki.puckett@emeraldexpo.com) to include your event information on our "Events and Seminars" page on [SportsTailgateShow.com](http://SportsTailgateShow.com). (Show Management reserves the right to edit or remove event listings as it sees fit.)

### Any public relations or media questions should be addressed to:

Kate Lowery  
Director of PR  
[kate.lowery@emeraldexpo.com](mailto:kate.lowery@emeraldexpo.com)  
(949) 226-5779



# Marketing & Sponsorship Opportunities

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**Sponsorships give you the opportunity to set yourself apart from your competition and get the attention of buyers. The Sports Licensing and Tailgate Show offers a variety of pre-show and onsite opportunities that are sure to get your brands and products noticed. There is something to fit every marketing objective and every budget.**

## **License to Buy**

For only \$500, exhibitors can place a License to Buy coupon in the show directory. The License to Buy program incentivizes buyers to visit your booth by rewarding them with money back on purchases they make at the show. Nearly \$2 million in orders were written through License to Buy in 2014! You can't afford not to take advantage of this opportunity. Contact [Matt Lawson](#) today to participate.

## **Pre-Show Opportunities**

The following pre-show opportunities give you the chance to touch attendees and potential attendees well before they set foot in Vegas, putting you at the top of their minds when they get there.

- Attendee e-Newsletter Advertising
- Enhanced Listing (Online)
- Licensing Outlook e-Newsletter Advertising
- List Rental (Direct Mail or Email)
- Online Product Showcase
- Online Registration Sponsorship

## **Onsite Opportunities**

If you're looking to make a big splash AT the show, take advantage of these high impact opportunities guaranteed to drive traffic to your booth.

- Badge inserts
- Banners
- Charging Stations
- Floor decals
- Information Staff
- Lanyards
- Mannequins
- Meterboards
- Onsite Product Showcase
- Product Display Case
- Publication Bins
- Registration Staff
- Show Bags
- Show Directory Advertising
- Show Features
- Vehicle or promo placements

[Click here](#) for more details and pricing. Also check out our TotalReach™ packages for big savings!

**Contact Matt Lawson for more details: [matt.lawson@emeraldexpo.com](mailto:matt.lawson@emeraldexpo.com) or 813-531-7760.**



# Insurance Requirements

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**You must submit your insurance documents online. [Click here](#) to electronically submit your proof of insurance by December 22, 2014. Be sure the name of the attachment reflects the name of the insured exhibiting company:**

Sports Licensing and Tailgate Show does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Sports Licensing and Tailgate Show prior to the show. To protect your property and staff we suggest taking the following steps:

## **PROPERTY INSURANCE**

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

## **COMPREHENSIVE GENERAL LIABILITY INSURANCE**

Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.

## **WORKERS COMPENSATION INSURANCE**

Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.

## **AUTOMOBILE LIABILITY INSURANCE**

Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show. Confirm that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.

## **REPORTING**

In the event of damage or loss of property, an accident or injury, it is your responsibility to contact your broker or carrier immediately.

## **INSURANCE REQUIREMENTS**

As stated in your Exhibitor Space Contract, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need workers compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions and each of its subsidiaries. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald Expositions.

## **NEED INSURANCE?**

[Click here](#) to purchase insurance through Marsh/TotalEvent Insurance.

Sports Licensing and Tailgate Show \*  
31910 Del Obispo #200, San Juan Capistrano, CA 92675

**\*In an effort to be green we no longer accept paper insurance submissions. All forms must be submitted [electronically](#).**



# Booth Construction & Display Requirements

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## Linear, Perimeter, Island Booths

### NEW FOR 2015: STRICTLY ENFORCED LINE-OF-SIGHT AND HEIGHT RULES

#### BOOTH CONSTRUCTION

Show Management provides 8' high black drape and 3' high black side drape for Linear and Perimeter booths.

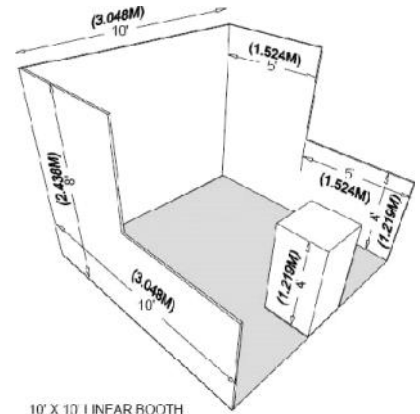
#### LINEAR BOOTHS

Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

##### Dimensions:

In-line booths are a minimum of 10' wide and 10' deep i.e. 10x10.

The maximum back wall height is 8' high, with an 8' height restriction on side walls for the first 5', dropping down to 4' for the remaining space forward to the aisle.



10' X 10' LINEAR BOOTH

#### PERIMETER BOOTHS

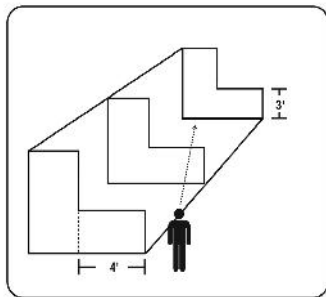
A Perimeter Booth is an in-line booth that backs up to a wall of the exhibit facility rather than another exhibit.

##### Dimensions:

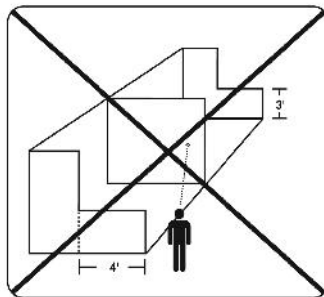
Perimeter booths are a minimum of 10' wide and 10' deep i.e. 10x10. The maximum height of 12' is only allowed on the back wall of the booth with a 3' height restriction on all materials in the remaining space forward to the aisle.

### LINE OF SIGHT RULES:

Regardless of the number of in-line booths utilized, (10' x 20', 10' x 30', etc.) display materials should be arranged so as not to obstruct the sight lines of neighboring exhibitors.



Line of Sight



No Line of Sight

#### ISLAND BOOTHS

An Island Booth is any size booth exposed to aisles on all 4 sides.



# Rules & Regulations

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**In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.**

## **1. Admission Policy**

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.
- No infants or children under the age of 16 are permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## **2. Advertising**

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of the Sports Licensing and Tailgate Show".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

## **3. Aisles**

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

## **4. Americans with Disabilities Act (ADA)**

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## **5. Animals**

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

## **6. Appearance of Exhibit Space and Care of Premises**

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.





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- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.2 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

## 7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

## 8. Booth and/or Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

## 9. Booth Construction Standards

- The Booth Construction & Display Requirements are located in the Exhibitor Manual for your reference and should be strictly adhered to.
- PLEASE NOTE THAT THE SPORTS LICENSING AND TAILGATE SHOW IS A "LINE OF SIGHT" SHOW AND FOLLOWS THIS RULE FOR ALL BOOTHS.

## 10. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents contractors or representatives

## 11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.



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- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

## 12. Environmental Laws/OSHA Regulations

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

## 13. Excessive Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

## 14. Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000 pound lift capacity for special handling of large equipment or machinery.

## 15. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

## 16. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
  - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
  - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
  - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
  - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
  - Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.



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- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## 17. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.
- Exhibitor badges to NOT receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at On-Site Registration.

## 18. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

### Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

### Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## 19. Floor Covering/Carpet Requirements

The exhibit hall portion of the facility is not carpeted. Floor covering is required in all booths and may be supplied either by the General Service Contractor or the exhibitor. All exhibits must be confined to the spatial limits of their respective exhibit space(s) as indicated on the floor plan. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

## 20. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

## 21. Freight Holds

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.



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## 22. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 25 feet (7.62 meters) from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the sign itself cannot hang higher than eight feet (2.44 meters) and must be finished on all sides.
- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the hanging sign form included in the *Show Management Form* section of this manual and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

## 23. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

## 24. Install/Dismantle

### • Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

### • Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

## 25. Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in this manual for specifics on insurance requirements.



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## 26. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

## 27. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

## 28. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## 29. Paging & Announcements

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

## 30. Photography/Video Recording

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed or video/audio recorded.

## 31. Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.





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## 32. Sales from Exhibitors' Booths

Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

## 33. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship VCR's, PC's, and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

## 34. Show Directory

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date of Monday, December 8. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

## 35. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

## 36. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00pm on Saturday, August 3 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

## 37. Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.





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## 38. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

## 39. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.

## TIME IS MONEY.

## SAVE TIME...SAVE MONEY

The Expo Group *Cyberservices™* makes it even easier to order exhibitor services. Save time by doing it online – our secure e-commerce site helps you stay organized without piles of paper forms to fill in manually. *Cyberservices™* is a real-time informational resource where you can place and review service orders around the clock.



### ON THEEXPOGROUP.COM YOU CAN:

- Order all exhibit services
- Check status of freight shipments
- View the current show floorplan
- See an account summary of all services ordered
- Review important dates and deadlines
- Connect to your Personal Account Manager

### GET STARTED NOW!

Log on to [www.theexpogroup.com/cyberservices](http://www.theexpogroup.com/cyberservices) with the show ID and password you received via email.

Dear Exhibitor:

The Expo Group is proud to be the general service contractor for The Sports Licensing and Tailgate Show. We are your Single Source Solution® for all services you will need to exhibit. This means that you have One Contact, One Discount Deadline, and One Invoice for your show!

You are welcome to order via mail, fax or online. Our secure e-commerce website, *cyberservices™*, is easy to use and contains useful tools throughout the exhibition process such as contact information and Instant Freight Updates. All services can be ordered online in one place, and because it is an online application, you can access your account 24/7 from any Internet-enabled device.

You also will be assigned one personal contact, your Customer Account Manager, to work with before, during and after the show.

Please add the deadline date for advance pricing December 15, 2014, to your calendar so you can take advantage of the savings afforded to you only by The Expo Group.

All of us here look forward to working with you on a successful and enjoyable show. Please contact me if you have any questions or would like additional guidance in ordering.

Robert Richardson  
Team Leader  
972-580-9000 ext. 1437  
[rrichardson@theexpogroup.com](mailto:rrichardson@theexpogroup.com)



**Advance Order Discount Deadline: December 15, 2014**

**Exhibit Hall Colors**  
 Back drape color: Black  
 Side drape color: Black  
 Aisle carpet color: Pepper

**Exhibit Hall Hours**  
**Exhibitor Move-In ONE DAY MOVE-IN ONLY**  
 Tuesday January 13, 2015 8:00 am - 10:00 pm

**Show Hours**

Wednesday January 14, 2015 9:00 am - 5:00 pm  
 Thursday January 15, 2015 9:00 am - 5:00 pm  
 Friday January 16, 2015 9:00 am - 2:00 pm

**Exhibitor Move-Out ONE DAY MOVE-OUT ONLY**

Friday January 16, 2015 2:01 pm - 10:00 pm

**Dismantle**  
 All Booths must be dismantled by Friday, January 16, 2015 by 8:00 pm.  
 All carriers other than the official show carriers must check in at the freight desk by 8:00 pm on Friday, January 16, 2015, otherwise exhibitor shipments will be subject to rerouting.

**Shipping Information**  
**Advance Receiving At The Warehouse**  

- Shipments will be accepted between Monday, December 15, 2014 through Friday, January 9, 2015.
- Materials arriving after January 1, 2015 will be received at the warehouse with an additional after deadline charge.
- Warehouse hours are 9:00 am - 3:00 pm Monday through Friday.
- Shipping labels are included in this service manual.
- NOTE: Warehouse will be closed on 12/24-25/14 and 1/1/15.**

**Direct Shipment To The Las Vegas Convention Center**

Direct shipments must arrive at show-site beginning at 8:00 am on Tuesday, January 13, 2015 through Friday, January 16, 2015. Shipping labels are included in this exhibitor service manual.

**Please Note:** All items and materials that must be brought into the facility may be subject Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**Show Carriers:**

Common Carrier: ABF Freight  
Air Carrier/Small Package: Airways Freight



## Order services early and SAVE!

Complete the Order Forms before each Advance Date Deadline Date listed below to take advantage of Advance Pricing.

### The Expo Group Order Forms

Form Name	Advance Date Deadline	Order Total
<input type="checkbox"/> Credit Card Authorization	<b>SUBMIT WITH FIRST ORDER</b>	
<input type="checkbox"/> Terms and Conditions	<b>SUBMIT WITH FIRST ORDER</b>	
<input type="checkbox"/> Third Party Authorization	December 15, 2014	\$ _____
<input type="checkbox"/> EAC Requirements	December 15, 2014	\$ _____
<input type="checkbox"/> Booth Package	December 15, 2014	\$ _____
<input type="checkbox"/> Flex Hardwall Package	December 15, 2014	\$ _____
<input type="checkbox"/> Carpet Standard & Special	December 15, 2014	\$ _____
<input type="checkbox"/> Cleaning Service	December 15, 2014	\$ _____
<input type="checkbox"/> Furniture & Accessories	December 15, 2014	\$ _____
<input type="checkbox"/> Modular Rental Exhibits	(See Form 12a )	\$ _____
<input type="checkbox"/> Modular Rental Accessories	(See Form 12b)	\$ _____
<input type="checkbox"/> Signs	(See Form 13)	\$ _____
<input type="checkbox"/> Material Handling	(See Form 14d)	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	December 15, 2014	\$ _____
<input type="checkbox"/> TEG Supervised Labor	December 15, 2014	\$ _____
<input type="checkbox"/> Lift Equipment & Labor	December 15, 2014	\$ _____
<input type="checkbox"/> Suspended Sign Labor/Assembly	December 15, 2014	\$ _____
<input type="checkbox"/> Electrical Service	December 15, 2014	\$ _____
<input type="checkbox"/> Audio Visual & Computers	December 15, 2014	\$ _____
<input type="checkbox"/> Floral	December 15, 2014	\$ _____
<b>Total Amount Due:</b>		\$ _____



It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

## Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our modular Octanorm rental systems, to assure your booth is reused and recycled.

## In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.
- Donate booth materials to local charities or schools. Some organizers have show-wide programs for this effort.

## Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.





PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

**Company  
 Information**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Website: \_\_\_\_\_

I consent to allow The Expo Group and parties involved in the production of this show to send facsimiles and email communications to the fax numbers and email addresses listed herein.  
 (Declining to consent will result in your not receiving important show information in a timely manner)

Signature: \_\_\_\_\_

**Personal  
 Information**

**Pre-Show**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Cell Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

**On-Site**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Cell Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Onsite Contact Person's Hotel: \_\_\_\_\_  
 Date of Arrival: \_\_\_\_\_  
 Date of Departure: \_\_\_\_\_

(This representative from your company will be at show-site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders).

**Booth  
 Information**

Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet.



## Payment Options

*Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.*

### • Payment by Credit Card

For your convenience, we accept MasterCard, Visa, and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

### • Payment by Company Check

Please mail your check along with your order forms to The Expo Group. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

### • Payment by Wire Transfer

Please contact The Expo Group directly for wire payment details.

### • Payment by Third Party

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

### • International Exhibitors

International exhibitors must make payment to The Expo Group for all amounts due in U.S. funds prior to show closing.

## Payment Policy

### • General

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

### • Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

### • Credits for Billing Discrepancies

**All billing discrepancies must be resolved with The Expo Group within 30 days from the close of show.**

### • Advance Pricing

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

### • Standard Pricing

Order forms submitted after the advance discount deadline date will be processed at the standard prices.

### • Cancellations of Items or Services

**All Labor Types**— 2 Days notice is required for cancellation of all labor services. If such notice is not provided a one (1) hour minimum per laborer ordered will be charged the applicable rate.

**Standard Furniture & Carpet**- Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

**Custom Furniture**- Items ordered and cancelled 1 week prior to the scheduled move-in dates will be charged 100% of the applicable price.

**Custom Exhibits and Accessories**- Orders cancelled 14 days prior to the show move-in will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

**Exhibitor Graphics**- Orders cancelled after production will be charged 100% of the original price.



Required-please submit with first order

## Exhibiting Company Information

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

## Credit Card Payment

- Please read Payment Options and Policy Page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your preferred method of payment.
- All accounts must be settle at The Expo Group Service Desk on show site prior to the close of the show Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days from the close of the show.

## Credit Card Authorization

- Please complete information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

- ☐ A check is being sent to cover all expenses, use card only for show-site services.  
☐ Use credit card for all services ordered.

### Card Type

☐ American Express ☐ Visa ® ☐ MasterCard ® ☐ Discover ® ☐ Debit Card

### Credit Card Number





### Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

TELEPHONE EMAIL

( )

PLEASE SIGN

X

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1166  
Log onto **cyberservices @ www.theexpogroup.com**

**Sports Licensing  
and Tailgate Show  
January 14-16, 2015  
Las Vegas Convention Center  
Las Vegas, Nevada**

## Terms & Conditions

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.**

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP L.P. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group L.P., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undesignated authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owned by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded.

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR on non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be

waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of attendees, customers, subcontractors, suppliers, or any other individual company involved directly or indirectly with the show in which EXHIBITOR is exhibiting.

a. **Cold Storage.** Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. **Accessible Storage:** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. **Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. **Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. **Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. **Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. **Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. **Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Submission Deadline: December 15, 2014**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
**Third Party Info:** Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Website: \_\_\_\_\_

### Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days from close of the show.**

### Services to be involved to Third Party

- ☐ All The Expo Group Services
 ☐ Furniture/Carpet
 ☐ Forklift Labor
 ☐ Booth Labor
 ☐ Material Handling  
☐ Hanging Signs Labor
 ☐ Air Freight Services
 ☐ Ground Transport
 ☐ International Services
 ☐ Booth Cleaning/Porter  
☐ Other \_\_\_\_\_

### Card Type

- ☐ American Express
 ☐ Visa ®
 ☐ MasterCard ®
 ☐ Discover ®
 ☐ Debit Card

### Credit Card Number

### Expiration Date

--	--	--	--	--

Third Party Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Card Holder's Name  
(Please Print)

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

### PLEASE SIGN

X \_\_\_\_\_

### Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to the close of the show. (Authorized Firm Representative's signature required below.)

### PLEASE SIGN

X \_\_\_\_\_





**Submission Deadline: December 15, 2014**

EAC Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

**Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning, and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.**

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure 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 conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence naming The Expo Group (the General Contractor), Show Management, Las Vegas Convention Center and Emerald Expositions as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form. INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

**Acknowledged and agreed to by:**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_  
Service to be Performed: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contractor Telephone: (\_\_\_\_) \_\_\_\_\_ Contractor Fax: (\_\_\_\_) \_\_\_\_\_

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**Exhibitor Appointed Contractor ("EAC") Access to the Show Floor.** Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization Form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

**Certificate of Insurance.** Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**The Expo Group L.P.**

**Emerald Expositions**

**Las Vegas Convention Center**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

**Sports Licensing and Tailgate Show - January 13-18, 2015**

The insurance form must list as the Certificate Holder:

The Expo Group L.P.

5931 West Campus Circle Drive, Irving, Texas 75063

**Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability.** Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products – COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**The Expo Group L.P.**

**Emerald Expositions**

**Las Vegas Convention Center**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

**Sports Licensing and Tailgate Show - January 13-18, 2015**

Insurer shall waive any right of subrogation against **Emerald Expositions** and The Expo Group L.P., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **Emerald Expositions** and The Expo Group L.P.

**Workers' Compensation Insurance.** Each EAC shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of EAC's employees engaged in the performance of any work for Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease – Each Employee \$1,000,000

Disease – Policy Limit \$1,000,000

**Automobile Liability.** Automobile liability must be covered whether EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

**EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.**

Name of Exhibitor Appointed Contractor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

By (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>CERTIFICATE OF LIABILITY INSURANCE</b>						<b>DATE (MM/DD/YYYY)</b> 00/00/0000	
PRODUCER (000) 000-0000 FAX <b>AGENTS NAME</b> <b>AGENTS ADDRESS</b>				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <b>INSURERS AFFORDING COVERAGE</b> <b>NAIC #</b>			
<b>INSURED YOUR COMPANY NAME</b> <b>YOUR COMPANY ADDRESS</b>  <b>EAC FOR:</b>				INSURER A:			
				INSURER B:			
				INSURER C:			
				INSURER D:			
				INSURER E:			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE      \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ 500,000 MED EXP (Any one person)      \$ 5,000 PERSONAL & ADV INJURY      \$ 1,000,000 GENERAL AGGREGATE      \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000	
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	COMBINED SINGLE LIMIT (Ea accident)      \$ 1,000,000 BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$	
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION      \$ 10,000	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE      \$ 1,000,000 AGGREGATE      \$ 1,000,000 \$ \$ \$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?  If yes, describe under SPECIAL PROVISIONS below	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	X	WC STATU- TORY LIMITS      OTH \$ ER E.L. EACH ACCIDENT      \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE      \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000
		OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS <b>ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:</b>							

<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>	
The Expo Group 5931 West Campus Circle Dr. Irving, TX 75063		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	
		AUTHORIZED REPRESENTATIVE	



Submission Deadline: December 15, 2014

## Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 7a, 7b, & 7c to The Expo Group via fax to **972-465-1166** or email Robert Richardson at **richardson@theexpogroup.com** by December 15, 2014. **Please forward the Certificate of Liability Insurance sample to your EAC.**

**This form must be completed by the exhibiting company.** No EAC will be granted access to the show floor without this form **AND** completion of Requirements and Signature by your EAC on Forms 7a & 7b. Please check the appropriate boxes below of the products and/or services you will have outside of the those provided by the designated official contractor.

**For insurance and safety reasons, the official service contractor designated in the service manual must be used for services such as:**

Electrical    Booth Cleaning    Plumbing    Material Handling    Telecommunications    Suspended Signs    Rigging

**Services:**

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

**Products:**

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

Indicate Type of Service Performed for the Above Checked  
 Boxes (i.e. installation, supervision, etc.) \_\_\_\_\_

**\*\*Note Other Product/Service Here** \_\_\_\_\_

**Please Type or Print**

### Exhibitor Information:

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Exhibitor E-mail: \_\_\_\_\_ Exhibitor Phone: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EAC Information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Phone/Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

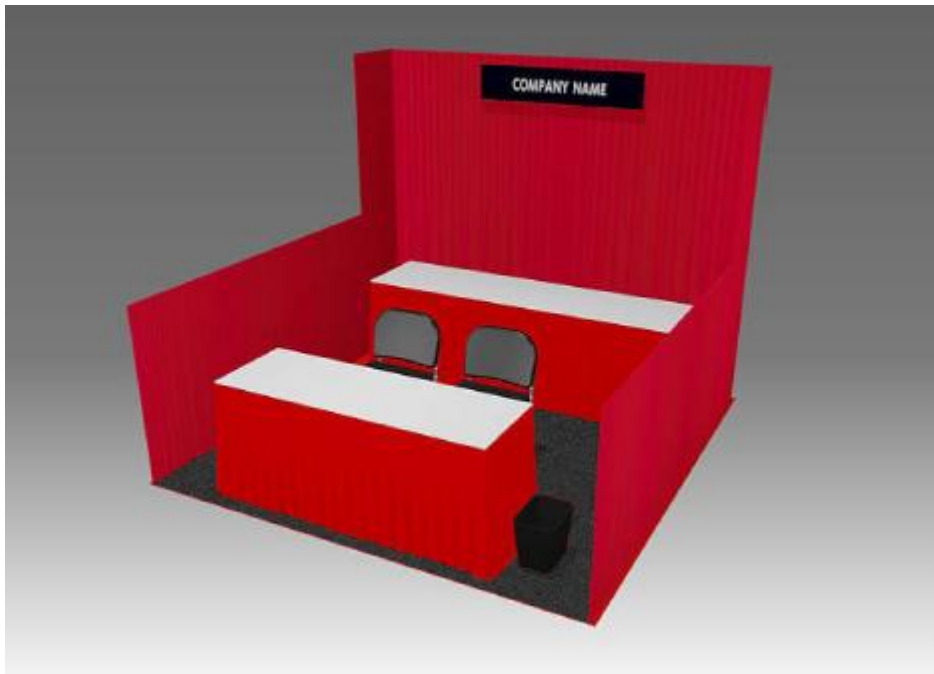
**\*\* All EAC Company Information Must Be Completed.**



**Advance Order Discount Deadline: December 15, 2014**

The following booth rental options have been specially designed for exhibiting at the Sports Licensing and Tailgate Show. Options and prices below are based on a 10x10 booth, complete with installation and dismantle. All other services and accessories can be ordered separately to accompany these booth options. No substitutions are allowed, nor will any credits be issued for any unused portion of these packages.

**400 lbs of material handling (drayage) is also included in this package!**



**Package Includes:**

- 8' H drape with 3' H side rail drape
- Completely installed and ready to display product
- Standard booth carpet
- One 6' x 30" H red draped table
- One 8' x 30" H red draped table
- Two side chairs
- One wastebasket
- One-time preshow cleaning
- 400 lbs Material Handling

Accessories may be ordered separately.

**TOTAL PACKAGE PRICE**

<b>Advance</b>	<b>Standard</b>
\$1,139.75	\$1,461.22

**Choose From The Following Options:**

**Standard Carpet**

**Check color.** ☐ Blue ☐ Red ☐ Burgundy ☐ Dark Green  
☐ Black ☐ Blue Jay ☐ Cayenne ☐ Pepper

**Cancellation Policy** Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

<b>ADDITIONAL INFORMATION</b>	<b>CALCULATING YOUR TOTAL</b>
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Standard Package _____
Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.	Subtotal _____
	Taxes and Fees Multiplied by 8.1% of Subtotal _____
	Fuel Surcharge Multiplied by 4% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### Advance Order Discount Deadline: December 15, 2014

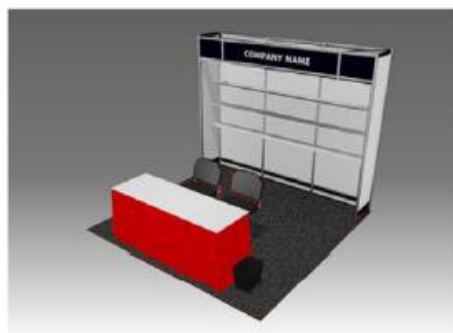
The following booth rental options have been specially designed for exhibiting at the Sports Licensing and Tailgate Show. Options and prices below are based on a 10x10 booth, complete with installation and dismantle. All other services and accessories can be ordered separately to accompany these booth options. No substitutions are allowed, nor will any credits be issued for any unused portion of these packages.

**400 lbs of material handling (drayage) is also included in this package!**

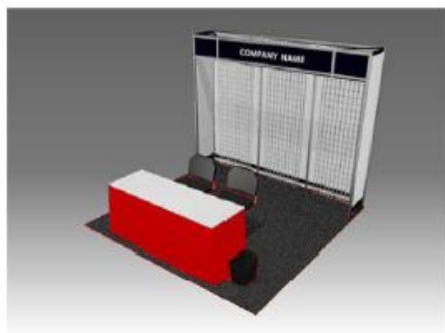
### Package Includes:

- 8' High x 10' Wide hardwall with any one of the following options: (circle one)
  - 10' Wide hanging garment rack
  - 9 White shelves
  - Black gridwall
  - White Slatwall
- Completely installed and ready to display product
- Standard booth carpet
- One 6' x 30" H red draped table
- Two side chairs
- One wastebasket
- One-time preshow cleaning
- Header with company name - black text on white background
- 400 lbs. Material Handling

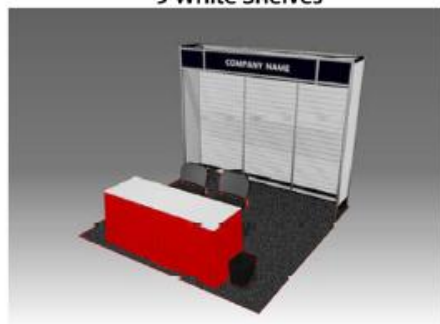
Accessories may be ordered separately.



9 White Shelves



Black Gridwall



White Slatwall



Garment Rack

### Choose From The Following Options:

#### Standard Carpet

Check color. ☐ Blue ☐ Red ☐ Burgundy ☐ Dark Green

☐ Black ☐ Blue Jay ☐ Cayenne ☐ Pepper

#### Hardwall Colors

☐ Black ☐ White ☐ Gray

### TOTAL PACKAGE PRICE

Advance	Standard
\$2,735.30	\$3,506.79

**Cancellation Policy** A 50% penalty is charged for cancellations after 12/15/14 and prior to 1/1/15. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Rental Exhibit	_____
50% Expedite Fee if ordered after 12/15/14	_____
100% Expedite Fee if ordered after 1/1/15	_____
Subtotal	_____
Taxes and Fees Multiplied by 8.1% of Subtotal	_____
Fuel Surcharge Multiplied by 4% of Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### Create a great first impression with quality rental carpet ordered directly from The Expo Group.

No other carpet provider can offer the superior customer service and one-invoice, one-payment features of The Expo Group, Your Single Source Solution®.

Please make your selections on the corresponding order form.  
Actual carpet colors may vary.

## Custom

### ULTRA 50oz Plush



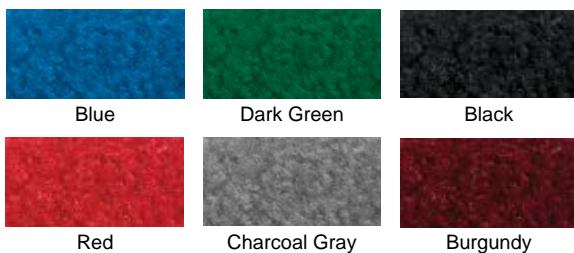
### PREMIUM 26oz Plush



## Standard

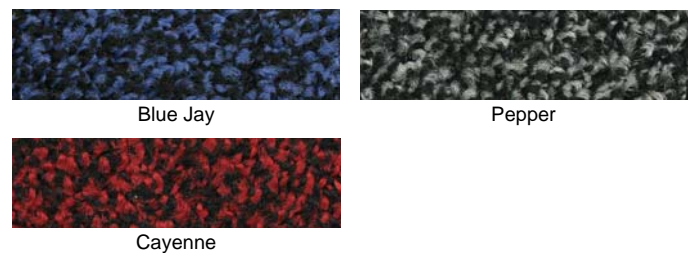
### Standard Cut Carpet

Available in a variety of sizes to fit standard booth spaces.



### Green Option Carpet

Made from recycled products and cut as custom or standard sizes.







## Important Information

Advance Discount Deadline orders for ultra or premium carpet must include payment. Payment must be received by The Expo Group no later than:  
 December 15, 2014 for Custom  
 December 15, 2014 for Standard

- Plush rental includes installation prior to delivery of your exhibit and visqueen (protective plastic covering) to protect carpet during show move-in.
- Standard carpet is supplied only for in-line/linear booths. For larger booths or island/peninsula configurations, you must order Custom Cut carpet or Special Cut carpet in order to cover the entire exposed space.
- Carpet is provided on a rental basis and remains the property of The Expo Group.
- Custom carpet orders, if cancelled, are not refundable.
- Standard carpet items ordered and delivered, but subsequently cancelled, will be charged 100% of the standard price.
- If claiming Tax Exempt status, you must include a State and Federal Tax Exempt Certificate with order.
- Credit Card Authorization must be on file with The Expo Group before any goods or services will be rendered regardless of your preferred method of payment.
- Full payment must accompany order.
- No credit will be issued after close of show.

## Frequently Asked Questions

- Q:** What is "Visqueen"?
- A:** Visqueen is a plastic protective covering for your carpet. Use is highly recommended due to debris and high volume of traffic in your booth during set up. Removal is automatically done prior to show opening. Visqueen is included on Custom Carpet orders.
- Q:** What is the difference between "Custom" and "Standard" Carpet?
- A:** Custom is a plush 50 oz. deep pile carpet, which is available in 8 different colors or in a 26 oz. deep pile carpet, which is available in 14 different colors. Standard carpet is a 16oz. stock carpet available in 6 standard colors and three (3) Green Options made from recycled products.
- Q:** What happens if I forget to choose a carpet color?
- A:** We will attempt to reach you to obtain your color preference. If we are unable to do so by the time of move-in, you will receive either the show color or a neutral color depending on availability.
- Q:** Is carpet cleaning included?
- A:** Cleaning is not included when carpet is ordered, please refer to the cleaning services page for pricing information.



**Advance Order Discount Deadline: December 15, 2014**  
**If less than 30 days, please contact The Expo Group for availability**

Carpeting is **recommended, but not required** for all exhibitors in the show. Prices are for rental only.

If you plan on bringing your own carpet, please note how you will be shipping it below.

☐ **Will be bringing our own carpet.** ☐ **Shipping to Warehouse** ☐ **Shipping Direct to Dock**

**Colors may vary due to facility lighting, printing limitations, and dye lot differences.**

<b>Custom Carpet Ultra 50oz. Plush</b>	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.			
	Booth Dimensions: _____ x _____			
	<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Carpet-Rental _____ X \$ 2.80 per sq. ft. \$ 4.00 per sq. ft. = _____			
	<b>Check color.</b> <input type="checkbox"/> Electric Blue <input type="checkbox"/> White <input type="checkbox"/> Frost <input type="checkbox"/> Charcoal <input type="checkbox"/> Graphite <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Concord			

<b>Custom Carpet Premium 26oz. Plush</b>	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.			
	Booth Dimensions: _____ x _____			
	<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Carpet-Rental _____ X \$ 2.10 per sq. ft. \$3.00 per sq. ft. = _____			
	<b>Check color.</b> <input type="checkbox"/> Emerald <input type="checkbox"/> Orange Slush <input type="checkbox"/> White <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Platinum <input type="checkbox"/> Smoke <input type="checkbox"/> Bayside <input type="checkbox"/> Black <input type="checkbox"/> Silky Beige <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Grape <input type="checkbox"/> Dove <input type="checkbox"/> Navy			

**Cancellation Policy:** Cancellation of Custom Carpet received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed 100%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Carpet Items Subtotal _____
	Taxes and Fees Multiplied by 8.1% of the subtotal _____
	Fuel Surcharge Multiplied by 4% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1166  
Log onto **cyberservices** @ [www.theexpogroup.com](http://www.theexpogroup.com)

**Sports Licensing  
and Tailgate Show  
January 14-16, 2015  
Las Vegas Convention Center  
Las Vegas, Nevada**

**Standard/Special Carpet  
Visqueen & Padding**

**Advance Order Discount Deadline: December 15, 2014**

Carpeting is **recommended, but not required** for all exhibitors in the show. Prices are for rental only. Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage.

If you plan on bringing your own carpet, please note how you will be shipping it below.

☐ **Will be bringing our own carpet.** ☐ **Shipping to Warehouse** ☐ **Shipping Direct to Dock**

**Colors may vary due to facility lighting, printing limitations, and dye lot differences.**

			Advance Price	Standard Price	Total
Standard Cut Carpet	10' x 10'	X	\$ 178.00	\$ 228.21	= \$
	10' x 20'	X	\$ 352.00	\$ 451.28	= \$
	10' x 30'	X	\$ 526.00	\$ 674.36	= \$
	10' x 40'	X	\$ 660.00	\$ 846.15	= \$
	<b>Check color.</b>				
	<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray	<input type="checkbox"/> Black <input type="checkbox"/> Dark Green
	<input type="checkbox"/> * Blue Jay	<input type="checkbox"/> *Cayenne	<input type="checkbox"/> *Pepper	*Green Option: made from recycled products	

Special Cut Carpet	You may order standard rental carpet cut and configured to your exact booth dimensions. Price includes labor to lay and tape carpet on-site.				
	Booth Dimensions: _____ x _____				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Special Cut Carpet _____	X	\$ 2.80 per sq. ft.	\$3.59 per sq. ft.	= _____

		Total Sq. Ft.	Advance Price	Standard Price	Total
Visqueen/ Padding	3/8" Foam Padding-Rental _____	x	\$ 1.10 per sq. ft.	\$ 1.41 per sq. ft.	= _____
	Visqueen Plastic Covering _____	x	\$ 0.50 per sq. ft.	\$ 0.64 per sq. ft.	= _____
*Visqueen is included with Custom Carpet.					

**Cancellation Policy:** Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Carpet Items Subtotal _____
	Taxes and Fees Multiplied by 8.1% of the subtotal _____
	Fuel Surcharge Multiplied by 4% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Cleaning is an Exclusive Service. Therefore, outside providers are NOT allowed to perform cleaning services.**

**Advance Order Discount Deadline: December 15, 2014**

<b>Carpet Cleaning</b>	Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose "Porter Service. Exhibit and furnishing wipe down not included.				
	<b>A. One-Time Only Cleaning (First day only – 100 square feet minimum)</b>				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	One Time Vacuuming of Booth	_____ x	\$ 0.40 per sq. ft.	\$ 0.51 per sq. ft.	= _____
	One Time Shampooing of Booth	_____ x	\$ 0.95 per sq. ft.	\$1.22 per sq. ft.	= _____
	<b>B. Daily Cleaning (Every show day – 100 square feet minimum)</b>				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Daily Vacuuming (3 Days)	_____ x	\$1.20 per sq. ft.	\$1.54 per sq. ft.	= _____

<b>Porter Service</b>	Porter Service (empty wastebaskets, police floor area at two hour intervals during show hours) Vacuuming not included. <b>INDICATE DAYS:</b> <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday				
		<b>Advance Price</b>	<b>Standard Price</b>	<b># of Days</b>	<b>Total</b>
	<input type="checkbox"/> 0-500 sq. ft.	\$ 58.90 per day	\$ 75.51 per day	_____	= \$ _____
	<input type="checkbox"/> 501-1500 sq. ft.	\$ 80.75 per day	\$103.53 per day	_____	= \$ _____
	<input type="checkbox"/> 1501-3000 sq. ft.	\$ 97.50 per day	\$125.00 per day	_____	= \$ _____
	<input type="checkbox"/> 3000 + sq. ft.	\$109.20 per day	\$140.00 per day	_____	= \$ _____

**Excessive Trash will be subject to an additional fee for dismantling and disposal.**

**Cancellation Policy:** Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION		CALCULATING YOUR TOTAL	
Can't Find It? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.		Carpet Cleaning Subtotal	_____
		Porter Service Subtotal	_____
		Fuel Surcharge Multiplied by 4% of Subtotal	_____
		<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

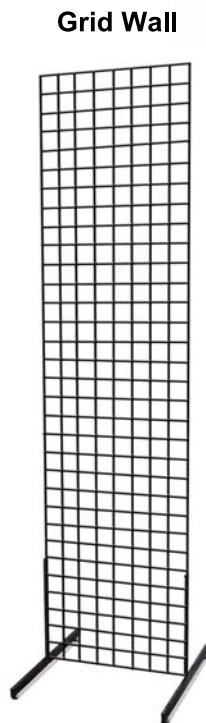
### Create a great first impression with quality rental furniture ordered directly from The Expo Group.

No other furniture provider can offer the superior customer service and one-invoice, one-payment features of The Expo Group, Your Single Source Solution®.

Please make your selections on the corresponding order form.  
Actual furniture styles and carpet colors may vary.



**Metal Literature Stand**



**Grid Wall**

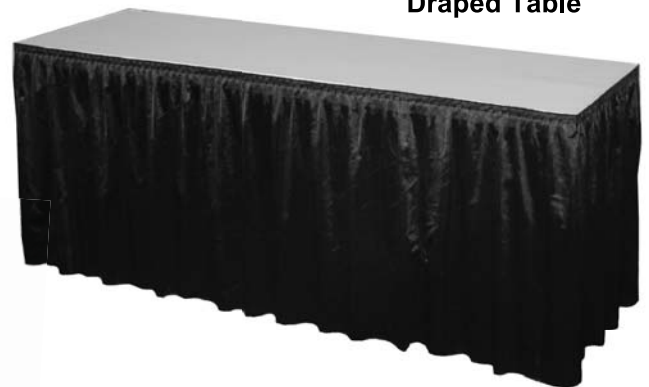


**Bag Rack**

**Round Tables**



**Draped Table**



**Wastebasket**



**Easel**



**Arm Chair**

**Side Chair**



**Advance Order Discount Deadline: December 15, 2014**

Furniture	Qty.	Advance Price	Standard Price	Total
Arm Chair	_____ x	\$ 138.45	\$ 177.50	= \$ _____
Side Chair	_____ x	\$ 83.05	\$ 106.47	= \$ _____
Barstool	_____ x	\$ 98.90	\$ 126.79	= \$ _____
30" Round, 30" High Pedestal Table	_____ x	\$ 189.95	\$ 243.53	= \$ _____
30" Round, 42" High Pedestal Table	_____ x	\$ 233.35	\$ 299.17	= \$ _____
Bag Rack	_____ x	\$ 91.00	\$ 116.67	= \$ _____
Wastebasket	_____ x	\$ 19.80	\$ 25.38	= \$ _____
Tripod Easel	_____ x	\$ 59.35	\$ 76.09	= \$ _____
Literature Stand	_____ x	\$ 213.55	\$ 273.78	= \$ _____

Tables	Draping includes white vinyl top and taffeta skirting on 3 sides. <b>Please circle the color of your choice.</b> white black red teal blue gray burgundy green				Qty.	Advance Price	Standard Price	Total
4' Long x 2' x 30"	_____ x	\$ 134.50	\$ 172.44	= \$ _____				
6' Long x 2' x 30"	_____ x	\$ 164.55	\$ 210.96	= \$ _____				
8' Long x 2' x 30"	_____ x	\$ 189.95	\$ 243.53	= \$ _____				
4' Long x 2' x 42"	_____ x	\$ 170.85	\$ 219.04	= \$ _____				
6' Long x 2' x 42"	_____ x	\$ 193.00	\$ 247.44	= \$ _____				
8' Long x 2' x 42"	_____ x	\$ 215.15	\$ 275.83	= \$ _____				
4th Side Draping for 6' & 8' Items Only: 30"	_____ x	\$ 39.55	\$ 50.71	= \$ _____				
4th Side Draping for 6' & 8' Items Only: 42"	_____ x	\$ 47.50	\$ 60.90	= \$ _____				

Special Drapery	ORDER WITH SHOW MANAGEMENT PERMISSION ONLY Please circle the color of your choice: gray teal red black blue white				Qty.	Advance Price	Standard Price	Total
8' high drape (4' minimum)	_____ x	\$ 15.80/ft.	\$ 20.26/ft.	= \$ _____				
3' high drape	_____ x	\$ 12.65/ft.	\$ 16.22/ft.	= \$ _____				

Accessories	Qty.	Advance Price	Standard Price	Total
Free-Standing Tackboard	_____ x	\$ 185.50	\$ 237.82	= \$ _____
4' x 8' Horizontal	_____ x	\$ 185.50	\$ 237.82	= \$ _____
4' x 8' Vertical	_____ x	\$ 185.50	\$ 237.82	= \$ _____

**Cancellation Policy:** Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
Taxes and Fees Multiplied by 8.1% of the Subtotal \_\_\_\_\_  
Fuel Surcharge Multiplied by 4% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





TRADE SHOW  
**Product Catalog**

# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA



CHR003



SFA003

## MIRABEL



CHR001



SFA001

## ALLEGRO



CHR002



SFA002

## KEY WEST



OCB



LSM



SOM

## SOUTH BEACH



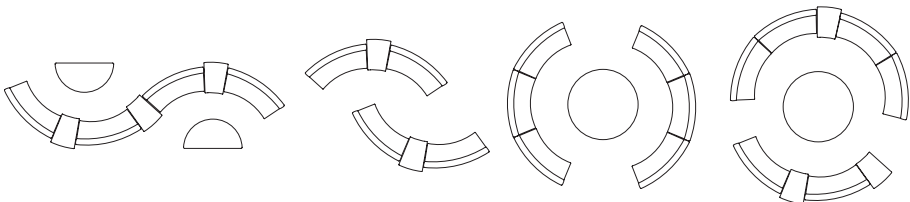
OTS

SO1



SO2

Suggested Uses of South Beach



MARRAKESH



CHN



SON

LISBON



CHC



LSC



SOC

MEMPHIS



MPC



MPS

NEWPORT



SED



COD

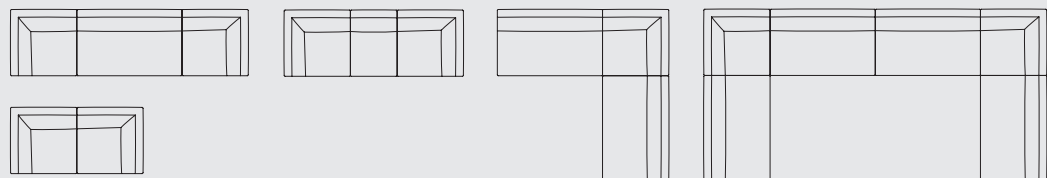


CHD



LSD

Suggested Uses of Newport



## SOFAS & SECTIONALS



SFA003



SFA001



SFA002



SO1



SOC



SON



SOM



MPS



SED



SO2

## LOVESEATS



LSD



LSM



LSC

### SOFAS & SECTIONALS

#### SFA003 Roma

White Vinyl  
78"L 31"D 33"H

#### SFA001 Mirabel

Brown Leather  
76"L 35"D 32"H

#### SFA002 Allegro

Blue Fabric  
73"L 34.5"D 30"H

### SO1 South Beach Sofa

Platinum Suede  
69"L 29"D 33"H

### SOC Lisbon Sofa

Black Leather  
88"L 36"D 34"H

### SON Marrakesh Sofa

Light Beige  
83"L 36"D 33"H

### SOM Key West Sofa

Black  
85"L 35"D 33"H

### MPS Memphis Sofa

(Mini Size)  
Black  
55"L 31"D 28"H

### SED Newport 3 pc.

Sectional  
Charcoal Leather  
113"L 34"D 33"H

### SO2 South Beach 3 pc.

Sectional Platinum Suede  
152"L 40"D 33"H

### LOVESEATS

#### LSD Newport Loveseat

Charcoal Leather  
54"L 34"D 33"H

#### LSM Key West Loveseat

Black  
57"L 35"D 33"H

#### LSC Lisbon Loveseat

Black Leather  
64"L 36"D 34"H

CLUB CHAIRS



CHR003



CHR001



CHR002



CHC



CHN



OCB



MPC



CHD



COD

OCCASIONAL CHAIRS



CH001



CCE



OCA



OCH



BCW



OCU

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

**CHR003 Roma**  
White Vinyl  
37"L 31"D 33"H

**CHR001 Mirabel**  
Brown Leather  
36"L 35"D 32"H

**CHR002 Allegro**  
Blue Fabric  
36"L 34.5"D 30"H

**CHC Lisbon Chair**  
Black Leather  
40"L 36"D 34"H

**CHN Marrakesh Chair**  
Light Beige  
34"L 36"D 33"H

**OCB Key West  
Tub Chair**  
Black  
31"L 31"D 31"H

**MPC Memphis Chair**  
(Mini Size) Black  
27.25"L 31.75"D 27.5"H

**CHD Newport  
Armless Chair**  
Charcoal Leather  
24"L 34"D 33"H

**COD Newport Corner**  
Charcoal Leather  
34"L 34"D 33"H

OCCASIONAL CHAIRS

**CH001 Casper Chair**  
Clear Acrylic  
21"L 21"D 36.5"H

**CCE Ice Chair**  
Transparent, Chrome  
17.25"L 20"D 32"H

**OCA T-Vac Chair**  
Translucent, Chrome  
25"L 23"D 30"H

**OCH Madrid Chair**  
Black Leather  
30"L 30"D 31"H

**BCW Madrid Chair**  
White Leather  
30"L 30"D 31"H

**OCU Globus Chair**  
White Vinyl, Chrome  
28"L 26"D 28"H

MEETING CHAIRS

**OCMESP Meeting Chair**  
Espresso  
25.5"L 23.5"D 34"H

**OCMTAU Meeting Chair**  
Taupe  
25.5"L 23.5"D 34"H



# OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



VIB08



PUZZ2SW



OTS



OTQ



OTN



OTP



OTM



OTK



OTL



CCZ



CCB



CCW



OTH



OSC



CUBL20



SAL

## OTTOMANS

### Vibe Cube Ottoman

Waterproof

18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

VIB08 Orange Vinyl

### PUZZ2SW Puzzle Bench Ottoman

White

48"L 24"D 18"H

### OTS South Beach Ottoman

Wedge, Platinum Suede

25"L 31"D 18"H

### OTQ Square Ottoman

White Leather

40"L 40"D 17"H

### OTN Bench Ottoman

White Leather

24"L 60"D 17"H

### OTP Square Ottoman

Black Leather

40"L 40"D 17"H

### OTM Bench Ottoman

Black Leather

24"L 60"D 17"H

### OTK Half Round Ottoman

Black Leather

6' L 3'D 17"H

### OTL Half Round Ottoman

White Leather

6'L 3'D 17"H

### CCZ Circle Ottoman

Black, White Leather

6'L 6'D 17"H

### CCB Circle Ottoman

Black Leather

6'L 6'D 17"H

### CCW Circle Ottoman

White Leather

6'L 6'D 17"H

### OTH Milano Cube

Black Leather

17"L 17"D 18"H

### OSC Milano Cube

White Leather

17"L 17"D 18"H

### CUBL20 Edge Lighted Cube Ottoman

White Plastic

20"L 20"D 20"H

### SAL Sally Stool

White

12" Round 17"H



## GROUP SEATING



SCE



SC10



SC9



SC1



SC8



SCC



SCF



SCD



SC4



SC2



SC3



SC5



CO4



XC3



XC6



CS5



CS8



CS9

### GROUP SEATING

**SCE Fusion Chair**  
Red, White  
19"L 21"D 32"H

**SC10 Razor Chair**  
White  
15.38"L 15.5"D 30.5"H

**SC9 Pantan Chair**  
White  
20"L 24"D 33"H

**SC1 New York Chair**  
Onyx Seat, Maple Back,  
Chrome Legs  
23"L 32"D 33"H

**SC8 Flex Chair**  
W/ Wheels  
24"L 22"D 31"H

**SCC Fusion Chair**  
Clear, White  
19"L 21"D 32"H

**SCF Fusion Chair**  
Black, White  
19"L 21"D 32"H

**SCD Fusion Chair**  
Green, White  
19"L 21"D 32"H

**SC4 Jetson Chair**  
Black  
19"L 18"D 31"H

**SC2 Brewer Chair**  
Grey, Chrome  
20"L 20"D 32"H

**SC3 Brewer Chair**  
Onyx, Black  
20"L 20"D 32"H

**SC5 Tilt Executive Chair**  
With Arms, Onyx, Black  
26"L 25"D 34"H

**CO4 Iso Mesh Chair**  
Black  
26"L 24"D 38"H

**XC3 Luxor Guest Chair**  
Black Leather  
27"L 28"D 40"H

**XC6 Altura Guest Chair**  
Black Crepe  
25"L 20"D 34"H

**CS5 Vista Chair**  
Black, Chrome Legs  
20"L 23"D 33"H

**CS8 Berlin Chair**  
Black  
18"L 22"D 32"H

**CS9 Berlin Chair**  
Red  
18"L 22"D 32"H

## OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## OCCASIONAL END TABLES



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

### OCCASIONAL COCKTAIL TABLES

**COLI Oliver  
Cocktail Table**  
47"L 27"D 19"H

**C1E Silverado Cocktail  
Table**  
36" Round 17"H

**C1D Soho Cocktail Table**  
Steel Base,  
Chocolate Top  
38"L 38"D 18.5"H

**C1K Inspiration Cocktail  
Table**  
42"L 28"D 18"H

**C1F Geo Cocktail Table**  
Glass, Black  
50"L 22"D 16"H

**C1C Geo Cocktail Table**  
Glass, Chrome  
50"L 22"D 16"H

**C1W Sydney Cocktail  
Table**  
White  
48"L 26"D 18"H

**C1Y Sydney Cocktail  
Table**  
Black  
48"L 26"D 18"H

### OCCASIONAL END TABLES

**CDYTB Candy Table**  
White/Black Top  
18"L 18"D 18"H

**EOLI Oliver End Table**  
22" Round 22"H

**E1E Silverado End Table**  
24" Round 22"H

**E1D Soho End Table**  
Steel Base,  
Chocolate Top  
26"L 26"D 27"H

**E1K Inspiration  
End Table**  
24"L 28"D 22"H

**E1F Geo End Table**  
Glass, Black  
26"L 26"D 20"H

**E1C Geo End Table**  
Glass, Chrome  
26"L 26"D 20"H

**E1W Sydney End Table**  
White  
27"L 23"D 22"H

**E1Y Sydney End Table**  
Black  
27"L 23"D 22"H

**CUBTBL Edge LED  
Cube Table**  
W/ Plexi Top,  
White Plastic  
20"L 20"D 20"H

# CONFERENCE TABLES



CF2



CE2



OCT6W



CG1



CE1



CF1



6-CB2



8-CB3



6-CD2



8-CD3



6-CC6  
8-CC7  
10-CC8



6-CT06GR  
8-C508GR  
10-CT10GR



CC5



Graphite-CB1  
Granite-CT42GR



CD1

## SAMPLE CONFERENCE SETS



### CONFERENCE TABLES

**CG1 Manhattan Table**  
Glass, Black  
42" Round 29"H

**CF2 Geo Table**  
Rectangle Glass, Black  
60"L 36"D 29"H

**CE2 Geo Table**  
Rectangle Glass, Chrome  
60"L 36"D 29"H

**OCT6W Nova Oval Table**  
6' White, Silver Powder  
Coated Legs  
71"L 36"D 29"H

**CE1 Geo Table**  
Square Rounded Glass,  
Chrome  
42"L 42"D 29"H

**CF1 Geo Table**  
Square Rounded Glass,  
Black  
42"L 42"D 29"H

**CB2 Table**  
6' Graphite Nebula  
72"L 36"D 29"H

**CB3 Table**  
8' Graphite Nebula  
96"L 36"D 29"H

**CD2 Table**  
6' Grey Nebula  
72"L 36"D 29"H

**CD3 Table**  
8' Grey Nebula  
96"L 36"D 29"H

**CC6 Table**  
6' Mahogany  
72"L 36"D 29.5"H

**CC7 Table**  
8' Mahogany  
96"L 48"D 29.5"H

**CC8 Table**  
10' Mahogany  
120"L 48"D 29.5"H

**CT06GR Table**  
6' Granite  
72"L 36"D 29"H

**C508GR Table**  
8' Granite  
96"L 44"D 29"H

**CT10GR Table**  
10' Granite  
120"L 46"D 29"H

**CC5 Table**  
Mahogany  
42"Round 29"H

**CB1 Table**  
Graphite Nebula  
42"Round 29"H

**CT42GR Table**  
Granite  
42"Round 29"H

**CD1 Table**  
Grey Nebula  
42"Round 29"H

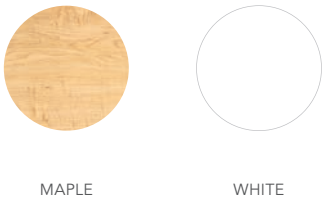
# EXECUTIVE CHAIRS



# G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



# TABLE TOP OPTIONS



## EXECUTIVE CHAIRS

**XC2 Luxor Executive Chair**  
Mid Back, Black Leather  
27"L 28"D 41"H  
Adjustable

**XC1 Luxor Executive Chair**  
High Back, Black Leather  
27"L 28"D 47"H  
Adjustable

**XC5 Altura Executive Chair**  
Mid Back, Black Crepe  
25"L 25"D 37"H  
Adjustable

**XC4 Altura Executive Chair**  
High Back, Black Crepe  
25"L 25"D 43"H  
Adjustable

**OTO Perth Chair**  
High Back, Black  
23"L 21"D 43"H  
Adjustable

## BAR TABLES

**G30BMS Bar Table**  
Maple Top  
72"L 26"D 42"H

**G30BMW Bar Table**  
W/ Grommet Holes,  
Maple Top  
72"L 26"D 42"H

**G30BWS Bar Table**  
White Top  
72"L 26"D 42"H

**G30BWW Bar Table**  
W/ Grommet Holes,  
White Top  
72"L 26"D 42"H

## CAFÉ TABLES

**G30DMS Café Table**  
Maple Top  
72"L 26"D 30"H

**G30DMW Café Table**  
W/ Grommet Holes,  
Maple Top  
72"L 26"D 30"H

**G30DWS Café Table**  
White Top  
72"L 26"D 30"H

**G30DWW Café Table**  
W/ Grommet Holes,  
White Top  
72"L 26"D 30"H

## COCKTAIL TABLES

**G30CMS Cocktail Table**  
Maple Top  
72"L 26"D 18"H

**G30CMW Cocktail Table**  
W/ Grommet Holes,  
Maple Top  
72"L 26"D 18"H

**G30CWS Cocktail Table**  
White Top  
72"L 26"D 18"H

**G30CWW Cocktail Table**  
W/ Grommet Holes,  
White Top  
72"L 26"D 18"H

# BARSTOOLS



BS001



BS002



BS003



BSN



BS1



BS2



BS3



BST



BSS



BCE



BSD



BSC



BSL



## BARSTOOLS

### BS001 Shark Swivel Barstool

White Plastic W/ Arms,  
Chrome Base  
22"L 19"D 34"-44"H

### BS002 Zoey Swivel Barstool

White Vinyl, Chrome Base  
15"L 17"D 31"-35"H

### BS003 Zoey Swivel Barstool

Black Vinyl, Chrome Base  
15"L 17"D 31"-35"H

### BSN Jetson Barstool

Black  
18"L 19"D 29"H

### BS1 Ohio Barstool

Red, Chrome  
18" Round 31"H  
Adjustable

### BS2 Ohio Barstool

Black, Chrome  
18" Round 31"H  
Adjustable

### BS3 Ohio Barstool

Grey, Chrome  
18" Round 31"H  
Adjustable

### BST Banana Barstool

White, Chrome  
21"L 22"D 30"H

### BSS Banana Barstool

Black, Chrome  
21"L 22"D 30"H

### BCE Ice Barstool

Transparent, Chrome  
16.75"L 16"D 37.75"H

### BSD Oslo Barstool

Blue  
17"L 20"D 30"H

### BSC Oslo Barstool

White  
17"L 20"D 30"H

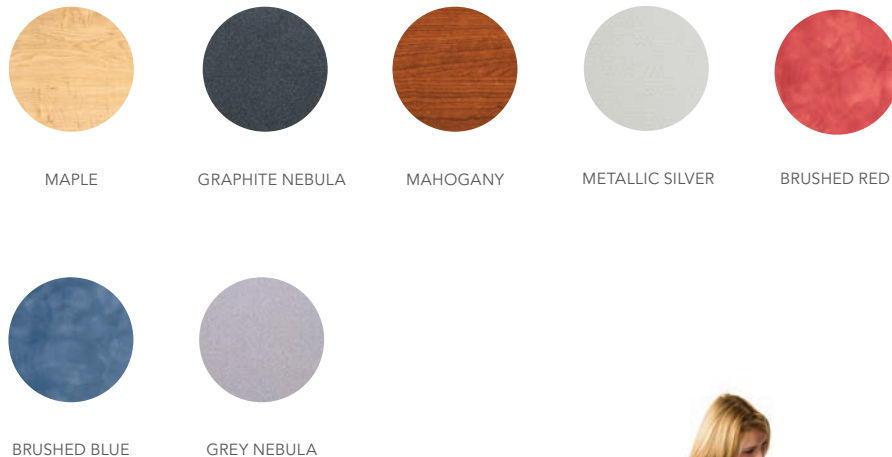
### BSL Gin Barstool

Maple, Chrome  
16"L 16"D 29"H

## BAR TABLES



## TABLE TOP OPTIONS



### BAR TABLES

#### Standard Black Base

30" Round 42"H

**VTK** Maple Top

**VTJ** Graphite Nebula Top

**30MHSB** Mahogany Top

**VTF** Metallic Silver Top

**VTB** Brushed Red Top

**VTC** Brushed Blue Top

#### Standard Black Base

36" Round 42"H

**VTP** Maple Top

**VTN** Graphite Nebula Top

**VTM** Grey Nebula Top

#### Tulip Chrome Base

30" Round 42"H

**WTK** Maple Top

**WTJ** Graphite Nebula Top

**30MHTB** Mahogany Top

**WTF** Metallic Silver Top

**WTB** Brushed Red Top

**WTC** Brushed Blue Top

#### Tulip Chrome Base

36" Round 42"H

**WTP** Maple Top

**WTN** Graphite Nebula Top

**WTM** Grey Nebula Top





## CAFÉ TABLES



## SAMPLE BAR TABLE SETS



### CAFÉ TABLES

#### Standard Black Base

30" Round 29"H

**ZTK** Maple Top

**ZTJ** Graphite Nebula Top

**30MHSC** Mahogany Top

**ZTF** Metallic Silver Top

**ZTB** Brushed Red Top

**ZTC** Brushed Blue Top

#### Standard Black Base

36" Round 29"H

**ZTP** Maple Top

**ZTN** Graphite Nebula Top

**ZTM** Grey Nebula Top

#### Tulip Chrome Base

30" Round 29"H

**XTK** Maple Top

**XTJ** Graphite Nebula Top

**30MHSC** Mahogany Top

**XTF** Metallic Silver Top

**XTB** Brushed Red Top

**XTC** Brushed Blue Top

#### Tulip Chrome Base

36" Round 29"H

**XTP** Maple Top

**XTN** Graphite Nebula Top

**XTM** Grey Nebula Top

## TRAINING ROOM



PO1



CP5



PO3



WD2

## BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

## UTILITY CHAIRS



SY1



DF1

### TRAINING ROOM

**PO1 Lecturn Podium**  
Cherry  
24"L 19"D 50"H

**CP5 Computer Table**  
Graphite Nebula  
36"L 30"D 42"H

**PO3 Kiosk**  
Black, Maple  
24"L 21"D 42"H

**WD2 Writing Desk**  
Graphite  
48"L 24"D 30"H

### BOOKCASES & PRODUCT DISPLAYS

**Plastic Pedestal**  
Black  
**PMB36** 24"L 24"D 36"H  
**PMB42** 24"L 24"D 42"H

**BC6 Bookcase**  
Mahogany  
36"L 13"D 71"H

**BC7 Bookcase**  
Granite  
36"L 13"D 71"H

### PDL Locking Door Pedestal

Black  
24"L 24"D 42"H

**ET2 Etagere**  
Black  
30"L 16"D 70"H

**ET1 Etagere**  
Pewter  
30"L 16"D 70"H

### UTILITY CHAIRS

**SY1 Altura Steno Chair**  
Black Crepe  
25"L 26"D 21"H

**DF1 Altura Drafting Stool**  
Black Crepe  
25"L 26"D 34"H

## DESKS & CREDENZAS



JD6



JD7



CR6



CR7

## FILES



VF4



VF2



L26



L27

## FRIDGES



R1R



R1Q

### DESKS & CREDENZAS

**JD6 Executive Desk**  
Mahogany  
60"L 30"D 29"H

**JD7 Executive Desk**  
Granite  
60"L 30"D 29"H

**CR6 Credenza**  
Mahogany  
72"L 24"D 29"H

**CR7 Credenza**  
Granite  
72"L 24"D 29"H

### FILES

**VF4 Vertical File**  
4 Drawer  
27"L 19"D 52"H

**VF2 Vertical File**  
2 Drawer  
27"L 19"D 28"H

**L26 Lateral File**  
Mahogany  
36"L 20"D 29"H

**L27 Lateral File**  
Granite  
36"L 20"D 29"H

### FRIDGES

**R1R Refrigerator**  
White  
14.0 cubic feet  
28"L 28"D 64"H

**R1Q Refrigerator**  
White  
4.0 cubic feet  
20"L 22"D 33"H



# MOBILE TABLET STANDS



# LAMPS



# LIGHTED PRODUCTS



## MOBILE TABLET STANDS

**TBSTDW Mobile  
Tablet Stand**  
White  
14" L 13" D 44.5" H

**TBSTND Mobile  
Tablet Stand**  
Black  
14" L 13" D 44.5" H

## MOBILE TABLET STAND ACCESSORIES

**TBBCHR Brochure  
Holder**  
8.625" L 1.1" D 11.325" H

**TBSHLF Charging  
Shelf**  
14.85" L 7.17" D 1" H

**TBPNTR Wireless Printer  
Holder**  
3.3" L 1.9" D 5.28" H

## LAMPS

**LA15 Mason Floor Lamp**  
Brushed Silver  
18" Round 55" H

**LA14 Mason Table Lamp**  
Brushed Silver  
16" Round 26" H

**TRW Trovato LED  
Floor Lamp**  
White  
7" L 7" D 72" H

**TRH Trovato Table Lamp**  
White  
7" L 7" D 26" H

## LIGHTED PRODUCTS

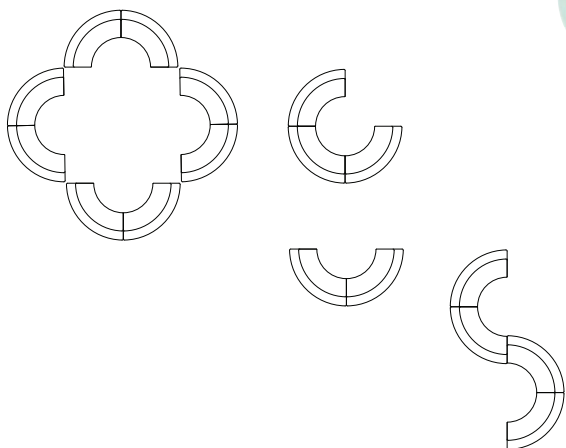
**CUBL20 Edge  
Lighted Cube Ottoman**  
White Plastic  
20" L 20" D 20" H

**CUBTBL Edge LED  
Cube Table**  
W/ Plexi Top,  
White Plastic  
20" L 20" D 20" H

BARS



Suggested Uses of Martini Bar



BARS

**BR1 Martini Bar**  
50"L 50"D 47"H

**BRC Circle Martini Bar**  
Comprised of three  
**BR1 Martini Bars**  
100"L 100"D 47"H



**Advance Order Discount Deadline: December 15, 2014**

		Quantity	Advance Price	Standard Price	Extended Price
<b>SOFAS &amp; SECTIONAL</b>					
SO-1	Sofa Only/South Beach Platinum Suede	x	\$ 539.62	\$ 770.89	=
SO-C	Sofa/Lisbon Black Leather	x	\$ 626.42	\$ 894.88	=
SO-M	Sofa/Key West, Black	x	\$ 475.48	\$ 679.25	=
SO-2	3 pc. Sectional/South Beach, Platinum Suede	x	\$ 1,177.36	\$ 1,681.94	=
SO-N	Marrakesh, Sofa, Light Beige	x	\$ 509.43	\$ 727.76	=
SE-D	3 pc. Sectional/Newport Charcoal Leather	x	\$ 1,216.98	\$ 1,738.54	=
SF-A003	Roma, White Sofa	x	\$ 716.98	\$ 1,024.26	=
SF-A001	Mirabel, Brown Leather Sofa	x	\$ 716.98	\$ 1,024.26	=
SF-A002	Allegro, Sofa	x	\$ 605.66	\$ 865.23	=
CO-D	Corner/Newport, Charcoal Leather	x	\$ 373.58	\$ 533.69	=
MP-S	Memphis, Black	x	\$ 522.64	\$ 746.63	=
<b>LOVESEATS</b>					
LS-C	Loveseat/Lisbon, Black Leather	x	\$ 564.15	\$ 805.93	=
LS-M	Loveseat/Key West, Black	x	\$ 420.76	\$ 601.08	=
LS-D	Loveseat/Newport, Charcoal Leather	x	\$ 543.40	\$ 776.28	=
<b>CLUB CHAIRS</b>					
CH-D	Armless Chair/Newport Charcoal Leather	x	\$ 300.00	\$ 428.57	=
CH-C	Chair/Lisbon, Black Leather	x	\$ 415.09	\$ 592.99	=
MP-C	Chair/Memphis, Black	x	\$ 379.25	\$ 541.78	=
CH-N	Marrakesh Chair, Light Beige	x	\$ 362.26	\$ 517.52	=
CH-R003	Roma, White Chair	x	\$ 473.58	\$ 676.55	=
CH-R001	Mirabel, Brown Leather Chair	x	\$ 475.48	\$ 679.25	=
CH-R002	Allegro, Chair	x	\$ 424.53	\$ 606.47	=
<b>OCCASIONAL CHAIRS</b>					
CC-E	Ice Chair/Transparent & Chrome	x	\$ 186.80	\$ 266.85	=
OC-A	Occasional Chair/T-Vac, Translucent, Chrome	x	\$ 241.51	\$ 345.01	=
OC-H	Occasional Chair/ Barcelona, Blk	x	\$ 650.94	\$ 929.92	=
BC-W	Madrid, White Leather	x	\$ 650.94	\$ 929.92	=
OC-U	Globus, Wht Leather/Chrome	x	\$ 386.79	\$ 552.56	=
OC-B	Tub Chair/Key West, Blk	x	\$ 345.28	\$ 493.26	=

continued on next page.....

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
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**Advance Order Discount Deadline: December 15, 2014**

## OCCASIONAL CHAIRS CONT.

	Quantity		Advance Price		Standard Price		Extended Price
SC-D Fusion, Green, White Chair	x	\$	126.41		\$	180.59	=
SC-C Fusion, Clear, White Chair	x	\$	126.41		\$	180.59	=
SC-E Fusion, Red, White Chair	x	\$	126.41		\$	180.59	=
CH-001 Casper, Clear Acrylic Chair	x	\$	166.04		\$	237.20	=

## OTTOMANS

OT-S Wedge Ottoman/South Beach Platinum Suede	x	\$	207.55		\$	296.50	=
OT-Q Ottoman/Square, White Leather	x	\$	286.79		\$	409.70	=
OT-N Ottoman/Bench, White Leather	x	\$	320.75		\$	458.22	=
OT-P Ottoman/Square, Black leather	x	\$	286.79		\$	409.70	=
OT-M Ottoman/Bench, Black Leather	x	\$	320.75		\$	458.22	=
OS-C Ottoman/Cube, White Leather	x	\$	98.11		\$	140.16	=
OT-H Ottoman/Black Leather	x	\$	98.11		\$	140.16	=
OT-K Ottoman/Half Round Black Leather	x	\$	335.85		\$	479.78	=
OT-L Ottoman/Half Round White Leather	x	\$	335.85		\$	479.78	=
CC-Z Ottoman/Black/White Leather Circle	x	\$	522.64		\$	746.63	=
CC-B Ottoman/Black Leather Circle	x	\$	522.64		\$	746.63	=
CC-W Ottoman/White Leather Circle	x	\$	522.64		\$	746.63	=
VIB005 Ottoman/Vibe Cube, Yellow	x	\$	130.19		\$	185.98	=
VIB002 Ottoman/Vibe Cube, Blue	x	\$	130.19		\$	185.98	=
VIB004 Ottoman/Vibe Cube, Red	x	\$	130.19		\$	185.98	=
VIB003 Ottoman/Vibe Cube, Pink	x	\$	130.19		\$	185.98	=
VIB006 Ottoman/Vibe, Cube, Gold/Bronze	x	\$	130.19		\$	185.98	=
VIB007 Ottoman/Vibe, Cube, Champagne	x	\$	130.19		\$	185.98	=
VIB001 Ottoman/Vibe, Cube, Green	x	\$	130.19		\$	185.98	=
VIB008 Ottoman/Vibe, Cube, Orange	x	\$	130.19		\$	185.98	=
PUZ2SW Ottoman/Puzzle Bench, White	x	\$	286.79		\$	409.70	=

## OCCASIONAL COCKTAIL TABLES

C1-E Cocktail Table/Silverado	x	\$	228.30		\$	326.15	=
C1-D Cocktail Table/Soho Steel Base Chocolate Top	x	\$	324.53		\$	463.61	=
C1-K Cocktail Table/Inspiration	x	\$	262.26		\$	374.66	=

**continued on next page....**

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### ADDITIONAL INFORMATION

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(Transfer Subtotal to Form 12h )

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**Advance Order Discount Deadline: December 15, 2014**

Quantity	Advance Price	Standard Price	Extended Price
<b>OCCASIONAL COCKTAIL TABLES</b>			
C1-F Cocktail Table/Blk Geo (rectangle)	x \$ 207.55	\$ 296.50 =	
C1-C Cocktail Table/Chrome Geo (rect)	x \$ 215.10	\$ 307.28 =	
C1-W Cocktail Table/Sydney, White	x \$ 281.13	\$ 401.62 =	
C1-Y Cocktail Table/Sydney, Black	x \$ 281.13	\$ 401.62 =	
COL-I Cocktail Table/Oliver	x \$ 222.64	\$ 318.06 =	
CDYTB Candy Occasional Table - Black	x \$ 205.66	\$ 293.80 =	
CDYTB Candy Occasional Table - White	x \$ 205.66	\$ 293.80 =	

<b>OCCASIONAL END TABLES</b>			
E1-E Silverado	x \$ 215.10	\$ 307.28 =	
E1-D Soho/Steel Base, Chocolate Top	x \$ 292.45	\$ 417.79 =	
E1-K Inspiration	x \$ 249.06	\$ 355.80 =	
E1-H West Indies	x \$ 220.75	\$ 315.36 =	
E1-F Blk Geo	x \$ 194.34	\$ 277.63 =	
E1-C Chrome Geo	x \$ 201.89	\$ 288.41 =	
E1-W Sydney/End Table, White	x \$ 241.51	\$ 345.01 =	
E1-Y Sydney/End Table, Black	x \$ 241.51	\$ 345.01 =	
EOL-I Oliver/End Table	x \$ 198.11	\$ 283.02 =	

<b>COMMUNIAL TABLES</b>			
G30CMW Cocktail Table, w/grommets-Maple	x \$ 343.40	\$ 490.57 =	
G30CMS Cocktail Table, solid - Maple	x \$ 343.40	\$ 490.57 =	
G30CWW Cocktail Table, w/grommets-White	x \$ 343.40	\$ 490.57 =	
G30CWS G-30 Cocktail Table, solid - White	x \$ 343.40	\$ 490.57 =	
G30DMW Café Table, w/grommets-Maple	x \$ 488.68	\$ 698.11 =	
G30DMS Café Table, solid - Maple	x \$ 488.68	\$ 698.11 =	
G30DWW Café Table, w/grommets-White	x \$ 488.68	\$ 698.11 =	
G30DWS Café Table, solid - White	x \$ 488.68	\$ 698.11 =	
G30BMW Bar Table w/grommets-Maple	x \$ 633.96	\$ 905.66 =	
G30BMS Bar Table, solid - Maple	x \$ 633.96	\$ 905.66 =	
G30BWW Bar Table, w/grommets-White	x \$ 633.96	\$ 905.66 =	
G30BWS Bar Table, solid - White	x \$ 633.96	\$ 905.66 =	

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## CALCULATING YOUR TOTAL

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(Transfer Subtotal to Form 12h)

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Print Name: \_\_\_\_\_  
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**Advance Order Discount Deadline: December 15, 2014**

		Quantity	Advance Price	Standard Price	Extended Price
<b>CONFERENCE TABLES</b>					
CF-2	Geo, Rectangle Glass/Black	_____ x	\$ 335.85	\$ 479.78 =	_____
CE-1	Geo, Square Round Glass/Chrome	_____ x	\$ 241.51	\$ 345.01 =	_____
CF-1	Geo, Square Round Glass/Black	_____ x	\$ 228.30	\$ 326.15 =	_____
CG-1	Manhattan, Black/Glass	_____ x	\$ 247.17	\$ 353.10 =	_____
CE-2	Geo, Rectangle Glass/Chrome	_____ x	\$ 349.05	\$ 498.65 =	_____
CB-2	6' Graphite Nebula	_____ x	\$ 375.47	\$ 536.39 =	_____
CB-3	8' Graphite Nebula	_____ x	\$ 454.72	\$ 649.60 =	_____
CD-2	6' Grey Nebula	_____ x	\$ 375.47	\$ 536.39 =	_____
CD-3	8' Grey Nebula	_____ x	\$ 454.72	\$ 649.60 =	_____
CC-6	6' Rectangle Mahogany	_____ x	\$ 349.05	\$ 498.65 =	_____
CC-7	8' Rectangle Mahogany	_____ x	\$ 430.19	\$ 614.56 =	_____
CC-8	10' Rectangle Mahogany	_____ x	\$ 683.02	\$ 975.74 =	_____
CB-1	42" Round Graphite Nebula	_____ x	\$ 307.54	\$ 439.35 =	_____
CD-1	42" Round Grey Nebula	_____ x	\$ 307.54	\$ 439.35 =	_____
CC-5	42" Round Mahogany	_____ x	\$ 307.54	\$ 439.35 =	_____
OC-T6W	Nova, Oval White Table	_____ x	\$ 481.13	\$ 687.33 =	_____

## MEETING CHAIRS

OCMTAU	Meeting Chair, Taupe	_____ x	\$ 196.22	\$ 280.32 =	_____
OCMESP	Meeting Chair, Espresso	_____ x	\$ 247.17	\$ 353.10 =	_____

## CONFERENCE CHAIRS

SC-9	Side Chair/Panton, White	_____ x	\$ 162.27	\$ 231.81 =	_____
SC-8	Side Chair/Flex w/Wheels	_____ x	\$ 133.96	\$ 191.37 =	_____
SC-1	Side Chair/Onyx/Maple Back/Chrome, NY	_____ x	\$ 152.83	\$ 218.33 =	_____
SC-4	Side Chair/Jetson, Black	_____ x	\$ 152.83	\$ 218.33 =	_____
SC-2	Side Chair/Grey & Chrome Brewer	_____ x	\$ 143.39	\$ 204.85 =	_____
SC-3	Side Chair/Onyx & Black Brewer	_____ x	\$ 143.39	\$ 204.85 =	_____
SC-5	Side Chair w/Arms/Onyx Black Tilt Executive	_____ x	\$ 271.70	\$ 388.14 =	_____
SC-10	Razor Chair	_____ x	\$ 66.04	\$ 94.34 =	_____
SCF	Fusion Chair, Black	_____ x	\$ 130.19	\$ 185.98 =	_____

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**Advance Order Discount Deadline: December 15, 2014**

	Quantity		Advance Price		Standard Price		Extended Price
<b>EXECUTIVE CONFERENCE SEATING</b>							
CO-4 Guest Chair/Iso Mesh/Black	_____ x	\$	254.72		\$ 363.88	=	_____
XC-3 Guest Chair/Luxor, Black Leather	_____ x	\$	301.89		\$ 431.27	=	_____
XC-2 Mid Back Exec/Luxor, Black Leather	_____ x	\$	328.30		\$ 469.00	=	_____
XC-1 High Back Exec/Luxor, Black Leather	_____ x	\$	349.05		\$ 498.65	=	_____
XC-6 Guest Chair/Altura, Black Crepe	_____ x	\$	267.92		\$ 382.75	=	_____
XC-5 Mid Back Exec/Altura, Black Crepe	_____ x	\$	296.23		\$ 423.18	=	_____
XC-4 High Back Exec/Altura, Black Crepe	_____ x	\$	320.75		\$ 458.22	=	_____
OT-O Otto Chair, High Back, Black	_____ x	\$	381.13		\$ 544.47	=	_____

## UTILITY CHAIRS & STOOLS

CS-8 Berlin Chair, Black & White	_____ x	\$	94.34		\$ 134.77	=	_____
CS-9 Berlin Chair, Red & White	_____ x	\$	94.34		\$ 134.77	=	_____
SY-1 Task Chair/Altura, Black Crepe	_____ x	\$	167.92		\$ 239.89	=	_____
DF-1 Drafting Stool/Altura, Black Crepe	_____ x	\$	249.06		\$ 355.80	=	_____

## CAFÉ TABLES

Z-TK Café Table/Maple with Standard Base - 30"	_____ x	\$	173.59		\$ 247.98	=	_____
Z-TP Café Table 36"Top/Graphite Neb. w/std. Base	_____ x	\$	194.34		\$ 277.63	=	_____
Z-TJ Café Table/Graphite Nebula w/std. Base - 30"	_____ x	\$	173.58		\$ 247.98	=	_____
Z-TN Café Table 36"Top/Graphite Neb. w/Std. Base	_____ x	\$	194.34		\$ 277.63	=	_____
Z-TM Café Table 36" Top/Grey Nebula w/Std. Base	_____ x	\$	194.34		\$ 277.63	=	_____
Z-TF Café Table/Metallic Silver w/Std. Base - 30"	_____ x	\$	198.11		\$ 283.02	=	_____
Z-TB Café Table/Brushed Red w/Standard Base	_____ x	\$	173.59		\$ 247.98	=	_____
Z-TC Café Table/Brushed Blue w/Standard Base	_____ x	\$	173.59		\$ 247.98	=	_____
X-TK Café Table/Maple w/Tulip Chrome Base	_____ x	\$	241.51		\$ 345.01	=	_____
X-TP Café Table 36" Top/Maple w/Tulip Chrm. Base	_____ x	\$	262.26		\$ 374.66	=	_____
X-TJ Café Table/Graphite Neb. w/Tulip Chrm. Base	_____ x	\$	241.51		\$ 345.01	=	_____
X-TN Café Table 36" Top/Graphite w/Tulip Chrm. Base	_____ x	\$	262.26		\$ 374.66	=	_____
X-TM Café Table 36" Top/Grey Neb. w/Tulip Chrm. Base	_____ x	\$	262.26		\$ 374.66	=	_____
X-TF Café Table/Metallic Silver with Tulip Chrome Base	_____ x	\$	266.03		\$ 380.05	=	_____
X-TB Café Table/Brushed Red with Tulip Chrome Base	_____ x	\$	241.51		\$ 345.01	=	_____
X-TC Café Table/Brushed Blue with Tulip Chrome Base	_____ x	\$	241.51		\$ 345.01	=	_____

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**Advance Order Discount Deadline: December 15, 2014**

Quantity	Advance Price	Standard Price	Extended Price
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## TRAINING ROOM

CP-5	Computer Table/Graphite Nebula	x	\$ 335.85	\$ 479.78	=	
PO-3	Kiosk/Black/Maple	x	\$ 401.88	\$ 574.12	=	
PO-1	Podium/Lecturn, Cherry	x	\$ 254.72	\$ 363.88	=	
WD-2	Writing Desk/Graphite	x	\$ 296.23	\$ 423.18	=	
CO-4	Training Chair/Flex Back, Charcoal Mesh/Black	x	\$ 254.72	\$ 363.88	=	
CP-4	TT Connector Wedge/Matches Training Table w/install.	x	\$ 128.30	\$ 183.29	=	

## BAR TABLES

V-TK	Maple with Standard Base	x	\$ 201.89	\$ 288.41	=	
V-TP	36" Top/Maple with Standard Base	x	\$ 207.55	\$ 296.50	=	
V-TJ	Graphite Nebula with Standard Base	x	\$ 201.89	\$ 288.41	=	
V-TN	36" Top/Graphite Nebula with Standard Base	x	\$ 207.55	\$ 296.50	=	
V-TM	36" Top/Grey Nebula with Standard Base	x	\$ 207.55	\$ 296.50	=	
V-TF	Metallic Silver with Standard Base	x	\$ 228.30	\$ 326.15	=	
V-TB	Brushed Red with Standard Base	x	\$ 201.89	\$ 288.41	=	
V-TC	Brushed Blue with Standard Base	x	\$ 201.89	\$ 288.41	=	
W-TK	Maple with Tulip Chrome Base	x	\$ 254.72	\$ 363.88	=	
W-TP	36" Top Maple with Tulip Chrome Base	x	\$ 281.13	\$ 401.62	=	
W-TJ	Graphite Nebula with Tulip Chrome Base	x	\$ 254.72	\$ 363.88	=	
W-TN	36" Top Graphite Neb. with Tulip Chrm. Base	x	\$ 281.13	\$ 401.62	=	
W-TM	36" Top Grey Nebula with Tulip Chrome Base	x	\$ 281.13	\$ 401.62	=	
W-TF	Metallic Silver with Tulip Chrome Base	x	\$ 281.13	\$ 401.62	=	
WT-B	Brushed Red with Tulip Chrome Base	x	\$ 254.72	\$ 363.88	=	
WT-C	Brushed Blue with Tulip Chrome Base	x	\$ 254.72	\$ 363.88	=	

## BARS

BR-C	Martini Bar Circle (3)	x	\$ 3,364.15	\$ 4,805.93	=	
BR-1	Martini Bar	x	\$ 1,167.92	\$ 1,668.46	=	

## BAR STOOLS

BS-3	Ohio Grey/Chrome	x	\$ 152.83	\$ 218.33	=	
BS-1	Ohio Red/Chrome	x	\$ 152.83	\$ 218.33	=	

continued on next page.....

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## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

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**Advance Order Discount Deadline: December 15, 2014**

			Quantity	Advance Price	Standard Price	Extended Price
<b>BAR STOOLS CONT.</b>						
BS-2	Ohio Black/Chrome		x	\$ 152.83	\$ 218.33	=
BS-T	Banana White/Chrome		x	\$ 205.66	\$ 293.80	=
BS-S	Banana Black/Chrome		x	\$ 205.66	\$ 293.80	=
BC-E	Ice, Transparent/Chrome		x	\$ 226.41	\$ 323.45	=
BS-D	Oslo, Blue		x	\$ 215.10	\$ 307.28	=
BS-C	Oslo, White		x	\$ 215.10	\$ 307.28	=
BS-L	Gin, Maple/Chrome		x	\$ 162.27	\$ 231.81	=
BS-N	Jetson, Black		x	\$ 232.08	\$ 331.54	=
BS-001	Shark, Swivel White Barstool		x	\$ 247.17	\$ 353.10	=
BS-002	Zoey Swivel White Barstool		x	\$ 228.30	\$ 326.15	=
BS-003	Zoey Swivel Black Barstool		x	\$ 228.30	\$ 326.15	=
<b>DESKS &amp; BOOKCASES</b>						
BC-6	Bookcase Mahogany		x	\$ 286.79	\$ 409.70	=
BC-7	Bookcase Graphite		x	\$ 281.13	\$ 401.62	=
JD-6	Executive Desk, Mahogany		x	\$ 469.81	\$ 671.16	=
JD-7	Executive Desk, Graphite		x	\$ 449.06	\$ 641.51	=
<b>CREDENZAS &amp; FILES</b>						
L2-6	Lateral File, Mahogany		x	\$ 354.72	\$ 506.74	=
L2-7	Lateral File, Graphite		x	\$ 335.85	\$ 479.78	=
CR-6	Credenza, Mahogany		x	\$ 469.81	\$ 671.16	=
CR-7	Credenza, Graphite		x	\$ 441.51	\$ 630.73	=
VF-4	Vertical File/4 Drawer		x	\$ 220.75	\$ 315.36	=
VF-2	Vertical File/2 Drawer		x	\$ 162.27	\$ 231.81	=
<b>REFRIGERATORS</b>						
R1-Q	White, 4.0 cubic feet		x	\$ 233.96	\$ 334.23	=
R1-R	White, 14.0 cubic feet		x	\$ 703.77	\$ 1,005.39	=

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**Advance Order Discount Deadline: December 15, 2014**

Quantity	Advance Price	Standard Price	Extended Price
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## PRODUCT DISPLAY

PD-L	Locking Pedestal Blk with Door 24"L 24"D 42"H	x	\$ 383.02	\$ 547.17	=	
ET-2	Etagere/Black	x	\$ 286.79	\$ 409.70	=	
ET-1	Etagere/Sliver Finish	x	\$ 286.79	\$ 409.70	=	
PMB36	Pedestal/Molded, Black 24" L 24" D 36" H	x	\$ 352.83	\$ 504.04	=	
PMB42	Pedestal/Molded, Black 24" L 24" D 42" H	x	\$ 416.98	\$ 595.69	=	

## MOBILE TABLE STANDS

TBSTDW	Mobile Table Stand - White	x	\$ 196.22	\$ 280.32	=	
TBSTND	Mobile Table Stand - Black	x	\$ 196.22	\$ 280.32	=	
TBBCHR	Brochure Holder	x	\$ 47.17	\$ 67.39	=	
TBSHLF	Charging Shelf	x	\$ 47.17	\$ 67.39	=	
TBPNTN	Wireless Printer Holder	x	\$ 47.17	\$ 67.39	=	

## LAMPS

TRH	Trovato, White Table Lamp	x	\$ 247.17	\$ 353.10	=	
TRW	Trovato, White Floor Lamp	x	\$ 279.24	\$ 398.92	=	
LA14	Mason, Silver Table Lamp	x	\$ 198.11	\$ 283.02	=	
LA 15	Mason, Silver Floor Lamp	x	\$ 135.85	\$ 194.07	=	

## LIGHTED PRODUCTS

CUBL20	Edge Lighted Cube	x	\$ 184.90	\$ 264.15	=	
CUBTBL	Edge Lighted LED table	x	\$ 184.90	\$ 264.15	=	

**Cancellation Policy:** Cancellations received less than 1 week prior to the 1st day of exhibitor scheduled move-in will be billed at 100%.

## ADDITIONAL INFORMATION

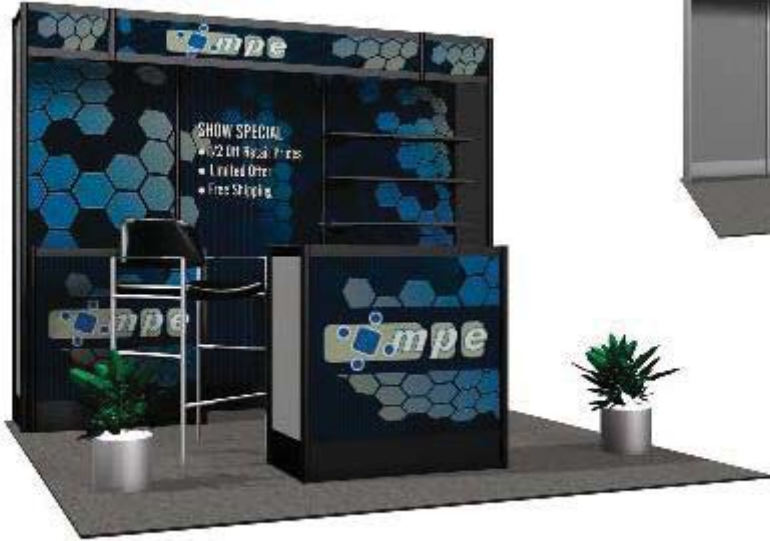
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

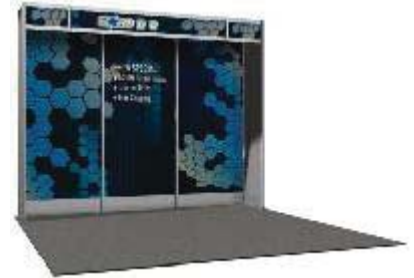
Subtotal \_\_\_\_\_  
Taxes and Fees Multiplied by 8.1% \_\_\_\_\_  
Delivery Charge \$ 75.00 \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Essential is a basic exhibit with a straight back wall that creates an open gathering place on the show floor. Make a bigger splash by ordering the Designer version. Exhibits include the header, three stem lights per 10x10, standard carpeting, daily cleaning and shipping, installation and dismantle labor for the exhibit.



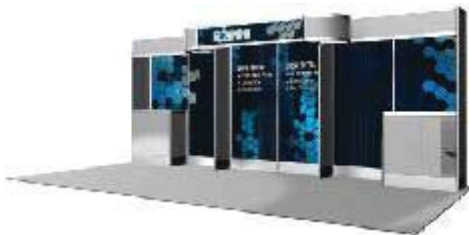
**Basic 10x10**



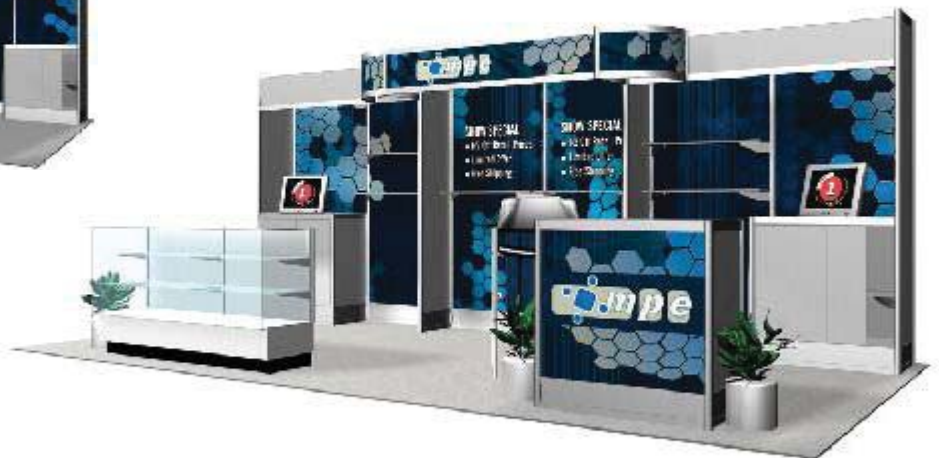
**Designer 10x10**

To achieve this look, order the Essential Designer 10x10 in black metal, plus two black metal Essential Credenzas (ACC2) and three Straight Black Laminate Shelves (ACC14) from the Accessories page. Floral and furniture can be ordered separately.

\* Exhibits on this page are available in black or silver metal.



**Designer 10x20**



To achieve this look, order the Essential Designer 10x20, plus six Straight Black Laminate Shelves (ACC14), one Essential Credenza (ACC2) and one Product Display Case (ACC17) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



**Basic 10x20**

To order exhibits, proceed to the Modular Rental Exhibits order form.

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# THE EXPO GROUP

## Contemporary

With its futuristic design and bold use of metal, the Contemporary is an ideal backdrop for your newest product launch. Exhibits include the header, four stem lights per 10x10, standard carpeting, daily cleaning and shipping, installation and dismantle labor for the exhibit.



**Basic 10x10**



**Designer 10x10**



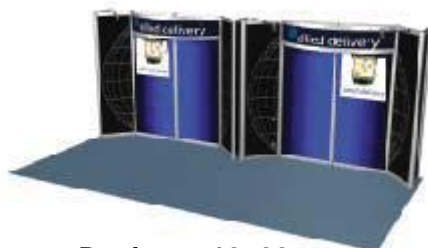
To achieve this look, order the Contemporary Designer 10x10, plus one Contemporary Credenza (ACC5) and one Contemporary Computer Pedestal (ACC7) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



**Basic 10x20**



To achieve this look, order the Contemporary Designer 10x20, plus one Contemporary Credenza (ACC5) and two Contemporary Computer Pedestal (ACC7) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



**Designer 10x20**

To order exhibits, proceed to the Modular Rental Exhibits order form.

[theexpogroup.com](http://theexpogroup.com) | 800-736-7775

Rental Exhibits

# THE EXPO GROUP

## Euro

Everybody's going global, and for good reason. Show off your worldwide appeal in the Euro, with its trendy truss and wavy back wall. Exhibits include the header, four stem lights per 10x10, standard carpeting, daily cleaning and shipping, installation and dismantle labor for the exhibit.



**Designer 10x10**



**Basic 10x10**

To achieve this look, order the Euro Designer 10x10 plus one Floor Can Light (ACC12) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



**Designer 10x20**



**Basic 10x20**



**Rental Exhibits**

To achieve this look, order the Euro Designer 10x20 plus two Floor Can Lights (ACC12) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.

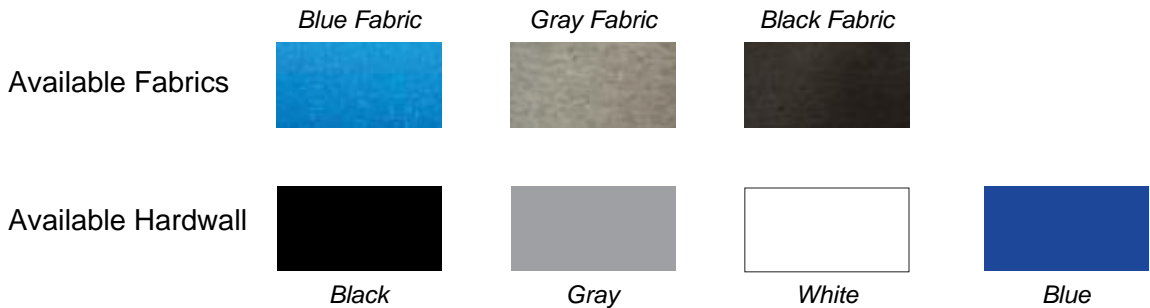
To order exhibits, proceed to the Modular Rental Exhibits order form.

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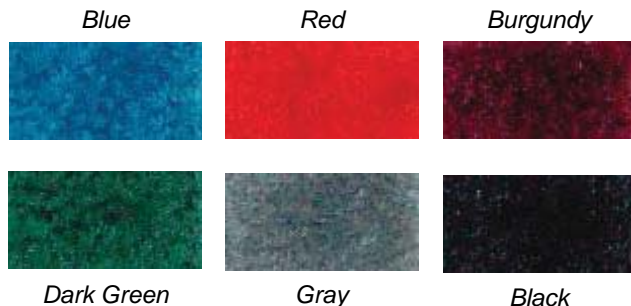


Rental options and accessories can help attract attention on the show floor. Different panel and carpeting colors emphasize your marketing message. Shelving, credenzas and display cases help you showcase the products or literature you want attendees to notice.

### Panel Colors

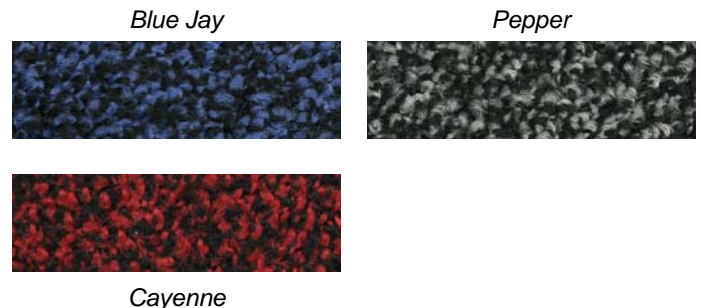


### Carpet Colors



### Green Carpet Options

Made from recycled products and cut as custom or standard sizes.



### Standard Header Font Styles

**Friz Quadrata Bold**

**Cooper Black**

**Helvetica Bold**

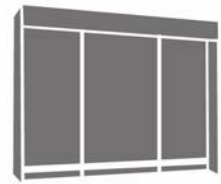
**Castle T Bold**

Header Fonts available in red, blue and black.  
Custom Headers are available.

Rental Exhibits

To order exhibits, proceed to the Modular Rental Exhibits order form.

[theexpogroup.com](http://theexpogroup.com) | 800-736-7775



The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation & dismantle labor, and lights for your exhibit. **Electric Service must be ordered separately.***

MOS Package Options	Select one:	BASIC 10'X10'	DESIGNER 10'X10'	BASIC 10'X20'	DESIGNER 10'X20'
	Essential**	<input type="checkbox"/> \$995.00	<input type="checkbox"/> \$1,995.00	<input type="checkbox"/> \$2,295.00	<input type="checkbox"/> \$3,655.00
	Contemporary	<input type="checkbox"/> \$1,355.00	<input type="checkbox"/> \$2,495.00	<input type="checkbox"/> \$2,695.00	<input type="checkbox"/> \$4,195.00
	Euro	<input type="checkbox"/> \$1,595.00	<input type="checkbox"/> \$2,795.00	<input type="checkbox"/> \$3,255.00	<input type="checkbox"/> \$4,595.00
**Essential only chose metal color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Display Panel Options	<i>Please choose only one:</i> Fabric: <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Black Fabric Hardwall: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Blue (Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)				
Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i> <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Blue Jay <input type="checkbox"/> Pepper <input type="checkbox"/> Dark Green <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Cayenne				
Header Options	<input type="checkbox"/> Standard Header Copy _____ (Please type or print) <input type="checkbox"/> Custom Header \$250.00 Visit <a href="http://www.theexpogroup.com/graphicformats">www.theexpogroup.com/graphicformats</a> to send your logo and artwork via FTP. Letter Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black Font Type: <input type="checkbox"/> Friz Quadrata Bold <input type="checkbox"/> Castle T Bold <input type="checkbox"/> Helvetica Bold <input type="checkbox"/> Cooper Black				
Graphic Options	Custom Digital Graphics are included in the price of a Designer rental package. This includes the \$125.00 Digital Set-up Fee. Please visit <a href="http://www.theexpogroup.com/graphicformats">www.theexpogroup.com/graphicformats</a> for details on how to format your graphics and send via FTP. <b>Final approval for graphics must be received by the deadline date or expedite fees will apply.</b>				

**Cancellation Policy:** A 50% penalty is charged for cancellations after 12/15/14 and prior to 1/1/15. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Rental Exhibit _____
Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.	Custom Header (If applicable) _____
	50% Expedite Fee if ordered after 1/1/15 _____
	100% Expedite Fee if ordered after 1/9/15 _____
	Subtotal _____
	Taxes and Fees Multiplied by 8.1% of Subtotal _____
	Fuel Surcharge Multiplied by 4% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Accessories

All accessories on this page (ACC1-ACC10) can be ordered with Digital Graphics and are available in your choice of fabric or hardwall color. Refer to the Color Selections page for examples of panel colors.



### ACC1

**Curved Reception Counter with Open Back**  
Size: 60<sup>1/2</sup>" wide x 20" deep x 42" high  
Open back - no shelf or door.



### ACC2

**Essential Credenza**  
Size: 40" wide x 30" deep x 42" high  
Comes with lockable door and a shelf.  
Available in silver or black metal.



### ACC3

**Cosmopolitan Credenza**  
Size: 66" wide x 40" deep x 42" high  
Comes with lockable door and a shelf.



### ACC5

**Contemporary Credenza**  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



### ACC6

**Contemporary Credenza with Standoff Sign**  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



### ACC7

**Contemporary Computer Pedestal**  
Size: 38" wide x 30" deep x 56" high  
Comes with lockable door.



### ACC8

**Essential Pedestal**  
Size: 30" wide x 30" deep x 42" high  
Pedestal only - closed back.



### ACC9

**Reception Counter with Open Back**  
Size: 78" wide x 20" deep x 42" high  
Open back - no shelf or door.

### ACC10

**Essential Extended Credenza**  
Size: 78" wide x 20" deep x 42" high  
Comes with lockable door and a shelf.

## Accessories

To order exhibits, proceed to the Modular Rental Exhibits order form.

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**ACC11**  
Stem Light

**ACC12**  
Floor Can Light

**ACC13**  
8" Straight White Laminate Shelf  
Size: 39" wide x 8" deep

**ACC33**  
12" Straight White Laminate Shelf  
Size: 39" wide x 12" deep

**ACC14**  
8" Straight Black Laminate Shelf  
Size: 39" wide x 8" deep

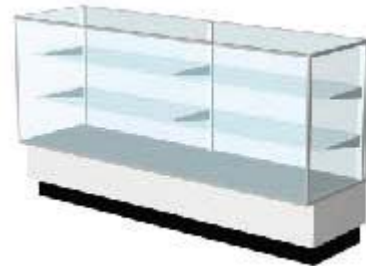
**ACC34**  
12" Straight Black Laminate Shelf  
Size: 39" wide x 12" deep



**ACC15**  
8" Straight Clear Shelf  
Size: 39" wide x 8" deep

**ACC35**  
12" Straight Clear Shelf  
Size: 39" wide x 12" deep

**ACC16**  
Angled White Metal Shelf  
Size: 39" wide x 11" deep with 1/4" lip



**ACC17**  
Product Display Case  
Size: 78" wide x 28" deep x 42" high  
Comes with lockable door.  
Actual product may vary slightly.



**ACC18**  
Tower Display Case  
Size: 38" wide x 20" deep x 8' high  
Comes with lockable door.

**ACC19**  
Square Tower Display Case  
Size: 20" wide x 20" deep x 8' high  
Comes with lockable door.  
(Not Pictured)



**ACC22**  
Information Station Credenza  
Size: 58 1/4" wide x 34 3/4" x 42" high  
Comes with lockable door.  
Black only.

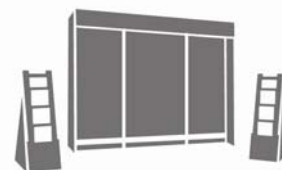
**ACC23**  
Information Station Tower with Digital Graphics  
Size: 58 1/4" wide x 34 3/4" x 11" high  
Comes with lockable door.  
Black only.



**ACC24**  
Freestanding Panel with Digital Graphics  
Size: 40" wide x 8' high



**ACC25**  
Internet Station  
Size: 24" wide x 24" deep x 42" high  
Black only.



5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1166  
Log onto **cyberservices** @ **www.theexpogroup.com**

**Sports Licensing  
and Tailgate Show**  
**January 14-16, 2015**  
**Las Vegas Convention Center**  
**Las Vegas, Nevada**

**Modular Rental Accessories**

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation & dismantle labor. \* **Electrical service is not included.***

Accessories		Price	Price w/ Graphics	Qty.	Total
ACC1	Curved Reception with Open Back	\$355.00	\$455.00	x _____ =	_____
ACC2	Essential Credenza <input type="checkbox"/> silver <input type="checkbox"/> black	\$355.00	\$455.00	x _____ =	_____
ACC3	Cosmopolitan Credenza	\$355.00	\$455.00	x _____ =	_____
ACC5	Contemporary Credenza	\$455.00	\$555.00	x _____ =	_____
ACC6	Contemporary Credenza with Standoff Sign	\$495.00	\$595.00	x _____ =	_____
ACC7	Contemporary Computer Pedestal	\$395.00	\$495.00	x _____ =	_____
ACC8	Essential Pedestal	\$295.00	\$355.00	x _____ =	_____
ACC9	Reception Counter with Open Back	\$355.00	\$495.00	x _____ =	_____
ACC10	Essential Extended Credenza with Shelf	\$395.00	\$555.00	x _____ =	_____
ACC11	Additional Stem Light *	\$35.00	N/A	x _____ =	_____
ACC12	Floor Can Light *	\$55.00	N/A	x _____ =	_____
ACC13	8" Straight White Laminate Shelf	\$25.00	N/A	x _____ =	_____
ACC33	12" Straight White Laminate Shelf	\$35.00	N/A	x _____ =	_____
ACC14	8" Straight Black Laminate Shelf	\$25.00	N/A	x _____ =	_____
ACC34	12" Straight Black Laminate Shelf	\$35.00	N/A	x _____ =	_____
ACC15	8" Straight Clear Shelf	\$35.00	N/A	x _____ =	_____
ACC35	12" Straight Clear Shelf	\$50.00	N/A	x _____ =	_____
ACC16	Angled White Metal Shelf	\$30.00	N/A	x _____ =	_____
ACC17	Product Display Case with Light *	\$395.00	N/A	x _____ =	_____
ACC18	Tower Display Case with Light *	\$695.00	N/A	x _____ =	_____
ACC19	Square Tower Display Case with Light *	\$555.00	N/A	x _____ =	_____
ACC22	Information Station Credenza	\$595.00	N/A	x _____ =	_____
ACC23	Information Station Tower (Island Booth Only)	N/A	\$795.00	x _____ =	_____
ACC24	Free Standing Panel with Graphics	N/A	\$395.00	x _____ =	_____
ACC25	Internet Station	\$495.00	N/A	x _____ =	_____
Display Panel Color	<i>Items ACC1—ACC10 are available in your choice of fabric or hardwall color. Please choose only one option:</i>  <b>Fabric</b> <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Blue <b>Hardwall</b> <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> White		Custom Digital Graphics are included in the price of your Rental. This includes the \$125.00 Digital Set-up Fee. Please send your logo and artwork to: customerservice@theexpogroup.com and include your Show Name, Exhibitor Name and booth number. For best results please send as a vector based image. <b>Final approval for graphics must be received by the deadline date or expedite fees will apply.</b>		

**Cancellation Policy:** A 50% penalty is charged for cancellations after 12/15/14 and prior to 1/1/15. No refunds will be made thereafter.

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

## CALCULATING YOUR TOTAL

Rental Exhibit	_____
Custom Header (If applicable)	_____
50% Expedite Fee if ordered after 1/1/15	_____
100% Expedite Fee if ordered after 1/9/15	_____
Subtotal	_____
Taxes and Fees Multiplied by 8.1% of Subtotal	_____
Fuel Surcharge Multiplied by 4% of Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your exhibit will come to life with digital graphics created in-house at The Expo Group. Send any graphical elements you want us to include or we can work from scratch to create a stunning sales atmosphere for you. Our state-of-the-art equipment and expert designers are a powerful force. Digital graphics can be created in any size for any purpose, whether its decorating your Rental Exhibit or updating a booth you own.



### Graphic Panels

The information you convey to booth visitors is an excellent opportunity to enhance your standing in the industry, create interest among potential clients and even help close deals. Standard graphic panels can be created to fit any modular rental exhibit, or custom panels can be built. The Expo Group also offers backlit panels for when you really need to catch somebody's eye.



### Headers

Each Modular Rental Exhibit includes a standard header with your company name, but why not stand out in the crowd? Custom headers are a simple way our graphics department can help your booth attract attention on the show floor. Upgrade to a custom header on the Rental Exhibits order form and find your logo and company colors emblazoned across the front of your booth.



### Banners

Another way to promote your company and its products are wide banners across your booth, or perhaps in a sponsored conference room. Vinyl and foamcore banners can be ordered from The Expo Group.



### Signs

The Expo Group creates signs in any size for any purpose. In addition to the panels that line your exhibit, you might also need a special sign promoting your latest product, announcing a giveaway or inviting show attendees to a demonstration. Popular sizes are 22 inches by 28 inches and 28 inches by 44 inches; these sizes work best on easels. Small signs measuring 7 inches by 11 inches are also great on tabletops. Large signs also can be made, measuring 40 inches by 60 inches and more. It's up to you.

### Sending Graphics:

The Expo Group has a website to facilitate receiving your images at [www.theexpogroup.com/graphicformats](http://www.theexpogroup.com/graphicformats)

To order, proceed to the Graphics order form.

[theexpogroup.com](http://theexpogroup.com) | 800-736-7775

Company names and logos are the property of the respective company.

### How should I send my artwork?

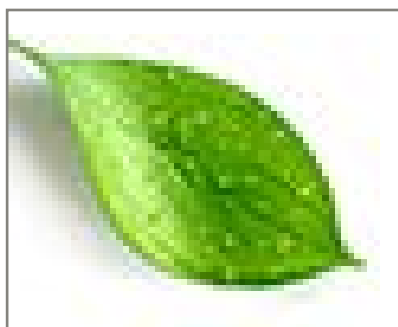
These guidelines are vital so we ensure your graphics look the very best!

- 1.) All logos must be in a vector format, saved in Adobe Illustrator, or an EPS File format only.  
Sorry, internet logos and embedded raster images will not be used.
- 2.) All text should be converted to outlines or with the fonts provided. P.C. fonts only. All images must be embedded.
- 3.) Photographic images should be 300 dpi at the final size in the layout in either a JPEG, or Tiff file format.  
Sorry, internet images will not be used.
  - a.) How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
  - b.) Resolution and size ( dimensions ) are inversely proportional to each other.  
If you enlarge an image, you lower it's resolution.
- 4.) You must provide either a printed proof, or PDF proof when submitting your artwork. This allows us to check the files for the font, and color problems, missing links, etc.

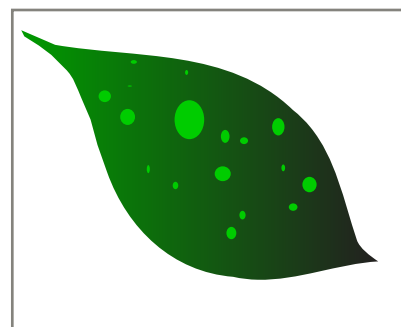
Good quality photo  
clean edges



Low resolution photo  
jagged edges



Vector Art  
Art that can be scaled up or  
down without losing quality



#### Quick reference for files



Thank you perfect !

- .ai - Adobe Illustrator
- .eps - Encapsulated Post Script
- .tiff or tif ( refer to #3 )
- .jpg ( refer to #3 )
- .doc - Word Document - text only
- .psd - Photoshop Document
- .zip - Windows Compression Format

Sorry these will not work. ☹️

- .ind - In Design
- .qxd - QuarkXpress
- .ppt - PowerPoint
- .art - AOL compressed image or clip art file
- .gif - Graphic Interchange Format
- .vsd - Vision Drawing File
- .png - Portable Network Graphics





**Enhance your booth with custom graphics and signs from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.**

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot.

A digital set-up fee of \$125.00 is charged for all graphics.

Digital Graphics and Signs	Qty.	Price	Total	SPECIFY COPY AND LAYOUT BELOW
7" x 11"	_____	x \$ 31.55	= _____	
11" x 14"	_____	x \$ 37.95	= _____	
14" x 22"	_____	x \$ 50.95	= _____	
22" x 28"	_____	x \$ 73.95	= _____	
28" x 44"	_____	x \$123.55	= _____	
40" x 60"	_____	x \$192.55	= _____	
Banner per sq. ft.	_____	x \$14.95	= _____	
Easel Back	_____	x \$9.95	= _____	
Double Stick Back	_____	x \$9.95	= _____	
Additional Design Time	_____	x \$ 75.00/hr	= _____	
Sign Options	<i>Please choose one:</i> Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical			
Artwork	Please visit: <a href="http://www.theexpogroup.com/graphicformats">www.theexpogroup.com/graphicformats</a> for details on how to format your graphics and send via FTP. <b>Final approval for graphics must be received by the deadline date or expedite fees will apply.</b>			

**Cancellation Policy:** A 50% penalty is charged for cancellations after 12/15/14 and prior to 1/1/15. No refunds will be made thereafter.

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal	_____
Digital Set up Fee	\$125.00
Subtotal	_____
50% Expedite Fee if ordered after 1/1/15	_____
100% Expedite Fee if ordered after 1/9/15	_____
Subtotal	_____
Taxes and Fees Multiplied by 8.1% of the Above Amount	_____
Fuel Surcharge Multiplied by 4% of Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**WHAT IS MATERIAL HANDLING?** Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

### **EMPTY REMOVAL INSTRUCTIONS:**

All exhibitors must have all crates tagged for empty storage by Tuesday January 13, 2015 at 9:00 pm.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

**Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.**

### **CERTIFIED WEIGHT TICKETS**

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group 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**

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 2:30 pm does not guarantee Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

### **INSURANCE**

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

### **INBOUND SHIPMENT(S)**

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group 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.

### **OUTBOUND SHIPMENT(S)**

The Expo Group 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.

If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.



## LIABILITY

- Shipments delivered or consigned to the direct to dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
  - Error to above procedures.
  - Removal of containers with old empty labels and The Expo Group labels.
  - Improper information on empty labels.
  - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group 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.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

**ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.**

**THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.**



**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no **additional handling required**.

**Additional Handling:** applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

**What is a Small Package?** (50 lbs. Maximum per package) Letters or small packages received at show-site **during show days only**.

**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 Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

**What is Constricted Space Loading/Unloading?** Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One 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 the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

**What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires 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 Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

**What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

**What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

**What does it mean if I have "No Documentation"?** Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

**What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

**What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.

**What is Outbound?** Shipments leaving show site and being sent to another destination.

**What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.

**What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the Marshaling location prior to unloading/loading.

**What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500 lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

**What is Overnight Parking Fee?** There is a fee for parking at the Marshalling Yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**



**You will receive a 10% credit on the rates listed below if you prepay for this service by December 15, 2014 and ship your freight roundtrip on one of the official show carriers (ABF and Airways). Credit will be applied to the balance of this service after the final audit of the show.**

FOR DEFINITIONS, PLEASE SEE 14c

**STRAIGHT TIME:** Monday-Friday 8:00 am - 5:00 pm

**OVERTIME:** Monday-Friday 5:00 pm - 8:00 am, all day Saturday & Sunday

**WAREHOUSE HOURS:** Monday-Friday 9:00 am - 3:00 pm

**NOTE:** Warehouse will be closed on 12/24-25/14, 1/1/15

**Please note the following:**

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of Show Site on overtime due to scheduling beyond TEG's control.

**Rate Classifications:**

Price Per CWT      200lb. Minimum

**•Advance Shipments to Warehouse Dates: December 15, 2014 to January 9, 2015**

Crated ST.....	\$ 99.75/CWT	\$199.50
Additional Handling ST.....	\$ 123.70/CWT	\$247.40
Crated Inbound One Way Overtime .....	\$ 119.80/CWT	\$239.60
Additional Handling One Way Overtime .....	\$ 149.60/CWT	\$299.20
Crated Outbound Overtime Surcharge .....	\$ 20.05/CWT	\$ 40.10
Additional Handling Outbound Overtime Surcharge .....	\$ 25.90/CWT	\$ 51.80

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

**•Additional Surcharges**

Early Shipments to Warehouse *(before December 15, 2014).....	\$ 29.93/CWT	\$ 59.85
Late to Warehouse after January 1, 2015 .....	\$ 29.93/CWT	\$ 59.85
Shipments Returned to Warehouse * (2500 lb. minimum).....	\$ 50.00/CWT	\$1,250.00

*\* In addition to above charges.*

**•Direct Shipments to Show Site (200 lb. minimum) - First day of Direct Freight Acceptance: January 13, 2015**

Crated ST.....	\$ 92.95/CWT	\$ 185.90
Additional Handling ST.....	\$ 115.45/CWT	\$ 230.90
Crated Inbound One Way Overtime .....	\$ 113.00/CWT	\$ 226.00
Additional Handling One Way Overtime .....	\$ 141.35/CWT	\$ 282.70
Crated Outbound Overtime Surcharge .....	\$ 20.05/CWT	\$ 40.10
Additional Handling Outbound Overtime Surcharge .....	\$ 25.90/CWT	\$ 51.80

**•Additional Surcharges**

Off-Target Fee * .....	\$ 25.90/CWT	\$ 51.80
Late to Warehouse delivery fee * after January 9 2015. Delivered to Show Site .....	\$20.05/CWT + \$75.00	
Shipments Returned to Warehouse * (2500 lb. minimum).....	\$50.00/CWT	\$1,250.00
Small Packages *(show days only) (1st package).....	\$40.00/piece	
Small Packages *(show days only) (each additional package).....	\$10.00/piece	
Hand carry empty storage fee .....	\$50.00/per container	

*\* In addition to above charges.*

**MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:**

**3 Separate Shipments**

54 lbs. charged @ 200 lbs. \$ 199.50

59 lbs. charges @ 200 lbs. \$ 199.50

72 lbs. charges @ 200 lbs. \$ 199.50

**Total: 185 lbs. Total Cost: \$598.50**

**1 Consolidated Shipment**

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$ 399.00

**Total Savings: \$199.50**

Number of CWT's (100 lbs.)	x	Applicable Rate	=	Amount
	x		=	
	x		=	
				Subtotal
				Fuel Surcharge Multiplied by 4% of Subtotal
				<b>Total</b>

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### Empty Removal Instructions

**ALL EXHIBITORS MUST HAVE ALL CRATES TAGGED FOR EMPTY STORAGE BY Tuesday, January 13, 2015 at 9:00 pm.**

**NOTE: EXHIBITORS WILL BE SUBJECT TO A SURCHARGE OF UP TO 20% OF THE TOTAL FREIGHT INVOICE IF CRATES ARE NOT TAGGED FOR REMOVAL BY SET DEADLINE.**

### Exhibit Hall Hours

#### Exhibitor Move-In **ONE DAY MOVE-IN ONLY**

Tuesday	January 13, 2015	8:00 am - 10:00 pm
---------	------------------	--------------------

#### Show Hours

Wednesday	January 14, 2015	9:00 am - 5:00 pm
Thursday	January 15, 2015	9:00 am - 5:00 pm
Friday	January 16, 2015	9:00 am - 2:00 pm

#### Exhibitor Move-Out **ONE DAY MOVE-OUT ONLY**

Friday	January 16, 2015	2:01 pm - 10:00 pm
--------	------------------	--------------------

**ALL SHIPMENTS MUST BE ACCOMPANIED BY CERTIFIED WEIGHT TICKETS. ALL CARRIERS WITH MULTIPLE SHIPMENTS MUST HAVE INDIVIDUAL WEIGHT CERTIFICATES ACCORDINGLY. THE EXPO GROUP RESERVES THE RIGHT TO REFUSE A DRIVER CHECK-IN UNTIL THE PROPER WEIGHT TICKETS ARE OBTAINED.**

**Booth and/or Material Abandonment:** Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in this Exhibitor Manual

**Freight Holds:** The Expo Group reserves the right to hold freight for ANY outstanding balance owed including; booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

**Late Set-Up:** To stay in the building after noted move-in hours, exhibitors must remain in their designated booth space. In and out access to the building is not permitted without prior approval.





5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1166  
Log onto **cyberservices @ www.theexpogroup.com**

**Sports Licensing  
and Tailgate Show  
January 14-16, 2015  
Las Vegas Convention Center  
Las Vegas, Nevada**

**Marshalling Yard/Directions**

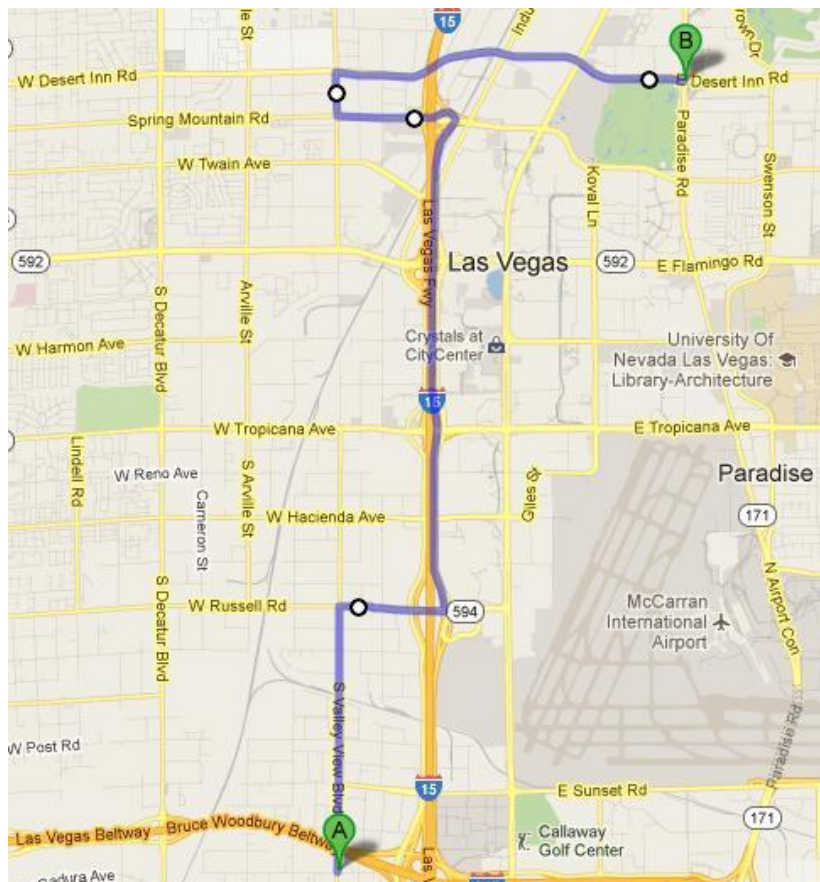
## EXHIBITORS PLEASE INFORM YOUR CARRIER

### 1. Carrier Check In

- All carriers must check in at this location for inbound and outbound shipments.
- All shipments must be accompanied by certified weight tickets.
- Direct shipments need to check in between 6:00 am - 8:00 pm on Tuesday, January 13, 2015.
- Outbound pick up for shipments, carrier needs to check in between 12:00 PM and 8:00 PM on Friday, January 16 to insure pickup of their shipment.
- Carries not checked in by this date and time will be subject to re-route via The Expo Group's choice.

### 2. A. Las Vegas Warehouse: 6283 S. Valley View Blvd., Las Vegas, NV 89118

- |   |                     |
|---|---------------------|
| 1. Head north on <b>S Valley View Blvd.</b> toward <b>W. Russell Rd.</b>            | (1.5 mile)          |
| 2. Turn <b>right</b> onto <b>W Russell Rd.</b>                                      | (0.2 miles)         |
| 3. Continue onto <b>Russell Rd.</b>   | (0.3 miles)         |
| 4. Turn Left onto the <b>I-15 N</b> ramp  | (0.9 miles)         |
| 5. Take exit <b>39</b> for <b>Spring Mountain Rd.</b>                               | (1.7 miles)         |
| 6. Keep right at the fork, follow signs for <b>Spring Mountain Rd W/Highland Dr</b> | (0.3 miles)         |
| 7. Keep left at the fork and merge onto <b>Spring Mountain Rd.</b>                  | (0.7 miles)         |
| 8. Turn right onto <b>S Valley View Blvd.</b>                                       | (0.2 miles)         |
| 9. Turn right onto <b>W Desert Inn Rd.</b>  | (2.0 miles)         |
| 10. Turn right onto <b>Paradise Rd</b>  | (0.1 miles)         |
| 11. End at <b>3150 Paradise Rd</b>  |                     |
| <b>Total Trip: Approximately</b>  | <b>(8.0 miles)</b>  |
|   | <b>(17 minutes)</b> |







**What is  
 Accessible  
 Storage?**

Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

**Where are  
 My Items  
 Stored?**

Our on site freight personnel will reserve a designated area at show site.

**Accessible  
 Storage  
 Rates**

Rates are charged at the published labor rate.

- There is a 1 hour minimum from booth to storage.
- On show days there is a 1 hour minimum for the first order. Each additional material movement ( in / out ) of storage, will incur a 1/2 hour minimum charge.

**Trailer  
 Storage  
 Rates**

- When applicable a trailer will be used to store these items.
- These rates are in addition to the above rates.
- There is a ¼ trailer minimum space usage.

¼ trailer \$ 45.00 per day

½ trailer \$ 85.00 per day

¾ trailer \$120.00 per day

Full trailer ( exclusive use) \$ 160.00 per day.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

**Number of Items**

\_\_\_\_\_ Crates

\_\_\_\_\_ Cartons

\_\_\_\_\_ Cases

\_\_\_\_\_ Equipment

\_\_\_\_\_ Miscellaneous

**ADDITIONAL INFORMATION**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

**CALCULATING YOUR TOTAL**

Accessible Rate \_\_\_\_\_

Storage Rate \_\_\_\_\_

Subtotal \_\_\_\_\_

Fuel Surcharge Multiplied by 4% of Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment as stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 500 lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ONE WAY CART SERVICE - \$ 75.00 x \_\_\_\_\_ = \_\_\_\_\_ (subtotal)  
 (number of cart loads)

ROUND TRIP CART SERVICE - \$150.00 x \_\_\_\_\_ = \_\_\_\_\_ (subtotal)  
 (number of cart loads)

### Hand Carry/POV

Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Please complete the following form to provide additional information.	Cart Service Subtotal _____ Fuel Surcharge Multiplied by 4% of Subtotal _____ <b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Advance Order Discount Deadline: December 15, 2014**

## What is Mobile Handling Service

A mobile handling rate applies to any equipment or mobile displays which do not require un-skidding or uncrating and can be wheeled onto the show floor and spotted in a booth. The equipment must remain on wheels throughout the show.

The facility prohibits exhibitors from driving their privately owned vehicles onto the exhibit floor for unloading or placing mobile displays without proper supervision from The Expo Group. You may order labor crews to spot the mobile equipment based on the rates provided below and the use of form # 14d Material Handling Order.

Whenever possible, all work will be performed during straight time hours. The minimum charge is one hour. Minimum labor crews to spot equipment consists of two material handlers. Mobile handling rates are based on a round trip charge and consist of a 2 man crew.

## Mobile Handling Rates

**MUST NOTIFY THE EXPO GROUP BY DECEMBER 15, 2014 FOR FIRE MARSHAL APPROVAL.**

### Mobile Handling Rates (Roundtrip)

Spotting Crew \$ 190.00

## Overtime Charges

Overtime is applied to rates above if shipment is handled on overtime due to show schedule. The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 a.m. to 4:30 p.m.

Late Driver Check-In: All drivers checking in **after 2:30 p.m.** cannot be guaranteed Straight Time.

## Machinery Recap

Describe Mobile Display or Equipment	L x W x H	Weight	Does it Require any Special Towing Device or Equipment?	
			Yes	No
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Indicate total number of trucks in each category that you will need for your Machinery Display:

_____	Van Line	_____
_____	Common Carrier	_____
_____	Flatbed	_____
_____	Company Truck	_____

If you checked yes in the column above, please use the below to describe the special towing equipment required.

What date and time are you scheduling your machinery equipment to arrive to site? \_\_\_\_\_

**Cancellation Policy:** cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAMP) with any questions, needs, or special requests.	Mobile Subtotal _____
	Fuel Surcharge Multiplied by 4% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### Choice of Destination

You can choose to ship to the Warehouse or direct to the Exhibit Hall. Each destination has distinct advantages.

### Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the appropriate form for material handling rates.

### What do I Need to do To Ship to The Warehouse?

Be sure delivery takes place within the time frame specified. (See Shipping Information Form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

### Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

### What To Do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshaling yard where paper work and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

**IMPORTANT: Ship Pre-Paid: Collect charges will not be accepted at either destination (Warehouse or Direct to Show site).**

### Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the TEG Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at the TEG Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling agreement is submitted, your truck should be checked into the marshalling yard before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard by the time specified in your Move-Out Letter (distributed at the Show), your freight will be shipped by one of TEG's specified carriers.

**IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.**



### Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitor's freight shipments.

All shipments must be prepaid. Shipments should be made on straight bills of lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of bills of lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager, Robert Richardson.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at The Expo Group Customer Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

**Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.**

**Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.**

### Weight Verification

All shipments to The Expo Group warehouse or show-site which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to insure complete accuracy in preparation of your invoice.

**The Expo Group asks that you please accompany all shipments with a certified weight ticket. Please have driver present this weight ticket upon checking in to be unloaded.**

**If you are using a privately owned vehicle or rental van, this does not apply.**

Where certified weight tickets are not provided, receivers estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to showsite address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact our Customer Account Manager (CAM) at **(972) 580-9000, ext. 1437.**



### Advance Shipments to Warehouse

Advance Shipments Deadline Date:  
January 9, 2015

**To: (exhibiting company name and booth #)**

**For: Sports Licensing and Tailgate Show**

The Expo Group  
**c/o:** ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

### • Receiving Information

Advance shipments are accepted from:

- December 15, 2014 through January 9, 2015
- Any shipment arriving prior to December 15, 2014 will be charged an additional 30% per cwt.
- Any shipment arriving after January 1, 2015 will be subject to an additional fee (please refer to Material Handling Rates for these fees).
- **NOTE: Warehouse will be closed on the following dates: 12/24-25/14 & 1/1/15**

### Direct Shipments to Show Site

First Day of Direct Shipments:  
January 13, 2015

**To: (exhibiting company name and booth #)**

**For: Sports Licensing and Tailgate Show**

**c/o:** The Expo Group  
Las Vegas Convention Center - Hall S1  
3150 Paradise Road  
Las Vegas, NV 89109

### • Receiving Information

Direct shipments will be accepted from:

- January 13, 2015 through January 16, 2015
- Unfortunately, early shipments cannot be accepted.





**Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.**

<b>Company Information</b>	Exhibiting Company: _____ Booth Number: _____
	Contact Name at Exhibiting Company: _____
	Telephone Number: (____) _____ - _____ Fax Number: (____) _____ - _____
	Corporate Name: _____
	What are the least number of work days to erect your booth? _____

<b>Shipping Information</b>	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where material will be shipped)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: (____) _____ - _____
	Date Shipment being sent: ____/____/____ Intended/Expected arrival date: ____/____/____
	Material being shipped to: <i>(Circle one)</i> Warehouse Direct to Convention facility
	If using a Customs or International forwarder, please print name: _____
	Phone Number: _____ Fax Number: _____

<b>Transportation</b>	Shipped via: <i>(Circle one)</i> Common Carrier Van Line Private Vehicle Air Freight Other: _____
	Mobile Units _____
	List Carrier Name(s): _____ _____ _____
	<b>Number of Pieces to be shipped:</b> _____
	<b>Largest Piece:</b> Size _____ Weight _____
	<b>Type of Packing:</b> Crated _____ Uncrated _____
	Machinery _____ Misc. _____
	<b>Estimated Total Weight of Booth</b> _____

<b>Shipping Problems</b>	In case a problem occurs with shipment, contact (in order of preference):
	Name: _____
	Phone Number: (____) _____ - _____ (Office) (____) _____ - _____ (Home) (____) _____ - _____ (Cell)
	Name: _____
	Phone Number: (____) _____ - _____ (Office) (____) _____ - _____ (Home) (____) _____ - _____ (Cell)

**All freight handling charges must be paid in full at show site by check or credit card.  
Shipment of materials to warehouse or show-site address indicates acceptance of these terms.**

THE **EXPO** GROUP

**Warehouse Shipments**  
***EXHIBIT MATERIAL***

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

**Sports Licensing and Tailgate Show**

**Must Arrive by January 9, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after  
January 1, 2015 will be subject to a surcharge.**

THE **EXPO** GROUP

**Warehouse Shipments**  
***EXHIBIT MATERIAL***

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

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THE **EXPO** GROUP

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***EXHIBIT MATERIAL***

To: \_\_\_\_\_  
(EXHIBITOR)

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(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

**Sports Licensing and Tailgate Show**

**Must Arrive by January 9, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after  
January 1, 2015 will be subject to a surcharge.**

THE **EXPO** GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

c/o THE EXPO GROUP  
Las Vegas Convention Center - Hall S1  
3150 Paradise Road  
Las Vegas, NV 89109

Name of Convention:

**Sports Licensing and Tailgate Show**

Do not Deliver Prior to  
**January 13, 2015 at 8:00 am**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

THE **EXPO** GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

c/o THE EXPO GROUP  
Las Vegas Convention Center - Hall S1  
3150 Paradise Road  
Las Vegas, NV 89109

Name of Convention:

**Sports Licensing and Tailgate Show**

Do not Deliver Prior to  
**January 13, 2015 at 8:00 am**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

THE **EXPO** GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

c/o THE EXPO GROUP  
Las Vegas Convention Center - Hall S1  
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Las Vegas, NV 89109

Name of Convention:

**Sports Licensing and Tailgate Show**

Do not Deliver Prior to  
**January 13, 2015 at 8:00 am**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

THE **EXPO** GROUP

Direct Shipments  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

c/o THE EXPO GROUP  
Las Vegas Convention Center - Hall S1  
3150 Paradise Road  
Las Vegas, NV 89109

Name of Convention:

**Sports Licensing and Tailgate Show**

Do not Deliver Prior to  
**January 13, 2015 at 8:00 am**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

# ABF<sup>®</sup> delivers trade shows



Choose ABF for on-site, on-time, damage-free service.

ABF can meet virtually any transit or delivery requirement. Choose ABF Assured Service<sup>®</sup> and your shipment is backed by a 100% satisfaction guarantee on our published transit times. Choose TimeKeeper<sup>®</sup> for guaranteed expedited or time-definite delivery. Next day, second day, third day. Whatever you need. Whenever you need it. We'll assign you a single-source contact to personally manage your transportation needs.

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# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320

**ABF** **tradeshow**

*On-Site...On-Time...Damage-Free*

tradeshow@abf.com

**(800) 654-7019**

3801 Old Greenwood Road • Ft. Smith • AR • 72908





# **THE NATION'S LEADER IN TRADESHOW CARGO TRANSPORTATION**

**FOR ALL YOUR TRANSPORTATION NEEDS  
CALL THE TRADESHOW PROS...**

## **800-643-3525**

- 3-5 DAY, 2-DAY, OVERNIGHT SERVICE**
- EXCLUSIVE USE TRUCKING**
- 24 HOURS, 7 DAYS A WEEK**
- COMPUTERIZED INTERNET TRACKING  
& BOOKING**

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**AIRWAYS FREIGHT**  
LAND • AIR • SEA

**Delivering Performance**

**WWW.AIRWAYSFREIGHT.COM**

AIRWAYS FREIGHT CORPORATION, PO BOX 1888  
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522



# EXHIBITOR MOVE OUT CHECK LIST

## PRIOR TO CLOSE OF SHOW:

- Stop by the FREIGHT SERVICE DESK to complete the GENERAL CONTRACTORS MATERIAL HANDLING AGREEMENT. You must indicate that the shipment is "PREPAID", check "SERVICE LEVEL DESIRED", and note **AIRWAYS****FREIGHT** as your carrier.
- Call the **AIRWAYS****FREIGHT** trade show division with any questions you may have, or to advise of any changes in the shipping arrangements your company has already made with us.

## MOVE OUT:

- Pack all equipment & literature.
- When your cases return from empty storage, REMOVE ALL OLD SHIPPING AND "EMPTY" LABELS. Be certain each container is labeled with the NEW DESTINATION ADDRESS labels provided by **AIRWAYS****FREIGHT**
- If you have multiple shipments, group the portions together so a stray piece will not be overlooked. If possible, RUN PACKING TAPE AROUND THE COMPLETE SHIPMENT.
- Complete the OUTBOUND MATERIAL HANDLING FORM showing **AIRWAYS****FREIGHT** as your carrier & be sure to return the MHA to the service desk.

**AIRWAYS****FREIGHT**  
LAND • AIR • SEA

Delivering Performance

**800-643-3525**

[WWW.AIRWAYSFREIGHT.COM](http://WWW.AIRWAYSFREIGHT.COM)

AIRWAYS FREIGHT CORPORATION, PO BOX 1888  
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522



To assist you in planning for your participation in the Sports Licensing and Tailgate Show, we know you will appreciate knowing that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the union has in Las Vegas, we ask that you read the following:

### Exhibit Labor

Teamsters Union Local # 631 has jurisdiction for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

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 products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card, payroll stub, or business card.

This rule prohibits the utilization of workers hired from a non-union agency or company.

### Freight Handling

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

The Expo Group 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. The Expo Group will not be responsible for any material it does not handle.

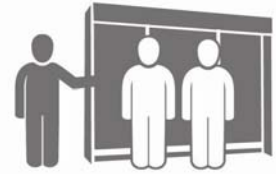
An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

### Gratuities

The Expo Group requests that exhibitors do not tip any supplier employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid morning and mid afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately. All employees are paid an excellent wage, and tipping is not an accepted company policy.

### In General

Craftsmen at all levels have been instructed to refrain from expressing any grievances to or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a TEG representative.



**Advance Order Discount Deadline: December 15, 2014**

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel on form 22b.

## LABOR RATES - EXHIBITOR SUPERVISED

	ADVANCE	ON-SITE	
Straight Time	\$ 94.90/Hour	\$121.67/Hour	<b>Straight Time:</b> Monday - Friday, 8:00 am - 5:00 pm
Overtime	\$154.25/Hour	\$197.76/Hour	<b>Overtime:</b> Monday - Friday, 5:00 pm - 8:00 am All day Saturday and Sunday

All rates are charged at one-hour minimum per laborer.

Exhibitor Supervised labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor on Form 22b

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check in at The Expo Group Service Desk to notify TEG that they are ready for labor.
- Exhibitor must check in at The Expo Group Service Desk to notify TEG upon completion of work.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

## TERMS AND CONDITIONS

- Insurance:** It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one hour per man "No-Show" charge will be billed to exhibitor.
- Exhibitors must pick up labor at The Expo Group Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a One Hour per Man charge.
- Dismantle labor is not available until one hour after show closes.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests

### CALCULATING YOUR TOTAL

Installation Labor Subtotal \_\_\_\_\_  
Dismantle Labor Subtotal \_\_\_\_\_  
Fuel Surcharge Multiplied by 4% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**Advance Order Discount Deadline: December 15, 2014**

## Want to Save Time and Money?

Select The Expo Group to Supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

## LABOR RATES - THE EXPO GROUP SUPERVISED

	ADVANCE	ON-SITE	
Straight Time	\$123.40/Hour	\$158.21/Hour	<b>Straight Time:</b> Monday - Friday, 8:00 am - 5:00 pm
Overtime	\$200.50/Hour	\$257.05/Hour	<b>Overtime:</b> Monday - Friday, 5:00 pm - 8:00 am All day Saturday and Sunday

Name of Company Representative to call for questions and confirm completion of booth set up: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Cell Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Special Equipment Request: \_\_\_\_\_

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

**IMPORTANT: You must complete and return The Expo Group Supervised Set Form on the following page and return it with your order. In addition install, dismantle and packing instructions must be included.**

## TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one hour per man "No-Show" charge will be billed to exhibitor.

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Installation Labor Subtotal \_\_\_\_\_  
Dismantle Labor Subtotal \_\_\_\_\_  
Fuel Surcharge Multiplied by 4% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Complete only if ordering The Expo Group Supervised Labor.**

<b>Inbound Shipping Information</b>	Carrier: _____ Phone: (____) _____ - _____ Pro #: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

<b>Set-up Information</b>	Company Representative to call for questions and confirm completion of booth set up. Phone Number: (____) _____ - _____
	Set Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Rent From The Expo Group Carpet Color: _____ Size: _____
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
	Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately

<b>Outbound Shipping Information</b>	A Total of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination. Ship To: _____ _____ _____
	Telephone (____) _____ - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Carrier Phone: (____) _____ - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____ _____ _____
	Phone Number: (____) _____ - _____
	<b>NOTE:</b> The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor. Company Name: _____ Booth #: _____ Emergency Contact Name: _____ Phone #: (____) _____ - _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Advance Order Discount Deadline: December 15, 2014**

## EQUIPMENT & LABOR

### STRAIGHT TIME HRS

Monday - Friday, 8:00 am - 5:00 pm

### OVERTIME HRS

Monday - Friday, 5:00 pm - 8:00 am  
All day Saturday and Sunday

	ADVANCE	ON-SITE
5,000 lb. Fork & Operator	\$166.00/Hour	\$212.82/Hour
Teamster Foreman	\$ 94.95/Hour	\$121.73/Hour

ADVANCE	ON-SITE
\$253.00/Hour	\$324.36/Hour
\$154.25/Hour	\$197.76/Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hours	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Additional Labor	Date	Est. Start	Est. End	# of Men	# of Hours	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

### Describe Work to be Done

Please describe the largest piece of equipment to be handled: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ Height to be placed: \_\_\_\_\_

Please indicate work to be performed: \_\_\_\_\_

☐ Uncrating ☐ Unskidding ☐ Reskidding of Machinery ☐ Header/Booth Work ☐ Other \_\_\_\_\_

### Exhibitor Show Site Contact (available for logistical questions)

Name \_\_\_\_\_ Cell ( ) \_\_\_\_\_

## TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator and crew.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e. 8:00 am. Exhibitor must check in at The Expo Group Service Desk to pick up forklift ordered, and check out at The Expo Group Service Desk upon completion of work.
- 5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not canceled 24 hours prior to start time.

**NOTE: Exhibitors who wish to allow a display builder or Exhibitor Appointed Contractor to order services on their behalf, MUST file a Third Party Authorization form with The Expo Group.**

## ADDITIONAL INFORMATION

Task of Forklift & Crew (Install Header, Spot Machinery, etc.): \_\_\_\_\_

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

Fuel Surcharge Multiplied by 4% of Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**Advance Order Discount Deadline: December 15, 2014**

EQUIPMENT AND CREW	STRAIGHT TIME		OVERTIME	
	Advance	On-Site	Advance	On-Site
<b>High Lift &amp; Crew</b>	\$620.90	\$796.03	\$931.70	\$1,194.49
<b>Additional Labor per Man/per Hour</b>	\$ 94.90	\$121.67	\$154.25	\$ 197.76

Minimum: One Hour per Person

**Straight Time:** Monday - Friday, 8:00 am - 5:00 pm

**OVERTIME:** Monday - Friday, 5:00 pm - 8:00 am, All day Saturday and Sunday

## TERMS AND CONDITIONS

- **All Suspended Sign orders must be submitted with payment and completed paperwork (form 22b) no later than 14 days prior to the first day of Exhibitor move-in.**
- Materials necessary to install signs will be billed accordingly.
- Additional charges will be calculated based on the information below as well as number of rigging points. All Suspended Signs **MUST BE** shipped to The Expo Group advance warehouse. Please use the enclosed "Suspended Sign" shipping labels. If shipping direct to Show Site, Exhibitor is subject to additional charges of a minimum of 4 hours of labor.
- Supervision of the hanging of your sign must be done by The Expo Group. If Exhibitor requests a specific set up/dismantle time, a charge of a minimum of 4 hours of labor will be assessed.
- No credits will be issued on services installed as ordered even though not used. Cancellation(s) must be received prior to requested date of service (2 days prior to exhibitor move-in to avoid up to a 25% cancellation fee).
- A minimum charge per sign of one hour per crew/laborer for installation will apply to all booths requiring labor. Labor to dismantle is required and will be based on one-half hour of installation time. Dismantle will automatically be applied to your invoice.
- All overhead suspended signs or banners are subject to approval and must conform to show management and facility regulations. The Expo Group reserves the right to assemble, install and dismantle all suspended signs with approved devices and cable to safely hang signs. The Expo Group reserves the right to refuse to hang sign which is deemed unsafe.
- Set-Up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready to use.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical form included in this manual.
- Signs requiring assembly, installation, and dismantling of support devices or hoisting cable will be done on a time-and-material basis. All labor to assemble and disassemble is at exhibitor's expense, and will be charged at TEG's labor rates. Hanging is a separate charge. Suspended Sign dismantle is mandatory.

Procedure	Date	Est. Start	Est. End	# of Hrs.	Rate	Amount
Installation						
Dismantle						

## ADDITIONAL INFORMATION

**Please complete the following required form to provide additional information.**

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
Fuel Surcharge Multiplied by 4% of Subtotal \_\_\_\_\_  
Add 20% for TEG Supervision \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Signage Specifications

### Must Be Completed

- A. **Type of Sign** ☐ Metal or Wood ☐ Cloth Banner ☐ System ☐ Other \_\_\_\_\_
- B. **Size of Sign** \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_
- C. **Shape of Sign** ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle ☐ Other \_\_\_\_\_
- D. **Number of feet from floor to bottom of sign** \_\_\_\_\_
- E. **How many signs all together** \_\_\_\_\_
- F. **Electrical** ☐ Yes ☐ No If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"
- G. **Hanging Sign material is fire proof?** ☐ Yes ☐ No
- H. **Does your sign require assembly?** ☐ Yes ☐ No If yes, contact The Expo Group Customer Account Manager (CAM)

**Exhibitor Show Site Contact** (available for logistical questions)

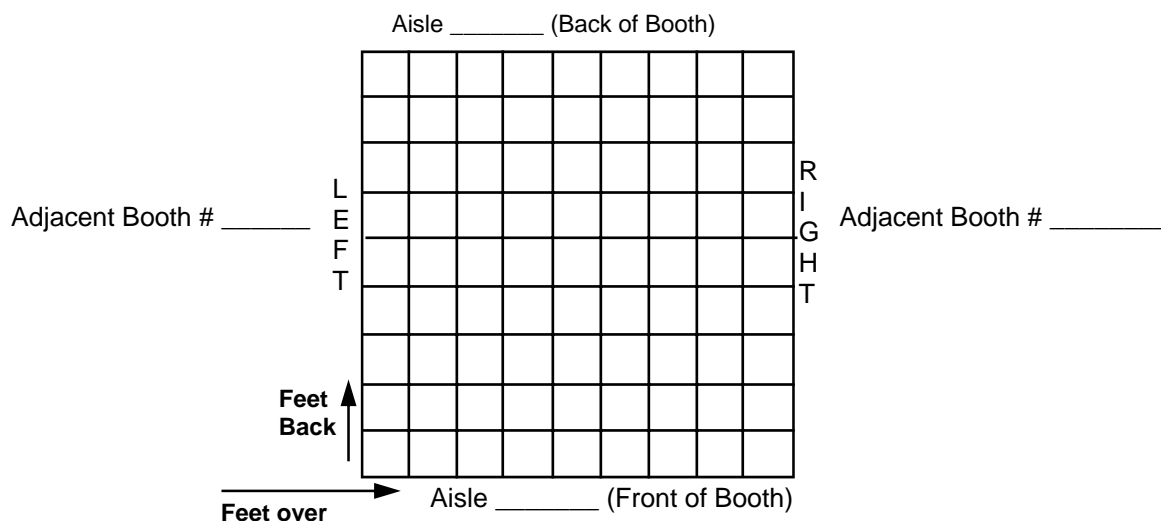
Name \_\_\_\_\_

Cell ( ) \_\_\_\_\_

## Signage Location

### Must Be Completed

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths.



## Inbound Shipping Information

Carrier: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Date to Arrive at Warehouse: \_\_\_\_\_

## Outbound Shipping Information

Ship To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Carrier: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

THE **EXPO** GROUP

Warehouse Shipments  
***SUSPENDED SIGN***

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

**Sports Licensing and Tailgate Show**

**Must Arrive by January 9, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after  
January 1, 2015 will be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments  
***SUSPENDED SIGN***

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

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**Must Arrive by January 9, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after  
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THE **EXPO** GROUP

Warehouse Shipments  
***SUSPENDED SIGN***

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

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**Must Arrive by January 9, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after  
January 1, 2015 will be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments  
***SUSPENDED SIGN***

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

**THE EXPO GROUP**  
c/o ABF Freight Systems  
4501 N. Lamb  
Las Vegas, NV 89115

Name of Convention:

**Sports Licensing and Tailgate Show**

**Must Arrive by January 9, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after  
January 1, 2015 will be subject to a surcharge.**

---

**All electrical must be ordered through The Expo Group**

The Expo Group (TEG) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a TEG technician. TEG will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a TEG technician.

**IMPORTANT:**

**To receive advance show prices, we must receive advance show prices, we must receive your order, along with payment in full or credit card authorization by December 15, 2014. All other orders will be charged at standard price.**

**Dedicated Circuits and 24 Hour Services will be double the listed price and require a 20 amp Outlet. Please double rates. Use \* to indicate 24-hr. Outlet(s).**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate of outlets used.

**OUTLET LOCATION & DISTRIBUTION:**

All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material for distribution. If no floor plan is provided, the outlets will be installed at our discretion. Distribution and connection of all outlets are chargeable on a time and material basis.

**TEG JURISDICTION:**

- All under-carpet distribution of electrical wiring.
- All motor and equipment hook-ups requiring wiring connections.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.
- Labor is required to inspect equipment pre-wired to plug into our system.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors and electrical apparatus to be energized.
- Lift Rates: \$200.00 per hour plus operator (One hour minimum)

**LABOR:**

Labor before 8:00 am and after 4:30 pm and Saturdays, Sundays, and holidays will be at the overtime rate. Starting Time can only be guaranteed when labor is requested for the start of the working day at 8:00 am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. All labor requests require a credit card on file. Labor rates are subject to Union contract effective at time of show.



**Advance Order Discount Deadline: December 15, 2014**

Basic Electrical Service		Quantity	x	Advance	Standard	=	Total
	<b>120 Volts</b>						
	0 – 500 Watts (5 Amps)	_____	x	\$ 145.00	\$ 181.25	=	_____
	500 – 1000 Watts (10 Amps)	_____	x	\$ 239.00	\$ 298.75	=	_____
	1501 – 2000 Watts (20 Amps)	_____	x	\$ 333.00	\$ 416.25	=	_____
	<b>208 Volts Single Phase</b>						
	20 Amps	_____	x	\$ 570.00	\$ 712.50	=	_____
	30 Amps	_____	x	\$ 654.00	\$ 817.50	=	_____
	60 Amps	_____	x	\$ 831.00	\$1,038.75	=	_____
	100 Amps	_____	x	\$1,218.00	\$1,522.50	=	_____
	<b>208 Volts Three Phase</b>						
	20 Amps	_____	x	\$ 671.00	\$ 838.75	=	_____
	30 Amps	_____	x	\$ 827.00	\$1,033.75	=	_____
	60 Amps	_____	x	\$1,128.00	\$1,410.00	=	_____

<b>Lighting Equipment</b>	Includes Current Consumed (Provide Drawing Showing Light Location)						
	150 Watt Flood Light	_____	x	\$ 140.00	\$ 175.00	=	_____
	1000 Watt Overhead Quartz Light*	_____	x	\$ 360.00	\$ 450.00	=	_____
	* May require labor and lift to install.						

<b>Labor Rates</b>				<b>ADVANCE</b>	<b>ON-SITE</b>
	Straight Time	8:00 a.m. - 4:30 p.m.	Monday - Friday	\$ 93.00	\$116.25
	Overtime	4:30 p.m. - 8:00 a.m.	Monday - Friday Saturday, Sunday & Holidays	\$186.00	\$232.50

Electrical outlets may be run to all linear booths. If you did not order electrical service, but plug into one of these outlets, you will be charged for usage.

**Cancellation Policy** Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Credits will not be made for services delivered and not used.

<b>ADDITIONAL INFORMATION</b>	<b>CALCULATING YOUR TOTAL</b>
An electrical location must be provided with this order. See Form 25c. Is it: _____ <b>Attached</b> _____ <b>To Follow</b> _____ <b>Use Standard Location</b>	Subtotal _____
	Taxes and Fees Multiplied by 8.1% _____
	Fuel Surcharge Multiplied by 4% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**Return This Information Sheet With The Electrical Service Order Form**

**Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers, and describe service required.**

**Booth Size:** \_\_\_\_\_ x \_\_\_\_\_

**Aisle \_\_\_\_\_ (Back of Booth)**

**Adjacent  
 Booth # \_\_\_\_\_**

**Adjacent  
 Booth # \_\_\_\_\_**

**Feet  
 Back**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
18																					18
17																					17
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7																					7
6																					6
5																					5
4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

**Feet over**

**Aisle \_\_\_\_\_ (Front of Booth)**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1166  
Log onto **cyberservices @ www.theexpogroup.com**

**Sports Licensing  
and Tailgate Show  
January 14-16, 2015  
Las Vegas Convention Center  
Las Vegas, Nevada**

**AV/Computer Terms & Conditions**

1. Equipment will **NOT** be delivered to an unattended booth. An authorized representative must sign for all equipment.
2. Delivery and Pickup labor charges include drayage, delivery, setup, on-site service and pickup. **(\$75.00 minimum charge)**
3. Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
4. Sales taxes are estimated and are due on all equipment and labor where applicable.
5. The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

**IMPORTANT: Cancellation Policy - All cancellations must be submitted in writing.**

Cancellations received by on or after January 7, 2015 are subject to a charge of 50% of the order total. Cancellations received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

<b>** WALL MOUNTING</b> ST Hours (1.0X) \$ 73.00	Monday - Friday, 8:00 am to 5:00 pm
<b>( 2 hr. Minimum)</b> OT Hours (1.5X) \$109.00	Monday - Friday, 5:00 pm to 12:00 am; Saturday after 8 hours
DT Hours (2.0X) \$146.00	Monday - Saturday, 12:00 am to 8:00 am; All day Sunday after 14 hours.

Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If it is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. TEG is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to your installation.

**Tax Exempt Status:** If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax -7550 form.

**Damage Waiver:** If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **Equipment Loss and Damage Acknowledgement**.

**\* NOTE:** In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.

- All pricing is for the length of the show, and will be delivered on day prior to show opening.
- Order prior to show-site to assure equipment availability.
- Computer accessories including digitizers, font cartridges, power surge protectors, paper and other items may be available on request.



**Sports Licensing  
and Tailgate Show  
January 14-16, 2015  
Las Vegas Convention Center  
Las Vegas, Nevada**

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1166  
Log onto **cyberservices @ www.theexpogroup.com**

## Audio Visual

**Advance Order Discount Deadline: December 15, 2014**

No Equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Tuesday, January 13, 2015. Failure to receive equipment at scheduled time will result in an additional delivery charge. Please select time of delivery:

8:00 am - 10:00 am    10:00 am - 12 noon    1:00 pm - 3:00 pm    3:00 pm - 5:00 pm

☐
☐
☐
☐

Video Displays (16:9, 1080p)	Includes Speakers	Please Circle Wall Mount or Tabletop (2 Hours Min.)		Qty.	Advance Price	Standard Price	Total
	24" LCD Monitor	Wall Mount** + \$146.00/Monitor	Tabletop	_____	\$ 320.00	\$ 400.00	_____
	32" LCD Monitor	Wall Mount** + \$146.00/Monitor	Tabletop	_____	\$ 500.00	\$ 625.00	_____
	40" LCD Monitor	Wall Mount** + \$146.00/Monitor	Tabletop	_____	\$ 680.00	\$ 850.00	_____
	46" LCD Monitor	Wall Mount** + \$146.00/Monitor	Tabletop	_____	\$1,000.00	\$1,250.00	_____
	55" LCD Monitor	Wall Mount** + \$146.00/Monitor	Tabletop	_____	\$1,200.00	\$1,500.00	_____
	60" LCD Monitor	Wall Mount** + \$146.00/Monitor	Tabletop	_____	\$1,320.00	\$1,650.00	_____
	Chrome Floor Stand w/Shelf (for 32" or larger monitors only)	<input type="checkbox"/> Shelf <input type="checkbox"/> No Shelf		_____	\$ 250.00	\$ 250.00	_____

Misc.	Blu-Ray Disc Player	_____	\$ 140.00	\$ 175.00	_____
	Multi-Format DVD Player (Region Free, NTSC/PAL)	_____	\$ 140.00	\$ 175.00	_____
	VGA Distribution Amplifier (1 x 4)	_____	\$ 52.00	\$ 65.00	_____
	Video Distribution Amplifier (1 x 4)	_____	\$ 52.00	\$ 65.00	_____
	HDMI Distribution Amplifier (1 x 4)	_____	\$ 52.00	\$ 65.00	_____

<b>Important Info.</b>	What source will be used with the monitor(s)? Computer _____; DVD/VCR or other Video Device _____;
	Multiple _____; Other (specify) _____.
	MAC USERS: Conversion video adapter (dongle) are not supplied. Please be sure to bring your own.

If required to mount a monitor above 5' from the floor, additional labor will be applied. TEG is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**\*\* Wall Mounting**

ST Hours (1.0X)	\$ 73.00	Monday - Friday, 8:00 am to 5:00 pm
OT Hours (1.5X)	\$109.50	Monday - Friday, 5:00 pm to 12:00 am, Saturday after 8 Hours
DT Hours (2.0X)	\$146.00	Monday - Saturday, 12:00 am to 8:00 am, All day Sunday after 14 hours

**IMPORTANT: Cancellation Policy - All cancellations must be submitted in writing.**

Cancellations received by on or after January 7, 2015 are subject to a charge of 50% of the order total. Cancellations received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

ADDITIONAL INFORMATION		CALCULATING YOUR TOTAL	
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Please list all AV equipment you will be bringing to the show: _____ _____	Subtotal	_____
		30% Surcharge with a \$75.00 Minimum	_____
		Delivery/Set-up/Pick-Up Equipment Charge	_____
		Damage Waiver 12% of Total    Yes___ No___	_____
		Taxes and Fees Multiplied by 8.1%	_____
		<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Advance Order Discount Deadline: December 15, 2014**

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8:00 am - 10:00 am    10:00 am - 12 noon    1:00 pm - 3:00 pm    3:00 pm - 5:00 pm  
☐                                      ☐                                      ☐                                      ☐

Audio		Qty.	Advance Price	Standard Price	Total
Wired Microphone	Circle One <b>Handheld    Lavalier</b>	_____	\$ 60.00	\$ 75.00	_____
UHF Wireless Microphone	Circle One <b>Handheld    Lavalier</b>	_____	\$ 240.00	\$ 300.00	_____
UHF Wireless Microphone - <b>Headset</b>		_____	\$ 240.00	\$ 300.00	_____
Individual Self Powered Speaker with stand (up to 10 people)		_____	\$ 72.00	\$ 90.00	_____
Small Exhibit Sound System with (2) speakers and (2) stands (up to 50 people)		_____	\$ 176.00	\$ 220.00	_____
Large Exhibit Sound System with (2) speakers, (2) stands & 4 channel Mixer (up to 100 people)		_____	\$ 212.00	\$ 265.00	_____
Custom Exhibit Sound Package		_____	Pls. Call	Pls. Call	_____
Audio Distribution Amplifier (1 x 4)		_____	\$ 52.00	\$ 65.00	_____
4 Channel Audio Mixer		_____	\$ 60.00	\$ 75.00	_____

Specialty Equip.	Please Circle Wall Mount or Tabletop (2 Hours)				
42" LCD Dual-Touch Touch screen Monitor (16:9)	Wall Mount** + \$146.00/Monitor	Tabletop	_____	Pls. Call for Quote	_____
46" Seamless LCD Video Wall Displays Available	Wall Mount** + \$146.00/Monitor	Tabletop	_____	Pls. Call for Quote	_____
70" or Larger LCD/LED Video Monitors Available			_____	Pls. Call for Quote	_____
Single-Touch and Multi-Touch Touch screens Available			_____	Pls. Call for Quote	_____

If required to mount a monitor above 5' from the floor, additional labor will be applied. TEG is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**\*\* Wall Mounting**    ST Hours (1.0X)    \$ 73.00    Monday - Friday , 8:00 am to 5:00 pm  
                                  OT Hours (1.5X)    \$109.50    Monday - Friday, 5:00 pm to 12:00 am, Saturday after 8 Hours  
                                  DT Hours (2.0X)    \$146.00    Monday - Saturday, 12:00 am to 8:00 am, All day Sunday after 14 hours

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
<b>Please list all AV equipment you will be bringing to the show:</b> _____ _____ _____	30% Surcharge with a \$75.00 Minimum _____
	Delivery/Set-up/Pick-Up Equipment Charge _____
	Damage Waiver 12% of Total    Yes____ No ____
	Taxes and Fees Multiplied by 8.1% _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Advance Order Discount Deadline: December 15, 2014**

No Equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Tuesday, January 13, 2015. Failure to receive equipment at scheduled time will result in an additional delivery charge. Please select time of delivery:

8:00 am - 10:00 am    10:00 am - 12 noon    1:00 pm - 3:00 pm    3:00 pm - 5:00 pm



LCD Monitors (16:9, 1080p)	Includes Speakers <b>Please Circle Wall Mount or Tabletop</b> (2 Hours Min.)		Qty.	Advance Price	Standard Price	Total
	24" LCD Monitor	Wall Mount** + \$_____/Monitor    Tabletop	_____	\$ 320.00	\$ 400.00	_____
	32" LCD Monitor	Wall Mount** + \$_____/Monitor    Tabletop	_____	\$ 500.00	\$ 625.00	_____
	40" LCD Monitor	Wall Mount** + \$_____/Monitor    Tabletop	_____	\$ 680.00	\$ 850.00	_____
	46" LCD Monitor	Wall Mount** + \$_____/Monitor    Tabletop	_____	\$1,000.00	\$1,250.00	_____
	55" LCD Monitor	Wall Mount** + \$_____/Monitor    Tabletop	_____	\$1,200.00	\$1,500.00	_____
	60" LCD Monitor	Wall Mount** + \$_____/Monitor    Tabletop	_____	\$1,320.00	\$1,650.00	_____
	Chrome Floor Stand w/Shelf	<input type="checkbox"/> Shelf <input type="checkbox"/> No Shelf	_____	\$ 250.00	\$ 250.00	_____
	(for 32" or larger monitors only)					

Computer Windows	Computer Only - Speakers Not Included (17" LCD Monitor included, Wired Mouse and Keyboard included with Desktop Computer)				
	Desktop - 17" Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010	_____	\$ 440.00	\$ 550.00	_____
	Laptop - 15 Quad Core, 2.4 GHz, Win 7, 2G RAM, 129G HD, DVD-RW, MS office 2010	_____	\$ 380.00	\$ 475.00	_____
	Laptop - Intel 17 Quad Core 2.8 GHz, 4GB RAM, 440 GB HD,DVD-RW, MS Office 2010	_____	\$ 440.00	\$ 550.00	_____

If required to mount a monitor above 5' from the floor, additional labor will be applied. TEG is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

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                                  OT Hours (1.5X)    \$\_\_\_\_    Monday - Friday, 5:00 pm to 12:00 am, Saturday after 8 Hours  
                                  DT Hours (2.0X)    \$\_\_\_\_    Monday - Saturday, 12:00 am to 8:00 am, All day Sunday after 14 hours

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ADDITIONAL INFORMATION		CALCULATING YOUR TOTAL	
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.		Subtotal	_____
Please list all Computer equipment you will be bringing to the show: _____		30% Surcharge with a \$75.00 Minimum	_____
		Delivery/Set-up/Pick-Up Equipment Charge	_____
		Damage Waiver 12% of Total    Yes___ No ___	_____
		Taxes and Fees Multiplied by 8.1%	_____
		<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**Advance Order Discount Deadline: December 15, 2014**

No Equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Tuesday, January 13, 2015. Failure to receive equipment at scheduled time will result in an additional delivery charge. Please select time of delivery:

8:00 am - 10:00 am    10:00 am - 12 noon    1:00 pm - 3:00 pm    3:00 pm - 5:00 pm  
☐                                      ☐                                      ☐                                      ☐

Computers Macintosh		Qty.	Advance Price	Standard Price	Total
	MAC Mini Dual Core, 2.5Ghz, Mac OSX Lion, 4GB RAM, 500GB HD, DVD-RW (Monitor not included)	_____	\$ 400.00	\$ 500.00	_____
	21.5" iMAC Dual Core, 2.5Ghz, Mac OSX Lion, 4 G RAM, 500GB HD, DVD-RW, Built-in 21.5"	_____	\$ 500.00	\$ 625.00	_____

Computer Accessories & Printers					
	HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)	_____	\$ 200.00	\$ 250.00	_____
	Keyboard and Mouse - Wired	_____	\$ 24.00	\$ 30.00	_____
	Keyboard and Mouse - Wireless	_____	\$ 48.00	\$ 60.00	_____
	Computer Speakers w/ Subwoofer	_____	\$ 36.00	\$ 45.00	_____

Important Info.	What source will be used with the monitor(s)? Computer _____; DVD/VCR or other Video Device _____; Multiple _____; Other (specify) _____. MAC USERS: Conversion video adapter (dongle) are not supplied. Please be sure to bring your own.
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If required to mount a monitor above 5' from the floor, additional labor will be applied. TEG is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
Please list all Computer equipment you will be bringing to the show: _____	30% Surcharge with a \$75.00 Minimum _____
	Delivery/Set-up/Pick-Up Equipment Charge _____
	Damage Waiver 12% of Total    Yes____ No ____ _____
	Taxes and Fees Multiplied by 8.1% _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Advance Order Discount Deadline: December 15, 2014**

The pleasing accent of floral displays softens and enhances your exhibit space, creating a professional and comfortable environment for you and your customers to conduct business. Special floral options are available on request. All materials and plants available on a rental basis only, except for cut flower arrangements. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at end of show. Orders placed on the show floor are subject to availability.

		Qty.	Advance Price	Standard Price	Total
<b>Green &amp; Blooming Plants</b>	Mum Plants	_____ x	\$ 43.00	\$ 61.43	= _____
	Color: _____ Yellow _____ White _____ Lavender _____ Bronze				
	Seasonal Flowering (Azaleas, etc.)	_____ x	\$ 55.00	\$ 78.57	= _____
	Large Fern or Ivy	_____ x	\$ 55.00	\$ 78.57	= _____
	3' Green Plants	_____ x	\$ 68.50	\$ 97.86	= _____
	4' Green Plants	_____ x	\$ 79.00	\$112.86	= _____
	5' Green Plants	_____ x	\$ 94.75	\$135.36	= _____
	6' Green Plants	_____ x	\$109.25	\$156.07	= _____
<b>Lead Tracking</b>	8" Bubble Bowl	_____ x	\$ 49.50	\$ 70.71	= _____
	(Great for drawing business cards).				
<b>Special Packages</b>	<b>Package "A" (For typical 100 sq. ft. booth)</b>				
	2 - 3' Plants				
	1 - Table-top Plant				
	All with Deco Containers	_____ x	\$158.00	\$225.71	= _____
	<b>Package "B" (For typical 200 sq. ft. booth)</b>				
	3 - 3' Plants				
<b>Professional Floral Services</b>	1 - Table-top Plant				
	All with Deco Containers	_____ x	\$211.00	\$301.43	= _____
	<b>Plasma Package (Perfect for plasma screen bases)</b>				
	Two Large ferns & one 6" blooming plant,				
	All with Deco Containers	_____ x	\$131.00	\$187.14	= _____
	<b>Custom Designed Floral Arrangement</b>				
	Small Arrangement	_____ x	\$110.50	\$157.86	= _____
	Large Arrangement	_____ x	\$144.00	\$205.71	= _____

**Cancellation Policy:** Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION		CALCULATING YOUR TOTAL	
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests		Subtotal	_____
		Taxes and Fee Multiplied by 8.1%	_____
		<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Lead Management Order Form

**Sports Licensing and Tailgate Show** January 14 - 16, 2015 ▪ Las Vegas, Nevada

Order online: <https://exhibitor.experientswap.com> Access Code: HAIFRH Final deadline to order prior to show 1/5/15

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Select your preferred system	on or before 11/19/14	from 11/20/14 to 12/4/14	after 12/4/14	number of units	sub total	TOTAL
<b>SWAP® "3 Pack"</b> One license and three activations.	\$499	\$499	\$499		\$	
<b>Additional SWAP Activations</b> Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event. SWAP Total					\$	
<b>Optium™ RT2000</b> Call for Custom Survey Setup	\$470	\$545	\$575		\$	
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$100	\$125		\$	
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$	
<b>Developer's Kit for Real Time Data Services (RTS)- for all exhibitors who use their own lead system.</b> Experient will provide all of the information you need to access our registration database in real time. This includes instructions for your IT Department to set up the data transfer, delivery of all access credentials necessary for downloads, and customer support if necessary. You can choose whether you want to pull data in real time, nightly or at the end of the event.	\$650	\$650	\$650		\$	
<b>See page 2 for system descriptions and requirements.</b>						
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services as this event deploys a QR code on the badge containing limited data. Pulling attendee data directly from the badge will not work.						
Sub-Total					\$	
8.1% Sales Tax					\$	
Total					\$	

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Options	on or before 11/19/14	from 11/20/14 to 12/4/14	after 12/4/14	number of units	sub total	TOTAL
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$	
Options Total					\$	
Preferred System and Options Total				\$ _____		

## Indicate Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)  
☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail Orders to: Experient ▪ 5202 Presidents Court, Suite 310 ▪ Frederick, MD 21703

For Assistance Contact:

Gem Hill

P: 888.267.4451

E: [gem.hill@experient-inc.com](mailto:gem.hill@experient-inc.com)

Fax Credit Card Orders to:

**301.694.3286**

Product Features & Options	SWAP	RT2000	SWAP Tablet	Developer's Kit (for use with your own system) *See Note Below
Capture leads anywhere	✓	✓	✓	*
Capture leads outside of show hours	✓	✓	✓	*
Take notes	✓	✓	✓	*
Custom lead qualifiers	✓	✓	✓	*
Handheld & Wireless	✓	✓	✓	*
No electricity required	✓	✓	✓	*
Leads consolidated in SWAP portal	✓	✓	✓	*
Leads in real time	✓	✓	✓	*
In booth printer		optional		*

**\*NOTE: Available features for Developer's Kit will be based on device being used**



### SWAP Feature Rating: ★★★★★★★★

- Download the app directly to your phone or device
- Custom lead qualifiers
- Lead retrieval is no longer limited to the show floor or by show hours
- All leads captured are consolidated in your SWAP Portal

### Optium RT2000 Feature Rating: ★★★★★★★★

- A mobile method for capturing lead information
- Instant access to lead data; Follow-up can begin immediately
- Handheld and wireless unit; *No electricity required*
- All leads captured are consolidated in your SWAP Portal
- Booth activity can be monitored, in real time, from remote locations
- Custom survey available; Contact your Lead Management Specialist



### SWAP & Android Tablet Package Feature Rating: ★★★★★★★★

- A high-tech mobile lead solution that stands alone OR compliments an existing strategy of a standard reader or multiple SWAP activations
- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your devices will be set-up and ready for lead collection with SWAP at the event
- All leads captured are consolidated in your SWAP Portal

### Developer's Kit for Real Time Data Services Feature Rating: ★★

- All of the information you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Delivery of all access credentials necessary for downloads and customer support
- Choose whether you want to pull data in real time, nightly or at the end of the event





# Internet/Network Order Form

Phone: **855-519-2624** – Fax: 702-920-8255

ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net) or EMAIL: [orders@coxlvcc.com](mailto:orders@coxlvcc.com)



Version 7: 07.21.14 Page 1 of 3

Event Name: **Sports Licensing and Tailgate Show**

Event Start Date: January 14, 2015

Event End Date: January 16, 2015

Booth/Room #:

On-Site Contact:

Cell #:

Email Address:

Company Name:

Billing Name:

Billing Address:

Billing Address:

City: State: Zip:

Country:

Phone #:

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**\*Advanced pricing - Ordering and payment must be received 21 days prior to the listed event date. On-site orders are subject to a 15% Expedite Fee.**

DATA Services	Quantity	Advanced*	Standard	Total
<b>Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products</b>				
<b>Business Starter: Up to 3 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses.		\$595.00	\$745.00	
<b>Business Select: Up to 10 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses.		\$795.00	\$995.00	
<b>Business Professional: Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses.		\$1,195.00	\$1,495.00	
<b>Dedicated Bandwidth Services</b>				
<b>Business Starter Plus: 3 Mbps</b> Single drop with 3 public IP addresses. No additional IP addresses allowed		\$3,200.00	\$3,500.00	
<b>Business Select Plus: 10 Mbps</b> Single drop with 3 public IP addresses. Order up to 10 total IP addresses.		\$5,500.00	\$6,100.00	
<b>Business Professional Plus: 25 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		\$12,800.00	\$14,300.00	
<b>Business Professional Plus: 50 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		\$25,000.00	\$26,500.00	
<b>Business Professional Plus: 100 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		\$40,000.00	\$45,000.00	
High Bandwidth Internet speeds from 200 Mbps up to 10 Gbps are available		Call for pricing	Call for pricing	

Additional Products and Services	Quantity	Advanced*	Standard	Total
Patch cables - Ethernet Cat 5 Cable		\$60.00 each	\$80.00 each	
Switch rental - Up to 24 port (10/100 unmanaged)		\$190.00 each	\$220.00 each	
Additional IP address		\$150.00 each	\$164.00 each	
Additional Locations - Additional drop for dedicated bandwidth products only		N/A	\$795.00 each	
Labor/Floor work		N/A	\$75.00/hour	

Sub-Total

Taxes (8.1%) on switch rentals and patch cables only.

Grand Total

## Customer Acceptance of Terms and Conditions.

Customer – Print Authorized Name

Customer – Authorized Signature

Date

**Payment Type:** Please select one. Credit card payments appear as "Cox Communications" on monthly statements.

☐ Check Payable to: **Cox Business** (Checks must be received at least 20 days prior to the first day of the event.)

Mail to: **ATTN: Advanced Convention Services (LVCC), Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106**

Credit Card: ☐ AMEX ☐ MC ☐ VISA Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ (3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

Card Holder Name (print)

Card Holder Name (signature)



**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY.** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or a Customer's use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



# Voice and Video Order Form

Phone: **855-519-2624** – Fax: 702-920-8255

ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net) or EMAIL: [orders@coxlvcc.com](mailto:orders@coxlvcc.com)



Version 6: 09.26.13 Page 1 of 3

<b>Event Name: Sports Licensing and Tailgate Show</b>	<b>Company Name:</b>		
Event Start Date: January 14, 2015	<b>Billing Name:</b>		
Event End Date: January 16, 2015	<b>Billing Address:</b>		
Booth/Room #:	<b>Billing Address:</b>		
On-Site Contact:	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
Cell #:	<b>Country:</b>		
Email Address:	<b>Phone #:</b>		

Cox Business has a full list of products beyond these drop services listed below. Please contact us to discuss any additional needs you may have.

**\*Advanced pricing - Ordering and payment must be received 21 days prior to the listed event date. On-site orders are subject to a 15% Expedite Fee.**

VOICE Services	Quantity	Advanced*	Standard	Total
<b>Phone System Services (Dial '9' for outside call)</b>				
Single Line (No phone set)		\$275.00	\$345.00	
Single Line with phone set (Long Distance rates will apply)		\$275.00	\$345.00	
Multi-Line: One line with one roll-over line and handset		\$409.00	\$490.00	
<b>Phone System Services (Direct Dial)</b>				
Single Line no features		\$409.00	\$490.00	
Single Line with Feature Package, Voicemail, and Unlimited Domestic LD		\$440.00	\$500.00	
Single Line with Polycom Speakerphone		\$525.00	\$550.00	
Two Lines (w features/voicemail/Unl LD) and 1 fax line		\$550.00	\$630.00	
<b>Demarc Extension Services</b>				
Dry Pair Demarc Extension (non-DSL)		\$200.00	\$250.00	
ISDN BRI circuit extension from Demarc to Booth		\$400.00	\$500.00	
VIDEO Services	Quantity	Advanced*	Standard	Total
<b>Analog Service</b> (Channels 3 - 64, 95; excluding 4, 40 & 48)				
Entire Show (First outlet only, up to 5 days)		\$340.00	\$415.00	
Additional Analog Outlets (2 or more)		\$110.00 each	\$140.00 each	
<b>Digital or HDTV Service</b> (All channels, excluding Premium and International)				
1-2 Days (First outlet only)		\$350.00	\$425.00	
Entire Show (First outlet only, up to 5 days)		\$450.00	\$525.00	
Additional Digital/HD outlets (2 or more)		\$275.00 each	\$330.00 each	
Additional Services	Quantity	Advanced*	Standard	Total
Labor/Floor work		N/A	\$75.00/hour	

Internal Use	<b>Sub-Total</b>	
	<b>Estimated Taxes and Fees</b>	
	<b>Grand Total</b>	

Taxes and fees are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business.

## Customer Acceptance of Terms and Conditions.

<div></div> <div>Customer – Print Authorized Name</div>	<div></div> <div>Customer – Authorized Signature</div>	<div></div> <div>Date</div>
<div></div> <div>Cox Business – Print Authorized Name</div>	<div></div> <div>Cox Business – Authorized Signature</div>	<div></div> <div>Date</div>

**Payment Type:** Please select one. Credit card payments appear as "Cox Communications" on monthly statements.

☐ **Check** Payable to: **Cox Business** (Checks must be received at least 20 days prior to the first day of the event.)  
Mail to: **ATTN: Advanced Convention Services (LVCC)**, Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106  
By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

Credit Card: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> VISA	Credit Card #:	Ex. Date:	Security Code: (3-4 digits)
<div></div> <div>Card Holder Name (print)</div>	<div></div> <div>Card Holder Name (signature)</div>		

### Booth Diagram Information - Voice and Video

Please indicate on the grid, the location of your Voice and Video drop(s).  
If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

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**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY.** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or a Customer's use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.





# Wi-Fi Hotspot Order Form

Phone: 855-519-2624 – Fax: 702-920-8255

ORDER ON-LINE: www.tradeshows.coxhn.net or EMAIL: orders@coxlvcc.com



Version 1: 06.29.14 Page 1 of 2

<b>Event Name: Sports Licensing and Tailgate Show</b>	<b>Company Name:</b>
Event Start Date: January 14, 2015	<b>Billing Name:</b>
Event End Date: January 16, 2015	<b>Billing Address:</b>
Booth/Room #:	<b>Billing Address:</b>
On-Site Contact:	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
Cell #:	<b>Country:</b> _____
Email Address:	<b>Phone #:</b> _____

Cox Business has a full list of products beyond the Wi-Fi Hotspot packages listed below. Please contact us to discuss any additional needs you may have.

On-site orders are subject to a 15% Expedite Fee. Wi-Fi Hotspot service does not include a wired drop and cannot be combined with wired services.

Wi-Fi Hotspots	Quantity	1.5 Mbps	3.0 Mbps	Total
Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.				
Wi-Fi Hotspot: Up to 10 Users		\$2,200.00	\$2,800.00	
Wi-Fi Hotspot: Up to 25 Users		\$3,200.00	\$4,000.00	
Wi-Fi Hotspot: Up to 50 Users		\$4,500.00	\$5,500.00	
*Wi-Fi Hotspot: Up to 100 Users		\$6,800.00	\$8,500.00	
*Additional block of 50 users (Available only with Wi-Fi Hotspot: Up to 100 Users)		\$3,000.00	\$3,750.00	
Splash Page with sponsor logo (Splash page template provided by Cox Business)		\$2,500.00	\$2,500.00	
Redirect Landing Page (Customer specified URL)		\$2,500.00	\$2,500.00	

Grand Total

## Customer Acceptance of Terms and Conditions.

Customer – Print Authorized Name

Customer – Authorized Signature

Date

**Payment Type:** Please select one. Credit card payments appear as "Cox Communications" on monthly statements.

☐ **Check** Payable to: **Cox Business** (Checks must be received at least 20 days prior to the first day of the event.)  
Mail to: **ATTN: Advanced Convention Services (LVCC)**, Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106

Credit Card: ☐ AMEX ☐ MC ☐ VISA Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ (3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

Card Holder Name (print)

Card Holder Name (signature)

## TERMS AND CONDITIONS OF SERVICE

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# GUEST Wi-Fi

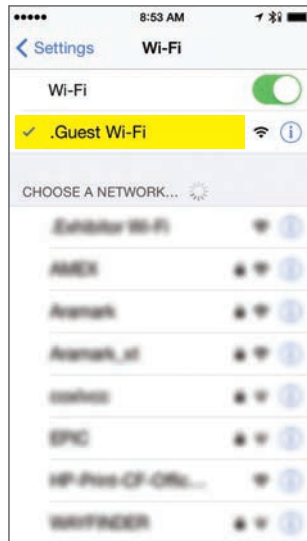
## Log In Instructions for the Las Vegas Convention Center

Please note that **Exhibitor Wi-Fi** instructions are available on the other side of this Instruction sheet.

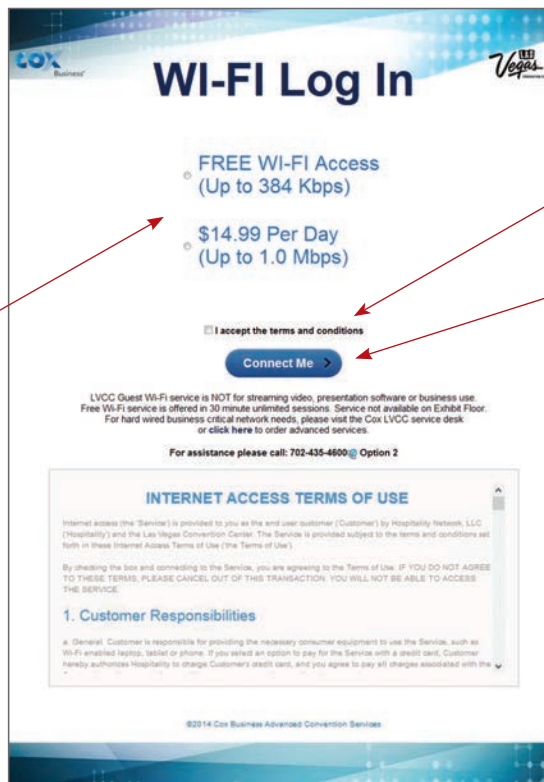
Free Wi-Fi Internet access is provided within all lobbies, common areas and meeting rooms of the Las Vegas Convention Center. Access is offered in unlimited 30 minute sessions. This service is not available on the Exhibit floor(s).

Please follow these instructions:

1. You can access this service by connecting to the **.Guest Wi-Fi** network on your mobile device via your Wi-Fi settings.



2. Once connected to the **.Guest Wi-Fi** network, open your Internet browser and you will be re-directed to a Wi-Fi splash page.
3. You may then choose our **FREE Wi-Fi** service or **upgrade to a paid service** which offers a higher speed.



4. Review and click the check box to accept the **Internet Access Terms of Use**.
5. Once you have accepted, hit the **Connect Me** button and you will be re-directed to our credit card billing page. A receipt will be sent to the email address entered on the billing page.



For support or billing questions call 702-435-4600, option 2.

# EXHIBITOR Wi-Fi

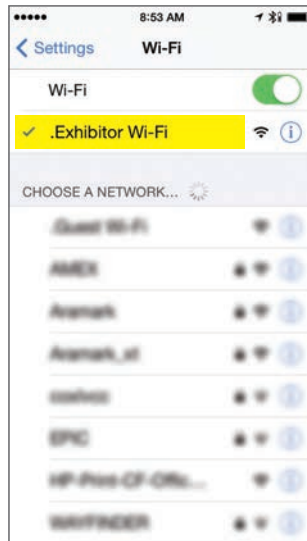
## Log In Instructions for the Las Vegas Convention Center

Please note that **Guest Wi-Fi** instructions are available on the other side of this Instruction sheet.

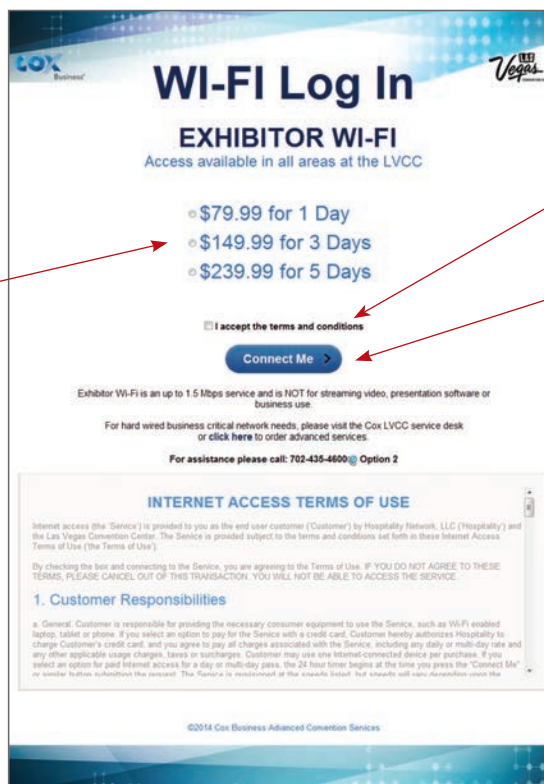
Exhibitor Wi-Fi service is available in all areas of the facility. This service is up to 1.5 Mbps and is paid on-site using your credit card. This service is not intended for streaming video, presentation software or power business use.

Please follow these instructions:

1. You can access this service by connecting to the **.Exhibitor Wi-Fi** network on your mobile device via your Wi-Fi settings.



2. Once connected to the **.Exhibitor Wi-Fi** network, open your Internet browser and you will be re-directed to a Wi-Fi splash page.
3. You may then choose the option that best suits your needs.



4. Review and click the check box to accept the **Internet Access Terms of Use**.
5. Once you have accepted, hit the **Connect Me** button and you will be re-directed to our credit card billing page. A receipt will be sent to the email address entered on the billing page.



For support or billing questions call 702-435-4600, option 2.



## Exhibitor Insurance Program

### EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Emerald Expositions requires that all exhibitors carry Commercial General Liability with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate. Emerald Expositions and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

Apply for insurance coverage online

[Click here](#) to purchase insurance for the Sports Licensing and Tailgate Show

Visa, Mastercard, AMEX are accepted

Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)





aramark  *Las Vegas Convention Center*

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## ***WELCOME TO LAS VEGAS, 2015 Sports & Licensing EXHIBITORS!***

As the exclusive food & beverage provider at the Las Vegas Convention Center, aramark continues to set the standard for culinary excellence and creativity. Our wealth of experience and creative food & beverage concepts enable us to create memorable events for our customers, and we'd be delighted to help you experience a successful Sports & Licensing Show 2015.



Whether it is a Keurig coffee kit, freshly baked cookies, popcorn, buffets, or food action stations in your booth—we can custom design a concept that will drive more traffic to your exhibit.

For custom menu ideas and concepts, please feel free to contact us. We excel in creating truly unique experiences for you and your customers.



Please feel free to reach out to your sales manager for menus and to place your order:

***Tracey Cooper – 702-943-6913***  
***[Cooper-tracey@aramark.com](mailto:Cooper-tracey@aramark.com)***

***The deadline for advance pricing is December 13, 2014***

