

Exhibitor Service Manual

for



February 6-9, 2017

WESTGATE RESORT, LAS VEGAS NEVADA

Presented by:



KEYSTONE EVENT SERVICES



Keystone Event Services Welcome Letter

Dear Glass Vegas Exhibitor,

Keystone Event Services has been chosen as the Official Service Contractor for the Glass Vegas Expo and is ready to assist you with all your exhibitor needs. We have developed a service kit so you may easily order anything that will enhance your trade show experience. Be sure to send in your orders & ship your freight before the deadlines to take advantage of our discounted rates. Please look through the service kit and familiarize yourself with all the information. If there is a need or service that you do not see in the kit, please contact us as soon as possible. It is our goal at KES to ensure that your experience at the Glass Vegas Expo is a great success.

Keystone Logistics is the official Freight Contractor for our event and can help handle all freight in and out of the show. Using our freight service, your shipment can be received at our Advance Warehouse location up to 30 days prior to the event. All shipments sent directly to the Westgate ballroom dock should be sent c/o Keystone Event Services to assure prompt delivery to your booth. Either way you choose to send your exhibit material, as long as you indicate Keystone on your freight, your pieces will be set in your exhibit space prior to Exhibitor move-in. All empty containers will then be stored during the event and returned back to you after the close of the show. Keystone Logistics will be your most convenient & reliable freight service company during the move out Thursday night. If you choose Keystone Logistics as your outbound carrier, we completed all the paperwork for you and even help you tape up your boxes.

We are excited to be part of the very first Glass Vegas Expo. Keystone Event Services and Keystone Logistics will maintain a service desk to handle any questions or needs during exhibitor move in & move out. If you have any questions, please do not hesitate to contact us at 702-326-9252 or via e-mail at scott@keystoneeventservices.com.

Thanks & I'll see you at the show,

Scott Rakowski
Keystone Event Services

Keystone Event Service Team

2764 Tyndrum Ave
Henderson, NV 89044
Tel 702-326-9252
Fax 702-914-0909



Exhibitor Information

**SHOW
MANAGEMENT
CONTACT
INFORMATION:**

All questions regarding the show's policies, off site events, non-exhibitor schedules and information on policies of the Glass Vegas should be directed to:

Las Vegas Management
Amy Short — amy@glass.vegas
2408 Chapman Drive
Las Vegas, NV 89104
Phone:702-836-1113 or 800-217-4527
Fax: 702-734-0636

**GENERAL
SERVICE
CONTRACTOR
CONTACT
INFORMATION:**

All questions & comments regarding shipping, storage, furniture rental, labor and other exhibitor & trade show related topics should be directed to:

Keystone Event Services
2764 Tyndrum Ave #3
Henderson, NV 89044
Phone:702-326-9252 Fax: 702-914-0909

**EXHIBIT
INSTALLATION,
DISMANTLE
SCHEDULE &
MISC.
INFORMATION**

Exhibitor move-in: Monday February 6th..... 10:00am until 6:00pm

NOTE: Show site shipments accepted all day. All displays must be set and empty crates tagged for storage by 4:00pm on Monday night.

Booth Drape Colors: Black & Silver
Booth Package Includes: Black skirted four or eight foot table with black vinyl topping, two chairs, wastebasket & ID Sign

Show Hours: Monday February 6th.....7:00pm until 10:00pm
Tuesday February 7th.....11:00am until 7:00pm
Wednesday February 8th11:00am until 7:00pm
Dismantle: Wednesday February 8th.....7:00pm until 10:00pm
Thursday February 9th.....9:00am until 2:00pm

NOTE: All exhibitor must start to dismantle and remove their exhibit by noon on Thursday.

Advance Warehouse Freight Deliveries — Accepted January 9th until February 3rd.

Show Site Freight Deliveries — Accepted February 6th all day. Please be sure to have driver come to Ballroom.



Before, During & After the Show

Before the Show

- Please review the Discount Deadline and take advantage of discount prices.
- Complete and submit your orders with your completed Payment and Credit Card Authorization Form and your check payment, if applicable.
- Retain a copy of your completed order form for your records.
- Forward your order forms and payment to Keystone Event Services via:

Fax your order forms with completed and signed Payment and Credit Card Authorization Form to 702-914-0909

Email your orders forms, along with the completed and signed Payment and Credit Card Authorization Form, to Scott@keystoneeventservices.com

Mail your original orders forms with completed and signed Payment and Credit Card Authorization Form. If applicable, attach your company check with the name of the show and your booth number to the top form.

**Mail to: Keystone Event Services
Scott Rakowski
2764 Tyndrum Ave #3
Henderson, NV 89044**

During the Show

- Please visit the Keystone Service Desk on-site if there are additional items or services you need during the show.
- Keystone Event Services will distribute the **Move-Out Bulletin**. Please review for important dismantle and move-out procedures.

After the Show

- Service continues after the show. Our customer services representatives will always be happy to assist you with any questions or requests you may have.
- Please turn in your bill of lading once your freight is packed and ready to go.
- Remember, if you are shipping with Keystone Logistics we will have your paperwork and labels all filled out for you at the service desk. Just come see us when you are ready to go.



Show Checklist

Keystone Event Services Forms

- Booth Furnishings \$ _____
- Booth Carpet/Padding \$ _____
- Material Handling/Shipping \$ _____
- Display Labor \$ _____
- Booth Cleaning \$ _____
- Accessible Storage \$ _____
- Floral \$ _____
- Vacuum Service \$ _____
- Cart Services for POV's \$ _____

Estimated Grand Total \$ _____

Please Submit Payment and Credit Card Authorization Form with Orders.
After January 31st use Standard Pricing.

Company Name _____

Booth # _____



Payment Policies

- **Payment Options**

Keystone Event Services, the official general service contractor for the **2016 Glass Vegas Expo** is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

- **Checks**

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with Keystone Event Services, in advance, to guarantee payment. Please make all checks payable to: Keystone Event Services.

- **Credit Card**

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Payment and Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing Keystone Event Services and/or Keystone Logistics to charge your credit card for any and all charges incurred.

- **Show Site Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of January 31st, 2016, and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Service Desk during the show will be billed at standard rates listed on the various order forms.

- **Payment Terms**

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with Keystone Event Services to guarantee payment. Invoices for outstanding balances will be available at the Keystone Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check upon presentation. **All payment disputes should be resolved before leaving the show site.**

If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Keystone Event Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Keystone Services will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

- **Cancellation Policy**

- Gladly refund 100% of orders if cancelled on or before January 30th. Orders cancelled January 31st to February 2nd subject to 50% charge. No Orders will be refunded after February 2nd, 2017
- Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of Keystone Event Services.



Payment and Credit Card Authorization Form

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with Keystone Event Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

PAYMENT METHOD: Personal Credit Card
 Corporate Credit Card
 Check

CARD TYPE: Visa
 MasterCard
 American Express
 Discover

ORDER RECAP		
Enter totals from each completed form		
<i>Note that some items taxable in the State of Nevada</i>		
Standard Booth Furnishings	\$	
Booth Carpet/Padding	\$	
Display Labor Order Form	\$	
Booth Cleaning/Vacuuming	\$	
Accessible Storage	\$	
Material Handling / Shipping	\$	
Floral and/or Plants	\$	
Porter Service	\$	
Cart Services for POV's	\$	
TOTAL AMOUNT DUE →	\$	

Card Number

Exp. Date

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

Please enter the CVV2 (security) Code on your card:

Please call office to verify that order was received

Cardholder's Name (print or type):		
Cardholder's Billing Address:		
City:	State:	ZIP:
Cardholder's Signature:	Date:	
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE		
Company Name:	Booth #:	
Street Address:	City:	State: Zip:
Phone #:	Fax #:	
Ordered By:	E-Mail:	
Signature:	Date:	



Limits of Liability and Responsibility

1. Keystone Event Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by Keystone Event Services to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Keystone Event Services shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Keystone Event Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Keystone Event Services maximum liability shall be limited to \$.50 per pound per shipment based on the weight of the freight lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. Keystone Event Services 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.
7. The consignment or delivery of materials to Keystone Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



Standard Booth Furnishings Order Form

Advance Pricing Deadline: January 31st, 2016

CHAIRS AND SPECIALTY EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Chair	\$ 6	\$ 10	\$
	Stool	\$ 35	\$ 45	\$
	Wastebasket	\$ 3	\$ 5	\$
	Easel	\$ 15	\$ 20	\$
	Garment Rack	\$ 25	\$ 40	\$
	Bag Stand	\$ 25	\$ 40	\$
	Literature Rack	\$25	\$ 35	\$
	Display Cube 24x24x42"	\$ 50	\$ 80	\$
	4 Ft. Table Riser	\$ 10	\$ 18	\$
	6 Ft. Table Riser	\$ 14	\$ 22	\$
	8 Ft Table Riser	\$ 18	\$ 26	\$
	Rope & Stanchion	\$ 50	\$80	\$
	4' x 8' Poster Board	\$ 100	\$ 150	\$
	Raffle Drum	\$ 25	\$ 40	\$
	Fish Bowl	\$ 15	\$ 20	\$
	Refrigerator (small)	\$ 80	\$ 120	\$
	8' Masking (per 10')	\$ 25	\$ 35	\$
	Item not listed _____			\$

DISPLAY TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	2' x 4' x 30" High	\$ 20	\$ 25	\$
	2' x 6' x 30" High	\$ 25	\$ 30	\$
	2' x 8' x 30" High	\$ 30	\$ 35	\$
	2' x 4' x 42" High	\$ 30	\$ 35	\$
	2' x 6' x 42" High	\$ 35	\$ 40	\$
	2' x 8' x 42" High	\$ 40	\$ 45	\$
	Skirt and Vinyl Topping	\$12	\$16	\$
Tables & Counters come Undraped Unless Noted DRAPE COLOR CHOICE; Black, Blue, Yellow, Red , Green, Silver and White				
MISCELLANEOUS				
Qty.	Size	Advance Rate	Standard Rate	Amount
	4th Side Table drape	\$ 16	\$ 18	\$
	Café Table 30"x42"	\$ 25	\$ 35	\$
	Café Table 30"x30"	\$ 35	\$ 40	\$
	Leather Office Chair	\$ 35	\$ 45	\$
	Refrigerator (mini)	\$ 60	\$ 95	\$
	Conference Table 6'	\$75	\$105	\$
	Park Bench	\$ 45.00	\$65.00	\$

**Custom Order / Special Requests
Please Call 702-326-9252**

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. Check, cash, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to

Sub-Total	\$
8.8% NV Sales Tax	\$
TOTAL AMOUNT →	\$

Company Name:	Booth #:
Ordered By:	Phone #:
Form #11 Signature:	Date:
Rev. 2/9/16	



Booth Carpet/Padding Order Form

Advance pricing deadline is January 31st, 2017

Ballroom is Carpeted
Orders received after January 31st use Standard Pricing

STANDARD CARPET

Price includes installation.
COLORS: Black, Blue, Gray, Red, Green (circle one)

Quantity	Color	Size	Advance Rate	Standard Rate	Amount
		10' x 10'	\$ 110.00	\$ 140.00	\$
		10' x 20'	\$ 145.00	\$ 175.00	\$

CUSTOM SIZE CARPET

Price includes Installation to fit booth space, protective covering and edges taped.
COLORS: Blue, Black, Gray, Red, Green NOTE: 100 Square Foot Minimum Order

Booth Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
ft.	ft.		\$ 3.93 / sq. ft.	\$ 5.09 /sq. ft.	\$

CUSTOM PADDING

Booth Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.		\$40.00 per 10x10	\$50 per 10x10

VISQUEEN

Note: 100 Square Foot Minimum Order

Booth Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.	ft.	\$.50/ sq. ft.	\$.75/ sq. ft.

Sub-Total \$

8.8% NV Sales Tax \$

TOTAL AMOUNT → \$

Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. Check, cash, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Gladly refund 100% of orders if cancelled on or before Sept. 27th. Orders cancelled on Sept 27th Through Sept 30th subject to 50% Charge. No orders will be refunded on or after September 30th

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Shipping Definitions

CRATED - Referred to as “Common Carrier Shipments”

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as “Van Line Shipments”

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional Keystone labor to load/unload.

SMALL PACKAGES - Referred to as a package, carton or envelope.

- Any **single package** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, Airborne Express, etc.

SPECIAL HANDLING

Shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.

Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments. Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)

Materials must be moved "by hand" to the booth due to facility situations beyond Keystone Event Services control (height/width limits in hallways, or small elevators, rooms where forklifts cannot be used, etc.)

Small package carriers such as FedEx, UPS, DHL

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. See example of savings below.

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED: (Generic Example Only)

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from Keystone for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using Keystone Logistics, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

Failure to follow these steps could result in freight being re-routed through Keystone Logistics and assessed additional shipping charges.

Be sure to pack all freight properly to avoid damage in transit.



F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do accept collect shipments. We will Collect an additional 40% Surcharge
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- If you shipped using Keystone Logistics will store your empties
- Pick up "Empty Labels" at the Keystone Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

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

- For your convenience, Keystone Logistics will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the Keystone Service Desk.)
- Do Not leave freight in booth unattended until you turn in your Bill of Lading.
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Service Desk. DO NOT leave the bill of landing in your booth or on your freight.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through Keystone Logistics.
- You must notify your carrier of the dates & times of pick-up if you are not using Keystone Logistics.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



Material Handling Order Form

**Shipments to the Warehouse can Arrive Starting January 9th and no later than February 3rd.
Shipments to the Show Site Should Arrive on February 6th**
Shipments arriving to Advanced Warehouse after January 31st are considered late and subject to 30% surcharge.

WHERE TO SHIP:

Shipments to WAREHOUSE:

**Keystone Event Services
c/o Lightning Logistics
6120 North Hollywood Blvd #106
Las Vegas, NV 89115**

GLASS VEGAS

Shipments to SHOW SITE:

**Keystone Event Services
WESTGATE RESORT
3000 Paradise Road
Las Vegas NV 89109**

GLASS VEGAS

• The Show Name, Your Company Name and Booth Number must be referenced on all shipments.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Keystone Event Services to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that Keystone Event Services will provide its services as our agent, and not as bailee or shipper, and if any employee of Keystone Event Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Keystone Event Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Keystone Event Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Keystone Event Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Keystone Event Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Description: _____

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Material Handling Rate Schedule

DISPLAY MATERIALS RATE SCHEDULE

All shipments received & stored at advanced warehouse and delivered to booth space. Empty containers are removed before show opening, stored & returned at close of show. Freight carted from exhibit floor post show & loaded onto outbound carrier.

Exhibitor Advanced Warehouse \$75.00 per cwt Freight above 76lbs.

Exhibitor Show site shipments \$75.00 per cwt Freight above 75 lbs.

Small Package fee of \$20 per shipment between 1 lb. & 25 lbs.

Small Package Fee of \$40 per shipment between 26 lbs. & 50 lbs.

Small Package Fee of \$60 per shipment between 51 lbs. & 75 lbs.

Freight will be in booth when exhibitor arrives at 10am Monday.
Advance Freight can arrive up to 30 days before show opening.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT WAREHOUSE OR EXHIBIT SITE will be subject to a 20% surcharge in addition to the above show site rates. This applies to shipments packed in such a manner as to require special handling including loose display parts, fragile pieces, uncrated and/or poorly wrapped equipment.

All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties. Shipments arriving COD will be accepted, and subject to 40% Surcharge.

- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Keystone Event Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. Keystone Event Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the show, Keystone Event Services reserves the right to re-route exhibit material to Keystone Logistics or an alternate carrier. As a result of re-routing no liability will be assumed Keystone Event Services.



Reverse Side of Material Handling Order Form

Please read carefully!

You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between Keystone Event Services /Logistics, and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by Keystone Event Services.

1. **DEFINITIONS.** The name Keystone shall be construed within the meaning of this contract as Keystone Logistic Services, or and their employees, officer, agents, and assigns including any subcontractors that Keystone may appoint. The term EXHIBITOR refers to any party who contracts for services with Keystone.

2. **Keystone RESPONSIBILITIES.** Keystone shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. Keystone assumes no responsibilities for any persons, parties, or other contracting firms not under Keystone direct supervision and control. Keystone shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Keystone reasonable control, or for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that Keystone is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Keystone with a release of subrogation to the extent that any insurance Keystone settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to Keystone prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against Keystone more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend Keystone and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through Keystone or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Keystone equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** Keystone shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials Keystone shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Keystone shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. Keystone assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

Keystone's **LIABILITY LIMITS.** If found liable for any loss or damage, Keystone's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. Keystone shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which Keystone specifically acknowledges receipt in writing. Keystone shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will Keystone be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and Keystone relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to Keystone as an offset against the amount of the alleged loss or damage. Any claim against Keystone shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment (s) the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. Keystone is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. Keystone shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to Keystone by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. Keystone assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. Keystone loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Keystone assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show Keystone shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Lightning Logistics
6120 North Hollywood Blvd #106
Las Vegas, NV 89115**

Exhibitor

Booth #

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Lightning Logistics
6120 North Hollywood Blvd #106
Las Vegas, NV 89115**

Exhibitor

Booth #

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.

Important note: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at show site.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL
Rush to:



Keystone Event Services
Westgate Resort
Ballroom Dock
3000 Paradise Road
Las Vegas, NV 89109

Attn: Scott Rakowski 702-326-9252

Exhibitor

Booth #



DIRECT TO SHOW SITE

EXHIBIT MATERIAL
Rush to:



Keystone Event Services
c/o Westgate Resort
Ballroom Dock
3000 Paradise Road
Las Vegas NV 89109

Attn: Scott Rakowski 702-326-9252

Exhibitor

Booth #



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



Display Labor Order Form

Labor Rates

Display Labor for Installation and Dismantling of Exhibits <i>— Power Tools Are Not Supplied —</i>		
Straight Time	\$ 47.00 per hour, one hour minimum per worker, thereafter 1hr. increments.	8:00 am to 4:30 pm Monday through Friday.
Over Time	\$47.00 per hour, one hour minimum per worker, thereafter 1 hr. increments	Monday through Friday after 5:00pm Saturday and Sundays

NOTE: 10:00 am Monday is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed under the supervision of the Exhibitor.
- Keystone Event Services Supervision – Hourly rate plus 30% Supervision charge. Detailed set-up and outbound shipping instructions must be sent in advance or provided at show site.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Monday, February 6th				\$
DISMANTLE	Thursday February 8th or 9th				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
---------------------	------------------------------------	------------------------------------	--	---

PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, Visa, MasterCard, Discover and American Express accepted.

Cancellation Policy: Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Booth Cleaning & Porter Order Form

BOOTH CLEANING

The show floor (including booth carpets) will be cleaned completely on Tuesday night after set up. If you would like booth cleaning on Wednesday night, please order using this form.

PORTER SERVICE

Daily cleaning and organizing of booth area morning of and during the show. Emptying wastebasket throughout show hours. Does not include Vacuuming.

Daily Vacuuming Service Rates					
Booth Dimensions	X	Advanced and show Rate	X	# of Days Needed	Amount
	X	\$35.00 per day, per 10x10	X		\$
Porter Service (daily cleaning inside your booth)					
	X	\$40.00 per day, per 10x10	X		\$
Sub-Total					\$
TOTAL AMOUNT →					\$

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Non-Official Contractor Request Form

For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from Keystone Event Services, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by any non-official contractor:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Booth • Cleaning • Catering

PLEASE NOTE: A valid and current copy of Exhibitor’s Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor’s services.

Complete this form only if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Have your labor company return this form along with Certificate of Insurance by Monday January 30th, 2017

Event Name:		
Exhibiting Company Name:		Booth#:
Address:	State:	Zip:
Authorized On-Site Representative:		
Name of Service Firm:		
Address:	State:	Zip:
Telephone:	On-Site Supervisor:	
Signature:	Date:	



Floral & Cart Service

Fresh Floral Arrangements	Advance Price	Standard Price
Small Floral Arrangements	\$35.00	\$50.00
Medium Floral Arrangements	\$50.00	\$65.00
Large Floral Arrangements	\$80.00	\$95.00
Live Green Plants		
2 Foot Green Plant	\$30.00	\$45.00
3 Foot Green Plant	\$40.00	\$55.00
4 Foot Green Plant	\$50.00	\$65.00
5 Foot Green Plant	\$60.00	\$75.00
6 Foot Green Plant	\$70.00	\$85.00
	Total	\$
	Tax 8.8%	\$
	Total	\$

Cart Service for POV'S

Keystone Event Services is pleased to offer affordable Cartage Service for the show. KES workers will be positioned to assist in unloading vehicles to expedite show move in & out. Items unloaded will be set in the exhibitor's booth while the exhibitors park their cars. Cost is a flat \$20 per cart load. Workers will be stationed in a designated porter turnout area in parking area or dock area, waiting with push carts to expedite the move in process. Exhibitors have the option of pre-ordering porter service and scheduling a specific move in time. Round trip cart service available for \$40 for both in & out.

Time Requested for unloading -- @ _____ am/pm (circle one)
 Amount of loads _____ x \$20/\$40 (one way/round trip)

Total \$ _____ **Exhibiting Company** _____ **Booth Number** _____



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE!

Keystone Event Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Keystone Event Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Smoking or vaping is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is strictly prohibited. The furniture is not designed to support standing weight.
- Forklifts, push carts and four wheel dollies are to be used by authorized personnel only. Please do not operate this equipment. Please ask for help.
- Be aware of forklifts and workers with pallet jacks moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Watch your step in the aisles and around the loading docks. There are hazards throughout the hall during set-up and move out. Please watch where you step.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets. We cannot be responsible for lost or stolen items.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



Move-Out Instructions

The 2017 Glass Vegas Expo exhibit hall will close on Wednesday, February 8th at 7:00 pm

There should be no dismantling of exhibits before this time.

Outbound forms must be completed and turned into the Keystone service desk, after your freight is packed and ready to ship.

DO NOT LEAVE YOUR FREIGHT ON THE SHOW FLOOR WITHOUT SEEING US AT THE SERVICE DESK.

If you choose to make your own arrangements for outbound shipping, you **MUST** take everything with you. It is your responsibility to get all packages to UPS or FEDEX from the show.

Thank you for reading the exhibitor kit. Should there be any services or items not found within this kit that we may provide for you, please do not hesitate to let us know. We look forward to helping you in any way needed, and wish you great success at the show.

Scott@keystoneeventservices.com 702-326-9252

2/9/16

Payment and Credit Card Charge Authorization

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Form Deadline Date:
January 23, 2017

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City/State/ZIP	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		TSE invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with TSE.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- TSE will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with TSE payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with TSE even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print _____

Billing Address _____

City _____ State _____ Zip/Postal Code _____

Account Number

Expiration Date MM/YY

MasterCard Corporate Card
 VISA Personal Card
 American Express

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Please Sign _____
Cardholder Signature

_____ Date
Cardholder Name - Please Print

Check Number	MM/DD/YY
Total Check Payment	Check Dated
\$	
Total Credit Card Payment	
\$	

Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



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Domestic Third Party Billing Request

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Form Deadline Date:
January 23, 2017

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Postal Code

Phone Fax Contact's Email Address

Please Sign

X
Exhibiting Company Authorized Signature

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events and have advised all of my AGENTS of the same.

Exhibiting Company Authorized Name - Please Print Date

Step 2. Check services below to invoice to the Third Party

All Services If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

Electrical Outlets Electrical Labor Plumbing
 Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Postal Code

Phone Fax Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City State Zip/Postal Code

Account Number Expiration Date MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X
Third Party Cardholder's Signature

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Third Party Cardholder's Name - Please Print Date

TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. TSE Terms & Conditions of Contract, and TSE's Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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Electrical Checklist

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
 Westgate Las Vegas Resort and Casino
 February 6 - 8, 2017

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call TSE for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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Electrical Safety and Regulation

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

1. Trade Show Electrical (TSE) Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by TSE. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

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7. TSE is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a TSE Electrician.



Reminder

Reminder:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

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Electrical Services Frequently Asked Questions

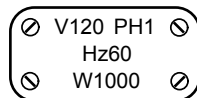
All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



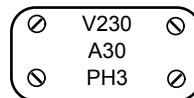
Glass Vegas
Westgate Las Vegas Resort and Casino
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How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

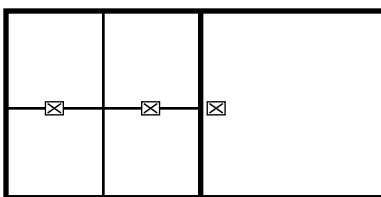
Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

Where will my power be located?

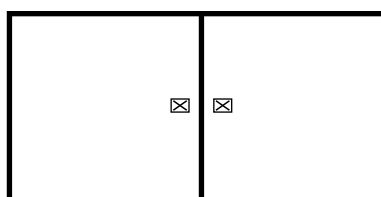
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If TSE does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

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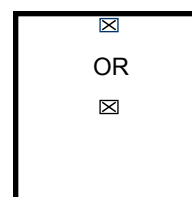


In-Line Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets but keep in mind of the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

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Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the TSE Department pre-show. Once on-site, please visit the TSE Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. TSE has different lighting options available. Contact TSE department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to 4 arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, TSE is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous TSE invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of booth requires specific dismantle requests, please advise TSE service desk. Equipment used for dismantle is billed at 1 hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. TSE does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – TSE Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for TSE lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the 4 arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by TSE for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). TSE must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

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What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations).

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Signs require a high lift and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to TSE office by the discount deadline date.

What else should I know?

All floor plans are reviewed prior to show site in order to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time. If labor is scheduled and the electrician shows up and there is no one there to direct them, there will be a 1 hour not ready charge billed per worker requested. You will need to go to the service desk when you are ready to place a new order. Show site labor rates may apply.

Laborers are required when ordering booth work labor for installation of monitors over 37" and when cords need to be fished under carpet for floor work labor.

Additional charge of \$195.00 will be applied for every 1000 watt overhead light ordered when your booth is located in certain areas due to the nature of the building and equipment required to install these lights.

Materials are charged on an as needed bases and are added to your invoice. Be sure to budget for these incidentals like extension cords, plug strips and tape. TSE can assist you in estimating, though it is difficult to predict the length and amount needed until work is actually performed.

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Electrical Outlets Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	123.00	185.25		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	222.00	332.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	264.50	397.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	295.50	443.00		\$
700005	030 Amp, 1 HP 120V	413.75	620.25		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	421.25	631.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	561.25	841.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	784.75	1,177.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,045.75	1,568.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,390.75	2,086.25		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,258.00	3,388.50		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.05	9.40		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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24 Hour Electrical Outlets Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	246.00	370.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	444.00	665.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	529.00	794.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	591.00	886.00		\$
700005	030 Amp, 1 HP 120V	827.50	1,240.50		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	842.50	1,263.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,122.50	1,683.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,569.50	2,355.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,091.50	3,136.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,781.50	4,172.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	4,516.00	6,777.00		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.05	9.40		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to TSE, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Lighting Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- TSE offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 75 Watt Black Arm Light (664752): This option provides a 75 watt bulb. Typically this light is used to light up a wall panel, highlight a graphic panel, or product on a shelf.
- 1000 Watt Overhead Floodlight (700361): This is a ceiling mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.

664752



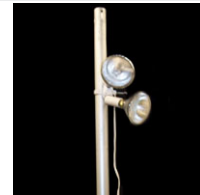
700361



700350



700352



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
664752	Arm Light, 75 Watt Black***	119.25	179.25		\$
700361	Floodlight, 1000 Watt Overhead**	470.00	705.00		\$
700350	Floodlight, 120 Watt*	120.75	181.50		\$
700352	Floodlight, 120 Watt Double*	211.75	317.50		\$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stancion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

*** If distribution of power is required to provide power to the lights, a labor order will be required.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed

\$

By signing and delivering the Lighting Order Form to TSE, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Electrical Floorwork Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by TSE for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: null
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705060	Electrical, ST	128.75	160.50	192.75			\$
705060	Electrical, OT	257.25	321.00	384.75			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is TSE Supervision? An exhibitor chooses TSE Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- Exhibitor Supervised
 - You must schedule date & time below as well as # of electricians and estimated hours.
 - TSE assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, TSE floor work labor is required. If no floor work labor is received, TSE will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- TSE Supervised (OK to proceed without exhibitor.)
 - If this is left unmarked and a floor plan has been submitted, TSE will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) drop location?
 Yes No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

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Form Continues on Next Page



Electrical Floorwork Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X
Authorized Signature

Authorized Name - Please Print Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed \$

By signing and delivering the Electrical Floorwork Labor Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Booth Work Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: null
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	128.75	160.50	192.75			\$
705061	Electrical, OT	257.25	321.00	384.75			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- Lighting
 - Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes
- Miscellaneous
 - Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

Hang Monitor*: Size _____ Qty _____ Other _____

*Monitors 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
- Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
January 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Booth Work Labor Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Equipment Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Discount Deadline Date:
January 23, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Trade Show Electrical (TSE) forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: null
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift

Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses.
(3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket

Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate

Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705200	5,000 lb, ST	230.00	287.75	345.00			\$
705200	5,000 lb, OT	652.50	816.00	978.50			\$
705230	5,000 lb w/Basket, ST	395.50	495.00	594.00			\$
705230	5,000 lb w/Basket, OT	814.75	1,018.25	1,221.75			\$

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705301	Scissor Lift, ST	405.50	506.75	607.50			\$
705301	Scissor Lift, OT	405.50	506.75	607.50			\$

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Form Continues on Next Page

Electrical Equipment Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
January 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service

Describe work that needs to be performed:

Step 3. Schedule Electrical Equipment

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed

\$

By signing and delivering the Electrical Equipment Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Booth Layout - Electrical

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Form Deadline Date:
January 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Main Drop Location
 120 V _____ AMPS
 208 V Single Phase _____ AMPS
 208 V Three Phase _____ AMPS
 480 V Three Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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Payment Policy

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

Payment for Services

TSE requires payment in full at the time services are ordered. Further, TSE requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

TSE accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. TSE reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the TSE office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or TSE set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, TSE retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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Terms and Conditions of Contract

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Glass Vegas
Westgate Las Vegas Resort and Casino
February 6 - 8, 2017

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; 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, un-supervised 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 GES; 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 GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and 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.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES 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.
- f. Unattended Goods: GES 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.
- g. Empty Storage: GES 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 GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES 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 and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES 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.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer'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 Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
- Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
- In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

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