



March 31 - April 2, 2017

WELCOME LETTER

South Point Hotel
Las Vegas, NV

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at exhibitorservices@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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CRITICAL SHOW INFORMATION

**South Point Hotel
Las Vegas, NV**

Booth Information

Booth Drape Colors:	Red/Gold back drape Black side drape
Booth Package Includes:	8' back drape (red/gold) 3' side rail (black) 200 lbs of Material Handling credit 1 - 6' draped table (black) 2 - side chairs 1 - wastebasket 1- exhibitor ID sign
Aisle Carpet:	Facility Carpet (multi-colored)

Exhibit Hall Hours

Exhibitor Installation:	Wednesday, March 29	1:00 pm - 5:00 pm
	Thursday, March 30	8:00 am - 5:00 pm
Show Hours:	Friday, March 31	9:00 am - 7:00 pm
	Saturday, April 1	9:00 am - 6:00 pm
	Sunday, April 2	10:00 am - 3:00 pm
Exhibitor Dismantle:	Sunday, April 2	3:00 pm - 9:00 pm
All Out By:	Sunday, April 2	11:59 pm

All carriers must check in no later than 5:00 pm on Sunday, April 2 for freight pick up

Shipping Information

Advance Warehouse: <i>All materials shipped in advance to the warehouse must arrive by 3/20/2017</i> c/o ESS 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118	Direct to Show Site <i>First day direct shipments will be accepted is 3/28/2017.</i> c/o Xpert Exposition Services South Point Hotel 9777 Las Vegas Blvd. South Las Vegas, NV, 89183
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Important Dates / Deadlines

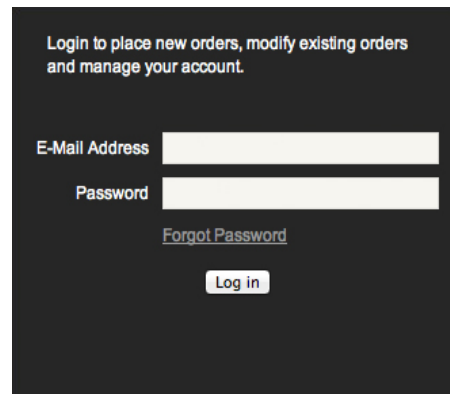
First day advance freight accepted:	02/27/2017
Discount price deadline for booth/furniture	03/03/2017
Last day advance freight accepted without additional fees	03/20/2017
First day direct freight	03/28/2017

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.



Enter your email address and password here:




Copying and pasting the password is suggested to eliminate errors.

-or-


2. Go to our website at www.xpertexpo.com

Click on  If you are not the main contact provided for the exhibiting booth, please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 or email exhibitorservices@xpertexpo.com for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

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

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

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

Standard Pricing

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

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item



PAYMENT AUTHORIZATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a \$25.00 service charge will be added. Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

- All Xpert Services Furniture & Carpet Material Handling Booth Cleaning & Porter Service
- Booth Labor Other _____

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number					Exp. Date	Security Code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____ AUTHORIZED SIGNATURE _____ AUTHORIZED NAME (please print) _____ DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

- All Xpert Services Furniture & Carpet Material Handling Booth Cleaning & Porter Service
- Booth Labor Other _____

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number					Exp. Date	Security Code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____ AUTHORIZED SIGNATURE _____ AUTHORIZED NAME (please print) _____ DATE



Glass Craft and Bead Expo

March 31 - April 2, 2017

SHIPPING ADDRESSES

**South Point Hotel
Las Vegas, NV**

Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **Glass Craft and Bead Expo**

c/o ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Advance shipments are accepted
from 02/27/2017 through 03/20/2017

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

For: **Glass Craft and Bead Expo**

Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

First day direct shipments will be
accepted is 03/28/2017.

Any shipment arriving prior to 03/28/2017 may
not be accepted and is subject to additional
handling fees.

From:

Glass Craft and Bead Expo

To: c/o ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Glass Craft and Bead Expo

To: c/o ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Glass Craft and Bead Expo

To: c/o ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Glass Craft and Bead Expo

To: c/o ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

Glass Craft and Bead Expo

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Glass Craft and Bead Expo

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Glass Craft and Bead Expo

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Glass Craft and Bead Expo

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

Tradeshow Shipping Simplified

EFS knows tradeshow shipping and our 21st century approach allows you to tailor a shipping plan that meets your specific needs. We can help you to, between, and from any shows, **ANYTIME AND ANYWHERE.**

TO SHOWS:

- Full coverage of North America = pickups anywhere
- Special needs? Lift gate? Residential pick-up? Need an appointment? Just ask
- In-transit tracking = assurance of on-time delivery
- Preferred carrier status = your shipment is in your booth when you need it

BETWEEN SHOWS:

- All-in caravan rates include freight cost, fuel, storage, and show site delivery
- No unexpected wait time charges at delivery

FROM SHOWS:

- Book your outbound shipment before the show and we will get your Material Handling Agreement (MHA) to you
- Ship prepaid or collect to a customer at the same low show rates

**We track your shipment during transit and handle all communications needed for on-time delivery...
SO YOU DON'T HAVE TO!**

IT'S EASY TO GET STARTED

Click here to get an [Easy Estimate!](#)

OR

Click here to [Book a Shipment](#)

OR

Click here to see our [Caravan Planner](#)

Yes, we do make it that easy!

QUESTIONS?

Contact one of our dedicated trade show experts toll-free at 800-382-7700 or email contact@exhibitfreight.com



CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles (“POVs”) only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of \$55 each way, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Three round trips maximum per exhibiting company. Shipments larger than three cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

Caddie Cart Load Service is....

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

Caddie Cart Load Service Schedule

Move-In

Wednesday, March 29	1:00 pm - 5:00 pm
Thursday, March 30	8:00 am - 5:00 pm

Move-Out

Sunday, April 2	3:00 pm - 9:00 pm
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Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding “riders” to existing insurance policies.

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.

Freight must be less than:	3' high
	3' wide
	5' long

Cart is 30” x 48”.





Glass Craft and Bead Expo March 31 - April 2, 2017

MATERIAL HANDLING AUTHORIZATION

Company Name _____

Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$75.80 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$98.50 per 100 lbs.**
= \$ _____

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

**200 lb. minimum

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x \$71.50 per 100 lbs.**
= \$ _____

Crated Additional Handling
Shipment Weight _____ cwt x \$92.95 per 100 lbs.**
= \$ _____

Uncrated Additional Handling
Shipment Weight _____ cwt x \$120.85 per 100 lbs.**
= \$ _____

**200 lb. minimum

Small Packages
First Piece \$45.75 + _____ Additional Pieces @ \$12.00

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

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

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional \$50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipment is received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

MATERIAL HANDLING POLICY

Weight Tickets

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

Overtime Charges

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

- Shipments are received on overtime.*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

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

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



**Glass Craft and Bead Expo
March 31 - April 2, 2017**

BOOTH LABOR	Discount Price Deadline 03/03/2017
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Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 3/03/2017: Add 30% to hourly rates.

LABOR RATES: **Straight time \$ 66.00** **Overtime: \$ 99.00**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time Install	# of Laborers	Total Hours	Hourly Rate	Total Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on installation labor

Dismantle

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on dismantle labor

Total Estimated Costs	\$
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*Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative

Cell Phone Number

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



OUTBOUND SHIPPING INSTRUCTIONS

NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Outbound Shipping Instructions

Please complete this section only if Xpert Exposition will be supervising booth labor.

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

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

Company Name / Show _____ Booth # _____

Address _____

City _____ State _____ Zip _____ Country _____

Attention: _____

Phone _____ Fax _____

SHIPPING METHOD

- AIR
- GROUND

Name of Carrier:

Please note:

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.



EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 3/03/17.

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

Services to be provided

- All Xpert Services
- Furniture & Carpet
- Material Handling
- Booth Cleaning & Porter Service
- Booth Labor
- Other _____

Is this company authorized to order services on your behalf? YES NO

Is this company responsible for charges incurred for the show? YES* NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME

SIGNATURE

DATE

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
--	---

INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
---	---

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 300,000	
	MED EXP (Any one person)				\$ 10,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
PROPERTY DAMAGE	\$					
(Per accident)						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT	\$1,000,000
					OTHER THAN AUTO ONLY:	\$
						\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER	
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
 Xpert Exposition Services and/or the consignee are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
Xpert Exposition Services 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS	
		AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC	



FORKLIFT LABOR

Discount Price Deadline 03/03/2017

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATES: Straight time \$ 215.00 Overtime: \$ 322.50

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Estimated Costs				\$

Description of Work to be performed: _____

Describe largest piece to be handled:

Weight _____ lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____
NAME

CELL

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



ACCESSIBLE STORAGE DURING SHOW

Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.

Accessible storage is unsecured

Set-Up Fee

There is a one-time set up fee of \$126.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.

FURNITURE & ACCESSORIES



Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion
(includes 7' retractable cord)



Tripod Easel



Garment Rack



Raffle Drum



Wastebasket



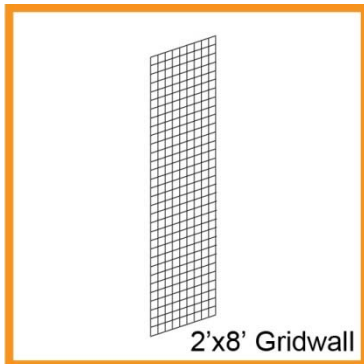
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



**Glass Craft and Bead Expo
March 31 - April 2, 2017**

STANDARD FURNITURE

Discount Price Deadline 03/03/2017

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$ 55.00	\$ 71.50	\$ _____
Barstool	_____	\$ 97.00	\$ 126.10	\$ _____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36" x 30" High Conference Table	_____	\$ 189.00	\$ 245.70	\$ _____
36" x 40" High Cocktail Table	_____	\$ 209.00	\$ 271.70	\$ _____

30" Tables

4' x 2' x 30" High Table (un-skirted)	_____	\$ 63.00	\$ 81.90	\$ _____
6' x 2' x 30" High Table (un-skirted)	_____	\$ 83.00	\$ 107.90	\$ _____
8' x 2' x 30" High Table (un-skirted)	_____	\$ 103.00	\$ 133.90	\$ _____

40" Tables

4' x 2' x 40" High Table (un-skirted)	_____	\$ 72.00	\$ 93.60	\$ _____
6' x 2' x 40" High Table (un-skirted)	_____	\$ 95.00	\$ 123.50	\$ _____
8' x 2' x 40" High Table (un-skirted)	_____	\$ 118.00	\$ 153.40	\$ _____
Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6'	_____	\$ 56.00	\$ 72.80	\$ _____

Table skirting

Skirting Colors Black Blue Burgundy Gold Green Red Silver Teal White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30" Table Skirt - 3 sides ONLY on 6' or 8'	_____	\$ 39.00	\$ 50.70	\$ _____
40" Table Skirt - 3 sides ONLY on 6' or 8'	_____	\$ 49.00	\$ 63.70	\$ _____
30" Table Skirt - 4 th side coverage for 6' or 8'	_____	\$ 39.00	\$ 50.70	\$ _____
40" Table Skirt - 4 th side coverage for 6' or 8'	_____	\$ 49.00	\$ 63.70	\$ _____

Total Costs	\$
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**Glass Craft and Bead Expo
March 31 - April 2, 2017**

FURNITURE ACCESSORIES

Discount Price Deadline 03/03/2017

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	\$ 95.00	\$ 123.50	\$ _____
22" x 28" Chrome Sign Stand	_____	\$ 89.00	\$ 115.70	\$ _____
4' x 8' Display Board	_____	\$ 164.00	\$ 213.20	\$ _____
4' x 8' Peg Board	_____	\$ 164.00	\$ 213.20	\$ _____
2' x 8' Grid Wall	_____	\$ 87.00	\$ 113.10	\$ _____
Grid Wall Feet (set of two)	_____	\$ 25.00	\$ 25.00	\$ _____
Garment Rack	_____	\$ 99.00	\$ 128.70	\$ _____
Literature Stand	_____	\$ 98.00	\$ 127.40	\$ _____
Raffle Drum	_____	\$ 93.00	\$ 120.90	\$ _____
Stanchion (includes 7' retractable cord)	_____	\$ 73.00	\$ 94.90	\$ _____
Tripod Easel	_____	\$ 37.00	\$ 48.10	\$ _____
8' Upright Pole & Base	_____	\$ 26.00	\$ 33.80	\$ _____
6' – 10' Crossbar	_____	\$ 26.00	\$ 33.80	\$ _____
Wastebasket	_____	\$ 19.00	\$ 24.70	\$ _____

BOOTH DRAPE

Drape Color Black Blue Burgundy Gold Green Red Silver Teal White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	\$ 15.00	\$ 19.50	\$ _____
3' high drape – side rail (per linear foot)	_____	\$ 12.00	\$ 15.60	\$ _____
End Cap	_____	\$ 45.00	\$ 58.50	\$ _____

Total Costs	\$
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Glass Craft and Bead Expo
March 31 - April 2, 2017

BOOTH CARPET

Discount Price Deadline 03/03/2017

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Carpet

Carpet Colors Black Blue Burgundy Gray Red Teal

	Quantity	Discount Price	Standard Price	Extended Price
10' x 10'	_____	\$144.00	\$187.20	\$ _____
10' x 20'	_____	\$288.00	\$374.40	\$ _____
10' x 30'	_____	\$432.00	\$561.60	\$ _____
10' x 40'	_____	\$576.00	\$748.80	\$ _____
10' x 50'	_____	\$720.00	\$936.00	\$ _____

Custom Cut Carpet

Carpet Colors Black Blue Burgundy Gray Red Teal

Booth Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq Ft (minimum 100 ft.) _____ X _____ = _____		\$2.40	or \$3.12=	\$ _____

Plush Carpet

Carpet Colors Black Blue Burgundy Gray Red Teal White

Booth Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft (minimum 100 ft.) _____ X _____ = _____		\$3.30	or \$4.29 =	\$ _____

Accessories

Padding (1/2 inch foam)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.) _____ X _____ = _____			\$1.40	or \$1.82 =	\$ _____

Double Padding (1 inch foam)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.) _____ X _____ = _____			\$2.75	or \$3.58 =	\$ _____

Visqueen (3 mil)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.) _____ X _____ = _____			\$0.95	or \$1.24 =	\$ _____

Total Costs	\$ _____
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

SHOWCASE RENTAL

Discount Price Deadline 03/03/2017

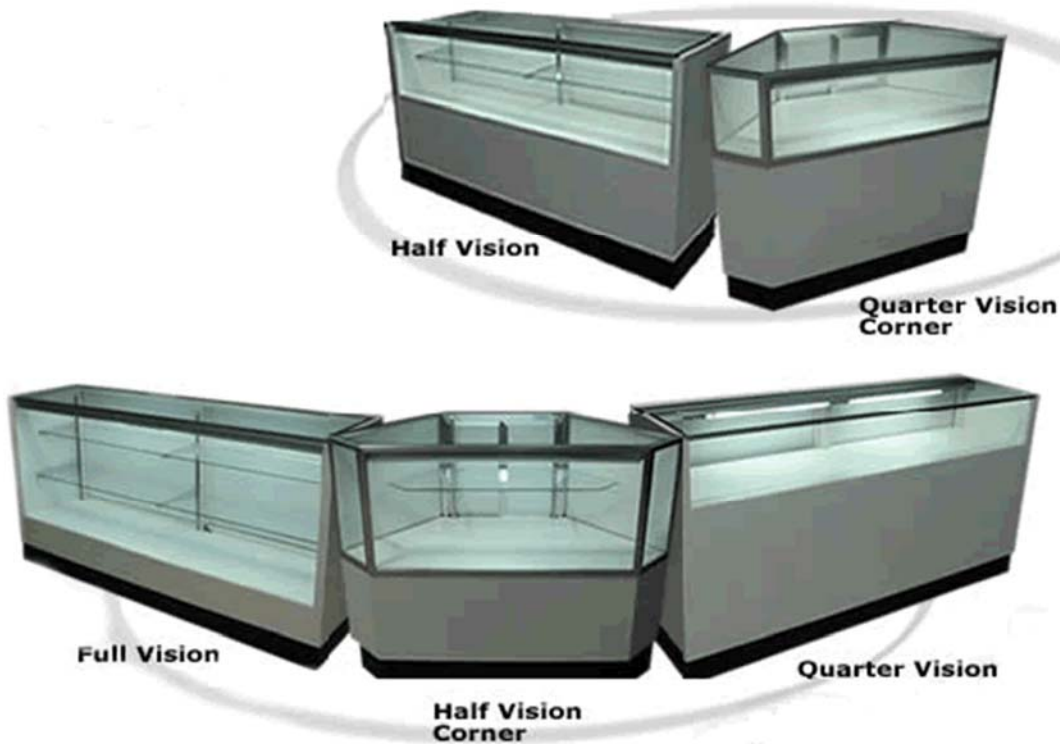
Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Showcase



Size	View			Quantity	Discount Price	Standard Price	Extended Price
4'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$335.00	\$435.50	\$_____
5'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$345.00	\$448.50	\$_____
6'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$355.00	\$461.50	\$_____
Corner	<input type="checkbox"/> half	<input type="checkbox"/> quarter		_____	\$345.00	\$448.50	\$_____
Total Costs							\$

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

BOOTH RENTAL

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____



PACKAGE A



PACKAGE D



PACKAGE G



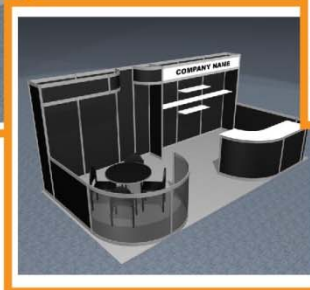
PACKAGE C



PACKAGE F



PACKAGE B



PACKAGE E



PACKAGE H

ACCESSORIES

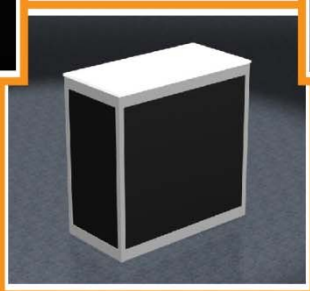
ARM LIGHT



SHELF



1M COUNTER



2M COUNTER



CURVED COUNTER





**Glass Craft and Bead Expo
March 31 - April 2, 2017**

BOOTH RENTAL

Discount Price Deadline 03/03/2017

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$1345	\$1748.50	_____
Package B • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$1830	\$2379	_____
Package C • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$2045	\$2658.50	_____
Package D • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$2557	\$3324.10	_____
Package E • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	\$3245	\$4218.50	_____
Package F • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	\$3150	\$4095	_____
Package G • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$3245	\$4218.50	_____
Package H • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$3945	\$5128.50	_____

Total Costs	\$
--------------------	-----------

Header copy:

Text color: Black Blue Red Grey

Panel color: White Black Grey Grey Fabric (Velcro friendly) Black Fabric (Velcro friendly)

Carpet color: Black Blue Burgundy Gray Red Teal

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002

exhibitorservices@xpertexpo.com



**Glass Craft and Bead Expo
March 31 - April 2, 2017**

BOOTH RENTAL ACCESSORIES

Discount Price Deadline 03/03/2017

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	\$65.00	\$84.50	\$ _____
1 meter shelf	_____	\$49.00	\$63.70	\$ _____
1 meter counter	_____	\$245.00	\$318.50	\$ _____
1 meter curved counter	_____	\$345.00	\$448.50	\$ _____
2 meter counter	_____	\$375.00	\$487.50	\$ _____
Sliding door lock for counter	_____	\$18.00	\$23.40	\$ _____

Total Costs	\$
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*Arm lights are only able to be utilized with Xpert rental booth packages

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**Glass Craft and Bead Expo
March 31 - April 2, 2017**

CUSTOM SIGNAGE

Discount Price Deadline 03/03/2017

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2" x 11"	_____	\$50.00	\$65.00	\$ _____
7" x 44"	_____	\$65.00	\$85.00	\$ _____
14" x 22"	_____	\$65.00	\$85.00	\$ _____
22" x 28"	_____	\$85.00	\$110.00	\$ _____
28" x 44"	_____	\$170.00	\$220.00	\$ _____
38" x 84" w/base single sided	_____	\$445.00	\$575.00	\$ _____

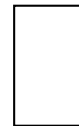
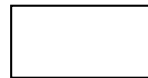
* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	\$9.00	\$11.70	\$ _____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total \$ _____

Add 8.1% Tax \$ _____

Total Costs	\$ _____
--------------------	-----------------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

UNION GUIDELINES

UNION JURISDICTION IN LAS VEGAS, NEVADA

LAS VEGAS SHOW SITE WORK RULES

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Teamsters Local 631 has jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed. If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR.

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

FREIGHT HANDLING

Teamsters Local 631 has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process. The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. An exhibitor may "hand carry" merchandise and "pop-ups" only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to "hand carry" materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details. Exhibitors are allowed one hand carry trip only, multiple hand carry trips in and out of the facility are not permitted. Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions: 1) the General Contractor has complete control of the loading dock at all times; 2) exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed; 3) all material must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local 631 requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

IN GENERAL

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regards to the Union's jurisdiction or practices must be directed to the General Contractor and the Union. Should you have any questions regarding the above please call Xpert Exposition Services at 702-248-8007.

FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



Glass Craft and Bead Expo March 31 - April 2, 2017

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICE in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICE show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICE has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICE or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bas or poly, or improperly packed or labeled materials. XPERT EXPOSITION SERVICE shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. XPERT EXPOSITION SERVICE does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitors' own risk. **XPERT EXPOSITION SERVICE assumes no responsibility or liability for loss or damage to goods in dry/cold storage or accessible storage.**

2. Relative to inbound/outbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICE or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. **Therefore, it is agreed that XPERT EXPOSITION SERVICE and its subcontractors are not responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth at show site or before they have been picked up for reloading at the conclusion of the event.** Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICE or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to XPERT EXPOSITION SERVICES and the actual count of such items in the booth at the time of pick-up. XPERT EXPOSITION SERVICE is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of Exhibitor's materials.

3. XPERT EXPOSITION SERVICE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICE in time to obtain the proper equipment.

4. Exhibitor shall not hang any articles, merchandise, product, advertisements, or other similar items from XPERT EXPOSITION SERVICE supplied booth materials (this includes but is not limited to XPERT EXPOSITION SERVICE panels or pipe and drape), utilized in Exhibitors own booth set up or in areas occupied by the show organizer or third parties. If Exhibitor does hang any prohibited items, Exhibitor alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such items (s). XPERT EXPOSITION SERVICE shall have no liability for any damages, costs, actions or injuries arising out of Exhibitors failure to comply with this provision.

5. XPERT EXPOSITION SERVICE and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

6. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

7. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or

assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICE and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICE or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

9. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills or for bulk shipments (i.e), UPS, Fed Ex, DHL, Air Freight) Such shipments will be delivered to booth without guarantee of piece count or condition.

10. Empty container labels will be available at the XPERT EXPOSITION SERVICE Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers. **XPERT EXPOSITION SERVICE will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.**

11. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICE and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. XPERT EXPOSITION SERVICE assumes no liability as a result of such rerouting or handling.

12. **MAXIMUM RECOVERY.** XPERT EXPOSITION SERVICE and its subcontractors are not an insurance company and does not offer or provide insurance; i.e., XPERT EXPOSITION SERVICE does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICE under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICE, or from the negligence of XPERT EXPOSITION SERVICE, its subcontractors or their respective employees. If found liable for any loss, XPERT EXPOSITION SERVICE'S and its subcontractors sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitors sole and exclusive remedy is limited to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. **This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.**

13. Exhibitor agrees that any and all claims for loss or damage must be submitted to XPERT EXPOSITION SERVICE immediately at the show site and in any case not later than 30 days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from XPERT EXPOSITION'S warehouse. XPERT EXPOSITION SERVICE will not

be bound to honor any claim or action brought against XPert EXPOSITION SERVICE or its subcontractors more than 30 days after the date of incident.

14. The Exhibitor agrees, in the event of a dispute with XPert EXPOSITION SERVICE or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPert EXPOSITION SERVICE for freight handling services or any other services provided by XPert EXPOSITION SERVICE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPert EXPOSITION SERVICE prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPert EXPOSITION SERVICE or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

15. Declarations of Declared Value are between the Exhibitor and the selected carrier ONLY, and are in no way an extension of XPert EXPOSITION SERVICE'S maximum liability stated herein. XPert EXPOSITION SERVICE will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, XPert EXPOSITION SERVICE will not be liable for any claim arising from the transmittal of, or failure to transmit declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

16. 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 District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County.

17. Customer shall defend, hold harmless and indemnify XPert EXPOSITION SERVICE from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property other than goods, relating to or arising from performance of services herein. Exhibitor agrees to indemnify and hold XPert EXPOSITION SERVICE 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 XPert EXPOSITION SERVICE. Customer's obligations under this provision shall not apply to XPert EXPOSITION SERVICE'S 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.** To the extent of XPert EXPOSITION SERVICE'S own negligence and/or willful misconduct, and subject to the limitations of liability above, XPert EXPOSITION SERVICE 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. XPert EXPOSITION SERVICE'S 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.

18. Exhibitor grants XPert EXPOSITION SERVICE a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of XPert EXPOSITION SERVICE and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by XPert EXPOSITION SERVICE on its behalf, services performed, materials and/or labor from time to time provided by XPert EXPOSITION SERVICE to or for the benefit of Exhibitor ("Obligations"). XPert EXPOSITION SERVICE shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that XPert EXPOSITION SERVICE is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. XPert EXPOSITION SERVICE may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

19. The Exhibitor, as a material part of the consideration to XPert EXPOSITION SERVICE General Contractor Services, waives and releases all claims against XPert EXPOSITION SERVICES with respect to all matters for which XPert EXPOSITION SERVICE has disclaimed liability pursuant to the provisions of this contract.

20. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF XPert EXPOSITION SERVICE PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS XPert EXPOSITION SERVICE, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/10/2017



The Power People

ELECTRICAL EXHIBITION SERVICES
 6705 S. Eastern Avenue, Las Vegas, NV 89119
 Phone: (702) 385-6911 Fax: (702)385-1810
 lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	GLASS CRAFT & BEAD EXPO 2017		
FACILITY:			
DATES:	MARCH 31-APRIL 2, 2017	EVENT #	037009LV

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:		ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN			
	AUTHORIZED SIGNATURE		
	PRINT NAME	DATE	

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 03/10/2017

E M



The Power People

ELECTRICAL EXHIBITION SERVICES
 6705 S. Eastern Avenue, Las Vegas, NV 89119
 Phone: (702) 385-6911 Fax: (702)385-1810
 lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	GLASS CRAFT & BEAD EXPO 2017		
FACILITY:			
DATES:	MARCH 31-APRIL 2, 2017	EVENT #	037009LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208/480-08-2015

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			92.50	139.00	
1000 WATTS (10 AMPS)			153.00	230.00	
1500 WATTS (15 AMPS)			180.00	270.00	
2000 WATTS (20 AMPS)			210.00	315.00	
208 VOLT SINGLE PHASE					
20 AMPS			387.00	581.00	
30 AMPS			460.00	690.00	
60 AMPS			796.00	1194.00	
208 VOLT THREE PHASE					
20 AMPS			515.00	773.00	
30 AMPS			615.00	923.00	
60 AMPS			806.00	1209.00	
100 AMPS			1061.00	1592.00	
200 AMPS			1762.00	2643.00	
480 VOLT THREE PHASE					
60 AMPS			1578.00	2367.00	
100 AMPS			2074.00	3111.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 =		

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		26.00
POWER STRIP		26.00
EUROPEAN POWER STRIP		45.00

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		93.00
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		186.00
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		N/A

PLACE TOTAL HERE

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

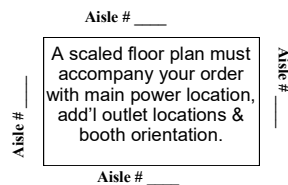
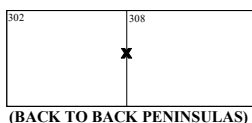
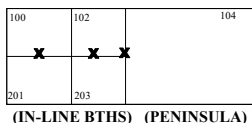
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

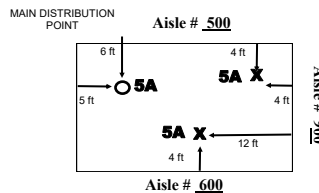
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings. A separate outlet must be ordered for temporary motor power.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

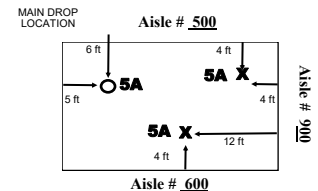
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES

6705 S. Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702)385-1810

lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	GLASS CRAFT & BEAD EXPO 2017		
FACILITY:			
DATES:	MARCH 31-APRIL 2, 2017	EVENT #	037009LV

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| 1. Electrical distribution under carpet | 6. Overhead power distribution |
| 2. Data/network cable under carpet | 7. Overhead coaxial (network) cable distribution |
| 3. Connection of all 208V or higher services | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs | 9. Hardwiring of any electrical apparatus |
| 5. Installation of lighting requiring tools for installation | |

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
 - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
 - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth _____ Estimated time _____
- Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____
- Show Site Contact with authority to make additions or changes to your order:
Contact Name _____
Contact Company _____
Contact Cell # _____
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES

6705 S. Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702)385-1810

lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	GLASS CRAFT & BEAD EXPO 2017		
FACILITY:	<i>South Point</i>		
DATES:	MARCH 31-APRIL 2, 2017	EVENT #	037009LV

SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Service Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 93.00 per hour

Monday-Friday 8:00 AM - 4:30 PM, excluding holidays

Overtime 186.00 per hour

Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

LIFT RATES

Lift N/A per hour

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed

PLUMBING ORDER FORM

Advance Payment Deadline Date: 03/10/2017

E M



The Power People

ELECTRICAL EXHIBITION SERVICES
 6705 S. Eastern Avenue, Las Vegas, NV 89119
 Phone: (702) 385-6911 Fax: (702)385-1810
 lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	GLASS CRAFT & BEAD EXPO 2017		
FACILITY:			
DATES:	MARCH 31-APRIL 2, 2017	EVENT #	037009LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material and labor charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
Air Outlet	420.00	630.00	
Additional Connections within 20' of Outlet	202.50	303.75	
CFM requirements (There is a 5 CFM min. charge per outlet/ connection)	8.10/CFM	12.15/CFM	

Remember to order CFM with air services. Connection size see # 9 on back of form.

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	420.00	630.00	
Additional Connections within 20' of Outlet	202.50	303.75	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

Drain Outlet	420.00	630.00	
Additional Connections within 20' of Outlet	202.50	303.75	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	121.50	182.25	
51 – 200 Gallons	324.00	486.00	
201 – 500 Gallons	405.00	607.50	
Each additional 100 Gallons up to 1,000 Gallons	40.50	60.75	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	81.00	
OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	162.00	
LIFT (Only required if outlets are dropped from overhead)	227.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

\$

TOTAL PAYMENT

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. Order with payment and accurate floor plan must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the Exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
6. The CFM (Cubic Feet per Minute) requirements determine the volume of air required to properly operate Exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an Exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size and fitting are determined by the CFM requirements.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when available.
15. Gas & Cylinders: Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the Exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
21. Claims will not be considered or adjustments made unless filed by the Exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For Further Information please visit our website at www.edlen.com
or call the number on the front of this form



2017 EXHIBITOR KIT

All prices are current and are subject to change without notice.



9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183
FAX: (702) 797-8051
Telephone: (702) 797-8060

South Point Management and staff are looking forward to the pleasure of your visit. We ask that you please comply with State and Local Fire Codes and the South Point building policies.

NOTICE: SMOKING IS PROHIITED IN EXHIBIT AREAS.

All materials used in exhibit construction, decoration, or as a temporary cover **MUST BE CERTIFIED AS FLAME RETARDANT** and a sample must be available for testing.

ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.

ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS must be visible and accessible.

NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL EQUIPMENT. Materials for handouts must be limited to a one-day supply and stored neatly within the booth. IF NOT REMOVED BY SHOW OPENING, SHOW DECORATOR WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.

HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL EQUIPMENT.

All 110-VOLT EXTENSION CORDS shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.

CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.

ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the South Point. Round cords are not authorized under carpet or in walkways.

VEHICLES ON DISPLAY must have filler caps sealed and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling. A separate permit is required for motorized vehicles.

HALOGEN LAMPS MUST BE IN UL OR RECOGNIZED LABORATORY APPROVED METALLIC FIXTURE Halogen lamps are limited to 35 watts and must be of the sealed variety, which prevents direct handling of the bulb. Certain forms of halogen lamps have been completely prohibited. Contact the Catering Office for a current copy of the halogen ban statement.

COMPRESSED GAS CYLINDERS, INCLUDING LPG, Helium, Oxygen, and Acetylene, are prohibited unless approved by the Office of Fire Protection and Safety. No cylinders will remain in the facility overnight.

THE USE OR STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of the buildings, exceptions must be approved by South Point Management. Paint spraying must be done outside the building.

Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.

IN PLACES OF PUBLIC ASSEMBLY, any two-story booth with only one stairway must have a sign stating maximum occupancy - ten (10) people.

For questions or further information, you may visit www.clarkcountynv.gov/depts/fire or contact the Catering Office.



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 Las Vegas, Nevada 89183
 FAX: (702) 797-8051
 Telephone: (702) 797-8060

SMALL PACKAGE HANDLING SERVICES

For the convenience of our hotel guests, we are happy to advise the South Point Business Center offers a variety of services such as: computers with high-speed internet access, photocopying, faxing, notary services, and package handling. Their hours of operation are:

Monday through Friday 8 a.m. to 6 p.m.
 Saturday and Sunday 8 a.m. to 4 p.m.

Due to our storage space limitations and a high volume of conventions, packages should be sent to arrive no more than one (1) week prior to your hotel arrival. Storage fees will apply if packages are received more than seven (7) days before pick-up. If a package has not been claimed within thirty (30) days of receipt and no contact information is provided, the package will be returned to the sender and the sender will be responsible for all additional shipping fees incurred.

This service is not meant to circumvent your designated Show Decorator or drayage company. All freight should be handled as specified by Show Management. In these cases, the South Point reserves the right to release any received shipments directly to the Show Decorator. In the event you have a small package to ship to the Hotel, it should be addressed as follows:

ATTN: *(Name of hotel guest)*
 ARRIVAL DATE: *(The hotel guest scheduled check-in date at the South Point)*
 c/o South Point Hotel & Casino
 9777 Las Vegas Boulevard South
 Las Vegas, Nevada 89183

All packages and boxes (incoming and outgoing) are subject to package handling charges:

Flat Envelope	\$2.00 per envelope
0.0 - 10.0 lbs.	\$5.00 per piece
10.1 - 25.0 lbs.	\$10.00 per piece
25.1 - 50.0 lbs.	\$20.00 per piece

A \$25 labor fee will apply for excessive package handling/moving. This charge may be applied each time a move is requested by guest.

You must be a registered South Point hotel guest and arrangements for payment must be made at the time of pick-up. Charges may be applied to your guest room account.

All prices are current and are subject to change without notice.



9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183

AUDIO-VISUAL RENTAL AND SERVICES

South Point Production Services is a full-service audio and visual supplier. Below is a list of our most commonly used rented equipment. This list is not exclusive. Please provide us with your audio-visual needs and we will be happy to prepare a package that fits your needs and budget. All rentals are a "per day" charge and subject to 8.15% tax. *NOTE: Any orders or changes received by Hotel less than three (3) business days prior to Event will be subject to a twenty (20) percent surcharge on equipment and labor.*

Audio-Visual Pricing

Video Equipment

_____	DVD Player	\$95.00
_____	60" Flat Panel with Stand	\$400.00

Meeting Support

_____	Tabletop Lectern	\$30.00
_____	Podium	\$50.00
_____	Flip Chart with Markers	\$40.00
_____	White Board with Markers	\$40.00
_____	Tech Table with Power	\$50.00
_____	Projection Stand	\$25.00
_____	Laser Pointer	\$35.00
_____	USB Computer Remote	\$35.00
_____	Digital Speaker Timer	\$125.00

Video and Data Projectors

_____	2,200 Lumen XGA LCD Projector	\$250.00
_____	5,000 Lumen LCD Wide Format Projector	\$500.00
_____	10,000 Lumen DLP HD Wide Format Projector	\$1,000.00
_____	6' x 6' Tripod Screen	\$50.00
_____	8' x 8' Cradle Screen	\$75.00
_____	10' x 10' Cradle Base Screen	\$90.00
_____	11.5' x 15' Standard Format Fast Fold Screen	\$250.00
_____	9' x 16' Wide Format Fast Fold Screen	\$250.00
_____	12.5' x 21' Wide Format Fast Fold Screen	\$350.00

Audio-Visual

_____	Standard Lectern Microphone	\$45.00
_____	Dynamic Microphone with Switch	\$50.00
_____	Shure 58 Wired Microphone	\$50.00
_____	Wireless Handheld Microphone	\$140.00
_____	Wireless Lavalier Microphone	\$140.00
_____	Audio Mixer	\$125.00
_____	Digital Mixer	\$225.00
_____	Press Feed Unit	\$125.00
_____	10" Powered Speaker/Monitor	\$100.00



Audio-Visual Pricing (Continued . . .)

Audio-Visual (Continued . . .)

_____	Powered Speaker, KLA Line Array	\$250.00
_____	18" Powered Sub	\$150.00
_____	Speaker Stand	\$30.00
_____	Microphone Stand	\$25.00
_____	PCDi (Personal Computer Device Input) Transformer	\$35.00

Lighting

_____	1/2 Ton Chain Motor	\$135.00
_____	12" x 12" x 10' Box Truss	\$100.00
_____	ETC Par Bars - 6 Lights	\$150.00
_____	Standard Theatrical Light	\$30.00
_____	LED Par Light	\$45.00
_____	ETC Smart Fade	\$150.00

All Scheduled Tech Labor has a four-hour minimum call time. Overtime begins after ten hours. Time is billed at actual time after four hours. Short turn-around and crash (late request) penalties may apply for turn-arounds less than 10 hours, and new labor request less than 24 hours. After six hours, a meal period must be given - 1 hour off clock or 1/2 hour on clock.

<u>Audio Visual Labor (per hour)</u>	<u>Basic</u>	<u>Overtime & Holiday</u>
_____ Technician	\$75.00	\$115.00
_____ Rigger	\$95.00	\$145.00

❖ ❖ ❖

All prices are current and are subject to change without notice.



9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183

Please return to:

Rich Niederman, Catering Director
E-mail: niedermanr@southpointcasino.com
FAX: (702) 797-8051
Telephone: (702) 797-8060

RIGGING SERVICES

South Point Production Services is the exclusive provider for all rigging including supervision, assembly, installation, and removal of signs and trusses. All work is billed by the half hour with a four-hour minimum. Price includes up to two riggers and scissor lift. Cancellations within 24 hours of load-in will result in a charge of one hour. Any rigging point exceeding 100 lbs. will require the use of a hoist.

Please type or print information.

EVENT NAME: GLASS CRAFT & BEAD EXPO 2017		EVENT DATES: March 27 to April 2, 2017	
EXHIBITING FIRM			BOOTH #
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:			
CONTACT AT SHOW:			
DATE / TIME OF CONTACT'S ARRIVAL AT HOTEL:			
EMERGENCY TELEPHONE NUMBER FOR CONTACT AT SHOW:			

	ADVANCE DISCOUNT	STANDARD	SHOW SITE
RATES	\$400.00	\$500.00	\$625.00
<i>Advanced Discount is only available on orders received at least thirty (30) days prior to the load-in date of the Show.</i>			
<i>Standard rates apply to orders received between twenty-nine (29) days and 24 hours prior to load-in.</i>			
<i>Show Site rates apply to orders received at the show site.</i>			

ADDITIONAL LABOR (PER HOUR)	ADVANCE DISCOUNT	STANDARD	SHOW SITE
Straight Time	\$80.00	\$95.00	\$100.00
Overtime	\$120.00	\$145.00	\$200.00
<i>Straight Time: Monday through Friday from 8 a.m. until 5 p.m.</i>			
<i>The above-noted "Overtime" rates apply on Holidays.</i>			

TYPE OF SIGN:	<input type="checkbox"/> Structural	<input type="checkbox"/> Banner	<input type="checkbox"/> Systems
SHAPE OF SIGN:	<input type="checkbox"/> Square	<input type="checkbox"/> Rectangle	<input type="checkbox"/> Triangle
	<input type="checkbox"/> Circle	<input type="checkbox"/> Other	
DIMENSIONS & WEIGHT OF SIGN:			
Width _____	Length _____	Height _____	Weight _____
Number of structural pick points _____			
Hanging height of the top of the sign from the floor (in feet) _____			
Does your sign require electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>NOTE: Power must be ordered separately.</i>			
Is your sign motor driven? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your sign require assembly? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please use the Booth Layout Work Sheet to indicate location and direction of sign. Sign will be hung in accordance with the Booth Layout Work Sheet. **It is your responsibility to be available or have a representative available at the time of install.** Please call to make arrangements. *NOTE: All prices are current and are subject to change without notice.*

NOTES: _____



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Las Vegas, Nevada 89183

Please return to:

Rich Niederman, Catering Director
E-mail: niedermanr@southpointcasino.com
FAX: (702) 797-8051
Telephone: (702) 797-8060

BOOTH LAYOUT WORKSHEET

You may make copies of this sheet for different elements. Please use the 10 x 10 grid to mark the location of items in your booth. In booths larger than 10 x 10, please mark the location in feet. Please mark the direction of signs. Please mark all neighboring booth numbers.

Please type or print information.

EVENT NAME: GLASS CRAFT & BEAD EXPO 2017		EVENT DATES: March 27 to April 2, 2017	
EXHIBITING FIRM:			BOOTH #
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:			
CONTACT AT SHOW:		CELL PHONE NUMBER:	

FRONT OF BOOTH

Neighbor Booth # _____

		↑		↑			↑		

REAR OF BOOTH

Neighbor Booth # _____

NOTES: _____



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Please return to:

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CREDIT CARD AUTHORIZATION FORM

GROUP NAME: GLASS CRAFT & BEAD EXPO 2017 FUNCTION DATE(S): March 27 - April 2, 2017

TO RECEIVE DISCOUNT RATES, THIS ORDER AND PAYMENT MUST ARRIVE AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT DATE. OTHERWISE, STANDARD RATES PLUS TIME AND MATERIALS WILL APPLY. REFUNDS WILL ONLY BE GIVEN IF WRITTEN CANCELLATION NOTICE IS RECEIVED A MINIMUM OF SEVEN (7) DAYS PRIOR TO THE SHOW.

Please type or print information.

COMPANY:			BOOTH #	
NAME OF CARDHOLDER:				
CELL PHONE:		FAX NUMBER:		
CARDHOLDER E-MAIL ADDRESS:				
CREDIT CARD BILLING ADDRESS:		CITY:	STATE:	ZIP CODE:
ON-SITE CONTACT:			CELL PHONE:	

PAYMENT POLICY (*Orders must be prepaid before they can be processed*):

PLEASE PROVIDE ONLY THE LAST 4 DIGITS OF YOUR CREDIT CARD NUMBER BELOW. You will need to contact the Catering Office at (702) 797-8060 with your complete Credit Card Number, Expiration Date, and CVV Security Code.

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

Please check all charges that apply:

- | | |
|--|---|
| <input type="checkbox"/> Audio-Visual | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Package Handling |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Rigging |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Room Rental |

By signing below, I authorize and acknowledge that all of the aforementioned charges, including any outstanding balance, will be processed to my credit card.

AUTHORIZED SIGNATURE:	DATE:
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**WIFI ORDER
CREDIT CARD AUTHORIZATION**

The South Point Hotel has offered us a great WIFI deal for all exhibitors. A flat rate of \$125 for all three days beginning on Friday and going through Sunday.

If you are interested in taking advantage of this offer, please fill out the form below and send it back either by fax or you can scan and email it.

All charges will be processed by Las Vegas Management.

Your WIFI code will be given to you when you come to the registration desk to pick up your badges.

This offer will be available on show site as well at the same rate.

Full payment is due with order:

[] Credit Card: Type: _____

Number

Exp

Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____

ZIP: _____

Phone: () _____ FAX: () _____

Email: _____

Fax: (702) 734-0636; Phone: (800) 217-4527; E-mail: jen@lvmanagement.com Website: www.glasscraftexpo.com



Exhibit Booth Cleaning
CREDIT CARD AUTHORIZATION

Las Vegas Management offers vacuuming of booth space prior to show opening (after set up is complete Thursday night) as well as nightly aisle vacuuming and trash pick-up (if your trash can is left on the perimeter of your booth space). If you would like to have your exhibit space vacuumed each night (or on a specific night) you will need to order cleaning services.

If you would like to order booth cleaning, please fill out the form below and send it back either by fax or you can scan and email it.

All charges will be processed by Las Vegas Management. Booth cleaning will be done by M & M Labor.

Booth Cleaning (Once per day)

Booth Dimensions _____ Total Area _____ Total # of Days _____
_____ X _____ = _____ sq. ft. = .35 /sq. / per day Total: \$ _____

Dates booth to be cleaned _____

Full payment is due with order:

[] Credit Card: Type: _____

Number

Exp

Company: _____ Booth # _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: () _____ FAX: () _____

Email: _____

Fax: (702) 734-0636; Phone: (800) 217-4527; E-mail jen@lvmanagement.com Website:
www.glasscraftexpo.com

TRADE SHOW FURNISHINGS

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Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools





DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

LAS VEGAS DISTRICT
SERVICE AREA: NV (SOUTH), AZ, NM, UT, CO, WY, ID
CORT Trade Show Furnishings
 3455 W. Sunset Rd., Ste B
 Las Vegas, NV 89118
 702-362-2552
Please email both pages to:
 TSLasVegas@cort.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Late Order Fee: (Add 30%)	
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
Credit Card:	
Exp Date:	BILLING ZIP CODE:
Name (Print):	
Signature:	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
POWERED					
BNQL7		Center Cone, Powered	White Vinyl	\$ 543	
ADAPT B		Charging Adapter	Black	\$ 19	
ADAPT W		Charging Adapter	White	\$ 18	
BNQ417		Full Banquette, Powered	White Vinyl	\$ 1,723	
G30BWP		G30 Bar Table, Powered	White Top	\$ 595	
G30DWP		G30 Café Table, Powered	White Top	\$ 471	
G30CWP		G30 Cocktail Table, Powered	White Top	\$ 338	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 487	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 678	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 781	
PWRUSB		Powered Conference Table Module	Black	\$ 57	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 487	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 781	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	\$ 276	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	\$ 276	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	\$ 379	
SFA002		Allegro Sofa	Blue Fabric	\$ 541	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 265	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 367	
HCH08		Heathrow Chair	Black Vinyl	\$ 395	
HC008		Heathrow Corner Chair	Black Vinyl	\$ 429	
HS008		Heathrow Sectional	Black Vinyl, 3 Pieces	\$ 1,359	
HEA08		Heathrow Sofa	Black Vinyl	\$ 518	
HOPCH		Hopi Chair	Gray Linen	\$ 179	
HOPLV		Hopi Loveseat	Gray Linen	\$ 280	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 240	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 282	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 370	
NPLCHR		Naples Chair	Black Vinyl	\$ 451	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 541	
NPLSOF		Naples Sofa	Black Vinyl	\$ 647	
CHR003		Roma Chair	White Vinyl	\$ 422	
SFA003		Roma Sofa	White Vinyl	\$ 618	
SO2		South Beach Sectional, 3pcs	Platinum Suede	\$ 1,230	
SO1		South Beach Sofa	Platinum Suede	\$ 515	
TANCHR		Tangiers Chair	Beige Textured	\$ 333	
TANSOF		Tangiers Sofa	Beige Textured	\$ 518	
ACCENT CHAIRS					
CCE		Ice Chair	Transparent, Chrome	\$ 170	
OCB		Key West Chair	Black	\$ 309	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	\$ 320	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 330	
OCH		Madrid Chair	Black	\$ 562	
BCW		Madrid Chair	White	\$ 499	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 278	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	\$ 214	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 211	
OCMWHT		Meeting Chair	White Vinyl	\$ 194	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 239	
CS8		Berlin Chair	Black, White	\$ 95	
CS9		Berlin Chair	Red, White	\$ 95	
SC3		Brewer Chair	Onyx, Black	\$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 79	
DUET		Duet Chair	Black, Chrome	\$ 55	
LMCHR		Laguna Chair	Maple, Chrome	\$ 111	
XC3		Luxor Guest Chair	Black Vinyl	\$ 261	
MALGRY		Malba Chair	Gray	\$ 85	
MALGRN		Malba Chair	Green	\$ 85	
SC10		Razor Armless Chair	White	\$ 65	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 113	
CS4		Syntax Chair	Black, Chrome	\$ 155	
CH002		Wendy Chair	Clear Acrylic	\$ 89	
ZENCHR		Zenith Chair	White, Chrome	\$ 125	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	\$ 319	
BNO75		Bench Ottoman	White Vinyl	\$ 319	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 148	
END01B		Endless Curved Ottoman	Black	\$ 323	
END01W		Endless Curved Ottoman	White	\$ 323	
END02B		Endless Square Ottoman	Black	\$ 277	
END02W		Endless Square Ottoman	White	\$ 277	
WHT12		Half Bench Ottoman	White Vinyl	\$ 282	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 140	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 140	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 140	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 140	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 140	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 140	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 140	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 140	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 140	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 140	
BNQR17		Ottoman Ring	White Vinyl	\$ 1,325	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 370	
SAL		Sally Stool/Ottoman	White	\$ 69	
OTS		South Beach Wedge Ottoman	Platinum Suede	\$ 245	

Additional Ottomans On Pg 2

Page 1 TOTAL

SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
OTTOMANS (continued)						BARSTOOLS (continued)					
VIB07		Vibe Cube Ottoman	Beige Vinyl, Waterproof	\$ 105		XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 138	
VIB10		Vibe Cube Ottoman	Black Vinyl, Waterproof	\$ 105		BSL		Gin Barstool	Maple, Chrome	\$ 149	
VIB02		Vibe Cube Ottoman	Blue Vinyl, Waterproof	\$ 105		BCE		Ice Barstool	Transparent, Chrome	\$ 206	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl, Waterproof	\$ 105		LMBAR		Laguna Barstool	Maple, Chrome	\$ 140	
VIB01		Vibe Cube Ottoman	Green Vinyl, Waterproof	\$ 105		ROLLBL		Lift Barstool	Black Vinyl	\$ 165	
VIB08		Vibe Cube Ottoman	Orange Vinyl, Waterproof	\$ 105		ROLLGY		Lift Barstool	Gray Vinyl	\$ 165	
VIB03		Vibe Cube Ottoman	Pink Vinyl, Waterproof	\$ 105		ROLLRD		Lift Barstool	Red Vinyl	\$ 165	
VIB04		Vibe Cube Ottoman	Red Vinyl, Waterproof	\$ 105		ROLLWH		Lift Barstool	White Vinyl	\$ 165	
VIB09		Vibe Cube Ottoman	White Vinyl, Waterproof	\$ 105		BSD		Oslo Barstool	Blue	\$ 203	
VIB05		Vibe Cube Ottoman	Yellow Vinyl, Waterproof	\$ 105		BSC		Oslo Barstool	White	\$ 203	
ACCENT TABLES						CONFERENCE TABLES					
ALC100		Alondra Cocktail Table	Glass, Chrome	\$ 251		MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 267	
ALC200		Alondra Cocktail Table	Wood, Chrome	\$ 251		WD3		Work Table	White Laminate, White	\$ 256	
ALE100		Alondra End Table	Glass, Chrome	\$ 181		CB8		42" Rnd Madison Conference Table	Gray Acajou	\$ 129	
ALE200		Alondra End Table	Wood, Chrome	\$ 181		CB1		42" Round Table	Graphite Nebula	\$ 297	
AURA		Aura Round Table	White Metal	\$ 112		CONF42		42" Round Table	White Laminate	\$ 297	
ETBL		E Table	Wood	\$ 138		CB2		6' Conference Table	Graphite Nebula	\$ 355	
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$ 149		CT06GR		6' Table	Granite	\$ 364	
C1C		Geo Cocktail Table	Glass, Chrome	\$ 195		CB3		8' Conference Table	Graphite Nebula	\$ 419	
C1FWB		Geo Cocktail Table	Wood, Black	\$ 220		C508GR		8' Table	Granite	\$ 419	
E1C		Geo End Table	Glass, Chrome	\$ 191		CT10GR		10' Table	Granite	\$ 629	
E1FWB		Geo End Table	Wood, Black	\$ 191		CF2		Geo Table, Rectangle	Glass, Black	\$ 349	
NEMSAC		Mosaic Tables	Set of 3	\$ 219		CE2		Geo Table, Rectangle	Glass, Chrome	\$ 349	
COLI		Oliver Cocktail Table	Walnut Finish	\$ 185		CF1		Geo Table, Rounded Square	Glass, Black	\$ 246	
EOLI		Oliver End Table	Walnut Finish	\$ 160		CE1		Geo Table, Rounded Square	Glass, Chrome	\$ 246	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 222		MADC05		Madison 5' Table	Gray Acajou	\$ 361	
REGOTT		Regis End Table	Brushed Metal	\$ 159		MADC08		Madison 8' Table	Gray Acajou	\$ 721	
C1E		Silverado Cocktail Table	Glass, Chrome	\$ 217		MADC10		Madison 10' Table	Gray Acajou	\$ 721	
E1E		Silverado End Table	Glass, Chrome	\$ 199		EXECUTIVE CHAIRS					
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$ 218		SY1		Altura Steno Chair	Black Crepe	\$ 155	
C1W		Sydney Cocktail Table	White, Brushed Steel	\$ 218		XC1		Luxor High Back Executive Chair	Black Vinyl	\$ 311	
E1Y		Sydney End Table	Black, Brushed Steel	\$ 191		XC2		Luxor Mid Back Executive Chair	Black Vinyl	\$ 291	
E1W		Sydney End Table	White, Brushed Steel	\$ 191		PROGB		Pro Executive Guest Chair	Black Vinyl	\$ 195	
TMBTBL		Timber Table	Wood	\$ 133		PROEXB		Pro Executive High Back Chair	Black Vinyl	\$ 279	
CAFÉ TABLES W/ STANDARD BLACK BASE						G30 COMMUNAL TABLES W/ SOLID TOPS					
ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 174		G30BMS		G30 Communal Bar Table	Maple Top	\$ 515	
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$ 174		G30BWS		G30 Communal Bar Table	White Top	\$ 515	
LIQ004		30" Round Café Table	Liquid White Top	\$ 277		G30DMS		G30 Communal Café Table	Maple Top	\$ 412	
ZTK		30" Round Café Table	Maple Top	\$ 174		G30DWS		G30 Communal Café Table	White Top	\$ 412	
ZTB		30" Round Café Table	Red Top	\$ 174		G30CMS		G30 Communal Cocktail Table	Maple Top	\$ 288	
ZTG		30" Round Café Table	Silver Textured Top	\$ 174		G30CWS		G30 Communal Cocktail Table	White Top	\$ 288	
ZTA		30" Round Madison Café Table	Gray Acajou	\$ 174		G30 COMMUNAL TABLES W/ GROMMET HOLES					
ZTN		36" Round Café Table	Graphite Nebula Top	\$ 187		G30BMW		G30 Communal Bar Table	Maple Top	\$ 515	
ZTP		36" Round Café Table	Maple Top	\$ 187		G30BWW		G30 Communal Bar Table	White Top	\$ 515	
ZTQ		36" Round Café Table	White Laminate Top	\$ 187		G30DMW		G30 Communal Cafe Table	Maple Top	\$ 412	
CAFÉ TABLES W/ HYDRAULIC BASE						OFFICE & PRODUCT DISPLAY					
30GRHC		30" Round Café Table	Graphite Nebula Top	\$ 231		TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$ 112	
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$ 257		CR8		Madison Credenza	Gray Acajou	\$ 385	
LIQ009		30" Round Café Table	Liquid White Top	\$ 349		JD8		Madison Executive Desk	Gray Acajou	\$ 455	
30MTHC		30" Round Café Table	Maple Top	\$ 231		TECH		Tech Desk, Powered	Black Metal, Laminate	\$ 352	
30BRHC		30" Round Café Table	Red Top	\$ 231		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$ 431	
30STHC		30" Round Café Table	Silver Textured Top	\$ 231		BC8		Madison Bookcase	Gray Acajou	\$ 329	
30MAHC		30" Round Madison Café Table	Gray Acajou	\$ 225		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 389	
36GRHC		36" Round Café Table	Graphite Nebula Top	\$ 254		PDL36W		Powered Locking Pedestal, 36"	White	\$ 389	
36MTHC		36" Round Café Table	Maple Top	\$ 254		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 463	
36WTHC		36" Round Café Table	White Laminate Top	\$ 254		PDL42W		Powered Locking Pedestal, 42"	White	\$ 463	
BAR TABLES W/ STANDARD BLACK BASE						LAMPS					
VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 190		LA15		Mason Floor Lamp	Brushed Silver	\$ 170	
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$ 191		LA14		Mason Table Lamp	Brushed Silver	\$ 111	
LIQ003		30" Round Bar Table	Liquid White Top	\$ 260		BARIS					
VTK		30" Round Bar Table	Maple Top	\$ 190		BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$ 1,011	
VTB		30" Round Bar Table	Red Top	\$ 190		BRC		Martini Bar Circle	3 Martini Bars	\$ 2,911	
VTG		30" Round Bar Table	Silver Textured Top	\$ 190		MOBILE TABLE STANDS					
VTA		30" Round Madison Bar Table	Gray Acajou	\$ 185		TBSTND		Mobile Tablet Stand	Black	\$ 105	
VTN		36" Round Bar Table	Graphite Nebula Top	\$ 206		TBSTDW		Mobile Tablet Stand	White	\$ 105	
VTP		36" Round Bar Table	Maple Top	\$ 206		TBCHHR		Brochure Holder	Black	\$ 49	
VTW		36" Round Bar Table	White Laminate Top	\$ 206		TBSHLF		Charging Shelf	Black	\$ 49	
BAR TABLES W/ HYDRAULIC BASE						REFRIGERATORS					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 232		R1R		Refrigerator, Large	White, 14.0 cubic feet	\$ 672	
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$ 232		R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$ 236	
LIQ010		30" Round Bar Table	Liquid White Top	\$ 349		Page 2 TOTAL					
30MTHB		30" Round Bar Table	Maple Top	\$ 232							
30BRHB		30" Round Bar Table	Red Top	\$ 232							
30STHB		30" Round Bar Table	Silver Textured Top	\$ 232							
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$ 225							
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 252							
36MTHB		36" Round Bar Table	Maple Top	\$ 252							
36WTHB		36" Round Bar Table	White Laminate Top	\$ 252							
BARSTOOLS											
APS08		Apex Barstool	Black Vinyl	\$ 172							
APS12		Apex Barstool	Blue Ultra Suede	\$ 172							
APS59		Apex Barstool	Red Vinyl	\$ 172							
APS75		Apex Barstool	White Vinyl	\$ 172							
BSS		Banana Barstool	Black, Chrome	\$ 191							
BST		Banana Barstool	White, Chrome	\$ 191							