

Exhibitor Service Manual



October 2-5, 2018

SOUTH POINT RESORT, LAS VEGAS NEVADA





Keystone Event Services Welcome Letter

Dear WaterSmart Exhibitor,

We are pleased to announce that Keystone Event Services has been chosen as the Official Service Contractor for the WaterSmart Innovations Conference & Exposition to be held October 2nd through the 5th at the South Point Hotel & Conference Center in Las Vegas. Keystone Event Services is ready to assist you with all your exhibitor needs. We have developed a service kit so you may easily order anything that will enhance your trade show experience. Be sure to send in your orders & ship your freight before the deadlines to take advantage of our discounted rates. Please look through the service kit and familiarize yourself with all the information. If there is a need or service that you do not see in the kit, please contact us as soon as possible. It is our goal at Keystone Event Services to ensure that your experience at the WaterSmart Innovations Conference & Expo is a great success. We look forward to being part of it.

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

Keystone Event Services and Keystone Logistics will maintain a service desk to handle any questions or needs during exhibitor move in and throughout the show & move out. We will be located in the back of the exhibit hall. If you have any questions, please do not hesitate to stop by and see us. You can also contact us at 702-326-9252 or via e-mail at scott@keystoneeventservices.com.

Thanks & I'll see you at the show,

Scott Rakowski
Keystone Event Services

Keystone Event Service Team

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



SHOW MANAGEMENT CONTACT INFORMATION:	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Exhibitor Information </div> <p>All questions regarding the show's policies, off site events, non-exhibitor schedules and information on policies of the WSI should be directed to:</p> <p style="text-align: center;">Creative Endeavors Jennifer Picchione 2408 Chapman Drive Las Vegas, NV 89104 Phone: 702-836-1107 Fax: 702-731-3580 Email: Jennifer@ce1.com</p>
GENERAL SERVICE CONTRACTOR CONTACT INFORMATION:	<p>All questions & comments regarding shipping, storage, furniture rental, labor and other exhibitor & trade show related topics should be directed to:</p> <p style="text-align: center;">Keystone Event Services 2764 Tyndrum Ave #3 Henderson, NV 89044 Phone: 702-326-9252 Fax: 702-914-0909 Email: Scott@KeystoneEventServices.com</p>
EXHIBIT INSTALLATION, DISMANTLE SCHEDULE & MISC. INFORMATION	<p>Exhibitor move-in: Tuesday October 2nd 8:00am until 5:00pm</p> <p><i>NOTE: Show site shipments accepted all day. All displays must be set and empty crates tagged for storage by 5:00pm on Tuesday night.</i></p> <p>Booth Drape Colors: Blue & Silver Booth Package Includes: Black skirted six foot table, two chairs, wastebasket & ID Sign. Hall is carpeted.</p> <p>Show Hours: Wednesday October 3rd.....10:15am until 5:00pm Thursday October 4th..... 1:45pm until 6:30pm</p> <p>Dismantle: Thursday October 4th7:00pm until 8:30pm Friday October 5th.....8:00am until 10:00am</p> <p><i>NOTE: All exhibitor must start to dismantle and remove their exhibit by 9:00am on Friday October 5th. Truck drivers must sign in for pick-up in the exhibit hall B before 9:00am on October 5th or freight will be re-routed through Keystone Logistics, the house carrier</i></p> <p>Advance Warehouse Freight Deliveries — Accepted September 4th until October 1st. Freight received after September 21st will incur a late charge.</p> <p>Show Site Freight Deliveries — Accepted October 2nd all day and October 3rd before 10:00am. Please be sure to have driver come to Convention Center Dock, Exhibit Hall B.</p>



Before, During & After the Show

Before the Show

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

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

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

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

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

During the Show

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

After the Show

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



Show Checklist

Keystone Event Services Forms

- | | |
|---|----------|
| <input type="checkbox"/> Booth Furnishings | \$ _____ |
| <input type="checkbox"/> Booth Carpet/Padding | \$ _____ |
| <input type="checkbox"/> Material Handling/Shipping | \$ _____ |
| <input type="checkbox"/> Display Labor | \$ _____ |
| <input type="checkbox"/> Booth Cleaning Porter | \$ _____ |
| <input type="checkbox"/> Accessible Storage | \$ _____ |
| <input type="checkbox"/> Floral | \$ _____ |
| <input type="checkbox"/> Vacuum Service | \$ _____ |
| <input type="checkbox"/> Cart Services for POV's | \$ _____ |

Estimated Grand Total \$ _____

Please Submit Payment and Credit Card Authorization Form with Orders.
After September 21st use Standard Pricing.

Company Name _____

Booth # _____



Payment Policies

- **Payment Options**

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

- **Checks**

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

- **Credit Card**

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

- **Show Site Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of September 21 and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Service Desk during the show will be billed at standard rates listed on the various order forms.

- **Payment Terms**

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

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

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

- **Cancellation Policy**

- Gladly refund 100% of orders if cancelled on or before September 21st. Orders cancelled September 21st to September 29th subject to 50% charge. No Orders will be refunded after September 29th.
 - Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

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



Payment and Credit Card Authorization Form

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

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



Limits of Liability and Responsibility

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



Standard Booth Furnishings Order Form

Advance Pricing Deadline: September 21st

CHAIRS AND SPECIALTY EQUIPMENT

Qty	Description	Advance Rate	Standard Rate	Amount
	Arm Chair	\$ 63.50	\$ 84.75	\$
	Side Chair	\$ 45.75	\$ 56.75	\$
	Stool	\$ 76.75	\$ 96.75	\$
	Wastebasket	\$ 16.00	\$ 22.00	\$
	Easel	\$ 37.00	\$ 48.00	\$
	Garment Rack	\$ 68.00	\$ 98.00	\$
	Bag Stand	\$ 68.00	\$ 98.00	\$
	Literature Rack	\$101.00	\$123.50	\$
	Display Cube 24x24x42"	\$ 225.00	\$ 300.00	\$
	4 Ft. Riser	\$ 42.00	\$ 50.00	\$
	6 Ft. Riser	\$ 46.50	\$ 54.00	\$
	8 Ft Riser	\$ 57.25	\$ 67.50	\$
	Rope & Stanchion	\$ 99.00	\$145.00	\$
	"Spin 2 Win" Wheel	\$ 80.00	\$ 110.00	\$
	Raffle Drum	\$65.00	\$ 85.00	\$
	Fish Bowl	\$ 25.00	\$ 45.00	\$
	Refrigerator (small)	\$125.00	\$ 165.00	\$
	8' Masking (per 10')	\$ 62.00	\$ 82.00	\$

DRAPED DISPLAY TABLES

PLEASE CIRCLE COLOR CHOICE BELOW.
COLORS: Black, Blue, Gold , Red , Silver and White

Qty	Description	Advance Rate	Standard Rate	Amount
	2' x 4' x 30" High	\$ 89.75	\$ 116.75	\$
	2' x 6' x 30" High	\$ 99.00	\$ 125.00	\$
	2' x 8' x 30" High	\$ 110.00	\$ 142.00	\$
	2' x 4' x 42" High	\$101.00	\$ 127.00	\$
	2' x 6' x 42" High	\$ 111.50	\$ 137.00	\$
	2' x 8' x 42" High	\$ 121.50	\$ 147.50	\$

Undraped Tables & Counters
\$20.00 less than listed price above

MISCELLANEOUS

Qty.	Size	Advance Rate	Standard Rate	Amount
	4th Side Table drape	\$ 25.00	\$ 35.00	\$
	Café Table 30"x42"	\$105.25	\$ 110.25	\$
	Café Table 30"x30"	\$ 66.25	\$ 82.75	\$
	Love Seat	\$375.00	\$425.00	\$
	Sofa	\$425.00	\$475.00	\$
	Coffee Table	\$175.00	\$205.00	\$
	End Table	\$145.00	\$175.00	\$
	Park Bench	\$ 95.00	\$140.00	\$
	Putting Green with putter & balls	\$95.00	\$125.00	\$

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

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. Check, cash, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Gladly refund 100% of orders if cancelled on or before Sept. 21st. Orders cancelled on Sept 21st through Sept 29th subject to 50% Charge. No orders will be refunded after September 29th

Sub-Total \$

8.8% NV Sales Tax \$

TOTAL AMOUNT → \$

Company Name:

Booth #:

Ordered By:

Phone #:

Signature:

Date:



Booth Carpet/Padding Order Form

Advance pricing deadline is September 21st

South Point Exhibit Hall B is Carpeted
 Orders received after September 21st use Standard Pricing

STANDARD CARPET

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

Quantity	Color	Size	Advance Rate	Standard Rate	Amount
		10' x 10'	\$ 130.00	\$ 185.00	\$
		10' x 20'	\$ 260.00	\$ 360.00	\$

CUSTOM SIZE CARPET

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

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

CUSTOM PADDING

Booth Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.		\$75.00 per 10x10	\$105.00 per 10x10	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

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

Sub-Total \$

8.8% NV Sales Tax \$

TOTAL AMOUNT → \$

Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. Check, cash, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Gladly refund 100% of orders if cancelled on or before Sept. 21st. Orders cancelled on Sept 21st Through Sept 29th subject to 50% Charge. No orders will be refunded after September 29th

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



Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

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

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

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

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

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

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

SPECIAL HANDLING

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

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

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

Small package carriers such as FedEx, UPS, DHL

Money Saving Tips

Helpful Hint for Small Shipments!

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

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED: (Generic Example Only)

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

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

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

TOTAL SAVINGS... \$352.00!

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

After the show...

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

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

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



F.A.Q.

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

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

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

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

DO I NEED INSURANCE?

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



Material Handling Order Form

Shipments to the Warehouse can Arrive Starting Tuesday September 4th and no later than Monday October 1st. Shipments to the Show Site Should Arrive on October 2nd or 3rd
Shipments arriving to Advanced Warehouse after September 21st are considered late and subject to 30% surcharge.

WHERE TO SHIP:

Shipments to WAREHOUSE:

Keystone Event Services
c/o Sunset Trans
4120 West Windmill Lane #103
Las Vegas NV 89139

WaterSmart

Shipments to SHOW SITE:

Keystone Event Services
South Point Resort
Convention Center Dock
Exhibit Hall B
9777 Las Vegas Blvd
Las Vegas NV 89183

WaterSmart

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

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

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

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

Description: _____

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



Material Handling Rate Schedule

DISPLAY MATERIALS RATE SCHEDULE 200 lb. Minimum Charge applies to all shipments All shipments received & stored at advanced warehouse and delivered to booth space. Empty containers are removed before show opening, stored & returned at close of show. Freight carted from exhibit floor post show & loaded onto outbound carrier.	
	Crated Materials STANDARD RATES
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$ 60.00 cwt. at our warehouse 30 days prior to show.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 60.00/cwt. Receive shipments at show site
<p>RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT WAREHOUSE OR EXHIBIT SITE will be subject to a 20% surcharge in addition to the above show site rates. This applies to all trucks due to the height of the truck bed, that cannot be unloaded at the docks. Crated materials that are combined with uncrated and loose materials in the same shipment, where the bill-of-lading does not identify the various classifications. Shipments delivered by a moving van or pickup truck or other POV. Shipments packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.). Materials that must be moved "by hand" to the booth due to facility situations (height/width limits in hallways, or small elevators, etc.) Small package carriers such as UPS, USPS, FedEx or DHL.</p>	

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

- Rates are based on incoming weight only. All weights are rounded up to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor. 200 lb. minimum for each shipment.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Keystone Event Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. Keystone Event Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the show, Keystone Event Services reserves the right to re-route exhibit material to Keystone Logistics or an alternate carrier. As a result of re-routing no liability will be assumed Keystone Event Services.



Material Handling

Please read carefully!

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Sunset Trans
4120 West Windmill Lane #103
Las Vegas NV 89139**

Exhibitor

Booth #

*Late to warehouse charges apply after:
September 21*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Sunset Trans
4120 West Windmill Lane #103
Las Vegas NV 89139**

Exhibitor

Booth #

*Late to warehouse charges apply after:
September 21*

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

Important note: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at show site.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL
Rush to:



Keystone Event Services
c/o South Point Resort
Convention Center Dock
Exhibit Hall B
9777 Las Vegas Blvd
Las Vegas NV 89183
Attn: Scott Rakowski 702-326-9252

Exhibitor

Booth #

To Arrive:
October 2nd 8am-5pm
October 3rd 8am-10am

DIRECT TO SHOW SITE

EXHIBIT MATERIAL
Rush to:



Keystone Event Services
c/o South Point Resort
Convention Center Dock
9777 Las Vegas Blvd
Las Vegas NV 89183
Attn: Scott Rakowski 702-326-9252

Exhibitor

Booth #

To Arrive:
October 1st 8am-5pm or
October 2nd 8am-10am

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

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



Display Labor Order Form

Labor Rates

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

NOTE: 8:00 am Tuesday is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a one hour minimum charge per worker ordered, unless we receive cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

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

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Tuesday, October 2nd				\$
DISMANTLE	Thursday, October 3rd				\$
TOTAL AMOUNT →					\$

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

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

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

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

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



Booth Cleaning & Porter Order Form

BOOTH CLEANING

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

PORTER SERVICE

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

Daily Vacuuming Service Rates

Booth Dimensions	X	Advanced and show Rate	X	# of Days Needed	Amount
	X	\$58.00 per day, per 10x10	X		\$

Porter Service (daily cleaning inside your booth)

	X	\$50.00 per day, per 10x10	X		\$
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Sub-Total

\$

TOTAL AMOUNT →

\$

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



Non-Official Contractor Request Form

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

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

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

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

Have your labor company return this form along with Certificate of Insurance by October 1st

Event Name:		
WATERSMART INNOVATIONS — SOUTH POINT RESORT		
Exhibiting Company Name:		Booth#:
Address:	State:	Zip:
Authorized On-Site Representative:		
Name of Service Firm:		
Address:	State:	Zip:
Telephone:	On-Site Supervisor:	
Signature:	Date:	



Floral & Cart Service

Fresh Floral Arrangements	Advance Price	Standard Price
Small Floral Arrangements	\$60.00	\$90.60
Medium Floral Arrangements	\$82.00	\$106.00
Large Floral Arrangements	\$102.00	\$132.00
Live Green Plants		
2 Foot Green Plant	\$52.00	\$62.00
3 Foot Green Plant	\$64.00	\$84.00
4 Foot Green Plant	\$80.00	\$95.00
5 Foot Green Plant	\$91.00	\$116.00
6 Foot Green Plant	\$104.00	\$129.00
	Total	\$
	Tax 8.8%	\$
	Total	\$

Cart Service for POV'S

Keystone Event Services is pleased to offer affordable Cartage Service for the show. KES workers will be positioned to assist in unloading vehicles to expedite show move in & out. Items unloaded will be set in the exhibitor's booth while the exhibitors park their cars. Cost is a flat \$35 per cart load. Workers will be stationed in a designated porter turnout area in parking area or dock area, waiting with push carts to expedite the move in process. Exhibitors have the option of pre-ordering porter service and scheduling a specific move in time. Round trip porter service available for \$60 for both in & out. **Cart Service must be ordered in advance**. Exhibitors that do not order cart service and arrive with loaded POV's will be subject to show site material handling rates, terms & conditions.

Time Requested for unloading -- @ _____am/pm on **10/3** or **10/4** (circle one)

Amount of loads _____x \$35/\$60 (one way/round trip prepaid)

Total \$ _____

Exhibiting Company _____ Booth Number _____



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE!

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

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

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

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



Move-Out Instructions

**The Water Smart Innovations
Conference & Expo exhibit hall
will close on Thursday, October 4th at 6:30 pm**

**There should be no dismantling of
exhibits before this time.**

ALL outbound shipments require an Keystone bill of lading.

ALL bills of lading must be completed and turned
into the Keystone service desk,
after your freight is packed and ready to ship.

**PLEASE DO NOT LEAVE YOUR FREIGHT
unless you have turned in a Bill of Lading.**

**All carriers must be checked in at the Loading Dock by 9:00 am on Friday
October 5th or your freight will be re-routed through Keystone Logistics**

Exhibits must start dismantling their booths by 8:00am on Friday October 5th.

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

Scott@keystoneeventservices.com 702-326-9252

SOUTH POINT

The Best Kept Secret on The Strip

*Water Smart Innovations
2018 Meeting Planner & Exhibitor Kit*





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

2018 STATE & LOCAL FIRE CODES

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.

- **ALL EXHIBIT SHOWS ARE REQUIRED TO HAVE AN APPROVED FIRE MARSHALL PERMIT.**
- **NOTICE: SMOKING IS PROHIBITED 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 South Point 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. Please be sure to check with Show Management as a separate permit may be required.

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



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

Please return to:

South Point Catering Office
Penny Fussell and/or Ashley Loughary
E-mail Addresses: fussellp@southpointcasino.com
or lougharya@southpointcasino.com
FAX: (702) 797-8051

2018 INTERNET ORDER FORM

Please type or print information.

CONVENTION / GROUP NAME: Water Smart Innovations 2018		INSTALL DATE:	DISCONNECT DATE:
COMPANY NAME:		LOCATION/BOOTH #	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
TELEPHONE:	EMAIL:	FAX:	

WIRELESS

SERVICE	DESCRIPTION	PRICE PER CODE	QUANTITY	SUBTOTAL
Single Connection (One hour)	One (1) computer*	\$24.95		\$
Single Connection (Four hours)	One (1) computer*	\$89.95		

SERVICE	DESCRIPTION	PRICE FIRST DAY	PRICE FOR EACH ADD'L. DAY	# OF DAYS	SUBTOTAL
Single Connection (24 hours)	One (1) computer*	\$195.00	\$98.00		
Dual Connection (24 hours)	Two (2) computers*	\$295.00	\$148.00		
Business Support (24 hours)	Up to ten (10) computers*	\$395.00	\$198.00		
Business Deluxe (24 hours)	Up to twenty (20) computers*	\$495.00	\$248.00		
Business Preferred (24 hours)	Unlimited Access (per location) includes three (3) public status IPs.	\$1,000.00	\$1,000.00		

* Access codes are "computer specific" and cannot be shared. Once a code has been utilized, it cannot be transferred to another device. Whether you choose wireless or wired, your code will be set-up based on this choice throughout the length of said code.

HARD WIRED

ADDITIONAL SERVICES & EQUIPMENT

SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE	QUANTITY	SUBTOTAL
Static IP Address (<i>Public</i>)	Additional Static IP Address	\$75.00		
10/100 Ethernet Switch	8-, 16-, and 24-Port Switches	\$145.00		
Installation Fee (<i>for wired service</i>)	Per location. Fee is non-refundable if cancelled less than three (3) business days prior to installation date.	\$100.00		
Cat5e Cable (<i>for wired service</i>)	Cat5e (<i>up to 50 feet per cable</i>)	\$25.00		
Wireless Access Point (<i>for Business Preferred only</i>)	Custom SSID / Shared Key	\$145.00		
Dedicated On-site Technician	Reserve a dedicated technician	\$100/per hour		
Expedite Fee	Orders must be received at least three (3) business days prior to Event to avoid an Expedite Fee.	\$50.00		

TOTAL \$

Before this order can be processed, complete credit card information must be "on file." A South Point Credit Card Authorization Form should accompany this purchase order.

ORDERED BY (<i>Please print name</i>):	CUSTOMER AUTHORIZED SIGNATURE:	DATE:
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Prices are subject to change.



9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183
Telephone: (702) 797-8066

Please return to:

South Point Convention Production Services
Tony Santivaschi
E-mail Addresses: santivaschi@southpointcasino.com
FAX: (702) 797-8051

2018 AUDIO-VISUAL EQUIPMENT SERVICES

South Point Convention 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, unless otherwise specified, and subject to the current State of Nevada sales 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.*

Please type or print information.

EVENT NAME: Water Smart Innovations 2018		EVENT DATES: Tuesday, October 2, to Friday, October 5, 2018	
EXHIBITING FIRM:		LOCATION/BOOTH #	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
OFFICE TELEPHONE:	EMAIL:	FAX:	
ON-SITE CONTACT:		TELEPHONE FOR ON-SITE CONTACT (Cellular):	
LOAD-IN: DATE / TIME		LOAD-OUT: DATE / TIME	

PLATINUM PACKAGE

12' x 21' Fastfold Screen
Power & Computer Cables
Table for Projector
Tabletop *or* Freestanding Podium
Wired Podium Microphone (ATS-10)
Audio Mixer (Behringer 32-Channel)
Christie 10K Projector
Four (4) LED Uplights (Choice of Color)

Daily Platinum Package Price . . . \$1,500.00.

GOLD PACKAGE

8' x 14' *or* 9' x 16' Fastfold Screen
Power & Computer Cables
Table for Projector
Tabletop *or* Freestanding Podium
Wired Podium Microphone (ATS-10)
Audio Mixer (Behringer 32-Channel)
7K DLP Projector

Daily Gold Package Price . . . \$1,000.00.

Audio-visual services do not include internet.

Prices are subject to change.



SILVER PACKAGE

8' x 8' *or* 10' x 10' Projection Screen
 Power & Computer Cables
 Table for Projector
 Tabletop *or* Freestanding Podium
 Wired Podium Microphone (*ATS-10*)
 Audio Mixer (*Mackie 1202*)
 2200 Lumens Projector

Daily Silver Package Price . . . \$500.00.

BRONZE PACKAGE

6' x 6' *or* 8' x 8' *or* 10' x 10' Projection Screen
 Power & Computer Cables
 Table for Projector
 Tabletop *or* Freestanding Podium
 Wired Podium Microphone (*ATS-10*)
 2200 Lumens Projector

Daily Bronze Package Price . . . \$350.00.

BASIC PACKAGE

6' x 6' *or* 8' x 8' *or* 10' x 10' Projection Screen
 Power & Computer Cables
 Table for Client Provided Projector
 Tabletop *or* Freestanding Podium

Daily Basic Package Price . . . \$150.00.

PACKAGE PRICES

Package Prices Do Not Include Labor

DESCRIPTION	DAILY	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Platinum Package	\$1,500.00		N/A	-	
Gold Package	\$1,000.00		N/A	-	
Silver Package	\$500.00		N/A	-	
Bronze Package	\$350.00		N/A	-	
Basic Package	\$150.00		N/A	-	

Audio-visual services do not include internet.

Prices are subject to change.



2018 Audio-Visual Equipment Services (Continued . . .)

Page 3

VIDEO EQUIPMENT					
DESCRIPTION	DAILY RENTAL	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
60" Flat Panel with Rolling Stand	\$350.00		\$800.00		

MEETING SUPPORT					
DESCRIPTION	DAILY	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Tabletop Podium	\$30.00		\$120.00		
Podium	\$50.00		\$200.00		
Flip Chart with One Pad of Standard Paper & Markers.	\$40.00		\$40.00		
* Upgrade to 3M "Post It" Pad.	\$25.00		N/A	-	
* Additional Pad of Standard Paper	\$20.00		N/A	-	
White Board with Markers & Eraser	\$40.00		\$160.00		
Tech Table with Power (20 Amp)	\$50.00		\$200.00		
incur additional labor.	\$50.00		\$200.00		
Audio-Visual Cart	\$25.00		\$100.00		
Laser Pointer	\$25.00		\$100.00		
USB Wireless Mouse	\$35.00		\$140.00		
VGA or HDMI Cable	-	-	-	-	-
* 25 Feet	\$25.00		\$100.00		
* 50 Feet	\$50.00		\$200.00		
Digital Speaker Timer (Large)	\$125.00		\$500.00		
Perfect Cue	\$100.00		\$400.00		
provided at no charge.	-	-	-	-	-
* 4' x 6' Riser	\$75.00		N/A	-	
Dance Floor	\$250.00		N/A	-	

VIDEO & DATA PROJECTORS					
DESCRIPTION	DAILY	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
2,200 Lumens XGA LCD Projector	\$250.00		\$1,000.00		
5,000 Lumens LCD Wide Format Projector	\$495.00		\$1,980.00		
10,000 Lumens LDP HD Wide Format Projector	\$1,000.00		\$4,000.00		
6' x 6' Tripod Screen	\$50.00		\$200.00		
8' x 8' Cradle Screen	\$75.00		\$300.00		
10' x 10' Cradle Screen	\$90.00		\$360.00		
11.5' x 15' Standard Format Fastfold Screen	\$250.00		\$1,000.00		
9' x 16' Wide Format Fastfold Screen	\$250.00		\$1,000.00		
12.5' x 21' Wide Format Fastfold Screen HD	\$350.00		\$1,400.00		
8' x 14' Wide Format Fastfold Screen	\$250.00		\$1,000.00		

Audio-visual services do not include internet.

Prices are subject to change.



2018 Audio-Visual Equipment Services (Continued . . .)

Page 4

AUDIO					
DESCRIPTION	DAILY	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Standard Lectern Microphone	\$25.00		\$100.00		
Dynamic Microphone with Switch	\$40.00		\$160.00		
Shure 58 Wired Microphone	\$40.00		\$160.00		
Wireless Handheld Microphone	\$140.00		\$560.00		
Wireless Lavalier Microphone	\$140.00		\$560.00		
Audio Mixer (1202 Mackie)	\$125.00		\$500.00		
Digital Mixer	\$200.00		\$800.00		
Press Feed Unit	\$100.00		\$400.00		
10" Powered Speaker/Monitor	\$75.00		\$300.00		
Powered Speaker, KLA Line Array	\$250.00		\$1,000.00		
18" Powered Sub	\$150.00		\$600.00		
Speaker Stand (Tripod)	\$30.00		\$120.00		
PCDi (Personal Computer Device Input) Transformer	\$35.00		\$140.00		
Microphone Stand (Boom)	\$20.00		\$50.00		

RIGGING					
DESCRIPTION	DAILY	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
12" x 12" x 10' Box Truss	\$100.00		N/A	-	
Scissor Lift (32 feet / includes labor)	\$250.00		\$450.00		

LIGHTING					
DESCRIPTION	DAILY	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
ETC Par Bars (Six lights)	\$150.00		N/A	-	
LED Par Light	\$45.00		N/A	-	
ETC Smart Fade	\$150.00		N/A	-	

TOTAL \$

All Scheduled Tech Labor has a four-hour minimum call time. Overtime begins after eight (8) 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 eight (8) hours, and new labor request less than 24 hours.

AUDIO-VISUAL LABOR		
DESCRIPTION	BASIC HOURLY WAGE	OVERTIME & HOLIDAY
Technician (Four-hour minimum)	\$75.00	\$115.00
Rigger (Four-hour minimum)	\$95.00	\$145.00

Audio-visual services do not include internet.

Prices are subject to change.



9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183
Telephone: (702) 797-8066

Please return to:

South Point Convention Production Services
Tony Santivaschi
E-mail Addresses: santivascit@southpointcasino.com
FAX: (702) 797-8051

2018 RIGGING SERVICES

South Point Convention 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: Water Smart Innovations 2018		EVENT DATES: Tuesday, October 2, to Friday, October 5, 2018	
EXHIBITING FIRM:		LOCATION/BOOTH #	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
OFFICE TELEPHONE:	EMAIL:	FAX:	
ON-SITE CONTACT:		TELEPHONE FOR ON-SITE CONTACT (Cellular):	
LOAD-IN: DATE / TIME		LOAD-OUT: DATE / TIME	

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

ADDITIONAL LABOR (Per Hour)	ADVANCE DISCOUNT	STANDARD	SHOW SITE
STRAIGHT TIME	\$80.00	\$95.00	\$100.00
OVERTIME	\$120.00	\$145.00	\$200.00
Straight Time: Monday through Friday from 8 a.m. until 5 p.m.			
The above-noted "Overtime" rates apply on Holidays.			

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.

NOTES: _____

Prices are subject to change.



9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183
Telephone: (702) 797-8066

Please return to:

South Point Convention Production Services
Tony Santivaschi
E-mail Addresses: santivaschi@southpointcasino.com
FAX: (702) 797-8051

2018 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: Water Smart Innovations 2018		EVENT DATES: Tuesday, October 2, to Friday, October 5, 2018	
EXHIBITING FIRM:		LOCATION/BOOTH #	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
OFFICE TELEPHONE:	EMAIL:	FAX:	
ON-SITE CONTACT:		TELEPHONE FOR ON-SITE CONTACT (Cellular):	
LOAD-IN: DATE / TIME		LOAD-OUT: DATE / TIME	

FRONT OF BOOTH
Neighbor Booth # _____

LEFT SIDE OF BOOTH

Neighbor Booth # _____

		↑		↑			↑		

Neighbor Booth # _____

RIGHT SIDE OF BOOTH

REAR OF BOOTH
Neighbor Booth # _____

NOTES: _____

Prices are subject to change.



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

Please return to:

South Point Catering Office
Penny Fussell and/or Ashley Loughary
E-mail Addresses: fussellp@southpointcasino.com
or lougharya@southpointcasino.com
FAX: (702) 797-8051

2018 TELEPHONE SERVICES

The South Point Catering Office will be happy to assist with your telephone services. Listed below are our current rates for basic services. If additional services are necessary, please contact the Catering Office at (702) 797-8060 to discuss your needs. All services will incur a \$25.00 minimum set-up fee.

EVENT NAME: Water Smart Innovations 2018		EVENT DATES: Tuesday, October 2, to Friday, October 5, 2018	
EXHIBITING FIRM:		LOCATION/BOOTH #	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
OFFICE TELEPHONE:	EMAIL:	FAX:	
ON-SITE CONTACT:		TELEPHONE FOR ON-SITE CONTACT (Cellular):	
INSTALLATION DATE & TIME:		DISCONNECT DATE & TIME:	

TYPE OF SERVICE	ADVANCE DISCOUNT (First Day)	STANDARD RATE (First Day)	ADDITIONAL DAYS (Per Day)	TOTAL
Analog Dial Tone with Instrument	\$175.00	\$225.00	\$175.00	
Multi-Line Telephone	\$150.00	\$300.00	\$150.00	
ISDN / BRI Service (Line Only)	\$200.00	\$400.00	\$200.00	
Conference Unit with Dial Tone	\$200.00	\$400.00	\$200.00	
Radio Rental	\$20.00	\$40.00	\$20.00	

*Advance Discount is only available on orders received at least thirty (30) days prior to the load-in date of the Show.
Standard rates apply to orders received less than thirty (30) days prior to load-in.*

RESTRICTIONS (Check One): ☐ Local & 800 Only ☐ Unrestricted*

**Standard Long Distance Charges Apply. Rates are available upon request.*

Prices are subject to change.

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

Please return to:

South Point Catering Office
Penny Fussell and/or Ashley Loughary
E-mail Addresses: fussellp@southpointcasino.com
or lougharya@southpointcasino.com
FAX: (702) 797-8051

2018 CREDIT CARD AUTHORIZATION FORM

GROUP NAME: Water Smart Innovations 2018

FUNCTION DATE(S): October 2 - 5, 2018

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. The South Point Accounting Office will contact you to get the complete credit card number, expiration date, and CVV security code. In the event you need to speak with them, the Accounting Office can be reached at (702) 797-8130.

[illegible]

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:
------------------------------	--------------



6705 S. Eastern Avenue, Las Vegas, NV 89119

Toll-free: (800) 553-3536

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

lasvegas@edlen.com

2018 ELECTRICAL SERVICES

Edlen is recognized as an innovative leader in providing cost effective solutions for temporary utility services to the trade show, convention, and special event industry. Our nationwide network of offices serves over 4,000 events annually in 245 venues.

If you have questions or need assistance with your order, please contact us at our toll-free number, (shown above) and you will be directed to the Services Manager assigned to your Event. Or, if more convenient, simply e-mail us at lasvegas@edlen.com making sure to note the Event in which you are exhibiting.

We are pleased to be the sole provider of temporary electrical services for the multifaceted South Point Hotel & Casino and look forward to working with you on a successful event!

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 09/12/18



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

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:	The logo for South Point, featuring the words "South Point" in a stylized, cursive font with a yellow-to-orange gradient.		
DATES:	October 3-4, 2018	EVENT #	108004LV

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

COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

- A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.
- B. **Electrical Booth Work**
This form is used to estimate electrical labor required in the construction of your booth.
- C. **Hanging Sign**
This form is used to estimate electrical labor in the assembly, installation and dismantle of electrical signs.
- D. **Plumbing Distribution**
This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 09/12/18



The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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

LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

FINANCIALLY RESPONSIBLE COMPANY

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, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

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.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

* \$50 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.

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL: THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. ESTIMATED SIGN ORDER	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE

TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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

LasVegas@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 09/12/18**

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

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

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
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.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on 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 the contract.

ELECTRICAL OUTLETS	Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
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	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			605.00	908.00	
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			1298.00	1947.00	
400 AMPS			2098.00	3147.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)

Total Amps: _____ x 5.00 = _____

Please call for information on any services you require that are not listed here.

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	26.00	
POWER STRIP	26.00	

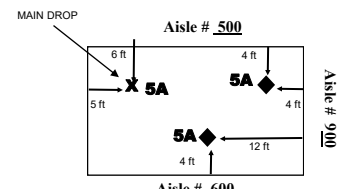
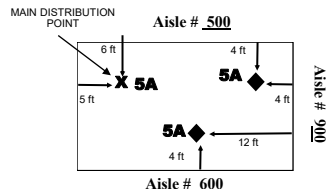
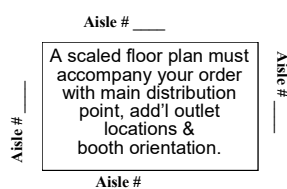
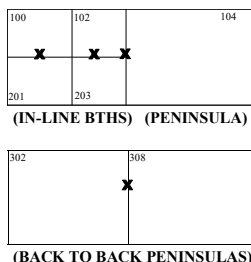
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

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 services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. 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 (1/2) 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, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. 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.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. 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.
22. 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.
23. 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.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - 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.



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

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 09/12/18



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

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:	The logo for South Point, featuring the words "South Point" in a stylized, cursive font with a yellow-to-orange gradient.		
DATES:	October 3-4, 2018	EVENT #108004LV	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 3 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet
2. Data/network cable under carpet that is owned by an exhibitor or I&D house
3. Connection of all 208 volt or higher services
4. Assembly and disassembly of electrical hanging signs, including rotation and header signs.
5. Installation of all lighting including lights that require tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Hardwiring of any electrical apparatus
9. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls.

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 09/12/18**

The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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

LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #	108004LV

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

A. Describe flooring: _____

B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Miniums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$93.00	
		OT	\$186.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.			
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.			
		SCISSOR LIFT RENTAL		
		HOURS	RATE	TOTAL
			150.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 09/12/18**

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FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's Service Desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

General Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS**Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)**Installation, Removal & Wiring of Overhead Signs** (Complete Hanging Sign & Overhead Sign Placement Form)**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 0 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$93.00	
OT	\$186.00	

SCISSOR LIFT RENTAL

HOURS	RATE	TOTAL
	150.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**ESTIMATED TOTAL****AUTHORIZATION**

PRINT NAME:

DATE:

GRID F.V1.LV.08.17 PG 7

LIGHTING ORDER

EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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

LasVegas@edlen.com

Advance Payment Deadline Date: 09/12/18

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install, remove & focus once.

* Quartz lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 QUARTZ LIGHT	00.00	00.00		00.00		00.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		93.00						
8 FT POLE WITH 2 LIGHTS	25.00	37.50		93.00						



- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		93.00						

TRACK LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Call to discuss HANGING options for track lighting.
- * Track is black with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 3 FIXTURES	35.00	52.50		186.00						
4' TRACK WITH 4 FIXTURES	40.00	60.00		186.00						
ADD'T'L MR 16 LIGHT FIXTURES	5.00	7.50		N/A						

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

PLUMBING ORDER



The Power People

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Advance Payment Deadline Date: 09/12/18

EXHIBITOR:		BTH #	
EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

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

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

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

AIR LINE RESPONSIBILITIES

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

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.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

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

ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	453.00	680.00	
Additional Connections within 20' of Outlet	238.00	357.00	

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate	47.50	=
Total CFM _____ x REGULAR Rate	71.25	=

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

Water Outlet	453.00	680.00	
Additional Connections within 20' of Outlet	238.00	357.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	453.00	680.00	
Additional Connections within 20' of Outlet	238.00	357.00	
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	142.50	213.75	
51 – 200 Gallons	380.00	570.00	
201 – 500 Gallons	475.00	712.00	
Each additional 100 Gallons up to 1,000 Gallons	47.50	71.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION



The Power People

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EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE			WORK RATE SCHEDULE	
MAN HRS	RATE	TOTAL	ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
ST	\$95.00		OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.
OT	\$190.00			
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM			AUTHORIZATION	
ESTIMATED TOTAL			PRINT NAME:	
			DATE:	

The Power People

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EVENT:	Water Smart Innovations 2018		
FACILITY:			
DATES:	October 3-4, 2018	EVENT #108004LV	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	W = Water A = Air
Peninsula _____	Total Square Footage = _____	D = Drain AC = Addt'l connection

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) 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. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) 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. Connection to exhibitor equipment is included in the cost of the service. 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 is dictated by the CFM requirements and air line terminations vary.
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. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. 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 in full 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.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**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 web site at www.edlen.com
or call the number on the Plumbing Order form