

Exhibitor Service Manual

for



October 5-7, 2021

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 5th through the 7th 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 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;">Las Vegas Management Jennifer Short 3663 East Sunset Drive Las Vegas, NV 89120 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 Email: Scott@KeystoneEventServices.com</p>
EXHIBIT INSTALLATION, DISMANTLE SCHEDULE & MISC. INFORMATION	<p>Exhibitor move-in: Tuesday October 5th 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: Silver & Blue Booth Package Includes: Black skirted six foot table, two chairs, wastebasket & ID Sign. Hall is carpeted.</p> <p>Show Hours: Wednesday October 6th 10:15am until 5:00pm Thursday October 7th 1:45pm until 6:30pm</p> <p>Dismantle: Thursday October 7th 7:00pm until 8:30pm</p> <p>Outbound freight pickup service available until 9:00am Friday October 8th</p> <p><i>NOTE: All exhibitor must start to dismantle and remove their exhibit by 7:00pm on Thursday October 7th. Truck drivers must sign in for pick-up in the exhibit hall B before 9:00am on Friday October 8th or freight will be re-routed through Keystone Logistics, the house carrier</i></p> <p>Advance Warehouse Freight Deliveries — Accepted September 3rd until October 5th. Freight received after September 27th will incur a late charge.</p> <p>Show Site Freight Deliveries — Accepted October 5th all day, and October 6th before 10:00am. Please be sure to have driver come to South Point Convention Center Dock, Exhibit Hall B.</p>



**WATERSMART
INNOVATIONS**
CONFERENCE
& EXPOSITION

MARK YOUR CALENDAR!
OCTOBER 6 - 7, 2021
LAS VEGAS, NV



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"/> Accessible Storage | \$ _____ |
| <input type="checkbox"/> Floral | \$ _____ |
| <input type="checkbox"/> Vacuum Service | \$ _____ |
| <input type="checkbox"/> Cart Services or Forklift for POV's | \$ _____ |

Estimated Grand Total \$ _____

Please Submit Payment and Credit Card Authorization Form with Orders.
After September 27th use Standard Pricing.

Company Name _____

Booth # _____



Payment and Credit Card Authorization Form

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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.



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Standard Booth Furnishings Order Form

Advance Pricing Deadline: September 27th

CHAIRS AND SPECIALTY EQUIPMENT

Qty	Description	Advance Rate	Standard Rate	Amount
	Arm Chair	\$ 64.00	\$ 85.00	\$
	Side Chair	\$ 46.00	\$ 58.00	\$
	Stool	\$ 76.00	\$ 96.00	\$
	Wastebasket	\$ 16.00	\$ 22.00	\$
	Easel	\$ 37.00	\$ 48.00	\$
	Garment Rack	\$ 68.00	\$ 98.00	\$
	Bag Stand	\$ 68.00	\$ 98.00	\$
	Literature Rack	\$98.00	\$120.00	\$
	Display Cube 24x24x42"	\$ 225.00	\$ 300.00	\$
	4 Ft. Riser	\$ 42.00	\$ 50.00	\$
	6 Ft. Riser	\$ 46.00	\$ 56.00	\$
	8 Ft Riser	\$ 52.00	\$ 60.00	\$
	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, Yellow, Red , Silver, White

Qty	Description	Advance Rate	Standard Rate	Amount
	2' x 4' x 30" High	\$ 90.00	\$ 118.00	\$
	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	\$ 128.00	\$
	2' x 6' x 42" High	\$ 112.00	\$ 138.00	\$
	2' x 8' x 42" High	\$ 122.00	\$ 148.00	\$

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"	\$98.00	\$ 110.00	\$
	Café Table 30"x30"	\$ 68.00	\$ 88.00	\$
	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. 27th Orders cancelled on Sept 27 through October 4th subject to 50% Charge. No orders will be refunded after October 4th

Sub-Total \$

8.8% NV Sales Tax \$

TOTAL AMOUNT → \$

Company Name:

Booth #:

Ordered By:

Phone #:

Signature:

Date:



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LAS VEGAS, NV



Booth Carpet/Padding Order Form

Advance pricing deadline is September 27th

South Point Exhibit Hall B is Carpeted
Orders received after September 27th 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. 27th. Orders cancelled on Sept 27th through Oct 4th subject to 50% Charge. No orders will be refunded after October 4th

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

Material Handling Order Form

Shipments to the Warehouse can Arrive Starting Tuesday September 3rd and no later than Monday October 4th. Shipments to the Show Site Should Arrive on October 5th or 6th.

Shipments arriving to Advanced Warehouse after September 27th are considered late and subject to 30% surcharge.

WHERE TO SHIP:

Shipments to WAREHOUSE:

**Keystone Event Services
c/o Sunset Trans
4050 Corporate Center Drive
Suite 300 Dock Door 33
North Las Vegas, NV 89030**

Water Smart

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: \$ 65.00 cwt. at our warehouse 30 days prior to show.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 65.00/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
4050 Corporate Center Drive
Suite 300 Dock Door 33
North Las Vegas, NV 89030**



Exhibitor _____

Booth # _____

*Late to warehouse charges apply after:
September 27*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**Keystone Event Services
c/o Sunset Trans
4050 Corporate Center Drive
Suite 300 Dock Door 33
North Las Vegas, NV 89030**



Exhibitor _____

Booth # _____

*Late to warehouse charges apply after:
September 27*

- 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 5 - 8am-3pm
October 6 - 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 5th - 8am-3pm or
October 6 - 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.



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Display Labor Order Form

Labor Rates

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —		
Straight Time	\$ 49.00 per hour, one hour minimum per worker, thereafter 1hr. increments.	8:00 am to 4:30 pm Monday through Friday.
Over Time	\$49.00 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	October 5th or 6th				\$
DISMANTLE	Thursday, October 7				\$
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:



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LAS VEGAS, NV



Booth Cleaning & Forklift 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.

DAILY VACUUMING RATES

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

Sub-Total

\$

TOTAL AMOUNT →

\$

FORKLIFT SERVICE RATES FOR POV

Unloading move in, Loading move out

Booth #	Rate	IN/OUT	Amount
	\$150.00 inbound, \$250.00 Round trip		\$

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 4th

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	\$90.00
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 \$40 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 \$75 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 **10/5, 10/6** or outbound **10/7**

(circle one)

Amount of loads _____ x \$40/\$75 (one way/round trip prepaid)

Move-Out Instructions

**The Water Smart Innovations
Conference & Expo exhibit hall
will close on Thursday, October 7th at 6:30 pm**

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

ALL outbound shipments require a 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 8th or your freight will be re-routed through Keystone Logistics**

Exhibitors must start dismantling booths by 7:00pm on Thursday October 7th.

**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

2021 Meeting Planner & Exhibitor Kit





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

2021 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 five (5) gallons or less of gas, fill caps must be sealed, and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling. As long as the vehicles are located within the same assembly area, you can apply for one (1) vehicle permit for an infinite number of vehicles. If the vehicles are located within different assembly areas, you will have to apply for a separate vehicle display permit for each assembly area.
- 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

2021 INTERNET ORDER FORM

Please type or print information.

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

WIRELESS

For the convenience of our guests, the South Point Hotel and Casino now offers complimentary Wi-Fi in our meeting and exhibit areas. To access the internet you simply connect to SouthPointMeetingRooms. For further assistance, contact the South Point Catering Office at (702) 797-8060.

HARD WIRED

ADDITIONAL SERVICES & EQUIPMENT

SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE	QUANTITY	SUBTOTAL
Static IP Address (<i>Public</i>)	Additional Static IP Address	\$200.00		
10/100 Ethernet Switch	8-, 16-, and 24-Port Switches	\$200.00		
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.	\$200.00		
Cat6e Cable (<i>for wired service</i>)	Cat6e (<i>up to 50 feet per cable</i>)	\$30.00		
Wireless Access Point (<i>for Business Preferred only</i>)	Custom SSID / Shared Key	\$200.00		
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	\$75.00		

TOTAL \$

Before this order can be processed, prepayment is required.

ORDERED BY (<i>Please print name</i>) :	CUSTOMER AUTHORIZED SIGNATURE:	DATE:
--	---------------------------------------	--------------

Prices are subject to change.



9777 Las Vegas Boulevard South
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Please return to:

Your Catering Manager

2021 AUDIO-VISUAL EQUIPMENT SERVICES

South Point Convention Production Services is a full-service Audio Visual Department. 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. South Point is exclusive to power and rigging. Set up days are charged 50% of the cost.*

Please type or print information.

EVENT NAME:		EVENT DATES:	
CLIENT OR GROUP NAME:		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
Tech Table Power & Computer Cables
Table & Power for Projector
Freestanding Podium
Wired Podium Microphone
Audio Mixer (*Up to 32-Channel*)
Christie 10K HD Projector
Four (4) LED Uplights (*Choice of Color*)
Daily Platinum Package Price . . . \$1,500.00.

Audio-Visual Labor charges for set-up and breakdown are not included in above prices.

Please contact the Catering Department for internet requirements.

Prices are subject to change.



GOLD PACKAGE

8' x 14' *or* 9' x 16' Fastfold Screen
Tech Table Power & Computer Cables
Table & Power for Projector
Freestanding Podium
Wired Podium Microphone
Audio Mixer (*Up to 32-Channel*)
7K DLP HD Projector

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

SILVER PACKAGE

8' x 8' *or* 10' x 10' Projection Screen
Tech Table Power & Computer Cables
Table & Power for Projector
Freestanding Podium
Wired Podium Microphone
Audio Mixer (*8-Channel*)
4.8k Lumen Projector

Daily Silver Package Price . . . \$500.00.

BRONZE PACKAGE

8' x 8' *or* 10' x 10' Projection Screen
Tech Table Power & Computer Cables
Table & Power for Projector
Freestanding Podium
Wired Podium Microphone
2200 Lumen Projector (VGA Only)
Audio Mixed (8-Channel)

Daily Bronze Package Price . . . \$350.00.

Audio-Visual Labor charges for set-up and breakdown are not included in above prices.

Please contact the Catering Department for internet requirements.

Prices are subject to change.



2021 Audio-Visual Equipment Services (Continued . . .)

Page 3

BASIC PACKAGE

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

 Daily Basic Package Price . . . \$150.00.

PACKAGE PRICES

Order for 4 Days and Get the 5th Day Free
PLEASE NOTE: Package Prices Do Not Include Labor.

DESCRIPTION	DAILY RENTAL/EACH	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	-	

VIDEO EQUIPMENT

DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
48" LCD Monitor with Table Stand	\$250.00		\$650.00		
60" LCD Monitor with Rolling Stand	\$350.00		\$800.00		

MEETING SUPPORT

DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Podium (Freestanding Upright)	\$50.00		\$200.00		
Podium (Plexiglass)	\$100.00		\$400.00		
Flip Chart with One Pad of Standard Paper & Markers.	\$40.00		N/A		
* 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 (One 20 Amp Circuit & Powerstrip)	\$50.00		\$200.00		
Power with Power Strip NOTE: More than six (6) requires additional labor charges.	\$50.00		\$200.00		
Presentation Laptop	\$200.00		\$800.00		
Laptop Adapter (Dongle / Displayport to VGA or HDMI)	\$25.00		\$100.00		
USB Wireless Presenter Mouse (Clicker)	\$35.00		\$140.00		

Audio-Visual Labor charges for set-up and breakdown are not included in above prices.

Please contact the Catering Department for internet requirements.

Prices are subject to change.



2021 Audio-Visual Equipment Services (Continued . . .)

Page 4

MEETING SUPPORT (Continued . . .)					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
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		
Drape	-	-	-	-	-
* Black Velour (One Panel - 22' long x 10' wide)	\$90.00		\$360.00		
* Red Velour (One Panel - 8' long x 2' wide)	\$20.00		\$80.00		
* Banjo Drape (One Panel - 8' long x 2' wide)	\$20.00		\$80.00		
Dance Floor (16' x 16')	\$250.00		N/A	-	

VIDEO & DATA PROJECTORS					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
2,200 Lumens XGA LCD Projector (VGA Only)	\$250.00		\$1,000.00		
5,000 Lumens LCD Wide Format Projector	\$495.00		\$1,980.00		
7,000 Lumens DLP HD Wide Format Projector	\$750.00		\$3,000.00		
10,000 Lumens DLP HD Wide Format Projector	\$1,000.00		\$4,000.00		
Video Scan Converter/Switcher	\$350.00		\$1,400.00		
6' x 6' or 8' x 8' Tripod/Cradle Screen	\$75.00		\$300.00		
10' x 10' Cradle Screen	\$90.00		\$360.00		
12' x 21" Standard Format Fastfold Screen	\$350.00		\$1,400.00		
9' x 16' Wide Format Fastfold Screen	\$250.00		\$1,000.00		
8' x 14' Wide Format Fastfold Screen	\$250.00		\$1,000.00		
Dress Kits for Any Screen Set-up (Top and/or Side Valance)	\$200.00		\$800.00		

AUDIO					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Standard Wired Lectern Microphone	\$25.00		\$100.00		
Dynamic Microphone with Switch	\$40.00		\$160.00		
Shure SM58 Wired Microphone	\$40.00		\$160.00		
Wireless Handheld or Lavalier Microphone	\$140.00		\$560.00		
Direct Box (Instrument)	\$30.00		\$120.00		
Audio Mixer (1202 Mackie / 8-channel)	\$125.00		\$500.00		
Digital Mixer (32-Channel)	\$200.00		\$800.00		
Press Feed Unit	\$100.00		\$400.00		

Audio-Visual Labor charges for set-up and breakdown are not included in above prices.

Please contact the Catering Department for internet requirements.

Prices are subject to change.



2021 Audio-Visual Equipment Services (Continued . . .)

Page 5

AUDIO (Continued . . .)					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
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		
Microphone Stand (Upright or Boom)	\$25.00		\$100.00		
PCDi (Personal Computer Device Input) Transformer	\$35.00		\$140.00		
25' XLR Audio Cable	\$20.00		\$50.00		

RIGGING					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
1/2 Ton Chain Motor	\$135.00		N/A	-	
12" x 12" x 10' Box Truss (Silver)	\$100.00		N/A	-	
Scissor Lift (32 feet)	\$250.00		\$450.00		

LIGHTING					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
ETC Par Bars (Six lights)	\$250.00		N/A	-	
Standard Theatrical Light (LEKO 550w or 750w)	\$50.00		N/A	-	
LED Up Light	\$45.00		N/A	-	
ETC Smart Fade (Used for Fixed lighting only)	\$150.00		N/A	-	
Avolite Tiger Touch Light Board	\$250.00		\$750.00	-	

TOTAL \$

All Scheduled Tech Labor has a four-hour minimum call time. Overtime begins after eight (8) hours. Time is billed in **Meals** - Technicians must have a meal period as follows: If Technician is released at six (6) hours, no meal period is required. If more than six (6) hours, the Technician must break for a meal period no earlier than three (3) hours, and no later than five (5) hours into the shift. If meal is provided by client, the Technician meal period is for thirty (30) minutes. If meal is not provided, the Technician must get one (1) hour for a meal break. Failure to provide a meal period will result in a meal penalty. Technician then will be at time and one half until a meal period is provided.

AUDIO-VISUAL LABOR		
DESCRIPTION	BASIC HOURLY WAGE	OVERTIME & HOLIDAY WAGE
Technician (Four-hour minimum)	\$75 per hour	\$112.50 per hour
Rigger (Four-hour minimum)	\$91 per hour	\$136.50 per hour

Audio-Visual Labor charges for set-up and breakdown are not included in above prices.

Please contact the Catering Department for internet requirements.

Prices are subject to change.



9777 Las Vegas Boulevard South

Las Vegas, Nevada 89183

Telephone: (702) 797-8066

Please return to:

Your Catering Manager

2021 POLICIES FOR OUTSIDE AUDIO VISUAL COMPANIES

South Point Convention Production Services manages and oversees all Audio Visual Production Companies providing services within the South Point to insure standards are met. A South Point Technical Supervisor will be assigned to your Production Company for the duration of your Show at the discretion of the South Point Production Services Manager.

The South Point Convention Production Services is the ***exclusive provider*** for all rigging including supervision, assembly, installation, removal of signs, and trusses supported in any ceiling area to include any Uni-strut. Only ground supported trussing can be rigged/installed by outside Audio Visual companies/providers. A minimum of one high and one ground rigger are required for both load-in and

Rigging point charges are \$100.00 per point for the run of the Show. A point is defined as each location a cable, strap, chain, or hanger is attached to the ceiling or grid.

Electrical power is an ***exclusive service*** of the South Point Hotel and Casino provided by Edlen for the Exhibit Hall and Convention Area when exhibit power is required. Table power and stage power requirements in the Convention Area are an ***exclusive service*** of the South Point Convention

Please contact South Point Convention Production Services a minimum of forty-five (45) days prior to your Event with the preliminary production schedule and we will work with you to coordinate your needs and prepare an estimate for your review. A final production schedule will be due no later than twenty-one (21) days prior to your first Event date.

Policies, procedures, and prices are subject to change without notice.



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Las Vegas, Nevada 89183
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Please return to:

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2021 SIGN & RIGGING SERVICES

South Point Production Services is the exclusive provider for all rigging including supervision, assembly, installation, and removal of signs and trusses. All work is billed by the hour with a four-hour minimum. Price includes up to two riggers and scissor lift. Cancellations within 72 hours of load-in will result in a charge of one hour of labor. Any rigging point exceeding 100 lbs. will require rental of additional rigging material and labor.

Please type or print information.

EVENT NAME:		EVENT DATES:	
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
<i>Advanced Discount is only available on orders received at least thirty (30) days prior to the load-in date of the Show.</i>			
<i>Standard rates apply to orders received between twenty-nine (29) days and 24 hours prior to load-in.</i>			
<i>Show Site rates apply to orders received at the show site.</i>			

ADDITIONAL LABOR (Per Hour)	ADVANCE DISCOUNT	STANDARD	SHOW SITE
STRAIGHT TIME	\$91.00	\$100.00	\$125.00
OVERTIME	\$136.50	\$150.00	\$187.50
<i>Straight Time: Monday through Friday from 8 a.m. until 5 p.m.</i>			
<i>The above-noted "Overtime" rates apply on Weekends and Holidays.</i>			

TYPE OF SIGN / RIGGING NEEDED:				
<input type="checkbox"/> Aisle/Booth	<input type="checkbox"/> Banner	<input type="checkbox"/> Electrical	<input type="checkbox"/> Truss	<input type="checkbox"/> Other
SHAPE OF SIGN:				
<input type="checkbox"/> Square	<input type="checkbox"/> Rectangle	<input type="checkbox"/> Triangle	<input type="checkbox"/> Circle	<input type="checkbox"/> Other <input type="checkbox"/> Special Rigging Required
DIMENSIONS & WEIGHT OF SIGN / RIGGING:				
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 through Edlen.</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 <i>NOTE: If assembly is required, please reach out to Expo Company.</i>				

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. If there are no hanging hardware points to attach cables, we reserve the right to not install. **It is your responsibility to be available or have a representative available at the time of install.** Please call to make arrangements.

NOTES: _____



9777 Las Vegas Boulevard South
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Please return to:

Your Catering Manager

2021 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:				EVENT DATES:			
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 # _____

Each Block Represents 1' x 1' Sample below is 10' x 10' booth.

		↑		↑			↑		

REAR OF BOOTH
Neighbor Booth # _____

LEFT SIDE OF BOOTH
Neighbor Booth # _____

RIGHT SIDE OF BOOTH
Neighbor Booth # _____

NOTES: _____



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

2021 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:		EVENT DATES:	
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	\$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.



6705 S. Eastern Avenue, Las Vegas, NV 89119

Toll-free: (800) 553-3536

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

lasvegas@edlen.com

2021 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!

Water Smart Innovations

October 6-7, 2021

SOUTH POINT

ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

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