



Rock 'n' Roll Arizona

January 13-14 2017

## WELCOME LETTER

Phoenix Convention Center  
South Hall F, G Ballroom

DEAR EXHIBITOR,

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

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

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

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

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

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

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

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

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**CRITICAL SHOW INFORMATION**Phoenix Convention Center  
South Hall F, G Ballroom**Booth Information**

|                         |                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------|
| Booth Package Includes: | Pipe and Drape<br>(1) 6' skirted table - Black<br>(2) Side Chairs, (1) Wastebasket<br>Black booth carpet |
| Aisle Carpet:           | N/A                                                                                                      |

**Exhibit Hall Hours**

|                         |                                                        |                                                  |
|-------------------------|--------------------------------------------------------|--------------------------------------------------|
| Exhibitor Installation: | Thursday, January 12, 2017<br>Friday, January 13, 2017 | 10:00 A.M. - 5:00 P.M.<br>8:00 A.M. - 11:30 A.M. |
| Show Hours:             | Friday, January 13, 2017<br>Saturday, January 14, 2017 | 12:00 P.M. - 7:00 P.M.<br>9:00 A.M. - 5:00 P.M.  |
| Exhibitor Dismantle:    | Saturday, January 14, 2017                             | 5:00 P.M. - 10:00 P.M.                           |
| All Out By:             | Saturday, January 14, 2017                             | 10:00 P.M.                                       |

**All carriers must check in no later than 8:00pm on Saturday, January 14 for freight pick up****Shipping Information**

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advance Warehouse:</b><br><b><i>All materials shipped in advance to the warehouse must arrive by Wednesday, January 4, 2017</i></b><br>{Your booth name & number}<br>c/o UPS Freight c/o Crane Freight & Cartage<br>6920 West Allison Rd<br>Chandler, AZ 85226 | <b>Direct to Show Site</b><br><b><i>First day direct shipments will be accepted is Thursday, January 12, 2017</i></b><br>{Your booth name & number}<br>c/o Xpert Exposition Services<br>Phoenix CC<br>South Hall F, G Ballroom<br>33 South 3rd St<br>Phoenix, AZ 85004 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Important Dates / Deadlines**

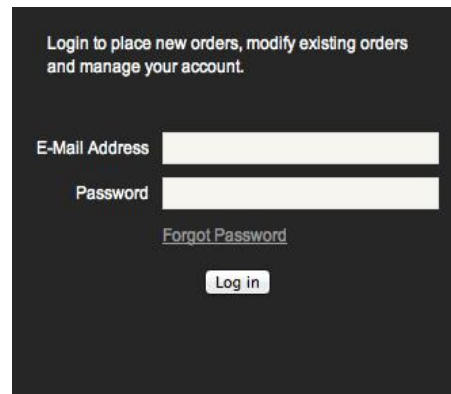
|                                             |                   |
|---------------------------------------------|-------------------|
| First day advance freight accepted:         | <b>11/30/2016</b> |
| Discount price deadline for booth/furniture | <b>12/21/2016</b> |
| Last day advance freight accepted           | <b>1/4/2017</b>   |
| First day direct freight accepted           | <b>1/12/2017</b>  |

## ONLINE ORDERING INSTRUCTIONS

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

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

Enter your email address and password here:



Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

Copying and pasting the password is suggested to eliminate errors.

-or-

2. Go to our website at [www.xpertexpo.com](http://www.xpertexpo.com)

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

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

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

### Helpful Hints:

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

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

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

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

## PAYMENT OPTIONS & POLICY

### Payment Options

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

#### Payment by Credit Card

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

#### Payment by Company Check

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

#### Payment by Third Party

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

#### Payment by Wire Transfer

Please call 702-248-8007 or email [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com) for wire transfer information.

#### International Exhibitors

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

### Payment Policy

#### General

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

#### Tax Exempt Status

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

#### Third Party Payment

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

#### Credits for Billing Discrepancies

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

#### Discount Pricing

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

#### Standard Pricing

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

#### Cancellation of Items or Services

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



Rock 'n' Roll Arizona

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## PAYMENT AUTHORIZATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

## Credit Card Policy

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

## Exhibiting Company Payment Authorization

### Services To Be Invoiced To Exhibitor

- ☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service  
☐ Booth Labor ☐ Other \_\_\_\_\_

Payment type: ☐ MasterCard ☐ Visa ☐ Diners ☐ American Express ☐ Check \$ \_\_\_\_\_

Account Number

Exp. Date

Security Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

## Third Party Payment Authorization

### Services To Be Invoiced To Third Party

- ☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service  
☐ Booth Labor ☐ Other \_\_\_\_\_

Payment type: ☐ MasterCard ☐ Visa ☐ Diners ☐ American Express ☐ Check \$ \_\_\_\_\_

Account Number

Exp. Date

Security Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

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

[exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com)



Rock 'n' Roll Arizona

January 13-14 2017

## SHIPPING ADDRESSES

Phoenix Convention Center  
South Hall F, G Ballroom

### Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **Rock 'n' Roll Arizona**

{Your booth name & number}  
c/o UPS Freight c/o Crane Freight & Cartage  
6920 West Allison Rd  
Chandler, AZ 85226

Advance shipments are accepted from 11/30/16  
through 1/4/17

### Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

For: **Rock 'n' Roll Arizona**

{Your booth name & number}  
c/o Xpert Exposition Services  
Phoenix CC  
South Hall F, G Ballroom  
33 South 3rd St  
Phoenix, AZ 85004

First day direct shipments will be accepted  
is 1/12/17

Any shipment arriving prior to 1/12/17 may not  
be accepted and is subject to additional  
handling fees.

**ADVANCE  
SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Rock 'n' Roll Arizona**

**To:** c/o UPS Freight c/o Crane Freight & Cartage  
6920 West Allison Rd  
Chandler, AZ 85226

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A** **RUSH**  
**EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Rock 'n' Roll Arizona**

**To:** c/o UPS Freight c/o Crane Freight & Cartage  
6920 West Allison Rd  
Chandler, AZ 85226

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A** **RUSH**  
**EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Rock 'n' Roll Arizona**

**To:** c/o UPS Freight c/o Crane Freight & Cartage  
6920 West Allison Rd  
Chandler, AZ 85226

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A** **RUSH**  
**EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Rock 'n' Roll Arizona**

**To:** c/o UPS Freight c/o Crane Freight & Cartage  
6920 West Allison Rd  
Chandler, AZ 85226

Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Piece # \_\_\_\_\_ of \_\_\_\_\_

**A** **RUSH**  
**EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Arizona**

To: c/o Xpert Exposition Services  
Phoenix CC  
South Hall F, G Ballroom  
33 South 3rd St  
Phoenix, AZ 85004

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

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

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Arizona**

To: c/o Xpert Exposition Services  
Phoenix CC  
South Hall F, G Ballroom 33  
South 3rd St  
Phoenix, AZ 85004

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

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

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Arizona**

To: Phoenix Convention Center  
c/o Xpert Exposition Services  
33 South 3rd St  
South Hall F, G Ballroom  
Phoenix, AZ 85004

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

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

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Arizona**

To: Phoenix Convention Center  
c/o Xpert Exposition Services  
33 South 3rd St  
South Hall F, G Ballroom  
Phoenix, AZ 85004

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

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

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

## MATERIAL HANDLING COSTS

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

### Advance Shipments to Warehouse

Crated

 Shipment Weight \_\_\_\_\_ cwt x \$78.40 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Crated Additional Handling\*

 Shipment Weight \_\_\_\_\_ cwt x \$100.80 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

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

\*\*200 lb. minimum

### Direct Shipments to Show Site

Crated

 Shipment Weight \_\_\_\_\_ cwt x \$70.60 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Crated Additional Handling

 Shipment Weight \_\_\_\_\_ cwt x \$95.20 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Uncrated Additional Handling

 Shipment Weight \_\_\_\_\_ cwt x \$108.64 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

\*\*200 lb. minimum

Small Packages

First Piece \$55.00 + \_\_\_\_\_ Additional Pieces @ \$35.00

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

### Cost Estimate

|                                          |           |
|------------------------------------------|-----------|
| Material Handling                        | \$        |
| Estimated Additional Charges             | \$        |
| <b>Total Estimated Material Handling</b> | <b>\$</b> |

### Rate Classifications

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

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

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

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

### Additional Fees May be Applicable

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

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

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

*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional \$50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

### Overtime

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

Shipments are received on overtime.

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

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

## CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of \$175.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

### Caddie Cart Load Service is....

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

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

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

### Caddie Cart Load Service Schedule

#### Move-In

Thursday, January 12, 2017 10:00 A.M. - 5:00 P.M.

Friday, January 13, 2017 8:00 A.M. - 11:30 A.M.

#### Move-Out

Saturday, January 14, 2017 5:00 P.M. - 10:00 P.M.

Exhibitors who have extensive unloading requirements must use the material handling services.

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

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

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

Cart is 30" x 48".





Rock 'n' Roll Arizona

January 13-14 2017

## Vehicle Spotting Form

Company Name

Booth Number

Contact Person

E-Mail

Phone

Batteries must be disconnected and taped

Fuel tank must have no more than one eighth of a tank of gas

Fuel tanks must be locked with a locking cover to prevent the escape of vapors

Vehicles may not be moved during show hours

### ROUND-TRIP RATE

| DESCRIPTION                                        | RATE     |
|----------------------------------------------------|----------|
| Small Vehicle- Cars or small trucks                | \$150.00 |
| Large Vehicles- Trailers, buses, dump trucks, etc. | \$225.00 |

### MOBILE EQUIPMENT ORDER

| NUMBER OF<br>VEHICLES | TYPE OF VEHICLE | DATE  | TIME  | RATE  | SUBTOTAL |
|-----------------------|-----------------|-------|-------|-------|----------|
| _____                 | _____           | _____ | _____ | _____ | _____    |
| _____                 | _____           | _____ | _____ | _____ | _____    |
| _____                 | _____           | _____ | _____ | _____ | _____    |
| _____                 | _____           | _____ | _____ | _____ | _____    |

### TERMS & CONDITIONS

Total Due \_\_\_\_\_

Arrangements must be made with Show Management.

This form must be forwarded to Show Management.

Vehicles may only be displayed in accordance with local fire regulations.

Cancelled orders will be charged 100% of total if cancelled after move-in begins.

Orders must be paid by credit card

\*(see Order Summary/Payment Authorization Form).

**MATERIAL HANDLING AUTHORIZATION**

Company Name \_\_\_\_\_

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

**Advance Shipments to Warehouse**

Crated

Shipment Weight \_\_\_\_\_ cwt x \$78.40 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Crated Additional Handling\*

Shipment Weight \_\_\_\_\_ cwt x \$100.80 per 100 lbs.\*\*  
= \$ \_\_\_\_\_*\* Uncrated shipments will NOT be accepted at the Advance Warehouse.**\*\*200 lb. minimum***Direct Shipments to Show Site**

Crated

Shipment Weight \_\_\_\_\_ cwt x \$70.60 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Crated Additional Handling

Shipment Weight \_\_\_\_\_ cwt x \$95.20 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Uncrated Additional Handling

Shipment Weight \_\_\_\_\_ cwt x \$108.64 per 100 lbs.\*\*  
= \$ \_\_\_\_\_*\*\*200 lb. minimum*

Small Packages

First Piece \$55.00 + \_\_\_\_\_ Additional Pieces @ \$35.00

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.****Rate Classifications***Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.*Uncrated* - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.**Additional Fees May be Applicable***Off-Target* - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.*Late to Warehouse Fee:* - Shipments arriving after "date" will be charged an additional 30% per cwt.*Early Shipments to Warehouse* - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional \$50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.**Overtime**

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

Shipment is received on overtime.

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

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

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

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (please print) \_\_\_\_\_

DATE \_\_\_\_\_

## **MATERIAL HANDLING POLICY**

### **Weight Tickets**

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

### **Overtime Charges**

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

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

Overtime is:

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

### **Inbound Shipment(s)**

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

### **Outbound Shipment(s)**

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

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

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

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

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

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

## **MATERIAL HANDLING HINTS**

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

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

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

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

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

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

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

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

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

**Finally:**

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



Rock 'n' Roll Arizona

January 13-14 2017

## BOOTH LABOR

Discount Price Deadline 12/21/16

Company Name

Booth Number

Contact Person

E-Mail

### Labor

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

Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 12/21/16: Add 30% to hourly rates.

#### LABOR RATES:

**Straight time \$ 82.00**

**Overtime: \$ 123.00**

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

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

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

| Date & Time<br>Install                                            | # of Laborers | Total Hours | Hourly Rate | Total Cost |
|-------------------------------------------------------------------|---------------|-------------|-------------|------------|
| _____                                                             | _____         | _____       | _____       | _____      |
| _____                                                             | _____         | _____       | _____       | _____      |
| <input type="checkbox"/> Xpert Supervision* on installation labor |               |             |             |            |
| Dismantle                                                         |               |             |             |            |
| _____                                                             | _____         | _____       | _____       | _____      |
| _____                                                             | _____         | _____       | _____       | _____      |
| <input type="checkbox"/> Xpert Supervision* on dismantle labor    |               |             |             |            |

**Total Estimated Costs**

**\$**

### \*Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.

In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.

Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative

Cell Phone Number

Please note:

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

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

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

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Rock 'n' Roll Arizona

January 13-14 2017

## OUTBOUND SHIPPING INSTRUCTIONS

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

Company Name

Booth Number

Contact Person

E-Mail

### Outbound Shipping Instructions

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

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

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

Company Name / Show

Booth #

Address

City

State

Zip

Country

Attention:

Phone

Fax

## SHIPPING METHOD

☐ AIR

☐ GROUND

Name of Carrier:

### Please note:

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

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

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

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Rock 'n' Roll Arizona

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## EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

### Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 12/21/2016

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

Services to be provided

- ☐ All Xpert Services    ☐ Furniture & Carpet    ☐ Material Handling    ☐ Booth Cleaning & Porter Service  
☐ Booth Labor    ☐ Other \_\_\_\_\_

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

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

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

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

PRINT NAME

SIGNATURE

DATE

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

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|                                                                                                                                                                                      |  |                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br><b>ABC Insurance Agency</b> Fax: (212) 555-6100<br><b>1234 Broker Lane</b><br><b>New York, NY 10895</b><br><b>Attn: Joe Agent (212) 555-6102 ext. 1234</b>               |  | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |
|                                                                                                                                                                                      |  | INSUREERS AFFORDING COVERAGE                                                                                                                                                                                |
| INSURED<br><b>Big Boom Company, Inc.</b><br><b>1234 Corporate Lane</b><br><b>New York, NY 10895</b><br><b>Attn: Joe Smith</b><br><b>Phone: (212) 555-5349    Fax: (212) 555-9819</b> |  | INSURER A: <b>Hartford Insurance Company of Illinois</b>                                                                                                                                                    |
|                                                                                                                                                                                      |  | INSURER B: <b>Aetna Casualty &amp; Surety Company</b>                                                                                                                                                       |
|                                                                                                                                                                                      |  | INSURER C: <b>Travelers Insurance Company</b>                                                                                                                                                               |
|                                                                                                                                                                                      |  | INSURER D: <b>Royal Insurance Company</b>                                                                                                                                                                   |
|                                                                                                                                                                                      |  | INSURER E:                                                                                                                                                                                                  |

COVERAGES

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

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

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

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.

Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

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



Rock 'n' Roll Arizona

January 13-14 2017

## FORKLIFT LABOR

Discount Price Deadline 12/21/16

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

### Forklift Labor

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

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

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

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

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

**FORKLIFT RATES:**      **Straight time \$ 225.00**

**Overtime: \$ 337.50**

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

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

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

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

| Date & Time<br>Install       | # of Forklifts | Total Hours | Hourly Rate | Total Cost |
|------------------------------|----------------|-------------|-------------|------------|
| _____                        | _____          | _____       | _____       | _____      |
| _____                        | _____          | _____       | _____       | _____      |
| <b>Dismantle</b>             |                |             |             |            |
| _____                        | _____          | _____       | _____       | _____      |
| _____                        | _____          | _____       | _____       | _____      |
| <b>Total Estimated Costs</b> |                |             |             | <b>\$</b>  |

Description of Work to be performed: \_\_\_\_\_

Describe largest piece to be handled:

Weight \_\_\_\_\_ lbs.    Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Height to be placed \_\_\_\_\_

Show site contact: \_\_\_\_\_  
NAME

CELL \_\_\_\_\_

Please note:

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

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

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Rock 'n' Roll Arizona

January 13-14 2017

## BOOTH CLEANING

Discount Price Deadline: 12/21/16

Company Name

Booth Number

Contact Person

E-Mail

### Booth Cleaning

Vacuuming of booth and emptying of wastebaskets once daily at close of show

| Booth dimensions | Total area      | Discount Price | Standard Price | Daily Price                  |
|------------------|-----------------|----------------|----------------|------------------------------|
| _____ x _____    | = _____ x _____ | \$0.57         | or \$0.67      | = _____                      |
|                  |                 | Daily Price    | Number of days | Cleaning Service Total Price |
|                  |                 | _____ x _____  | = _____        | _____                        |

### Porter Service

Emptying of wastebaskets every two hours during show hours only.

| Booth size           | Cost per day | Number of days | Porter Service Total Price |
|----------------------|--------------|----------------|----------------------------|
| up to 1000 sq. ft.   | \$130.50     | _____          | _____                      |
| 1000 to 1500 sq. ft. | \$150.50     | _____          | _____                      |
| 1500 to 2000 sq. ft. | \$170.50     | _____          | _____                      |
| 2000 to 2500 sq. ft. | \$190.50     | _____          | _____                      |
| 2500 to 3000 sq. ft. | \$210.50     | _____          | _____                      |
| 3000 to 3500 sq. ft. | \$230.50     | _____          | _____                      |
| 3500 to 4000 sq. ft. | \$250.50     | _____          | _____                      |
| Over 4000 sq. ft.    | \$270.50     | _____          | _____                      |

Total Costs

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

[exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com)

## ACCESSIBLE STORAGE DURING SHOW

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

*Accessible storage is unsecured*

### Set-Up Fee

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

### Storage Fee

Based upon square footage required for storage

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

### Labor

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



Rock 'n' Roll Arizona

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## WAREHOUSE STORAGE

|                |      |              |     |
|----------------|------|--------------|-----|
| Company Name   |      | Booth Number |     |
| Show Name      |      | Facility     |     |
| Contact Person |      | E-Mail       |     |
| Address        | City | St           | Zip |
| Phone          | Fax  |              |     |

### Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges may apply for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

### Storage Rates

|                 |                                                                                                                                                                                                                                                                                                             |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Storage:        | \$7.00 per cwt per month.<br>(10 CWT or 1000 lbs. minimum)                                                                                                                                                                                                                                                  |
| Transportation: | 2 hr minimum @ \$135.00 per hour ST from Las Vegas show site to the warehouse facility.<br>(Quotes can be provided for shipping from another location)<br>2 hr minimum @ \$135.00 per hour ST from warehouse facility to event in Las Vegas.<br>(Quotes will be provided for shipping outside of Las Vegas) |
| Handling:       | \$7.00 per cwt for loading/unloading exhibit materials at the warehouse.<br>(5 CWT or 500 lb. minimum)                                                                                                                                                                                                      |

**NOTES:** Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at [shipping@xpertexpo.com](mailto:shipping@xpertexpo.com) if you would like to receive a shipping quote from Xpert Shipping Services (XSS). Additional fees also apply for access to or inventory of freight while placed in storage with Xpert. Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: \$7.00 x \_\_\_\_\_ CWT x \_\_\_\_\_ # of months \$ \_\_\_\_\_  
1,000 lb. minimum storage\*  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days



## WAREHOUSE STORAGE FAQ

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### Frequently Asked Questions:

**1) *Where will my items be stored?***

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

**2) *How should I label my items to be placed in storage?***

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

**3) *How should I pack my items to be placed in storage?***

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

**4) *What happens if I need to access my storage after the show?***

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

**5) *What type of payment do you accept for Storage Service?***

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

**6) *Do you offer pro-rated fees or refunds if my Storage dates change?***

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

**7) *What happens to my stored items after my Storage Term ends?***

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

**8) *Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?***

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

**9) *What type of insurance do you offer for stored items in your warehouse?***

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.

**FURNITURE & ACCESSORIES**



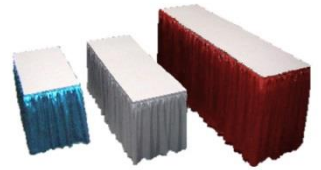
Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion  
(includes 7' retractable cord)



Tripod Easel



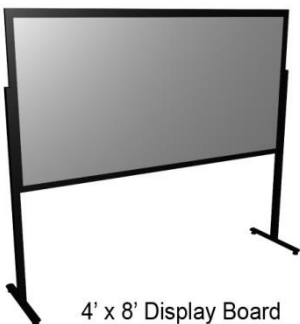
Garment Rack



Raffle Drum



Wastebasket



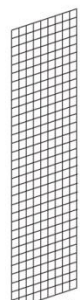
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall

**STANDARD FURNITURE**
**Discount Price Deadline 12/21/16**

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Standard Furniture**
**Seating**

|            | Quantity | Discount Price | Standard Price | Extended Price |
|------------|----------|----------------|----------------|----------------|
| Side Chair | _____    | \$ 66.00       | \$ 86.00       | \$ _____       |
| Barstool   | _____    | \$ 117.00      | \$ 151.50      | \$ _____       |

**Round Tables**

|                                 | Quantity | Discount Price | Standard Price | Extended Price |
|---------------------------------|----------|----------------|----------------|----------------|
| 36" x 30" High Conference Table | _____    | \$ 227.00      | \$ 295.00      | \$ _____       |
| 36" x 40" High Cocktail Table   | _____    | \$ 251.00      | \$ 326.00      | \$ _____       |

**30" Tables**

|                                       |       |           |           |          |
|---------------------------------------|-------|-----------|-----------|----------|
| 4' x 2' x 30" High Table (un-skirted) | _____ | \$ 75.50  | \$ 98.50  | \$ _____ |
| 6' x 2' x 30" High Table (un-skirted) | _____ | \$ 99.50  | \$ 129.50 | \$ _____ |
| 8' x 2' x 30" High Table (un-skirted) | _____ | \$ 123.50 | \$ 160.50 | \$ _____ |

**40" Tables**

|                                                                                   |       |           |           |          |
|-----------------------------------------------------------------------------------|-------|-----------|-----------|----------|
| 4' x 2' x 40" High Table (un-skirted)                                             | _____ | \$ 86.50  | \$ 112.50 | \$ _____ |
| 6' x 2' x 40" High Table (un-skirted)                                             | _____ | \$ 114.00 | \$ 148.50 | \$ _____ |
| 8' x 2' x 40" High Table (un-skirted)                                             | _____ | \$ 141.50 | \$ 184.00 | \$ _____ |
| Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6' | _____ | \$ 67.50  | \$ 87.50  | \$ _____ |

**Table skirting**

 Skirting Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

If choosing more than one color, please note specifics \_\_\_\_\_

|                 | Quantity | Discount Price | Standard Price | Extended Price |
|-----------------|----------|----------------|----------------|----------------|
| 30" Table Skirt | _____    | \$ 47.00       | \$ 61.00       | \$ _____       |
| 40" Table Skirt | _____    | \$ 59.00       | \$ 76.50       | \$ _____       |

*\*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables*

|                                                              |       |          |          |          |
|--------------------------------------------------------------|-------|----------|----------|----------|
| 30" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8' | _____ | \$ 47.00 | \$ 61.00 | \$ _____ |
| 40" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8' | _____ | \$ 59.00 | \$ 76.50 | \$ _____ |

|                    |           |
|--------------------|-----------|
| <b>Total Costs</b> | <b>\$</b> |
|--------------------|-----------|

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

**FURNITURE ACCESSORIES**
**Discount Price Deadline: 12/21/16**

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Furniture Accessories**

|                                          | Quantity | Discount Price | Standard Price | Extended Price |
|------------------------------------------|----------|----------------|----------------|----------------|
| Chrome Bag Stand                         | _____    | \$ 114.00      | \$ 148.50      | \$ _____       |
| 22" x 28" Chrome Sign Stand              | _____    | \$ 107.00      | \$ 139.00      | \$ _____       |
| 4' x 8' Display Board                    | _____    | \$ 197.00      | \$ 256.00      | \$ _____       |
| 4' x 8' Peg Board                        | _____    | \$ 197.00      | \$ 256.00      | \$ _____       |
| 2' x 8' Grid Wall                        | _____    | \$ 104.50      | \$ 136.00      | \$ _____       |
| Grid Wall Feet (set of two)              | _____    | \$ 25.00       | \$ 25.00       | \$ _____       |
| Garment Rack                             | _____    | \$ 119.00      | \$ 154.50      | \$ _____       |
| Literature Stand                         | _____    | \$ 117.50      | \$ 153.00      | \$ _____       |
| Raffle Drum                              | _____    | \$ 111.50      | \$ 145.00      | \$ _____       |
| Stanchion (includes 7' retractable cord) | _____    | \$ 87.50       | \$ 114.00      | \$ _____       |
| Tripod Easel                             | _____    | \$ 44.50       | \$ 58.00       | \$ _____       |
| 8' Upright Pole & Base                   | _____    | \$ 31.50       | \$ 40.50       | \$ _____       |
| 6' – 10' Crossbar                        | _____    | \$ 31.50       | \$ 40.50       | \$ _____       |
| Wastebasket                              | _____    | \$ 23.00       | \$ 29.50       | \$ _____       |

**BOOTH DRAPE**
**Drape Color**   ☐ Black   ☐ Blue   ☐ Burgundy   ☐ Gold   ☐ Green   ☐ Red   ☐ Silver   ☐ Teal   ☐ White

|                                             | Quantity | Discount Price | Standard Price | Extended Price |
|---------------------------------------------|----------|----------------|----------------|----------------|
| 8' high drape – backdrop (per linear foot)  | _____    | \$ 18.00       | \$ 23.50       | \$ _____       |
| 3' high drape – side rail (per linear foot) | _____    | \$ 14.50       | \$ 19.00       | \$ _____       |
| End Cap                                     | _____    | \$ 54.00       | \$ 70.50       | \$ _____       |

**Total Costs**
**\$**

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

**BOOTH CARPET**
**Discount Price Deadline: 12/21/16**

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Standard Carpet**

 Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

|           | Quantity | Discount Price | Standard Price | Extended Price |
|-----------|----------|----------------|----------------|----------------|
| 10' x 10' | _____    | \$173.00       | \$224.50       | \$ _____       |
| 10' x 20' | _____    | \$345.50       | \$449.50       | \$ _____       |
| 10' x 30' | _____    | \$518.50       | \$674.00       | \$ _____       |
| 10' x 40' | _____    | \$691.50       | \$898.50       | \$ _____       |
| 10' x 50' | _____    | \$864.00       | \$1123.50      | \$ _____       |

**Custom Cut Carpet**

 Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

|                             | Booth Size    | Sq. Ft. | Discount Price | Standard Price | Extended Price |
|-----------------------------|---------------|---------|----------------|----------------|----------------|
| Per Sq Ft (minimum 100 ft.) | _____ X _____ | = _____ | X \$2.88       | or \$3.74=     | \$ _____       |

**Plush Carpet**

 Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal ☐ White

|                              | Booth Size    | Sq. Ft. | Discount Price | Standard Price | Extended Price |
|------------------------------|---------------|---------|----------------|----------------|----------------|
| Per Sq. Ft (minimum 100 ft.) | _____ X _____ | = _____ | X \$3.96       | or \$5.15 =    | \$ _____       |

**Accessories**

| Padding (1/2 inch foam)       | Size          | Sq. Ft. | Discount Price | Standard Price | Extended Price |
|-------------------------------|---------------|---------|----------------|----------------|----------------|
| Per Sq. Ft. (minimum 100 ft.) | _____ X _____ | = _____ | X \$1.68       | or \$2.18 =    | \$ _____       |

Double Padding (1 inch foam)

|                               |               |         |          |             |          |
|-------------------------------|---------------|---------|----------|-------------|----------|
| Per Sq. Ft. (minimum 100 ft.) | _____ X _____ | = _____ | X \$3.30 | or \$4.29 = | \$ _____ |
|-------------------------------|---------------|---------|----------|-------------|----------|

Visqueen (3 mil)

|                               |               |         |          |             |          |
|-------------------------------|---------------|---------|----------|-------------|----------|
| Per Sq. Ft. (minimum 100 ft.) | _____ X _____ | = _____ | X \$1.14 | or \$1.48 = | \$ _____ |
|-------------------------------|---------------|---------|----------|-------------|----------|

|                    |           |
|--------------------|-----------|
| <b>Total Costs</b> | <b>\$</b> |
|--------------------|-----------|

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## BOOTH RENTAL

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_



**PACKAGE A**



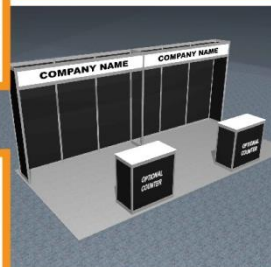
**PACKAGE D**



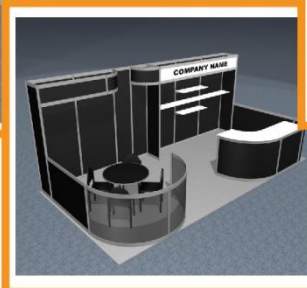
**PACKAGE G**



**PACKAGE B**



**PACKAGE C**



**PACKAGE E**



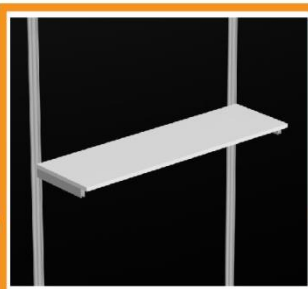
**PACKAGE F**



**PACKAGE H**

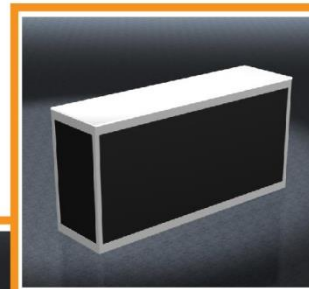
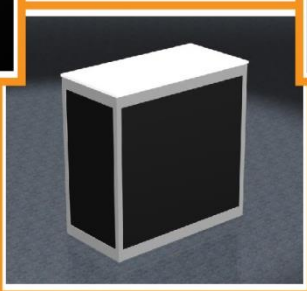
## ACCESSORIES

**ARM LIGHT**



**SHELF**

**1M COUNTER**



**2M COUNTER**

**CURVED COUNTER**



**BOOTH RENTAL**
**Discount Price Deadline: 12/21/16**

|                                                                                                                                                                                   | Discount Price | Standard Price | Extended Price |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|
| <b>Package A</b><br>• header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)                                                    | \$1614.00      | \$2098.50      | _____          |
| <b>Package B</b><br>• header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)                                                    | \$2196.00      | \$2855.20      | _____          |
| <b>Package C</b><br>• header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)                                                    | \$2454.00      | \$3190.50      | _____          |
| <b>Package D</b><br>• header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)                                                    | \$3068.50      | \$3989.00      | _____          |
| <b>Package E</b><br>• header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included)<br>• 1 custom curved counter • 5 – 1 meter shelves | \$3894.00      | \$5062.50      | _____          |
| <b>Package F</b><br>• header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves                                                 | \$3780.00      | \$4914.00      | _____          |
| <b>Package G</b><br>• header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters<br>• 4 barstools                               | \$3894.00      | \$5062.50      | _____          |
| <b>Package H</b><br>• header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters<br>• 4 barstools                               | \$4734.00      | \$6154.50      | _____          |

|                    |    |
|--------------------|----|
| <b>Total Costs</b> | \$ |
|--------------------|----|

**Header copy:**

**Text color:** ☐ Black ☐ Blue ☐ Red ☐ Grey

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

**Carpet color:** ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

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Rock 'n' Roll Arizona

January 13-14 2017

## BOOTH RENTAL ACCESSORIES

Discount Price Deadline: 12/21/16

Company Name

Booth Number

Contact Person

E-Mail

### Booth Rental Accessories

|                               | Quantity | Discount Price | Standard Price | Extended Price |
|-------------------------------|----------|----------------|----------------|----------------|
| Arm lights*                   | _____    | \$78.00        | \$101.50       | \$_____        |
| 1 meter shelf                 | _____    | \$59.00        | \$76.50        | \$_____        |
| 1 meter counter               | _____    | \$294.00       | \$382.50       | \$_____        |
| 1 meter curved counter        | _____    | \$414.00       | \$538.50       | \$_____        |
| 2 meter counter               | _____    | \$450.00       | \$585.00       | \$_____        |
| Sliding door lock for counter | _____    | \$21.50        | \$28.00        | \$_____        |

**Total Costs**

**\$**

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

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

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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

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

[exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com)



Rock 'n' Roll Arizona

January 13-14 2017

## CUSTOM SIGNAGE

Discount Price Deadline: 12/21/16

Company Name \_\_\_\_\_

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

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

### Signage

|                               | Quantity | Discount Price | Standard Price | Extended Price |
|-------------------------------|----------|----------------|----------------|----------------|
| 8 1/2" x 11"                  | _____    | \$60.00        | \$78.00        | \$ _____       |
| 7" x 44"                      | _____    | \$78.00        | \$102.00       | \$ _____       |
| 14" x 22"                     | _____    | \$78.00        | \$102.00       | \$ _____       |
| 22" x 28"                     | _____    | \$102.00       | \$132.00       | \$ _____       |
| 28" x 44"                     | _____    | \$204.00       | \$264.00       | \$ _____       |
| 38" x 84" w/base single sided | _____    | \$534.00       | \$690.00       | \$ _____       |

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

Indicate Sign Copy Here (print or type)

Choose layout:

☐ Horizontal

☐ Vertical

## OPTIONS

|                       | Quantity | Discount Price | Standard Price | Extended Price |
|-----------------------|----------|----------------|----------------|----------------|
| Easel back (per sign) | _____    | \$11.00        | \$14.00        | \$ _____       |

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

Sub Total \$ \_\_\_\_\_

Add 8.1% Tax \$ \_\_\_\_\_

**Total Costs**

**\$**

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[exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com)

## **Union Information**

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

## **Jurisdiction Information**

Xpert has a friendly, skilled, quality conscious and productive labor force. Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use fulltime company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions. AZ is a "right to work" state. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

## **Material Handling**

The unloading and delivery of all display related materials, machinery and equipment from the convention site docks to the exhibitor's booths and loading out from the exhibitor's booths to trucks at the docks must be performed by the Official Service Contractor. Exhibitors may "hand carry" items into the convention site, provided they do not use material handling equipment to assist them (e.g. dollies, luggage carts, hand trucks). All booth and aisle cleaning is the jurisdiction of the Official Service Contractor.

## **Facility**

Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones. Their work rules and union jurisdictional issues would apply for these services.

## **Gratuities**

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## **Work Zone**

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

## FIRE & SAFETY

### **FIRE AND SAFETY REGULATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Rock 'n' Roll Arizona

January 13-14 2017

## EXPOSITION SERVICES TERMS & CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. Customer shall defend, hold harmless and indemnify XPERT EXPOSITION SERVICE from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property other than goods, relating to or arising from performance of services herein. Exhibitor agrees to indemnify and hold XPERT EXPOSITION SERVICE harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through XPERT EXPOSITION SERVICE. Customer's obligations under this provision shall not apply to XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.** To the extent of XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct, and subject to the limitations of liability above, XPERT EXPOSITION SERVICE shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. XPERT EXPOSITION SERVICE'S obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

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

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

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

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

Rates Effective July 1, 2016-June 30th, 2017

**Information & Online Ordering**

[www.commonwealthexpo.com](http://www.commonwealthexpo.com)



**Submit Form To:**



Commonwealth Electric Company  
100 North 3rd Street, Phoenix, AZ 85004  
PH 602.253.5881 Fax 602.253.5530  
Email: [cbryan@commonwealthelectric.com](mailto:cbryan@commonwealthelectric.com)

**Please note that electrical orders can only be placed online or via this form, phone orders not accepted.**

|                                                                                                                                   |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Event: Rock N Roll Marathon AZ Expo</b>                                                                                        |                      |                       |            | <b>Dates: January 11- 14, 2017</b>                                                                                                     |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   |                      |                       |            | <b>Event # 479364</b>                                                                                                                  |                                                                                                                                                                                                                                                                     |        |
| For Discount Payment Price we must receive your order and payment prior to this<br><b>DISCOUNT DEADLINE DATE OF: 01.28.2017</b>   |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| Company Name:                                                                                                                     |                      |                       |            | Booth#:                                                                                                                                |                                                                                                                                                                                                                                                                     |        |
| <b>Standard Electrical Outlets **Rates are for duration of event**</b>                                                            |                      |                       |            | If you require services not listed on this form please call for a quote.<br><br>Lighting, Water and/or Air, please call for Order Form |                                                                                                                                                                                                                                                                     |        |
| Qty                                                                                                                               | Description          | Discount              | Regular    |                                                                                                                                        |                                                                                                                                                                                                                                                                     | Amount |
| <b>120V Motor &amp; Equipment Outlets (3 Pronged)</b>                                                                             |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 500 Watts (5Amp)     | \$103.00              | \$134.00   |                                                                                                                                        | <b>24 Hour Services:</b><br>Rates are <b>DOUBLE</b> the Outlet Rate<br><input type="checkbox"/> Check if required                                                                                                                                                   |        |
|                                                                                                                                   | 1000 Watts (10 Amp)  | \$139.00              | \$181.00   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 2000 Watts (20 Amp)  | \$176.00              | \$228.00   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| <b>1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>                                                                 |                      |                       |            | <b>Overhead Power:</b><br>Rates are Time and Material, please call for quote.                                                          |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 10 Amp 208V 1 Phase  | \$237.00              | \$308.10   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 20 Amp 208V 1 Phase  | \$279.00              | \$363.00   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 30 Amp 208V 1 Phase  | \$348.00              | \$453.00   |                                                                                                                                        | <b>208V and 480V Services:</b><br>There is a <b>MINIMUM</b> labor charge of (1) hr. for installation/removal of all 208V service. There is a <b>MINIMUM</b> labor charge of (2) hrs. for installation/removal of all 480V service.                                  |        |
|                                                                                                                                   | 50 Amp 208V 1 Phase  | \$475.00              | \$617.50   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 60 Amp 208V 1 Phase  | \$539.00              | \$700.00   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 100 Amp 208V 1 Phase | \$868.35              | \$1,128.86 |                                                                                                                                        | <b>ELECTRICAL LABOR:</b><br>Outlets requested to be placed anywhere other than the <b>back of the booth</b> will require a layout and a <b>MINIMUM</b> of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power. |        |
| <b>3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>                                                                 |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 10 Amp 208v 3 Phase  | \$260.40              | \$338.52   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 20 Amp 208V 3 Phase  | \$374.00              | \$485.94   |                                                                                                                                        | <input type="checkbox"/> <b>Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.</b><br><br><input type="checkbox"/> <b>Layout to follow</b>                                                               |        |
|                                                                                                                                   | 30 Amp 208V 3 Phase  | \$439.00              | \$571.00   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 50 Amp 208V 3 Phase  | \$622.65              | \$809.45   |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 60 Amp 208V 3 Phase  | \$723.45              | \$940.49   |                                                                                                                                        | <b>FOR SUPERVISED LABOR ONLY</b><br>Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.                                                                                                                                                       |        |
|                                                                                                                                   | 100 Amp 208V 3 Phase | \$1,331.40            | \$1,730.82 |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| <b>Rental Items</b>                                                                                                               |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | Extension Cord 15'   | \$28.35               |            |                                                                                                                                        | Date/Time Requested<br>Onsite Contact<br>Onsite Contact Cell #                                                                                                                                                                                                      |        |
|                                                                                                                                   | Extension Cord 25'   | \$30.45               |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 5-way power strip    | \$26.25               |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   | 3-way adaptor        | \$23.10               |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| <b>In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges</b>                      |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| <b>Labor for Layout/Overhead/Qty and 208V Services</b>                                                                            |                      |                       |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| ST (M-F 8am-4:30pm)                                                                                                               |                      | \$92.40               |            |                                                                                                                                        | <b>FOR SUPERVISED LABOR ONLY</b><br>Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.                                                                                                                                                       |        |
| OT (M-F 4:30pm-12am & Sat 8am-12 am)                                                                                              |                      | \$138.60              |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| DT (M-F 12Am-8am & all Sundays/Holidays)                                                                                          |                      | \$184.80              |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| <b>State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption.</b>                             |                      | <b>Total Order</b>    |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   |                      | <b>8.6% Sales Tax</b> |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   |                      | <b>Labor Amount</b>   |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| <b>**By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**</b> |                      | <b>Total Due</b>      |            |                                                                                                                                        |                                                                                                                                                                                                                                                                     |        |
| Company Name                                                                                                                      |                      |                       |            | Phone                                                                                                                                  |                                                                                                                                                                                                                                                                     |        |
|                                                                                                                                   |                      |                       |            | Cell Phone                                                                                                                             |                                                                                                                                                                                                                                                                     |        |
| Address                                                                                                                           |                      |                       |            | State                                                                                                                                  | Zip                                                                                                                                                                                                                                                                 |        |
| Email Address **Please Print Legibly**                                                                                            |                      |                       |            | Onsite Contact                                                                                                                         |                                                                                                                                                                                                                                                                     |        |
| Signature                                                                                                                         |                      |                       |            | Print Name                                                                                                                             |                                                                                                                                                                                                                                                                     |        |
| Paid by: CK AX MC VS                                                                                                              |                      | CC#                   |            | Exp Date                                                                                                                               |                                                                                                                                                                                                                                                                     |        |
| Cardholder Signature                                                                                                              |                      |                       |            | Print Name                                                                                                                             |                                                                                                                                                                                                                                                                     |        |



## Commonwealth Electric Customer Information Phoenix Convention Center



### Payment Policy:

**Payment in Full** is required on all outlets when order is placed. PURCHASE ORDERS are not considered payment. There will be an additional \$25.00 service charge on all returned checks.

**Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the STATE OF ARIZONA, please attach SALES TAX EXEMPTION CERTIFICATE to your order.

**Discount Rates:** available on orders and payments received ten (10) business days prior to show move-in. See the order form for exact date.

**Regular Rates:** are applied to all orders received AFTER the DEADLINE for DISCOUNT date and orders received on the show floor.

**International:** payment must be in US Dollars, money order, or credit cards.

**Receipts and Confirmations:** are available upon REQUEST.

**Claims:** will not be considered unless filed in writing by customer prior to close of show.

**Credit:** will not be given for outlets or equipment once they have been installed, regardless of usage.

**Refunds:** must be requested in writing by customer within 10 days of close of event.

**Unpaid Balances:** all balances must be paid prior to show open and any unpaid balances are subject to 1 ½ % thereafter.

**Contract Agreement:** Lessor will not be responsible for strikes accidents, fires, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that exhibitor has read and agrees to all conditions and regulations as stated on this contract.

### Outlets & Equipment:

Each outlet ordered is ONE SINGLE plug-in

Outlets will be located on the floor at the back of the booth or in the most convenient location for CECM. Exceptions include orders submitted with layouts-see layout section.

Outlets are provided at an ADDITIONAL charge and are not part of the booth package unless otherwise indicated on our CECM form.

Outlets are to be ordered separately by each exhibitor and may not be shared with other exhibitors.

Building utility outlets are not a part of the booth space and are not to be used by exhibitors unless specified otherwise.

**Property:** All materials and equipment furnished by CECM for this service order, shall remain the property of CECM and be removed only by CECM at the close of show. At the close of show, please leave all Commonwealth equipment in your booth to be collected.

**Special:** Exhibitors are responsible for supplying converters-220V to 120/110V-for international equipment. Exhibitors are responsible for GFI, if GFI is required. CECM can provide converters from 220V to 120/110V or GFI's at an additional charge.

### Labor:

**Requirements:** You need to add a minimum of one hour labor to your order if...

You order 208V service or higher. A minimum of one hour of labor is required for EACH 208V connection. Please note your connector for each 208V service on the order form. See the Service Desk to request connect and disconnect.

Request your outlet anywhere but the back of the booth or send a layout for the location of your outlet.

Request exhibitor supervision for the placement of your electrical outlet.

Order an electrical outlet over 20amps 120V.

Request power to be dropped from the ceiling or located overhead.

Request eight (8) or more electrical outlets.

### Installation:

CECM will not be responsible for any cutting or altering of any floor covering in order to bring power to a booth in a specific location.

See the Commonwealth Service desk for on-site assistance during exhibitor move-in to schedule 208V connect/disconnect.

|                                     |                   |                                    |
|-------------------------------------|-------------------|------------------------------------|
| <b>Usage:</b> Usually but can vary: | Up to 500 Watts:  | TV, DVD Player, Radio, Expo Reader |
|                                     | Up to 2000 Watts: | Vacuum, hair dryers, heat lamps    |

Indicate BOOTH ORIENTATION on your layout.

Wattage/ampage is usually marked on the back or bottom of appliance or machine.

Total light bulb wattage to determine usage.

### Conditions and Regulations:

All equipment, regardless of source of power, must comply with all federal, state and city safety codes.

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

All exhibitors' cords must be of the 3-wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.

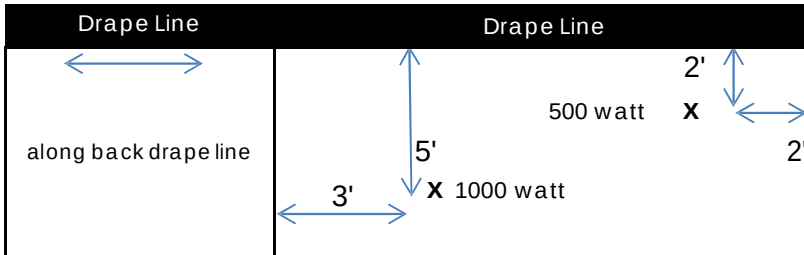
Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.



|                                |
|--------------------------------|
| <b>Event:</b>                  |
| <b>Booth Name &amp; Number</b> |

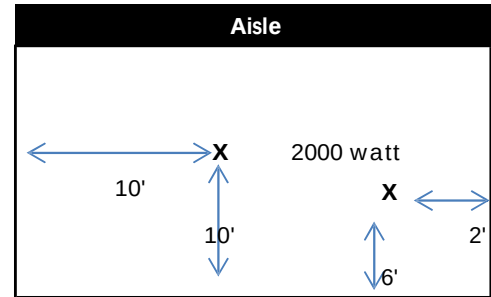
### Examples filling out your floor plan-Not to Scale

Line Booth  
Standard Placement



Line Booth  
Custom Placement w/measurements

Island Booth  
Custom Placement w/measurements



## Exhibitor Floor Plan

Important Element of your floor plan to include:

- \* Mark Service Location
- \* Indicate adjacent booth numbers and/or aisles
- \* Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # \_\_\_\_\_

Adj Booth # \_\_\_\_\_

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Adj Booth # \_\_\_\_\_

Adj Booth # \_\_\_\_\_



|                             |                                                                              |
|-----------------------------|------------------------------------------------------------------------------|
| Exhibitor Company Name:     | Show Name:                                                                   |
| Billing Company Name:       | Show Dates:<br>/ / To / /                                                    |
| Billing Company Address:    | Incentive Order Deadline:<br><b>14 Days Prior to 1st Day of Show Move-in</b> |
| City, State / Country, Zip: | Booth / Room #:                                                              |
| Contact Name:               | Phone Number:<br>( ) -                                                       |
| Contact Email:              | Cell Number:<br>( ) -                                                        |
| On-Site Contact:            | On-Site Number:<br>( ) -                                                     |

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

|                                                              |                                                             |
|--------------------------------------------------------------|-------------------------------------------------------------|
| <b>Print Authorized Name Accepting Terms and Conditions:</b> | <b>Authorized Signature Accepting Terms and Conditions:</b> |
|--------------------------------------------------------------|-------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dedicated Wired Internet Routers Allowed</b><br>Connection speeds of 3Mbps and up<br><b>Required for:</b> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b> | <b>Premium Wired Internet No wired or wireless routers</b><br>Shared Connection speeds up to 10Mbps<br><b>Recommended for:</b> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <b>Includes 1 Static Private IP Address</b> | <b>Basic Wired Internet No wired or wireless routers</b><br>Shared Connection speeds up to 1.54Mbps<br><b>Recommended for:</b> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <b>Supports 1 device only</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

| 1. Shared Internet Services – Routers Prohibited                                                                                                                                                                                   |  | QTY | Incentive                 | Base                     | On-Site | Total    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|---------------------------|--------------------------|---------|----------|
| a. Premium Internet Service                                                                                                                                                                                                        |  |     |                           | \$1,095                  | \$1,395 | \$1,674  |
| b. Additional Devices for Premium Service                                                                                                                                                                                          |  |     |                           | \$150                    | \$185   | \$222    |
| c. Upgrade to Public IP Address for Premium Internet Service                                                                                                                                                                       |  |     |                           | \$199                    | \$299   | \$358    |
| d. Basic Internet Service                                                                                                                                                                                                          |  |     |                           | \$695                    | \$895   | \$1,074  |
| 2. Dedicated Internet Services – Routers Supported                                                                                                                                                                                 |  |     |                           |                          |         |          |
| a. Dedicated 3Mbps                                                                                                                                                                                                                 |  |     |                           | \$3,495                  | \$4,370 | \$5,244  |
| b. Dedicated 6Mbps                                                                                                                                                                                                                 |  |     |                           | \$5,900                  | \$7,375 | \$8,850  |
| c. Dedicated 10Mbps                                                                                                                                                                                                                |  |     |                           | \$7,850                  | \$9,810 | \$11,772 |
| d. Upgrade to 29 Public Static IP Addresses                                                                                                                                                                                        |  |     |                           | \$995                    | \$1,194 | \$1,433  |
| Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.                                                                                                                                                        |  |     |                           |                          |         |          |
| 3. Internet Equipment & Labor                                                                                                                                                                                                      |  |     |                           |                          |         |          |
| a. Switch Rental – up to 24 ports                                                                                                                                                                                                  |  |     |                           | \$185                    | \$225   | \$270    |
| b. Patch Cable (up to 50') – Cat5e                                                                                                                                                                                                 |  |     |                           | \$50                     | \$62    | \$74     |
| c. Labor / Floor Work – Fee Per Hour                                                                                                                                                                                               |  |     |                           | \$125                    | \$125   | \$125    |
| 4. Voice Services: PBX Service – Domestic LD Included                                                                                                                                                                              |  |     |                           |                          |         |          |
| a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD                                                                                                       |  |     |                           | \$275                    | \$345   | \$414    |
| b. Multi-line Phone w/ 1 main number & 1 rollover line                                                                                                                                                                             |  |     |                           | \$415                    | \$520   | \$624    |
| c. Speaker Phone Line w/ Polycom Instrument                                                                                                                                                                                        |  |     |                           | \$465                    | \$575   | \$690    |
| 5. Special Quote – Attachment A or Statement of Work (if applicable)                                                                                                                                                               |  |     |                           |                          |         |          |
| 6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)                                                                                                                 |  |     |                           |                          |         |          |
| For extension of 3 <sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.                                                                                                                        |  |     |                           |                          |         |          |
|                                                                                                                                                                                                                                    |  |     |                           | SUBTOTAL                 |         |          |
| Send Completed Orders with Payment and Floor Plan To:<br>SMART CITY NETWORKS<br>5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118<br>(888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a> |  |     |                           | ESTIMATED 10% TAX / FEES |         |          |
|                                                                                                                                                                                                                                    |  |     |                           | GRAND TOTAL              |         |          |
| Effective January 1, 2016 – December 31, 2016                                                                                                                                                                                      |  |     | Customer No: 2016 - 029 - |                          |         |          |

# Network Security Declaration

Center: **P h o e n i x   C C   -   ( 0 2 9 )   -   A Z**

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2016 - 029 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: **P h o e n i x   C C   -   ( 0 2 9 )   -   A Z**  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: **2016 - 029 -**

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

|                          |  | Adjacent Booth or Aisle# _____ |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------|--|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Adjacent Booth or Aisle# |  |                                |  |  |  |  |  |  |  |  |  |  |  |
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|                          |  |                                |  |  |  |  |  |  |  |  |  |  |  |
|                          |  | Adjacent Booth or Aisle# _____ |  |  |  |  |  |  |  |  |  |  |  |

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

# Floor Plan – Communications Cable

Center: Phoenix CC - (029) - AZ

Show: ABC EXAMPLE SHOW

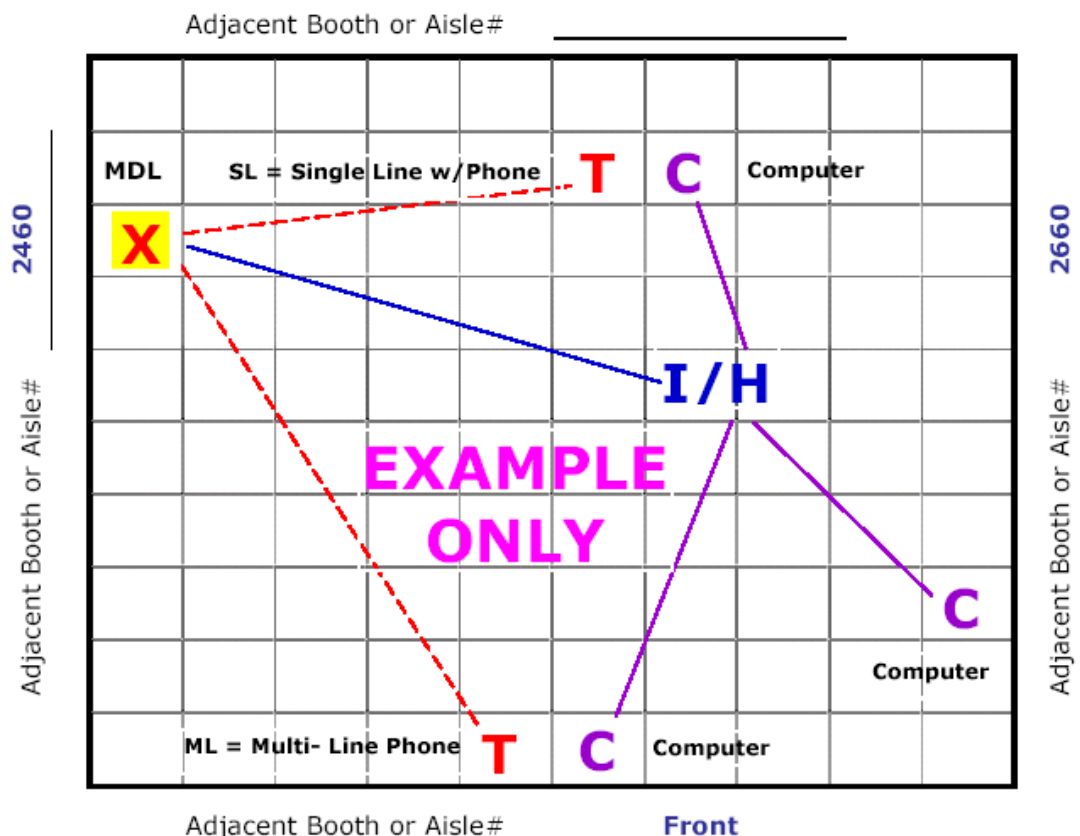
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2016 - 029 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

## WiFi Buyout Products

| BASIC<br>(768Kbps)                                 |          | STANDARD<br>(1.5Mbps) |          | PREMIER<br>(No User Rate Limit) |          |               |
|----------------------------------------------------|----------|-----------------------|----------|---------------------------------|----------|---------------|
| Device Limit                                       | Cost     | Device Limit          | Cost     | Device Limit                    | Cost     | Max Bandwidth |
| 100                                                | \$4,000  | 100                   | \$6,000  | 100                             | \$8,000  | 10Mbps        |
| 200                                                | \$6,000  | 200                   | \$11,000 | 200                             | \$20,000 | 24Mbps        |
| 300                                                | \$7,500  | 300                   | \$13,500 | 300                             | \$31,500 | 40Mbps        |
| 500                                                | \$10,000 | 500                   | \$16,500 | 500                             | \$41,500 | 60Mbps        |
| 750                                                | \$13,500 | 750                   | \$23,250 | 750                             | \$48,750 | 90Mbps        |
| 1000                                               | \$17,500 | 1000                  | \$30,000 | 1000                            | \$55,000 | 125Mbps       |
| 1500                                               | \$25,500 | 1500                  | \$42,000 | 1500                            | \$67,500 | 175Mbps       |
| 2000                                               | \$33,500 | 2000                  | \$47,000 | 2000                            | \$80,000 | 250Mbps       |
| 2500                                               | \$42,500 | 2500                  | \$56,250 | 2500                            | \$87,500 | 325Mbps       |
| For larger WiFi deployments, please call for quote |          |                       |          |                                 |          |               |

All Buyout products include a customized SSID and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page Design can be found at <https://smartcitynetworks.com/Products/SplashPageDesign.aspx>

High-Density requests may require additional engineering, personnel and equipment resources that may result in additional fees.

## Custom Hotspot Solutions

| <b>BASIC</b><br>(768Kbps)<br>Not Available Inside<br>The Exhibit Hall |           |         |         |
|-----------------------------------------------------------------------|-----------|---------|---------|
| Device Limit                                                          | Incentive | Base    | On-Site |
| 15                                                                    | \$995     | \$1,194 | \$1,433 |
| 30                                                                    | \$1,600   | \$1,920 | \$2,304 |
| 60                                                                    | \$2,995   | \$3,594 | \$4,313 |

| <b>STANDARD</b><br>(1.5Mbps) |           |         |         |
|------------------------------|-----------|---------|---------|
| Device Limit                 | Incentive | Base    | On-Site |
| 5                            | \$1,695   | \$2,034 | \$2,441 |
| 15                           | \$2,995   | \$3,594 | \$4,313 |
| 30                           | \$4,900   | \$5,880 | \$7,056 |
| 60                           | \$6,700   | \$8,040 | \$9,648 |

| <b>PREMIER</b><br>No User Rate Limit |           |          |          |               |
|--------------------------------------|-----------|----------|----------|---------------|
| Device Limit                         | Incentive | Base     | On-Site  | Max Bandwidth |
| 5                                    | \$2,500   | \$3,000  | \$3,600  | 2Mbps         |
| 15                                   | \$5,250   | \$6,300  | \$7,560  | 4Mbps         |
| 30                                   | \$7,500   | \$9,000  | \$10,800 | 6Mbps         |
| 60                                   | \$9,000   | \$10,800 | \$12,960 | 8Mbps         |

All Hotspot products include the installation of 1 dedicated Access Point, a customized SSID and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page Design can be found at <https://smartcitynetworks.com/Products/SplashPageDesign.aspx>

## Convention Center WiFi Frequently Asked Questions

### What is wifi?

Wi-Fi is a general term, which typically refers to "wireless fidelity." The term itself was trademarked by the Wi-Fi Alliance for the purposes of certifying products which use wifi technology. The term "wifi" is most often used in conjunction with wireless Internet networking. In other words, it is a way to access the Internet or a network without the use of cables or wires allowing for truly mobile technology.

### What is 802.11xx and which standard is supported in the convention center?

Wi-Fi technology is based on using radio frequencies to transmit data. The data is transmitted using different techniques to split or spread the data over multiple frequencies. This allows for more rapid transmission speeds and larger data sizes to be transferred. Smart City supports 802.11a/g/n frequencies on both 2.4GHz and the 5GHz spectrum. Not all locations will support the 2.4GHz 802.11a/g/n frequencies inside the exhibit hall as this frequency has been saturated by overuse with the multitude of devices, even beyond WiFi, that take advantage of the non-licensed spectrum. Please contact our WiFi help desk if you have questions about your devices compatibility. (888) 243-5685.

### Should I be concerned about interference or reliability issues?

Yes. Wireless service is inherently vulnerable to interference from other wireless devices that transmit similar frequency. Smart City cannot guarantee that interference will not occur and is limited on the amount of support that can be provided in that instance. **Smart City does NOT recommend wireless service for event critical services such as registration, presentations or product demonstrations.**

### How do I connect to your WiFi network?

We can create instructions based on your specific requirements and custom setup. In general, a user will search for available wireless networks and select the WiFi name that has been created for your event. After the user selects this name to connect, they will simply open a web browser and we will automatically redirect them to the sign-on portal, sponsorship page or they will be directly connected to the internet, based on your direction to us.

## Questions We Have for You

### What will be the general usage on this WiFi network? Examples are checking email, web browsing, wireless printing, webcast/Skype/video conferencing, Apple TV, etc.

The package chosen will play a big impact on whether or not your users will be restricted in any way. If users are simply checking email or general web browsing, the **BASIC** package should be sufficient. If users need to stream videos such as youtube, present high resolution images or other bandwidth intensive applications, our **STANDARD** option may be better suited. **PREMIER** can handle just about anything and will only be limited to the shared resources WiFi can provide. Understanding if your users require Apple TV or file and printer sharing services may require additional engineering on our part.

### What is the estimated attendance for your event?

In order to help you decide on the appropriate package, understanding the total number of people in attendance, as well as the technical makeup of your users will allow us to estimate how many users will access the system at any given time.

### Where exactly would you like your WiFi service broadcasted?

This will assist our local team in engineering the services based on location.

### Do you expect a large concentration of users in a specific location as opposed to your user base spread out amongst the facility or your specifically provisioned area?

In general, we engineer our meeting rooms to support no more than 100 users at any given time. Exhibit halls and ballrooms are engineered to support more simultaneous connections, but each location can be limited in the amount of simultaneous connections BY DEFAULT. This does not mean that we are permanently limited. By understanding the flow of traffic in your event and any locations that may have a large concentration of users, we can efficiently engineer the appropriate WiFi infrastructure to prevent overload of the system.

### **Would you like an encryption, username/password or some sort of authentication process to access the internet?**

There are many ways to access the internet via WiFi and we are very flexible with how to achieve that. Simply instruct us on how you want the users to connect to WiFi and we will make it happen. Call your local Smart City rep to discuss these custom scenarios.

### **Are you interested in Sponsorship opportunities?**

Smart City has the capability to redirect your users to a Sponsor page, either created locally or located on the web. This is a great opportunity to generate additional revenue!



## Exhibitor Wireless Internet

### BROADBAND WIRELESS

Smart City offers business-class 802.11 a/n 5 GHz only exhibitor internet service throughout the Phoenix Convention Center's meeting rooms and exhibit space.

**1 Day for \$79.99\***  
**3 Days for \$159.99\***  
**5 Days for \$239.99\***

### HOW DO I CONFIGURE MY WIRELESS CONNECTION?

- > Set the network name (SSID) in your wireless configuration utility to "Exhibitor Internet". We do not recommend using automatic settings or using the network name "ANY."
- > Be sure to set your TCP/IP properties to "Obtain an IP address automatically" (DHCP).
- > If requested, choose Infrastructure mode rather than ad-hoc mode.
- > Turn any encryption (WEP) off.
- > You will need to access this service with the login and password created when you make your purchase.

### REMEMBER TO OPEN YOUR BROWSER

To utilize advanced services such as VPN or corporate e-mail please remember to open your browser first to complete the log-in process.

### DO YOU SUPPORT VPN?

Yes. Most VPN (virtual private network) connections are supported\*\*. If your computer allows Internet remote access into a corporate network, then you may connect. If your company has a VPN, you should be able to run your VPN or secure tunnel client software. Please note that due to some corporate policies these services may be restricted or require additional support from your corporate IT professionals.

### IS MY DATA SECURE?

Wireless transmissions, by their nature, can be intercepted very easily. Our network was designed for ease of use, and data is not automatically encrypted or password protected.

### CAN I USE THIS SERVICE ON MULTIPLE DEVICES?

Yes. Wireless accounts use e-mail address authentication. Only a single session can be active at one time.

### CAN INTERFERENCE AFFECT MY WIRELESS CONNECTION?

Yes. Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum.

Smart City cannot guarantee that interference will not occur. Wireless service is NOT recommended for mission critical services such as presentations or product demonstrations. Please contact us at (602) 252-1770 for assistance in locating the right product for your booth.

### WHAT IF I HAVE SERVICE ISSUES?

Should you have problems please contact the Smart City help desk or call us at 888-446-6911. Please note that this service does not include on-site support or configuration assistance.

\*Coverage cannot be guaranteed. See terms and conditions for more information.

\*\*Compatibility may vary and on-site support is not provided for this service.



**Space for Freezer, Refrigeration Storage**

Cost is \$95.00+/per day

(Based on up to one (1) Pallet - Each additional pallet is \$95.00+/each)

\$35.00+/per Delivery - (required as there is no direct access to space by exhibitor)

**Dedicated runner - \$140.00+ / four consecutive hours**

**Culinary/Chef Assistant - \$180.00+ / four consecutive hours**

**40lb. Bags of Ice**

\$15.00++/per bag + applicable delivery fee

**Handwashing Station**

Five gallon Cambro container with 4 gallon water supply, hand soap, disposable and paper towels

\$250.00+ first four consecutive hours

\$35.00++ each additional consecutive four hours

**All orders totaling under \$100++ will incur delivery fee.**

Cost is \$35.00+/per Delivery

|                                                                                                                                                                                                                            |                                         |                 |                                                                 |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|-----------------------------------------------------------------|-------------------|
| Show Name                                                                                                                                                                                                                  |                                         |                 | Booth Number                                                    |                   |
| Company Name                                                                                                                                                                                                               |                                         |                 |                                                                 |                   |
| Contact:                                                                                                                                                                                                                   |                                         |                 | On Site Contact                                                 |                   |
| Address:                                                                                                                                                                                                                   |                                         |                 |                                                                 |                   |
|                                                                                                                                                                                                                            |                                         |                 |                                                                 |                   |
| Phone Number:                                                                                                                                                                                                              |                                         |                 | Fax Number:                                                     |                   |
|                                                                                                                                                                                                                            |                                         |                 | Email address:                                                  |                   |
| <b>Date</b>                                                                                                                                                                                                                | <b>Time of Delivery<br/>(if needed)</b> | <b>Quantity</b> | <b>Item Description<br/>(i.e. Storage, Ice and or Delivery)</b> | <b>Item Price</b> |
|                                                                                                                                                                                                                            |                                         |                 |                                                                 |                   |
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|                                                                                                                                                                                                                            |                                         |                 |                                                                 |                   |
| <b>Payment Policy:</b><br>Full payment in advance is required on all exhibitor services. Payment can be made by Company Check, Money Order, VISA, MasterCard or American Express.                                          |                                         |                 | Total                                                           |                   |
|                                                                                                                                                                                                                            |                                         |                 | 21% Administrative Charge (if applicable)                       |                   |
|                                                                                                                                                                                                                            |                                         |                 | Sub-Total                                                       |                   |
|                                                                                                                                                                                                                            |                                         |                 | 8.6% Sales Tax (Administrative Charge is taxable in AZ)         |                   |
|                                                                                                                                                                                                                            |                                         |                 | <b>Total Amount Due</b>                                         |                   |
| Credit Card Number: _____ Type: VISA <sup>(circle one)</sup> M/C AMEX<br>Cardholder's Name: _____ Exp. Date: _____ Sec. Code _____<br><div style="text-align: center;">(please print)</div> Signature of Cardholder: _____ |                                         |                 |                                                                 |                   |



## FOOD AND BEVERAGE SAMPLING

a v e n t u r a  
A PREMIER CATERING COMPANY

By contractual agreement with the City of Phoenix and the Phoenix Convention Center, **AVENTURA is the exclusive food and beverage caterer at the Phoenix Convention Center.** Under the terms of this agreement, the Phoenix Convention Center and AVENTURA have established the following guidelines for the serving of food and beverage samples for tradeshow.

### A. EVENTS SUCH AS CONVENTION MEETINGS, TRADE SHOWS AND EXHIBIT SHOWS WHICH ARE NOT OPEN TO THE GENERAL PUBLIC

1. Attendees must be registered with, belong to, or be guests of the association.
2. Samples to be given away must be:
  - a) Items which registered members of the association produce and or manufacturer in the normal conduct of their business
  - b) Produced by equipment, which registered members of the association would be likely to purchase in the normal conduct of their business.
3. Portion sizes must be of such size as to permit tasting, 1x1 bite-sized or 4 oz cups with a 3 oz pour, so as not to compete with the normal catering of food concession activities at the Phoenix Convention Center.
4. Promotional samples not covered in paragraph (2) above are not permitted except under unusual circumstances, which shall require the written concurrence of both the Phoenix Convention Center and AVENTURA.

**Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit, and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than fourteen (14) days prior to event.**

**Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.**

**Maricopa County Environmental Services Department - 602. 506.6978**

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>

### B. EVENTS OF THE EXHIBIT TYPE FORMAT WHICH ARE OPEN TO THE GENERAL PUBLIC

1. Exhibitor must occupy a commercial booth space and food or beverage sample shall not be of competing nature with food and beverage offered for sale by AVENTURA.
2. Item(s) must be a product or produced by equipment, which is being displayed.
3. Portion sizes must be of such size as to permit tasting, but not large enough to satisfy thirst or hunger. **(Same as number 3 above.)**
4. Promotional items not covered in paragraph (2) above are not permitted.
5. Vendor distributing sample item must have a valid Maricopa County "Temporary Food Service Establishment" permit issued by the Maricopa County Environmental Department. A copy of this permit must be provided to AVENTURA no later than seven days prior to event.

**Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit, and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than fourteen (14) days prior to event.**

**Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.**

**Maricopa County Environmental Services Department - 602.506.1079**

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>

### C. ALCOHOLIC BEVERAGE SAMPLING

ARAMARK Sports & Entertainment Services, LLC d/b/a Aventura...a premier catering company, as a licensee is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Liquor Commissions regulations.

1. Any alcoholic beverage sampling must follow these guidelines:
  - a) Exhibitor must be a local distributor with an Arizona Liquor Department of Licenses and Control Alcoholic Beverage License. A copy of the license will be required prior to approval.
  - b) Portion sizes must be of such size as to permit tasting - not to exceed 4-ounce portion of beer/wine and 1-ounce portion of distilled spirits.
  - c) Approval from AVENTURA for each exhibitor dispersing alcoholic beverage samples.

**FOOD AND BEVERAGE ITEMS MAY BE SAMPLED ONLY AND CANNOT BE SOLD**

## AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Aventura...A Premier Catering Company maintains exclusive food & beverage distribution rights with Phoenix Convention Center. The sponsor(s) of an exposition(s) and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

### GENERAL CONDITIONS:

- 1.) Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting entity in the tradeshow. **Items may be sampled only and cannot be sold.**
- 2.) All items are limited to SAMPLE SIZE.
  - a.) Beverage items are limited to maximum **3 fluid ounces of product in a 4-ounce container**
  - b.) Food items limited to **1"x 1" bite-size portions**
  - c.) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased from the Aventura...A Premier Catering Company.

**Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit, and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than fourteen (14) days prior to event.**

**Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.**

**Maricopa County Environmental Services Department - 602.506.6978 / [specialevents@mail.maricopa.gov](mailto:specialevents@mail.maricopa.gov)**

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>

Name of Convention \_\_\_\_\_

Entity Name \_\_\_\_\_ Booth # \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On site Contact \_\_\_\_\_ Title \_\_\_\_\_

Email address \_\_\_\_\_

Product(s) you wish to distribute: \_\_\_\_\_

Size of portion to be distributed: \_\_\_\_\_

Proposed method of distribution: \_\_\_\_\_

Please explain purpose for offering samples: \_\_\_\_\_

**SERVICES REQUIRED:** Appropriate charges to be quoted after requests have been submitted.

Storage: \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, approximate amount \_\_\_\_\_ cu. ft.  
 \_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator \_\_\_\_\_ Dry Storage \_\_\_\_\_ Ice \_\_\_\_\_ Hand washing station \_\_\_\_\_

**Aventura...A Premier Catering Company reserves the right to change any policy when necessary.**

Please complete this form in its entirety and return to:

Aventura...A Premier Catering Company –  
 Phoenix Convention Center  
 100 North Third Street  
 Phoenix, Arizona 85004  
 tel 602.534.8600  
 fax 602.534.8603

PLEASE CONTACT W/ ANY QUESTIONS:  
 AVENTURA CATERING – 602.534.8600

Authorized Aventura Representative \_\_\_\_\_



BOOTH NUMBER: \_\_\_\_\_

The Leader in Crowd Management ®

EVENT NAME: \_\_\_\_\_

## EXHIBITOR ORDER FORM BOOTH SECURITY

### 2016 BOOTH SECURITY RATES:

Advanced Order Rate

\$21.00 per hour (4-hour minimum)

Within 72 hrs of Show Date

\$23.00 per hour (4-hour minimum)

Onsite Rate

\$25.00 per hour (4-hour minimum)

### Send Completed Form to:

Contemporary Services Corporation  
601 E. Washington St  
Phoenix, AZ 85004

Phone: 602-340-0046

Fax: 602-340-0128

(ANY CHANGES AFTER THE ADVANCE ORDER WILL BE CHARGED AT THE ONSITE RATE)

**PAYMENT MUST BE MADE IN FULL BY CHECK OR CREDIT CARD. NO STAFF WILL BE SCHEDULED UNTIL PAYMENT IS RECEIVED.**

| DATE  | # OF STAFF | HOURS          | DATE  |
|-------|------------|----------------|-------|
| _____ | _____      | _____ to _____ | _____ |
| _____ | _____      | _____ to _____ | _____ |
| _____ | _____      | _____ to _____ | _____ |
| _____ | _____      | _____ to _____ | _____ |
| _____ | _____      | _____ to _____ | _____ |
| _____ | _____      | _____ to _____ | _____ |

TOTAL NUMBER OF HOURS REQUESTED: \_\_\_\_\_

RATE: \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

ON-SITE CONTACT PERSON \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_