



Dear Future Exhibitor:

Welcome to the Sands Expo & Convention Center! We have created this brochure for your convenience in ordering services for your 2006 event. Included are order forms and informational/instructional sheets. We hope you find this brochure to be a tool that will assist you in the preparation of your booth space.

Listed below is a synopsis of Specialized Event Services' (SES) departments and capabilities at the Sands Expo & Convention Center (SECC):

BUSINESS CENTER An exclusive, full-service center for reliable business support services including sundries, photocopies, fax transmissions, office supplies and shipping. For your convenience, we are located in the main Ground Lobby of the SECC.

CATERING As the exclusive provider for all food and beverage needs, our services range from meeting room coffee service and booth service to receptions, cocktail parties and banquets.

CUSTODIAL/BOOTH CLEANING SERVICES SES is also the exclusive cleaning contractor. We offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

FLORAL & PLANT A full-service Floral Department which can provide a wide variety of plants and floral designs. Combine this with special effects, such as fog, bubbles, sound, special lighting, waterfalls and fountains, and your booth will be widely admired.

TECHNICAL SERVICES Specialized Event Services (SES) is pleased to provide a complete range of services for your booth, event or meeting, utilizing equipment that is the cutting edge in technology for the trade show and convention industry. The technical services include electrical, Internet services, telecommunication, truss and lighting rental, booth lighting, hanging sign service, full-service audio/visual rentals, video signal distribution, compressed air, and water and drain service.

We at the Sands Expo & Convention Center hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders with the Order Processing Department, please call (702) 733-5070 for customer service assistance.

Sincerely,

Raymond T. Matyas

Vice President of Convention/Group Operations

HELPFUL HINTS

SAVE MONEY

You can save money by placing your orders twenty-one (21) calendar days prior to the show opening date. Full payment must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Orders may be mailed to: Sands Expo & Convention Center (SECC)
Order Processing Department
201 Sands Avenue
Las Vegas, Nevada 89109

Orders may be faxed to: (702) 733-5568

SEND ACCURATE INFORMATION

It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other forms of information. If your booth number changes prior to event move-in, please notify SECC in writing of your company name, prior booth number, and new booth number. We also request that you send us a floorplan indicating where you require any electrical service, telecommunication services, and compressed air, water, and drain requirements. If you are placing orders for hanging applications, we will need more detailed prints for this service.

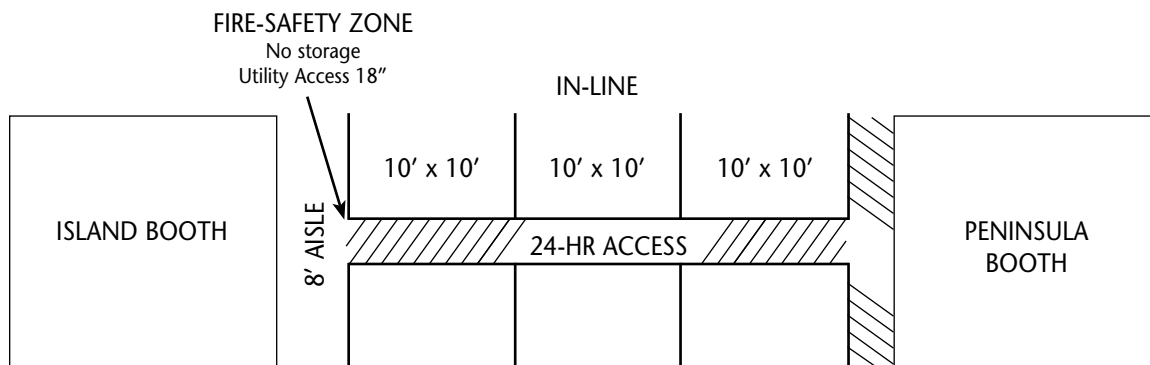
ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information.

You can call us at: (702) 733-5070
We are pleased to assist you with all of your on-site services.

EXHIBIT SPACES

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. You will find these types of booths mentioned in several of the service forms, which you will be completing. The following are the standard installations for electrical, Internet, compressed air/water/drain service, and telecommunication service:



Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air/water/drain outlets placed at the back of the booth. For island booths, you should send a floorplan, which indicates the one main location for your services. If no floorplan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.



CREDIT CARD AUTHORIZATION/ METHOD OF PAYMENT FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS NV 89109
P: (702) 733-5070 • F: (702) 733-5568

ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #		
EXHIBITING COMPANY NAME:		HALL LOCATION:				
STREET ADDRESS:			CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:		FAX:
E-MAIL:						
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.						

METHOD OF PAYMENT & AUTHORIZATION(will be used for all SES services you order or incur):

- ☐ Cash ☐ Check No. _____
- ☐ Credit Card (Please complete information below)
- ☐ Personal Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club
- ☐ Company Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club

Account Number:

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

Expiration Date: ____/____/____

Cardholder's Name: _____

Cardholder's Signature _____

Cardholder's Billing Address: _____

City/State/Zip: _____

OTHER AUTHORIZED SIGNER(S): Please list all authorized signers with printed name and signature.

- SERVICES TO BE COVERED BY THIS CARD:** ☐ ALL
- | | | |
|--|--|---|
| <input type="checkbox"/> AUDIO/VISUAL | <input type="checkbox"/> ELECTRICAL (ALL) | <input type="checkbox"/> TELECOMMUNICATIONS (ALL) |
| <input type="checkbox"/> BOOTH CLEANING SERVICES | <input type="checkbox"/> EQUIPMENT | <input type="checkbox"/> CALL DETAIL |
| <input type="checkbox"/> BOOTH LIGHTING | <input type="checkbox"/> LABOR | <input type="checkbox"/> OUTLETS |
| <input type="checkbox"/> BUSINESS SERVICES | <input type="checkbox"/> MATERIALS | <input type="checkbox"/> TRUSS/LIGHTING RENTAL |
| <input type="checkbox"/> CATERING | <input type="checkbox"/> OUTLETS | <input type="checkbox"/> EQUIPMENT |
| <input type="checkbox"/> HANGING APPLICATIONS | <input type="checkbox"/> PLANT AND FLORAL | <input type="checkbox"/> LABOR |
| <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING SERVICES | <input type="checkbox"/> MATERIALS |
| | | <input type="checkbox"/> OUTLETS |
- ☐ OTHER _____

OTHER INFORMATION

For Exhibitors who have arranged for an exhibit house or third party agent to handle your display and pay for services, SECC and/or SES agrees to charge this third party agent. However, the exhibitor and their designated agent must both complete the "Third Party Agent Form."

All invoices need to be settled prior to show close unless special billing privileges have been established with the Sands Expo & Convention Center. Credits will not be issued on services installed as ordered even though not used. All orders are subject to a 25% cancellation fee. Please review all work orders and invoices prior to leaving show site. Credits will not be issued after show closing. Please read all forms thoroughly for all instructions and conditions prior to placing orders.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTER AND/OR THE VENETIAN HOTEL.

SPECIALIZED EVENT SERVICES (SES)

SCOPE OF WORK—2006

SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES (SES) AT THE SANDS EXPO & CONVENTION CENTER (SECC).

1. Installation and dismantle of all attachments to ceilings or walls to include, but not limited to, chain hoists and dead hang points for such items as drapery; scenery; banners; electrical and non-electric signs; truss; lighting; cabling; and projection, audio, and video equipment.
2. Attachment of all equipment and cabling to all ceiling and wall attachments. This includes, but not limited to, truss systems, lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners, and signage including all adjustments, repairs or replacement to said equipment.
3. Assembly and dismantle of all floor truss systems. This includes attachment of all equipment and cabling as described in Item #2.
4. Installation and dismantle of all floor-supported items that exceed 16' from floor such as drapery, scenery, banners, and electrical and non-electric signs.
5. Installation and dismantle of all lighting for stages, display areas, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, presentations, productions, and entertainment that takes place within the confines of the facility including all adjustments, repairs or replacement to said equipment and the operation of such equipment.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house light control system.
7. Installation, handling, moving of all electrical equipment.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operating of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. All electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the display, exhibit or structure.
11. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be fastened to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside of the building to inside of building to the exhibit or from booth-to-booth excluding interconnecting of computer-type equipment with service connections between components.
12. Portable generators, motor generators, converter transformers and hook-up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panels to secondary distribution.
13. Installation of communication cable, audio/visual, data and telephone cable from booth-to-booth, outside-to-inside, inside-to-outside, excluding interconnects from exhibitor's equipment within the confines of their exhibit.
14. Portable plumbing service, air, water, gas and drains for all areas whether in the exhibit area or not. Air compressors, pumps and sumps and hook-up of same. Final distribution of plumbing service to equipment whether overhead or under the carpet.
15. The use of individual air compressors or pumps are prohibited; however, if they are an integral part of the exhibited products, will be allowed.

THIRD PARTY AGENT FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS NV 89109

P: (702) 733-5070 • F: (702) 733-5568

ORDER ONLINE AT
www.SandsEXPO.com

FOR EXHIBITORS WHO HAVE ARRANGED FOR AN EXHIBIT HOUSE OR THIRD PARTY TO HANDLE YOUR DISPLAY AND PAY FOR YOUR SERVICES, SANDS EXPO & CONVENTION CENTER (SECC), AGREES TO CHARGE THIS THIRD PARTY AGENT. HOWEVER, THIS FORM MUST BE COMPLETED BY BOTH THE EXHIBITING COMPANY AND THEIR DESIGNATED REPRESENTATIVE AND BOTH COMPANIES MUST SUBMIT CREDIT CARD INFORMATION TO SECC. THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. THIS FORM DOES NOT EXCLUDE EITHER PARTY FROM PAYMENT POLICIES WHICH ARE LISTED BELOW:

- To receive advance prices, we must receive your order with full payment twenty-one (21) calendar days prior to show opening date. All other orders will be processed at the show site rate where applicable.
- All invoices must be settled prior to show close.
- No credits will be issued on services installed as ordered even though not used.

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges. In the event that the named third party agent does not make payment for the services provided prior to the closing date of the event, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	FAX:
E-MAIL:					
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.					

TO BE COMPLETED BY EXHIBITING COMPANY: *(This section must be signed to complete the order process.)*
CREDIT CARD AUTHORIZATION(will be used for all SES services you order or incur) – **EXHIBITING COMPANY:**

[illegible]

THIRD PARTY TO BE INVOICED FOR THE FOLLOWING SERVICES: ☐ ALL

- | | | |
|--|--|---|
| <input type="checkbox"/> AUDIO/VISUAL | <input type="checkbox"/> ELECTRICAL (ALL) | <input type="checkbox"/> TELECOMMUNICATIONS (ALL) |
| <input type="checkbox"/> BOOTH CLEANING SERVICES | <input type="checkbox"/> EQUIPMENT | <input type="checkbox"/> CALL DETAIL |
| <input type="checkbox"/> BOOTH LIGHTING | <input type="checkbox"/> LABOR | <input type="checkbox"/> OUTLETS |
| <input type="checkbox"/> BUSINESS SERVICES | <input type="checkbox"/> MATERIALS | <input type="checkbox"/> TRUSS/LIGHTING RENTAL |
| <input type="checkbox"/> CATERING | <input type="checkbox"/> OUTLETS | <input type="checkbox"/> EQUIPMENT |
| <input type="checkbox"/> HANGING APPLICATIONS | <input type="checkbox"/> PLANT AND FLORAL | <input type="checkbox"/> LABOR |
| <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING SERVICES | <input type="checkbox"/> MATERIALS |
| <input type="checkbox"/> OTHER | | <input type="checkbox"/> OUTLETS |

TO BE COMPLETED BY THIRD PARTY AGENT: *(Please provide all information below.)*

THIRD PARTY COMPANY NAME:	STREET ADDRESS:
AUTHORIZED SIGNATURE (THIRD PARTY):	CITY/STATE/ZIP:
PLEASE PRINT NAME:	TELEPHONE:

CREDIT CARD AUTHORIZATION(will be used for all SES services you order or incur) – **THIRD PARTY AGENT:**

[illegible]

Please read all forms thoroughly for all instructions and conditions prior to placing orders.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTER AND/OR THE VENETIAN HOTEL.



SERVICE LOCATION PLAN-2006

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floorplan, please make sure that it includes all of the information that we have indicated on this plan.

ELECTRICAL SERVICES:

- Indicate main power location.
- Indicate additional outlet locations.
(Indicate wattage or amperage required at each location.)

TELECOMMUNICATION SERVICES:

- Indicate main telephone line location.
- Indicate extensions locations.

COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths) by writing "Air/Water" at appropriate locations.

INTERNET SERVICES:

- Indicate location of main drop.

HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 4 or contact us with questions regarding hanging signs, truss or use of motorized hoist(s).

- Detach the Service Location Plan and send with your order forms.
- Please complete this information for ease of booth identification.

EVENT NAME:	EVENT DATES:
EXHIBITING COMPANY NAME:	HALL LOCATION:

Please indicate scale: 1 square = _____ feet. Or other: _____

			INDICATE BOOTH NO. THIS DIRECTION _____ ↑			
INDICATE BOOTH NO. THIS DIRECTION _____ ←						INDICATE BOOTH NO. THIS DIRECTION _____ →
			INDICATE BOOTH NO. THIS DIRECTION _____ ↓			



AUDIO/VISUAL EQUIPMENT & RENTAL AGREEMENT/ ORDER FORM-2006 (PART 1 OF 3)

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS NV 89109
P: (702) 733-5138 • F: (702) 733-5684



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:		STATE: ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	FAX:
E-MAIL:					
IMPORTANT: NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.					

		QTY	DAILY PRICE	NUMBER OF DAYS	SUB-TOTAL
NO DRAYAGE COST for SES-PROVIDED equipment	VIDEO	AV06MON13 13" Video Monitor	\$50		
		AV06MON20 20" Video Monitor	\$85		
		AV06MON27 27" Video Monitor	\$95		
		AV06MON36 32" Video Monitor w/Receiver	\$225		
		AV06MON50RP 50" RP Video Monitor	\$400		
		AV06COMBO13 13" Monitor/VHS Combo	\$65		
		AV06COMB20 20" Monitor/VHS Combo	\$85		
		AV06COMBO27 27" Monitor/VHS-DVD Combo	\$150		
		AV07VHS12 1/2" VHS Play/Record, Auto Repeat	\$65		
		AV07PAL12 1/2" PAL SECAM VCR	\$150		
		AV07DVD DVD Player	\$50		
		AV07BETAPLY Beta SP Player	\$350		
		AV06PLAS42 42" Plasma Screen w/ Brackets	\$400		
		AV06PLAS50 50" Plasma Screen w/ Brackets	\$500		
		AV04LCD4 LCD/XGA (up to 4,000 Lumens)	\$450		
	AUDIO	AV10SMLSYS Small Exhibit Sound System for 20 People (2 Small Amplified Speakers, Stands, 4-Channel Mixer, Wired Mic)	\$200		
		AV10LRGSYS Large Exhibit Sound System for 50 People (2 Large Amplified Speakers, Adjustable Tripod Stands, 4-Channel Mixer, Wired Mic)	\$300		
		AV10PM Wired Mic, Handheld	\$30		
		AV10WRLSHH Wireless Mic, Handheld	\$125		
		AV10WRLSHD Wireless Mic, Headset	\$135		
		AV10PWR50 50W Powered Speaker, Pair	\$60		
		AV10PWR75 75W Powered Speaker, Pair	\$75		
		AV10MX4 4-Channel Mixer	\$50		
		AV10CASPLY Portable Cassette Player/Recorder	\$45		
		AV10CD Component CD Player	\$50		
		AV10MD Mini-Disk Player	\$75		
	MISC	AV12CRT34 34" Cart/Skirt	\$25		
		AV12CRT54 54" Cart/Skirt	\$30		
		AV12FLIP Flipchart, Pad, Two Markers	\$30		
		AV13FXB Fax	\$100		
EQUIPMENT TOTAL FOR THIS PAGE					\$
LABOR ESTIMATE FROM NEXT PAGE					\$
GRAND TOTAL FOR EQUIPMENT & LABOR					\$



AUDIO/VISUAL EQUIPMENT & RENTAL AGREEMENT/ ORDER FORM-2006 (PART 2 OF 3)

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS NV 89109

P: (702) 733-5138 • F: (702) 733-5684



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:	EVENT DATES:	BOOTH # / MTG. ROOM #
EXHIBITING COMPANY NAME:	HALL LOCATION:	

AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS:

LABOR:

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM **2-HOUR (\$65/PER HOUR) LABOR CHARGE**. THIS FEE PROVIDES FOR DELIVERY, INSTALLATION, REASONABLE TECHNICAL ASSISTANCE, DISMANTLE, AND PICK-UP OF AUDIO/VISUAL EQUIPMENT.
 - MORE EXTENSIVE AUDIO/VISUAL SETUPS WILL BE CHARGED LABOR AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
 - DEDICATED EXHIBIT TECHNICIANS**, FLOATERS, OR ANY OTHER FORM OF AUDIO/VISUAL LABOR WILL BE CHARGED AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
- LABOR RATES:
- \$65/PER HOUR, STRAIGHT TIME, MON-FRI, 8AM TO 5PM
 - \$128/PER HOUR, OVERTIME, MON-FRI BEFORE 8AM / AFTER 5PM, AND ALL WEEKEND WORK.
- TWENTY-FOUR (24) HOURS NOTICE IS REQUIRED TO ORDER DEDICATED TECHNICIANS. ORDERS PLACED WITH LESS THAN 24-HOUR NOTICE ARE SUBJECT TO HIGHER RATES.

EQUIPMENT:

- CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A MINIMUM ONE-DAY CHARGE ON EQUIPMENT. ORDERS CANCELLED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.
- POP-UP ORDERS MAY BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES BASED ON AVAILABILITY. DELIVERY AND SET-UP OF SUCH ORDERS WILL OCCUR IN THE ORDER THEY ARE RECEIVED.
- BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY ASSUMES AND SHALL BEAR THE ENTIRE RISK OF EQUIPMENT ABUSE OR MISUSE, LOSS BY FIRE, THEFT, OR MISPLACEMENT, OR ANY OTHER CAUSE OF LOSS OR DAMAGE TO THE RENTAL EQUIPMENT WHILE IN THE RENTER'S POSSESSION. IN THE EVENT OF SUCH OCCURRENCE, THE RENTER SHALL IMMEDIATELY PAY SECC, IN CASH, ALL RENTAL FEES DUE UNDER THE TERMS OF THE RENTAL AGREEMENT PLUS THE VALUE OF THE EQUIPMENT RENTED (BASED ON FAIR MARKET VALUE AT THE TIME OF RENTAL). ALL RENTAL EQUIPMENT SHALL BE CONSIDERED STILL RENTED, WITH RENTAL FEES ACCRUING, UNTIL SUCH PAYMENT IS MADE IN FULL.
- A REPRESENTATIVE MUST BE IN YOUR BOOTH OR MEETING ROOM TO SIGN FOR EQUIPMENT DELIVERY AND RESPONSIBILITY.
- FOR BOOTH ORDERS, ELECTRICAL SERVICE IS NOT INCLUDED IN EQUIPMENT PRICING. CALL (702)733-5070 TO PLACE AN ELECTRICAL ORDER.

EQUIPMENT DELIVERY AND INSTALLATION TIMES ARE PRIORITIZED AFTER THE COMPLETED FORM IS PROCESSED THROUGH SECC ORDER PROCESSING. SECC AND SES ARE NOT RESPONSIBLE IF EQUIPMENT INSTALLATION DOES NOT MEET EXHIBITOR'S TIMELINE DUE TO ANY UNFORESEEN CIRCUMSTANCES OCCURRING AT SHOW SITE.

PLEASE FAX ALL THREE (3) PAGES TO THE FAX NUMBER LISTED ABOVE.

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE

DATE

CALCULATING YOUR ORDER:	
EQUIPMENT RENTAL TOTAL	\$ _____
LABOR (DELIVERY/INSTALL/DISMANTLE) 2-HR. MIN.	\$ _____
DEDICATED LABOR (SEE TERMS AND CONDITIONS)	\$ _____
LABOR RATE/ STRAIGHT TIME OR OVERTIME X ACTUAL HRS	_____
GRAND TOTAL (EQUIPMENT AND LABOR)	\$ _____



AUDIO/VISUAL PAYMENT & RENTAL AGREEMENT/ ORDER FORM-2006 (PART 3 OF 3)

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EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #		
EXHIBITING COMPANY NAME:		HALL LOCATION:				
STREET ADDRESS:			CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:		FAX:
E-MAIL:						
SET-UP DATE/TIME:				TEAR-DOWN DATE/TIME		
(EXHIBITOR MUST BE PRESENT IN BOOTH TO RECEIVE EQUIPMENT)						
IMPORTANT: NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.						

PAYMENT AUTHORIZATION (will be used for any and all SES services you order in addition to those listed on this form):

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER:

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

EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

**A/V: COMPUTER RENTAL/TECHNICAL SERVICES
ORDER FORM-2006**

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ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:					
STREET ADDRESS:		CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	FAX:
E-MAIL:					
SET-UP DATE:			SET-UP TIME:		
MUST BE PRESENT IN BOOTH TO RECEIVE EQUIPMENT.					
PICK-UP DATE:			PICK-UP TIME:		
DELIVERY AND PICK-UP LABOR ARE REQUIRED. ORDER BELOW.					
IMPORTANT: NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.					

DESCRIPTION	QTY.	DAILY PRICE	TOTAL
<u>PC SYSTEMS:</u>			
CR06PE Pentium III/1.0GHz, 256MB, 40GB HD, 4MB AGP Video/Sound		\$160	
CR06PF Pentium IV/1.7GHz, 256MB, 40GB HD, 4MB AGP Video/Sound		\$200	
CR06PG Pentium IV/2.4GHz, 512MB, 40GB HD, 4MB AGP Video/Sound		\$250	
CR06PH Pentium IV/3.2GHz, 1GB, 80GB HD, 4MB AGP Video/Sound		\$300	
<i>All desktops include 17" CRT Monitor, Windows XP®, Office XP®, Norton Anti-Virus®, Integrated 10/100 NIC On-Board, Floppy Drive, Keyboard, and Mouse. Customization is available.</i>			
<u>LAPTOPS/NOTEBOOKS:</u>			
CR06NBD Pentium III/1.2GHz, 256MB, 20GB HD		\$200	
CR06NBE Pentium IV/2.0GHz, 256MB, 40GB HD, DVD/CD-RW		\$270	
CR06NBF Pentium Centrino/2.0GHz, 512MB, 40GB HD, DVD/CD-RW		\$360	
<i>All laptops include Windows XP®, Office XP®, Norton Anti-Virus®, CD-Rom, Floppy, Battery Power Adapter, Case, 56K Modem, and 10/100 56K NIC Card On-Board.</i>			
<u>MAC NOTEBOOKS:</u>			
CR06MAA Titanium Powerbook G4 - 550MHz, 256 RAM		\$ 225	
CR06MAB Titanium Powerbook G4 - 667MHz, 256 RAM		\$ 250	
MAC: (Other Units Available Upon Request)			
CR06MAC G4 Power Mac - 1 GHz, 512 RAM-DVD/CDRW		\$ 300	
<u>MONITORS & LCD FLAT PANEL DISPLAYS:</u>			
CR0617CRT 17" Multisync Monitor-CRT		\$ 70	
CR0621CRT 21" SVGA Multisync Monitor-CRT		\$105	
CR06FC18 18" LCD Flat Panel Display 1280x1024 Native Resolution		\$140	
CR06FC20 20" LCD Flat Panel Display 1280x1024 Native Resolution		\$150	

DESCRIPTION	QTY.	DAILY PRICE	TOTAL
<u>LASER PRINTERS:</u>			
CR06LJ2 HP 4000/4100 Series LaserJet Printer (20ppm B&W)		\$200	
CR06LJ3 HP 4200n/4300n Series LaserJet Printer (35ppm B&W)		\$225	
CR06LJ5 HP 4550/4600 Color LaserJet Printer (17ppm Color / 20ppm B&W)		\$360	
<u>OTHER ITEMS:</u>			
CR06MC1 Printer Sharing Device		\$ 60	
CR06MC4 Keyboard		\$ 15	
CR06MCS Mouse		\$ 15	

EQUIPMENT CHARGES	\$
DELIVERY & INSTALL (MIN 1 HR)	\$
PICK-UP & TEARDOWN (MIN 1 HR)	\$
TECHNICAL SUPPORT LABOR	\$
GRAND TOTAL	\$

Delivery, installation, pick-up, and additional support labor—labor will be charged as follows:

LABOR RATES:

\$65/PER HOUR, STRAIGHT TIME, MON-FRI, 8AM TO 5PM

\$128/PER HOUR, OVERTIME, MON-FRI BEFORE 8AM / AFTER 5PM, AND ALL WEEKEND WORK.

Delivery and pick-up are required, at a minimum of one hour each. Technical support labor is also available.

PAYMENT AUTHORIZATION *(will be used for any and all SES services you order in addition to those listed on this form):*

☐ CHECK NO. MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER: EXP. DATE: / /

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS:

CITY/STATE/ZIP: _____



While you are exhibiting at or visiting the Sands Expo & Convention Center, stay on top of all your business needs by using the SES Business Center. The SES Business Center has the resources and experience to assist you with any business need that should arise during a show.

From the SES Business Center's Customer Service Window, located in the Ground Lobby, we offer:

COMMUNICATIONS Two-way radios are available for rental. All orders are to be paid in advance. Orders for two-way radios are subject to a cancellation fee.

- Two-Way Radios Rental: \$35/Day/Radio

FAXING SERVICES Send or receive a fax, domestic or international

- *SES Customer Service Center FAX NUMBER: (702) 733-5317*

OFFICE SUPPLIES Pens, pencils, paper, staplers, staples, glue, tape, marking pens, batteries, clipboards, paper clips, envelopes, writing tablets, packaging supplies (shipping boxes, bubblewrap, shrink-wrap, tape, etc.), Velcro®, and CD-Rs are all available at the service window. Please check our display case for additional items.

PHOTOCOPY SERVICE Prices are based on volume, using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy. Price includes machine collating and stapling, if needed. Alternate color paper may be available. Color copy services are also provided. Send us your work in advance and we will have it ready when you arrive.

SHIPPING SERVICES (Domestic – UPS & Federal Express)

Prices are determined by weight and destination. There will be a handling fee per item in addition to shipping fees. Shipping notes:

- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:30PM.
No Saturday or Sunday pick up.
- Shipping is outbound from SECC/SES only.

SUNDRIES Pain relievers, breath fresheners, lip protection, disposable cameras, color film, files, brushes, combs, antacids, cough drops, sewing kits, tissues, and much more are available at the service window.

OTHER SERVICES Coat and baggage check.



Our SES Catering Department is here to help make sure you have a very successful and smooth-running show. Our knowledgeable and helpful staff will assist you in planning all your food and beverage functions. From Show Management Offices, to Exhibit Booth deliveries, to cocktail receptions and special events, with your input we can develop custom menus to accommodate any specific theme.

☀ **Our SES Catering Department is the exclusive caterer for all patrons in the SECC and we retain the exclusive rights for all food and beverage services therein.**

It is not permissible to bring any food or beverage into the facility. This includes items for personal consumption. Failure to comply with this policy will result in a corkage fee in addition to any other damages to which SECC may be entitled.

GUARANTEES

The SES Catering Department must be notified no later than 12 Noon, 3 (three) business days (72 hours) prior to the scheduled function, as to the number of guests that will be attending all planned functions.

- Guarantees for events scheduled on Sunday or Monday must be given no later than 12 Noon of the preceding Thursday.
- Functions scheduled to be held on Tuesday, guarantees must be given no later than 12 Noon of the preceding Friday.
- In some instances, more advance notice may be required due to menu complexity, holidays, delivery or other constraints.

PAYMENT / CANCELLATIONS

The SES Catering Department requires full payment on all food and beverage orders 21 (twenty-one) days prior to the date of the function. For all orders prepaid by a check, wire transfer or cash, an additional 10% will be added to the amount due for any anticipated overage when a credit card is not on file.

Cancellation policy is as follows:

Less than 21 days but more than 10 days*— 50% of total order
10 days but more than 3 days*— 25% of total
3 days or less*— No refund

*All days referred to will be business days.

TAXES AND GRATUITY

Please note that all food and beverage orders are subject to an additional 20% service charge and 7.75% sales tax. Please do not hesitate to call our Catering Department at (702) 733-5366 should you have any questions.

SES CATERING REQUEST TO DISTRIBUTE SAMPLES

☀ SES Catering is the exclusive catering contractor, with exclusive food and beverage distribution rights. Show Management and/or their exhibitors may distribute sample food and/or beverages only upon written authorization.

GENERAL CONDITIONS:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting company. Exceptions are cappuccino machines, espresso, coffee, soft drink dispensers, or logo bottled water.
2. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SES Catering Department.
3. Product liability insurance is required when sample food is distributed in the SECC. For alcohol dispensing, \$1 million (one million dollars) in host liability insurance is required and must comply with federal and state liquor laws.
4. All items are limited to sample size:
 - a) Beverages are limited to two ounces
 - b) Food items are limited to one ounce
5. All food service specifications by the Clark County Health Department must be adhered to by the exhibitor and/or their contractor. Clark County Health Department can be reached at (702) 759-1258.
6. Alcoholic beverages served must be purchased from a licensed Nevada distributor and dispensed by a person over the age of 21 who must possess a valid TAM card by the state of Nevada.
7. Disposal of food items must be arranged and disposed of in the proper manner established by the Sands Expo & Convention Center.
8. The Sands Expo & Convention Center will institute a charge for any rental equipment, storage of items or cleaning or equipment associated with the distribution of samples.

NAME OF EVENT _____ COMPANY NAME _____

CONTACT PERSON _____ BOOTH/ROOM NUMBER _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

Product(s) to dispense _____

Portion size to be dispensed _____ Quantity _____

Please explain purpose of product offering:

Please indicate any special services required:

_____ Storage	_____ cu. ft. required	_____ Refrigeration	_____ Disposal
_____ Freezer	_____ Food Handling	_____ Cleaning	

- RENTAL FEE MAY BE CHARGED FOR STORAGE OR CLEANING OF EQUIPMENT

For information concerning availability and charges, please call the SES Catering Department at (702) 733-5366.

Approved _____

SES Director of Catering



For additional menus and services, please call (702) 733-5366 • E-mail us at catering@SandsEXPO.com, or fax to (702) 733-5214.

Advance discount prices are effective prior to 21 days of the event. Show prices are effective for orders placed within 21 days of the event.

☼ **SES is the exclusive catering contractor at the SECC. ABSOLUTELY NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.**

Any exception must be approved in writing and a corkage fee will apply.

CUSTOM MENUS UPON REQUEST

ITEM	DESCRIPTION	ADVANCE PRICE	SHOW SITE PRICE
BEVERAGES			
BS20	Individual Fruit Juices 10 oz. (Each)	\$3.00	\$3.30
BS21	Assorted Soft Drinks 12 oz. (Each)	\$2.25	\$2.50
BS27	Bottled Water 16 oz. (Each)	\$2.95	\$3.25
BS24	Coffee (5 Gallons)	\$215.00	\$236.75
BS25	Decaf (5 Gallons)	\$215.00	\$236.75
BS26	Hot Tea (5 Gallons)	\$160.00	\$176.25
BS22	Iced Tea (5 Gallons)	\$160.00	\$176.25
BS23	Lemonade (5 Gallons)	\$160.00	\$176.25
EQR7	Coffee Pour Over Unit - For entire show	\$199.00	\$218.90
<i>Includes: One Coffee Kit (8 bags of coffee, 2 bags of decaf, 10 tea bags, cups and condiments)</i>			
EQ7	Additional Coffee Kit	\$135.00	\$148.50
BS261	Orange Juice (1 Gallon)	\$45.00	\$49.50
BS28	Domestic Beer (If Available)	\$4.50	\$4.95
BS29	Imported Beer (If Available)	\$5.50	\$6.05

BREAKFAST ITEMS (PER DOZEN)

BS19	Individual Fruit Yogurt	\$39.00	\$42.90
BS67	Whole Fresh Fruit	\$24.00	\$26.40
BS31	Assorted Danish	\$32.00	\$35.20
BS32	Assorted Muffins	\$32.00	\$35.20
BS33	Assorted Danish and Muffins	\$32.00	\$35.20
BS52	Croissants	\$34.00	\$37.40
BS44	Bagels with Cream Cheese	\$34.00	\$37.40
BS73	Biscotti	\$32.00	\$35.20
BS105	Assorted Granola/Breakfast/Energy Bars	\$42.00	\$46.20
FBCB4	Breakfast Sandwiches	\$57.00	\$62.70
FBBC _{com}	Combo Breakfast Basket	\$33.00	\$36.60
BS5A	Assorted Fruit Breads	\$32.00	\$36.20
CAK6	Krispy Kreme Donuts	\$30.00	\$33.00
CAK7	Assorted Donuts	\$25.00	\$27.50

SNACKS & FINGER FOOD (PER POUND - SERVES 10 GUESTS)

BS14	Potato Chips (per lb.)	\$29.00	\$31.90
BS15	Potato Chips with Dip (per lb.)	\$35.00	\$38.50
BS11	Tortilla Chips w/Salsa (per lb.)	\$30.00	\$33.00
BS103	Indv. Bags of Chips/Pretzels/Popcorn (24 min.)	\$42.00	\$46.20
BS12	Snack Mix (per lb.)	\$21.00	\$23.10
BS16	Pretzels (per lb.)	\$29.00	\$31.90
BS13	Fancy Mixed Nuts (per lb.)	\$31.00	\$34.10
BS17	Assorted Cookies (per dozen)	\$29.00	\$32.00
BS18	Brownies (per dozen)	\$35.00	\$38.50
BS104	Assorted Candy Bars (per dozen)	\$24.00	\$26.40
BS82	Fruit Basket	\$54.00	\$59.40
BS83	Fruit Basket w/Wine	\$75.00	\$82.50
BS57	Assorted Finger Sandwiches (100 pcs.)	\$250.00	\$275.00
BS81	Jumbo Shrimp on Ice (100 pcs.)	\$350.00	\$385.00

*All services include disposable service ware at no additional charge. All prices are subject to change and a 20% service charge and 7.75% sales tax.

Labor charges (There is a Four Hour Minimum.) Overtime (over 8 hrs)

Food Servers - per person, per hour	\$25.00/hr.	\$37.50/hr.
Bartenders - per person, per hour	\$35.00/hr.	\$52.50/hr.
Chef Attendant - per person, per hour	\$35.00/hr.	\$52.50/hr.

ITEM	DESCRIPTION	ADVANCE PRICE	SHOW SITE PRICE
SANDWICHES & PLATTERS (SERVES 25)			
BS41	Chef's Sandwich Platter*	\$200.00	\$220.00
BS42	Italian Hoagies*	\$200.00	\$220.00
BS9	Chicken Breast & Sliced Beef Tenderloin*	\$275.00	\$302.50
BS46	Egg, Chicken & Tuna Salad Sandwiches	\$150.00	\$165.00
BS43	Build Your Own Deli*	\$150.00	\$165.00
BS47	Chicken Caesar Wraps	\$200.00	\$220.00
BS50	Vegetarian Caesar Wraps	\$200.00	\$220.00
BS107	Sweet Tooth Platter - Asst. Candy Bars/Brownies/Cookies	\$125.00	\$137.50
BS6	Sliced Seasonal Fresh Fruit Tray	\$140.00	\$154.00
BS7	Vegetable Crudite	\$140.00	\$154.00
BS8	Imported & Domestic Cheese Platter	\$140.00	\$154.00

*Includes Relish Tray & Appropriate Condiments

HOT ENTREES (SERVES 25) *FOOD SERVER REQUIRED

BS49	Meat Lasagna w/ Garlic Breadsticks	\$325.00	\$357.50
BS491	Vegetarian Lasagna w/Garlic Breadsticks	\$325.00	\$357.50
BS51	Beef Tacos w/Appropriate Condiments	\$300.00	\$330.00
BS511	Chicken Tacos w/Appropriate Condiments	\$300.00	\$330.00
BS55	Roast Turkey w/Mashed Potatoes, Gravy, and Cranberry Sauce	\$325.00	\$357.50
BS56	Boneless, Skinless Chicken Breast (Herb or BBQ) w/Steamed Vegetables	\$325.00	\$357.50
BS110	Chicken Stir Fry w/ White Rice	\$325.00	\$357.50
BS111	Beef Stir Fry w/ White Rice	\$325.00	\$357.50

SALADS (SERVES 25)

BS34	Mixed Greens Salad w/Ranch Dressing	\$68.00	\$74.80
BS35	Caesar Salad	\$85.00	\$93.50
BS36	Caesar Salad w/Chicken	\$110.00	\$121.00
BS37	Caesar Salad w/Shrimp	\$125.00	\$137.50
BS38	Pasta Salad	\$75.00	\$82.50
BS381	Potato Salad	\$75.00	\$82.50
BS382	Cole Slaw	\$75.00	\$82.50
BS39	Cucumber, Tomato & Onion Salad	\$75.00	\$82.50
BS40	Fruit Salad	\$95.00	\$104.50

PIZZA (SERVES 8) DELIVERED IN PIZZA BOXES

BS80	Cheese Pizza	\$24.00	\$26.40
BS801	Pepperoni Pizza	\$28.00	\$30.80
BS112	Vegetarian Pizza	\$28.00	\$30.80
BS113	Supreme Pizza	\$28.00	\$30.80

BOXED LUNCHES*

Includes: Whole Fresh Fruit, Bag of Chips, Cookie and Bottled Water

BS1	Roast Beef	\$18.00	\$19.80
BS2	Smoked Ham	\$18.00	\$19.80
BS3	Turkey Breast	\$18.00	\$19.80
BS4	Tuna Pita	\$18.00	\$19.80
BS603	Chicken Caesar Wrap	\$18.00	\$19.80
BS114	Caesar Salad	\$15.00	\$16.50
BS5	Chicken Caesar Salad	\$17.00	\$18.70
BS115	Fresh Vegetable Medley w/Ranch Dressing	\$15.00	\$16.50
BS116	Vegetarian Delight - Fresh Fruit, Yogurt & Pasta Salad	\$15.00	\$16.50
BS117	Italian Hoagie	\$18.00	\$19.80

* Minimum of 6 per total order. Please call for availability of less than 6.

The SES Catering Department requires full payment on all food and beverage orders 21 (twenty-one) days prior to the date of the function. For all orders prepaid by a check, wire transfer or cash, an additional 10% will be added to the amount due for any anticipated overage when a credit card is not on file. Cancellation policy is as follows:

Less than 21 days but more than 10 days*— 50% of total order
10 days but more than 3 days*— 25% of total
3 days or less*— No refund
*All days referred to will be business days



CATERING / WATER COOLER RENTAL ORDER FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS NV 89109

P: (702) 733-5366 • F: (702) 733-5214



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #		
EXHIBITING COMPANY NAME:		HALL LOCATION:				
STREET ADDRESS:			CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:		FAX:
E-MAIL:						
IMPORTANT: SES IS THE EXCLUSIVE CATERING PROVIDER AT SECC. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.						

Water Coolers are delivered on the first show day for the duration of the show.

Unit price includes delivery to booth, cup dispenser, one sleeve of cups plus one five-gallon bottle of water.

Electrical outlet (requires one (1) 5-amp 120 volt outlet @ \$81) to be provided by Exhibitor. (Use electrical order form in the Exhibitor Kit.) A representative must be present at booth to receive the order.

Qty.	Item	Advance Price	Show Site Price	Total
	FB-1 Water Cooler Unit *	\$135.00	\$148.50	\$
	FB-2 Additional Water Bottles	\$10.00	\$16.00	\$
	FB-3 Additional Sleeve of Cups	\$7.00	\$9.00	\$
<div>Orders placed on-site are subject to availability.</div>			Sub-Total	\$
			20% Service Charge	\$
			7.75% Sales Tax	\$
			TOTAL	\$
			* Cold water only	

* Cold water only

Exhibitors are responsible for the return of each water cooler unit and empty bottles.

There will be a \$250 charge for each unit damaged or not returned. There is no refund for unused water bottles or sleeves of cups.

Water coolers will be picked up from booth two (2) hours prior to close of the show.

NOTE: Sales taxes are subject to change by local entities and you will be charged the tax rate in effect at the time of your event.

The SES Catering Department is the exclusive catering contractor at the SECC.

PAYMENT AUTHORIZATION (will be used for any and all SES services you order in addition to those listed on this form):	
<input type="checkbox"/> CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER	
<input type="checkbox"/> CREDIT CARD: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> DINERS CLUB	
ACCOUNT NUMBER: _____	EXP. DATE: ____/____/____
CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____	
CARDHOLDER'S SIGNATURE: _____	
CARDHOLDER'S BILLING ADDRESS: _____	
CITY/STATE/ZIP: _____	



CUSTODIAL: BOOTH CLEANING SERVICES ORDER FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS NV 89109
P: (702) 733-5070 • F: (702) 733-5568



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:	STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	FAX:
E-MAIL:					
IMPORTANT: SES IS THE EXCLUSIVE BOOTH CLEANING PROVIDER. NO OTHER PROVIDER OR CLEANING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR, EXCEPT FOR INITIAL WIPE DOWN. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.					
SERVICE REQUESTED:		ADVANCE ORDER DAILY RATE	SHOW SITE DAILY RATE	DATES REQUIRED	\$ SUB-TOTAL
BC-1 VACUUM/EMPTY TRASH CANS & ASHTRAYS _____ sq. ft. @ _____ x _____ days		\$0.27 per sq. ft.	\$0.37 per sq. ft.		
BC-2 DAMP MOP _____ sq. ft. @ _____ x _____ days		\$0.31 per sq. ft.	\$0.49 per sq. ft.		
PERIODIC PORTER SERVICE: (Emptying of trash cans and ashtrays approx. every 90 minutes during show hours) PP-1 UP TO 1,000 SQ. FT. PP-2 1,001 TO 3,000 SQ. FT. PP-3 3,001 AND ABOVE		\$50 PER DAY \$91 PER DAY \$115 PER DAY	\$65 PER DAY \$120 PER DAY \$162 PER DAY		
PORTER SERVICE (4-HOUR MINIMUM):		\$22 / HOUR	\$30 / HOUR		
SHAMPOO - CARPET ADP-1 UP TO 1,000 SQ. FT. ADP-2 1,001 TO 3,000 SQ. FT.		\$53 PER DAY \$0.53 /SQ. FT.	\$80 PER DAY \$0.78 /SQ. FT.		
				TOTAL:	

OTHER INFORMATION

SES is the exclusive cleaning contractor at the SECC. No other contractor or cleaning service will be allowed on the show floor, except for initial wipe down. Periodic porter service is a service performed by a cleaning attendant every ninety (90) minutes. This service consists of emptying of trash cans and ashtrays. If you plan to serve food or beverages in your booth, it is strongly recommended that you order All-Day Porter Service. Unsatisfactory service must be reported before opening of show.

PAYMENT AUTHORIZATION (will be used for any and all SES services you order in addition to those listed on this form):

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER:

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

EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP: _____



☀ **SES is the exclusive provider of electrical services at the Sands Expo & Convention Center.**

- By signing and delivering the Electrical Services Form to SES, customer agrees to all terms and conditions printed on the form.
- Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.
- Electrical service cannot be guaranteed prior to one (1) day before event opening due to temporary conditions which exist during set-up.
- For Hall G, you need to call SES for outlets over 60 amps 208 volt or for any 480 volt requirements.
- Call SES for pricing at (702) 733-5070 on outlets not indicated on this form, (i.e., special or foreign voltages, or outlets exceeding those indicated for 208 or 480 volt).

SERVICE LOCATION PLAN / FLOORPLANS

- A Service Location Plan/Floorplans must be submitted to process electrical orders. Included should be the date and time the equipment and/or service is requested and the type of labor requested. A floorplan is located on p.6 that is to be used for booth diagramming.

PAYMENT POLICY

- All services ordered through the Sands Expo & Convention Center must be prepaid prior to any work being performed.
- To receive advance discount prices, SES must receive your order with full payment twenty-one (21) calendar days prior to show opening date. All orders received after this date will receive show site prices.
- No credit will be issued on services installed but not used.
- All orders are subject to a 25% cancellation fee if canceled within twenty-one (21) calendar days prior to show opening date. No refunds will be issued or outlets canceled after they have been installed. All prices are subject to change without prior notice.

LABOR INFORMATION

Straight time: \$78/per hour • Overtime: \$148/per hour

- Labor between the hours of 8:00AM and 5:00PM, Monday through Friday will be at the straight time rate, except for holidays.
- Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.

- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM (requires a minimum of 48-hour notice to assure request) for move-in only. Not available on show days.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.

EXHIBITOR GUIDELINES

- Neither Specialized Event Services (SES) nor the Sands Expo & Convention Center (SECC) are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment as necessary. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or any injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- Electricity will be live within thirty (30) minutes of show opening and turned off within thirty (30) minutes of show close.
- Twenty-four (24)-hour service to any outlet will be at double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one (1)-hour labor charge will be incurred at the appropriate rate.

Continued on next page



EXHIBITOR GUIDELINES (CONTINUED)

- To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- All halogen lights must have a safety lens or shield over the lamp/bulb.

FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
 - a) All distribution of electrical wiring under carpet or flooring.
 - b) All distribution overhead of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth-to-booth.
 - c) All motor and equipment hook-ups requiring electricity.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and apparatus to be energized.
 - f) Motorized hoists, truss and lighting installation.
 - g) Installation and removal of all overhead electrical signs, trusses, motors or apparatus.
 - h) Installation and removal of free-standing electrical signs which require assembly, rotating electrical signs, sequencing electrical signs and various related applications and the operation of such equipment. This also includes any apparatus that hangs from the ceiling, wherein the sum total is over 200 pounds and/or is electrical. See Hanging Sign Service Form for instructions on hanging electrical signage.

ELECTRICAL CODE

Too frequently, fires have been traced to faulty wiring due to carelessness or lack of understanding of the risks involved in wiring. In the interest of public safety, exhibits in the Sands Expo & Convention Center may be inspected to determine if any violation exists. If violations are found, qualified personnel are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be energized. If an exhibitor does not understand basic safety standards, a qualified person should be consulted before the exhibit is sent to the Sands Expo & Convention Center. Serious risks can be eliminated by understanding basic requirements of safe wiring within your booth. For the safety of yourself and the public, remember these points:

- All extension cords that run under the carpet or flooring must be provided and installed by SES.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by SES.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights or floodlights are a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of two-wire fixtures is prohibited.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electrical requirements for an exhibit at the Sands Expo & Convention Center are for the safety of all exhibitors and are based on national and city electrical codes and ordinances.
- Local ordinances prohibit more than 2000 watts/20 amps per lighting circuit and only one connection for power and motor outlets.
- Electrical permits required by the local Building and Safety Code will be obtained by SES. No storage is allowed behind booth for fire safety reasons.



ELECTRICAL SERVICES ORDER FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS NV 89109
P: (702) 733-5070 • F: (702) 733-5568



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:	STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	FAX:
E-MAIL:					

IMPORTANT:
SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SECC. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

ELECTRICAL USAGE: 120 VOLT - 60 HZ - AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
E005 5 Amps / 500 Watts or less			\$81	\$150	
E010 10 Amps / 1000 Watts or less			\$146	\$215	
E020 20 Amps / 2000 Watts or less			\$210	\$315	
ELECTRICAL USAGE: 208 VOLT 1 PHASE - 60 HZ - AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
E2010 10 Amps / 1/2 h.p. or less			\$260	\$395	
E2020 20 Amps / 1 1/2 h.p. or less			\$360	\$550	
E2030 30 Amps / 2 h.p. or less			\$415	\$620	
E2040 40 Amps / 3 h.p. or less			\$500	\$625	
E2060 60 Amps / 5 h.p. or less			\$530	\$840	
E2100 100 Amps / 10 h.p. or less			\$800	\$1,260	
ELECTRICAL USAGE: 208 VOLT 3 PHASE - 60 HZ - AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
E3010 10 Amps / 1 h.p. or less			\$305	\$475	
E3020 20 Amps / 3 h.p. or less			\$425	\$620	
E3030 30 Amps / 5 h.p. or less			\$525	\$800	
E3060 60 Amps / 10 h.p. or less			\$725	\$1,160	
E3100 100 Amps / 20 h.p. or less			\$910	\$1,375	
E3200 200 Amps / 50 h.p. or less			\$1,735	\$2,900	
E3400 400 Amps or less			\$3,100	\$4,400	
ELECTRICAL USAGE: 480 VOLT 3 PHASE - 60 HZ - AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
E4020 20 Amps / 7 h.p. or less			\$590	\$950	
E4030 30 Amps / 10 h.p. or less			\$695	\$1,000	
E4040 40 Amps / 15 h.p. or less			\$1,000	\$1,150	
E4060 60 Amps / 20 h.p. or less			\$1,100	\$1,500	
E4100 100 Amps / 50 h.p. or less			\$1,400	\$1,925	
E4150 150 Amps / 75 h.p. or less			\$2,000	\$2,600	
E4200 200 Amps / 100 h.p. or less			\$2,200	\$3,100	
EUROPEAN POWER 380			CALL FOR PRICING		
*24-HOUR POWER IS DOUBLE THE APPLICABLE RATE			TOTAL		

LABOR REQUEST

All outlets 208/480 volts
require electrical labor.

STRAIGHT TIME:\$ 78 per hour
OVERTIME:\$148 per hour

DATE/TIME: _____

Type of labor requested:

- ☐ Distribution under carpet
☐ Equipment hookup
☐ Lighting fixtures
☐ Overhead distribution
☐ Other _____

**READ ALL ELECTRICAL
SERVICE INSTRUCTIONS AND
CONDITIONS ON PAGES 19, 20 &
23 PRIOR TO PLACING ORDER.**

***Note: You are likely to need extra
materials, such as extension cords,
with your order. These will be
added to your order as needed.**

ALL EXTENSION CORDS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES.

PAYMENT AUTHORIZATION(will be used for any and all SES services you order in addition to those listed on this form):

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER: _____ EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP: _____



ELECTRICAL: BOOTH LIGHTING SERVICES ORDER FORM & CONDITIONS-2006

MAIL OR FAX FORMS WITH PAYMENT TO:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVE. • LAS VEGAS, NV 89109

P: (702) 733-5070 • F: (702) 733-5568



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:	STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	FAX:
E-MAIL:					

IMPORTANT:
SES IS THE EXCLUSIVE BOOTH LIGHTING PROVIDER AT SECC. NO OTHER PROVIDER OR BOOTH LIGHTING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME.
TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

BOOTH LIGHTING PACKAGES

PRICES FOR MOST LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENANCE AND REMOVAL. (SEE BOX BELOW FOR THOSE THAT DO NOT.) ALL TRACK AND FIXTURES FOR STANCHION AND TRACK INSTALLATION ARE BLACK IN COLOR. LAMPS ARE MR-16 / 75-WATT (THESE LAMPS EXCEED THE LUMENS OF 150-WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.

ITEM DESCRIPTION	QUANTITY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
EMLA PACKAGE "A" - TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		\$185	\$285	\$
EMLB PACKAGE "B" - TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		\$225	\$375	\$
EMLC PACKAGE "C" - TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		\$280	\$425	\$
EMLD PACKAGE "D" - STANCHION LIGHTS ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		\$105	\$139	\$
EMLE PACKAGE "E" - ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, or D		\$55	\$85	\$
EMLF PACKAGE "F" - OVERHEAD LIGHTS 1000 WATT QUARTZ LIGHT MOUNTED IN CATWALK - ONLY		\$275	\$435	\$
EMLG PACKAGE "G" - OVERHEAD LIGHTS FOR HALL G 200 WATT - PARS - FOR USE IN HALL G - GROUND LEVEL		\$219	\$330	\$
NOTE: PACKAGES A, B, C, D, E: WHEN USED AT THE VENETIAN HOTEL, PLEASE ADD ONE (1) HOUR OF LABOR FOR INSTALLATION + ONE (1) HOUR OF LABOR FOR DISMANTLE.			TOTAL	

FILL OUT FORM ON THE FOLLOWING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION

Packages A, B, C and D are intended for in-line booths and for standard booths set with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only.
All other installations will be completed on a labor and material basis.

PAYMENT AUTHORIZATION (will be used for all SES services you order in addition to those listed on this form):

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER:

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

 EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP: _____



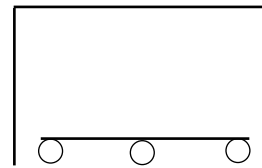
BOOTH LIGHTING INSTRUCTIONS

Please indicate placement of your booth lighting and return with your order. Packages A,B,C and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

SAMPLE
(2) PACKAGE "D"

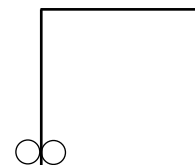


SAMPLE
(1) PACKAGE "B"

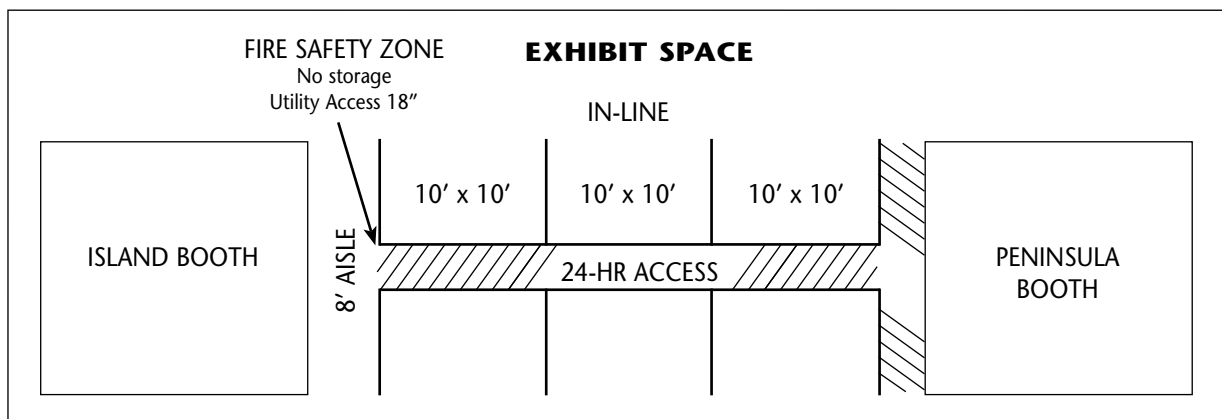


SAMPLE

PACKAGE "D"
PACKAGE "E"



BOOTH NUMBER ⇐ THIS DIRECTION _____	BOOTH NUMBER THIS DIRECTION ⇒ _____
YOUR BOOTH NUMBER: _____	



FLORAL & PLANT SERVICES ORDER FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS NV 89109

P: (702) 733-5070 • F: (702) 733-5568



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:				EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:				HALL LOCATION:			
STREET ADDRESS:				CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):			PRINT NAME:		TELEPHONE:		FAX:
E-MAIL:							
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.							

Our Floral Department can provide a variety of tropical plants and floral designs that will enhance your event or exhibit booth.

DETAILS THAT MAKE THE DIFFERENCE! • Personal attention to your order and needs. • Our plants are of the best quality for your event or exhibit. • We use only fresh, top-of-the-line flowers for your floral needs.

DESIGNER SERVICES to help with your plant and flower requirements for your event or booth!

SPECIAL EVENTS Luncheons, banquets, cocktail parties, hospitality suites, and themed events. Let us make your event special with our specialized event personnel.

QTY	PROFESSIONAL FLORAL SERVICES	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
	F-1 Cut Flower Arrangement	\$40 and up	\$50 and up	
	F-2 Exotic Flower Arrangement	\$50 and up	\$62.50 and up	
	F-3 Carnation Boutonniere	\$3.50 each	\$5.00 each	
	F-4 Rose Boutonniere	\$5.00 each	\$6.50 each	
QTY	GREEN & BLOOMING PLANTS AND TREES – RENTAL ITEMS	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
	F-5 Mum Plants (circle one: White/Yellow/Lavender/Bronze)	\$20 each	\$25 each	
	F-6 Azaleas	\$30 each	\$40 each	
	F-7 Bromeliads	\$25 each	\$30 each	
	F-8 Green Table Plant	\$20 each	\$25 each	
	F-9 Fern – 6 in.	\$25 each	\$30 each	
	F-10 Fern – 8 in.	\$30 each	\$35 each	
	F-11 Green Plants – 2 ft.	\$30 each	\$40 each	
	F-12 Green Plants – 3 ft.	\$35 each	\$45 each	
	F-13 Green Plants – 4 ft.	\$45 each	\$55 each	
	F-14 Green Plants – 5 ft.	\$60 each	\$70 each	
	F-15 Green Plants – 6 ft.	\$70 each	\$85 each	
	F-16 Green Plants – 8 ft.	\$125 each	\$150 each	
Silk plant & floral available at comparable prices.		SUB-TOTAL		
SPECIAL INSTRUCTIONS:		ADD 7.75% SALES TAX		
		TOTAL		

PAYMENT AUTHORIZATION *(will be used for any and all SES services you order in addition to those listed on this form):*

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER:													

EXP. DATE: ____ / ____ / ____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS:

CITY/STATE/ZIP: _____



ON-SITE TECHNICAL CONTACT INFORMATION		
ON-SITE TECHNICAL CONTACT (NAME):		
TELEPHONE:	FAX:	E-MAIL ADDRESS:
<p>IMPORTANT: IP ADDRESSES AND OTHER CONFIGURATION INFORMATION WILL BE AVAILABLE FIVE DAYS PRIOR TO MOVE-IN DATE. INFORMATION REGARDING YOUR INTERNET SERVICE WILL BE E-MAILED TO YOU WHENEVER POSSIBLE.</p>		

IMPORTANT INFORMATION:

If you need a static IP address, you must contact the SES Internet Department to acquire it. DHCP is used in all halls and meeting spaces unless static IP addresses are requested in advance. All DHCP addresses are provided through NAT routing.

You are responsible for making your computer(s) Internet-ready. This includes Ethernet cards, drivers, adapters, TCP/IP software, Internet browser, mail client, etc. There is a connection fee for each device that can access the Internet, whether directly through the SES network or routed through other devices, such as hubs or switches. This fee may be for an additional IP address or NAT routing. Any device found to be on the network with insufficient payment will be disconnected until appropriate payment has been made.

No service will be activated until the Network Security Declaration has been signed and returned to SES.

Required equipment for your network, such as cables and hubs, is available on-site at an additional charge. Installation and configuration service is also available at \$75/hour straight time with a one-hour minimum.

SPECIAL NOTICE: This network is behind a firewall! If you find that you cannot access a particular website or perform a certain function due to blocked ports, it is your responsibility to notify the SES Internet Department to arrange for special programming. It will be your responsibility to maintain updated virus software on all computers in your meeting spaces, and you will have to provide proof of virus protection on your equipment. Contact the SES Internet Department at (702) 733-5531 for a list of sites with approved virus and firewall information.

While all efforts are made to prevent interruption of service due to broadcast storms and viruses, interruptions of service may occur. Should a virus or broadcast storm occur, SES will not refund full or partial credit to affected users. While steps are taken to prevent such interruptions, it is the responsibility of each user to prevent these types of incidents. Ill-protected devices and faulty equipment can interrupt service for all users. **Under no circumstances shall any amount of refund exceed the amount of funds actually paid to SES for Internet services.**

SES is the exclusive provider of wireless data service via the SEEnet Wireless Network in all areas of the Sands Expo & Convention Center and the Venetian Congress Center. Wireless devices not authorized by SES are strictly prohibited. Special arrangements can be made with exhibitors who are displaying wireless devices as part of their booth activity. Any wireless devices found operational without permission will result in disruption of service to that device.

Please indicate on the floorplan where your Internet drop should be within your booth or meeting room. Service delivery may be delayed if no floorplan is provided. Internet line moves requested after installation where no floorplan was provided will result in labor charges.

INTERNET SERVICE—TERMS AND CONDITIONS

SES does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. Customer specifically agrees not to use SES services in any manner that is illegal or violates copyright protection laws. When using SES services, customer affirms to comply with all applicable federal, state, and local laws and regulations. Customer agrees to use SES services at their own risk. Customer is solely responsible for complying with the rules of that network. SES assumes Customer has access to basic technical competence, as well as the ability to independently obtain and configure the necessary software and hardware to use the account. SES will provide support for most technical issues relating to the setup of the Customer's account; however, extensive technical support may be billed to Customer upon notification.



INTERNET SERVICES ORDER FORM-2006

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS NV 89109

P: (702) 733-5070 • F: (702) 733-5568



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:	TELEPHONE:	FAX:	
E-MAIL:					

IMPORTANT:

SES IS THE EXCLUSIVE INTERNET PROVIDER AT SECC. NO OTHER PROVIDER OR INTERNET SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

CONNECTIVITY	QTY	ADVANCE PRICE	SHOW SITE PRICE	SUB-TOTAL
ILCD Standard Internet access for one connection. Each drop includes CAT5 cable with RJ45 tip.		\$1,200	\$1,400	
IT1D Dedicated T1 line from our ISP to your booth or meeting space. (Requires T1 router.)		\$5,000	\$6,600	
ICAT Booth-to-booth cabling for demonstration purposes.		\$320	\$410	
IVOIP Voice-Over IP service which includes one ILCD, programming, labor, and connection to the unfiltered network.		\$1,800	\$2,040	
IWAP Wireless Internet for one device. No outside wireless access points may be used. <i>Wireless service is available throughout the Sands Expo & Convention Center at package pricing!</i>		\$800	\$910	
ADDITIONAL NEEDS	QTY	ADVANCE PRICE	SHOW SITE PRICE	SUB-TOTAL
IHUBA8 Hub rental—8-port 10/100 auto-sensing.		\$175	\$190	
IHUBA16 Hub rental—16-port 10/100 auto-sensing.		\$300	\$350	
IPAD Additional public IP address (each) to allow more than one device full Internet usage. Note: Hub needed for this type of networking.		\$150	\$150	
ITEST Testing of equipment prior to opening of event. Separate area of the network that can be rented for specific needs normally blocked by the router.		\$600	\$780	
IAWC Additional IP address for wireless network (must purchase IWAP).		\$100	\$100	
NETWORK PACKAGES	QTY	ADVANCE PRICE	SHOW SITE PRICE	SUB-TOTAL
IVLAN Standard VLAN package including three closet connections, five-port connections, cabling, programming, and labor.		\$5,800	\$6,670	
ICYBER Cyber Cafe with one Internet line, 10 IP addresses, 16-port hub, cabling, and labor.		\$2,800	\$3,220	
LABOR CALL Date: _____ / Time: _____ AM PM Type of labor requested: <input type="checkbox"/> Set-up computer equipment. <input type="checkbox"/> Set-up network. <input type="checkbox"/> Configuration assistance. <input type="checkbox"/> Other _____		STRAIGHT TIME: \$75/HR. M-F 8AM-5PM, excl. holidays	OVERTIME: \$150/HR.	
TOTAL (INTERNET & LABOR)				\$

WHEN WOULD YOU LIKE YOUR INTERNET LINE TO BE LIVE? DATE _____ / TIME _____ AM
PM

(Line will be live the day before show opening, unless other arrangements have been made)

SPECIAL NOTICE: Every exhibitor ordering any form of Internet services must complete the Network Security Declaration prior to service being activated. Any exhibitors working outside the guidelines of the Security Declaration will be directed as to the best course of action to correct the situation or disconnected from the network entirely. The seriousness of the issue and the timeframe may dictate that an exhibitor be disconnected from the network without prior notification. Under no circumstances will any refund be given that is greater than the amount paid for Internet services. It is perfectly acceptable to bring in a T1 or T3 line from an outside vendor for your booth during your event.

PAYMENT AUTHORIZATION(will be used for any and all SES services you order in addition to those listed on this form):

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER:

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 EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP: _____



INSTRUCTIONS AND CONDITIONS

1. All material and equipment furnished by SES for these service orders shall remain SES property and shall be removed ONLY by SES personnel at the close of the show.
2. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
3. All equipment must comply with state and local safety codes.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air outlets is a 1/4" AMFLO-C1 connector, the standard connector for water is 1/2" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
6. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if exhibitor requests labor from SES, they will be charged an hourly service charge for these services.
7. Equipment using water must have inlet and outlet properly marked and identified.
8. Unless otherwise directed in writing by exhibitor or his representative, SES Plumbing personnel may be required to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floorplan indicating the main location where you require your services.
10. Due to the portable nature of the air lines in the Sands Expo & Convention Center, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
11. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with thirty (30) days written notice. Every effort will be made to provide you with all special requirements.
12. All utility outlets include up to fifty feet (50') of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
13. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Form." You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors and/or compressor outlets.
14. Automatic Fire Sprinkler System (AFSS) must comply with National Fire Protection Act #13.

All Booths must comply with these requirements. It is not the responsibility of the SES nor the SECC to approve or deny your exhibit floorplans. All questions should be addressed to Clark County Fire Department at 702-455-7100.

SES is the exclusive provider at Sands Expo & Convention Center (SECC) for this service. When AFSS is required in your booth please submit the following information to: Plumbing@SandsEXPO.com or call 1-800-628-5200. The mailing address is: SES–Plumbing Department / 201 Sands Avenue / Las Vegas, NV 89109.

A) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walls, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.

B) Please send perspective/isometric drawings to better define your display.

**PLUMBING:
COMPRESSED AIR/WATER/DRAIN SERVICES ORDER FORM-2006**

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS NV 89109

P: (702) 733-5070 • F: (702) 733-5568



ORDER ONLINE AT
www.SandsEXPO.com

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:		STATE:
					ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	
				FAX:	
E-MAIL:					

IMPORTANT:

SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

COMPRESSED AIR: 90-100 Pounds PSI. The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES).

ITEM	QTY	ADVANCE RATE	SHOW SITE RATE	TOTAL QUANTITY X PRICE
P1CA SERVICE CHARGE FOR FIRST OUTLET AT REAR OF BOOTH		\$385	\$600	\$
P1CAA EACH ADDITIONAL CONNECTION WITHIN THE SAME BOOTH (WITHIN 5 FT. OF 1ST OUTLET) TOTAL NUMBER _____		\$190	\$300	\$
P1CFM CFM REQUIRED: MINIMUM OF 5 CFM SIZE OF CONNECTION:		\$7.00/EACH CFM	\$11.00/EACH CFM	\$

WATER SERVICE: Pressure may vary, no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP.

ITEM	QTY	ADVANCE RATE	SHOW SITE RATE	TOTAL QUANTITY X PRICE
P2WS SERVICE CHARGE FOR FIRST OUTLET AT REAR OF BOOTH.		\$399	\$610	\$
P2WSA EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH.		\$200	\$320	\$

Size of connection required:	Number of connections:	GPM required:
------------------------------	------------------------	---------------

DRAINS: Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the SECC.

ITEM	QTY	ADVANCE RATE	SHOW SITE RATE	TOTAL QUANTITY X PRICE
P3D SERVICE CHARGE FOR FIRST OUTLET AT REAR OF BOOTH.		\$399	\$610	\$
P3DA EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH.		\$200	\$320	\$

Size of connection required:	Number of connections:	GPM required:
------------------------------	------------------------	---------------

WATER FILLING & DRAINING: Prices include a one-time fill and drain for each container based on straight time.

ITEM	QTY	ADVANCE RATE	SHOW SITE RATE	TOTAL QUANTITY X PRICE
UNIT(S) 1 TO 149 GALS.		\$210	\$320	\$
UNIT(S) 150 TO 299 GALS.		\$310	\$470	\$
UNIT(S) 300 TO 999 GALS.		\$550	\$850	\$
UNIT(S) 1,000 TO 4,999 GALS.		\$735	\$1,200	\$
UNIT(S) 5,000 TO 10,000 GALS.		\$990	\$1,500	\$

LABOR RATES (\$72/HR. STRAIGHT TIME, \$139/HR. OVERTIME):

TOTAL PLUMBING SERVICE ORDER

§

Labor between the hours of 8:00AM and 5:00PM, Monday through Friday will be at the straight time labor rate. Labor before 8AM and after 5PM Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. Holidays will be billed at two times (2X) the overtime rate.

PAYMENT AUTHORIZATION (will be used for any and all SES services you order in addition to those listed on this form):

☐ CHECK NO. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ **CREDIT CARD:** ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER:

[illegible]

EXP. DATE: / /

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS:

CITY/STATE/ZIP: _____

**RIGGING/HANGING:
TRUSS / LIGHTING RENTAL / LABOR ORDER FORM-2006**

MAIL OR FAX FORMS WITH PAYMENT TO:

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EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:		STATE:
					ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	
				FAX:	
E-MAIL:					
BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM					
TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.					

ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS.
FROM THE SMALLEST TO THE LARGEST WE CAN PROVIDE IT ALL!

- Motorized Hoists/ Trussing
- Robotics and Conventional Lighting
- Dimmers and Controls
- No Shipping Costs for In-House Products
- Fully-Trained and Professional Staff
- Lighting Design Services

NO DRAYAGE COST for SES-PROVIDED equipment

(Drayage is the cost of hauling goods.)

LABOR REQUEST / RATES

- Labor between the hours of 8:00AM and 5:00PM - Monday through Friday will be at the straight-time labor rate. Labor before 8:00AM and after 5:00PM, Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Supervision - A 20% supervision fee will be charged when SES personnel are not working under the direct supervision of the exhibitor or exhibitor representative.

LABOR RATES: STRAIGHT TIME = \$75/PER HOUR OVERTIME = \$145/PER HOUR

SERVICES REQUESTED: DATE: TIME: NO.OF PERSONS (3-PEOPLE MINIMUM FOR RIGGING)

SEE SPECIALIZED EVENT SERVICES "SCOPE OF WORK" FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.

PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.

PRODUCT LIST

PLEASE CALL FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS.

PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.

PHONE: (702) 733-5047 E-MAIL: LIGHTING@SANDSEXPO.COM

- **LIGHTING FIXTURES**
- **MOTORIZED HOISTS**
- **MOVING LIGHTS**
- **DIMMERS**
- **CONTROL**
- **PERISHABLES**
- **TRUSS**
- **CUSTOM RIGGING PACKAGES**

PAYMENT AUTHORIZATION(will be used for any and all SES services you order in addition to those listed on this form):

☐ CHECK NO. MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER

☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER: _____ EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD):

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS:

CITY/STATE/ZIP: _____

RIGGING/HANGING SIGN SERVICES ORDER FORM-2006

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EVENT NAME:				EVENT DATES:				BOOTH # / MTG. ROOM #				
EXHIBITING COMPANY NAME:				HALL LOCATION:								
STREET ADDRESS:					CITY:				STATE:		ZIP:	
ORDERED BY (SIGNATURE):				PRINT NAME:				TELEPHONE:		FAX:		
E-MAIL:												

BY SIGNING AND DELIVERING THIS FORM TO SES, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.

IMPORTANT:

SES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

INFORMATION AND INSTRUCTIONS - HANGING ITEMS

- Specialized Event Services is responsible for hanging, assembly and operation of all electrical and non-electrical (in excess of 200 pounds) hanging items within the Sands Expo & Convention Center. Display companies or exhibitor's representative may supervise these activities.
 - For safety reasons, all signs in excess of 200 pounds will be hung using a motorized hoist(s).
 - Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions.
 - All items must be in working order, structurally sound, and in accordance with applicable codes.
 - **IMPORTANT:** You should contact your general service contractor for shipping instructions for all hanging items.
- There will be a 30% service charge for orders for hanging applications that are placed on site.

SIGN SIZE/CONFIGURATION

ELECTRICAL <input type="checkbox"/> NON-ELECTRIC SIGN (IN EXCESS OF 200 LBS) <input type="checkbox"/>	LIGHTING TRUSS <input type="checkbox"/> OTHER <input type="checkbox"/>
POWER REQUIREMENTS: _____ AMP OR WATTS _____ VOLTAGE	PRINT, PLOTS OR DRAWINGS MUST BE PROVIDED

LABOR AND EQUIPMENT RATES FOR HANGING APPLICATIONS

- Labor between the hours of 8:00AM and 5:00PM, Monday – Friday, will be at the straight time labor rate. Labor before 8:00AM and after 5:00PM, Monday – Friday, Saturdays, and Sundays will be billed at the overtime rate. Holidays will be billed at two times (2X) the overtime rate.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Supervision – A 20% supervision fee will be charged when SES personnel are not working under the direct supervision of the exhibitor or exhibitor representative.

LABOR RATES: STRAIGHT TIME = \$75/PER HOUR

OVERTIME = \$145/PER HOUR

SERVICE REQUESTED: DATE _____ TIME _____ NO. OF PERSONS _____ (3-PEOPLE MINIMUM FOR RIGGING)

See Specialized Event Services scope of work for information on exclusive labor services.

EQUIPMENT / MOTORIZED HOISTS

BOOMLIFT = \$150/per hour FORKLIFT/BASKET = \$75/per hour

MOTORIZED HOISTS 1-TON (OR) 1/2-TON = \$315/1-WEEK RENTAL OR \$425/2-WEEK RENTAL

- Please provide drawing with detailed information, including engineering approval, booth dimensions, orientation, pick points and assembly instructions.
- In order for us to hang your sign to the proper height, please provide the measurements from the floor to the top of the sign.
- Specialized Event Services reserves the right to refuse to hang any application if they deem it unsafe.

For specific questions concerning HANGING APPLICATIONS, call (702) 733-5047 or e-mail rigging@SandsEXPO.com

NO DRAYAGE COST
for SES-PROVIDED equipment

(Drayage is the cost of hauling goods.)

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ACCOUNT NUMBER:

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

EXP. DATE: ____/____/____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS:

CITY/STATE/ZIP: _____



INSTRUCTIONS AND CONDITIONS

- 1) The Sands Expo & Convention Center (SECC) and Specialized Event Services (SES) shall not be liable for, and are hereby released from, any special, indirect, incidental or consequential damage, including, without limitation, the following: lost profits, damage to business reputation, lost opportunity or commercial loss of any kind to the customer which results from the use (or the inability to use) any of the services or equipment which is contemplated herein or from the breach by the Sands Expo & Convention Center or Specialized Event Services or any of their employees, agents or contractors.
- 2) **Cancellation:** All orders are subject to a 25% cancellation fee. No refund will be given for lines cancelled after they have been installed.
- 3) All charges are subject to change without prior notice.


ADDITIONAL CHARGES/FEES:


- **Call Detail Charges** - Local call, operator-assisted and 800-calls will be charged a minimum of \$0.75 per call. All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** - Instruments with attachment line must be returned to the SES Exhibitor Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$125 for single-line instruments and \$380 for multi-line instruments.**
- **Labor Charges** - Labor between the hours of 8:00AM and 5:00PM - Monday through Friday (except holidays) will be at the straight time labor rate; all other hours will be at the overtime rate. Exhibitors will be charged to move lines, program exhibitor's equipment, or for damage to telephone lines which occurs in the booth and is caused by the exhibitor, exhibitor's employees, or any appointed representatives. Exhibitors will be charged on a labor and material basis for these occurrences.
Labor Rates: Straight time = \$78/per hour Overtime = \$148/per hour
- **Cancellation Notice** - All orders are subject to a \$25 handling fee if canceled within ten (10) working days prior to show opening date. No refund will be given for services canceled after they have been installed. All prices are subject to change without prior notice.


LOCATION GRID


Please utilize attached grid to indicate all telephone line locations within your booth.

Please indicate scale: 1 square = _____ feet. Or other: _____

Indicate booth number this direction  _____

Indicate booth number this direction  _____

Indicate booth number this direction  _____

Indicate booth number this direction  _____

TELECOMMUNICATIONS SERVICES ORDER FORM-2006

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EXHIBITING COMPANY NAME:		HALL LOCATION:			
STREET ADDRESS:			CITY:		STATE:
					ZIP:
ORDERED BY (SIGNATURE):		PRINT NAME:		TELEPHONE:	
				FAX:	
E-MAIL:					

IMPORTANT:

SES IS THE EXCLUSIVE TELECOMMUNICATIONS SERVICE PROVIDER AT SECC. NO OTHER PROVIDER OR TELECOMMUNICATIONS SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT TWENTY-ONE (21) CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

FORM INFORMATION: (Please read carefully.)

- **BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION FORM. THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.**
- **PRE-PLANNING CAN SAVE YOU MONEY.** Telephone lines are dropped with the main power drop into booth. **PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE LOCATION GRID ON THE BACK OF THIS FORM.** Failure to notify SES of telephone location will result in a charge at a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one (1) day before event opening due to temporary conditions which exist during set-up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at SES Customer Center Service Desk.
- **Instruments will not be delivered to your booth. Instruments should be picked up at SES Customer Center Service Desk.**
- ** SECC/SES has a limited number of ISDN lines available. Call for availability. All others must be ordered through Sprint/Central Telephone (702) 244-7779 directly.** For each direct data or ISDN line ordered through Sprint/Central Telephone, a single line must also be ordered from SES. Please inform SES when you are ordering a direct data or ISDN line by completing the information below. **These special feature phones will not work unless you have ordered the additional single-line telephone service from SES.**

ITEM	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL QUANTITY X PRICE
T9SL SINGLE-LINE TOUCH-TONE PHONE (VOICE ONLY)		\$380 INCLUDES \$125 DEPOSIT	\$430 INCLUDES \$125 DEPOSIT	\$
TMD MODEM LINE EQUIPMENT MUST BE PROGRAMMED TO DIAL NINE (9) FIRST. YOU MUST HAVE YOUR OWN ISP.		\$380 (NO DEPOSIT RETURNED)	\$430 (NO DEPOSIT RETURNED)	\$
T9ML MULTI-LINE TOUCH-TONE PHONE INSTALLED WITH UP TO SIX ROLLOVERS. (I.E., YOU RECEIVE ONE EXTENSION NUMBER THAT HAS THE ABILITY TO RECEIVE SIX INCOMING CALLS SIMULTANEOUSLY.)		\$660 INCLUDES \$250 DEPOSIT	\$720 INCLUDES \$250 DEPOSIT	\$
TRVM VOICE MAIL WILL ACT AS AN ANSWERING MACHINE FOR YOUR SINGLE- OR MULTI-LINE SERVICE.		\$75	\$75	\$
T1EX EXTEND T1 ** EXTEND YOUR T1 LINE TO YOUR MEETING AREA.		\$1,500	\$2,000	\$
T1SDN EXTEND ISDN ** EXTEND YOUR ISDN LINE TO YOUR MEETING AREA.		\$750	\$1,000	\$
T9ISDN ISDN LINE INCLUDES PHONE LINE - LIMITED NUMBER		\$1,000	\$1,000	\$
			TOTAL	\$

PAYMENT AUTHORIZATION *(will be used for any and all SES services you order in addition to those listed on this form):*

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☐ CREDIT CARD: ☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB

ACCOUNT NUMBER: EXP. DATE: / /

CARDHOLDER'S NAME (AS IT APPEARS ON CARD): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS:

CITY/STATE/ZIP: _____