



Dear Exhibitor:

Welcome to the Sands Expo & Convention Center! We have designed this brochure to be as user friendly as possible in ordering services for your 2013 event. Included are order forms and informational/instructional sheets. We hope you find this a useful brochure that will assist you in the preparation of your booth space.

We have a variety of services and departments here at the Sands Expo & Convention Center (SECC) to assist you in having a successful event. These services include:

TECHNICAL SERVICES Specialized Event Services 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. Our technical services include:

- Electrical – SES exclusive provider
- Internet – SES exclusive provider
- Telecommunication – SES exclusive provider
- Rigging – SES exclusive provider
- Audio Visual – full service
- Plumbing - compressed air and water and drain service.

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

BUSINESS CENTER An exclusive, full-service center for reliable business support services including photo-copies, office supplies, fax transmissions, shipping, and sundries. For your convenience, we are located in Level 1 of the SECC.

CONVENTION SERVICES/BOOTH CLEANING SERVICES SES is 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.

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, please call our Order Processing department at 702-733-5070.

Sincerely,

Jeff Zamaria
Director of Event Services

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* Indicates that SES is the exclusive provider of these services at the Sands Expo & Convention Center.

* These forms and services are likely to be particularly important to you.

HELPFUL HINTS

SAVE MONEY

You can save money by placing your orders by 5PM PST 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
Order Processing Department
201 Sands Avenue
Las Vegas, NV 89169

Orders may be faxed to: 702-733-5568
Please indicate total number of pages faxed to ensure complete order was received.

SEND ACCURATE INFORMATION

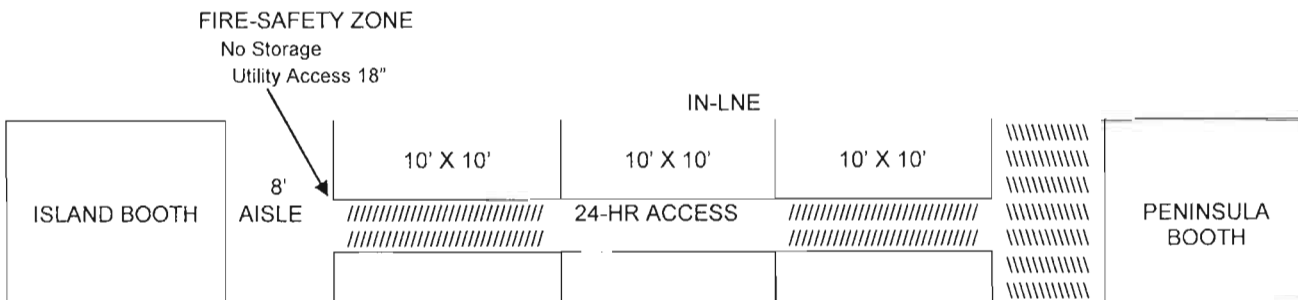
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify SECC in writing with your company name, prior booth number, and new booth number. We also request that you send us a floor plan 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 major types of exhibit space (or booth types) used at trade shows, conventions, and events. You will find these types of booths mentioned in several of the service forms you will be completing. The following are the standard installations for electrical; Internet; compressed air, water, and 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, and drain outlets placed at the back of the booth. For island booths, you should send a floor plan which indicates the one main location for your services. If no floor plan 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 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT
WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

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

☐ Cash ☐ Check No. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE.**
INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.

☐ Credit Card (please complete information below)

☐ Personal Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club ☐ American Express
☐ Company Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club ☐ American Express

Account Number:

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

Expiration Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF. OTHER AUTHORIZED SIGNER(S):

Print Name Signature

Print Name Signature

SERVICES TO BE COVERED BY THIS CARD: ☐ ALL

<input type="checkbox"/> AUDIO/VISUAL	<input type="checkbox"/> BUSINESS CENTER	<input type="checkbox"/> CATERING
<input type="checkbox"/> CONVENTION SERVICES (cleaning)	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> BOOTH LIGHTING
<input type="checkbox"/> FLORAL & PLANT	<input type="checkbox"/> INTERNET	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> RIGGING	<input type="checkbox"/> TELECOMMUNICATION	

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. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee. Please review all work orders and invoices prior to leaving show site. For credit consideration, all service concerns must be made known during the show. 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.

SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES AT THE SANDS EXPO & CONVENTION CENTER (SECC) AND THE VENETIAN RESORT-HOTEL & CASINO.

1. Assembly, 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. Assembly, attachment, and dismantle 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 adjustment, 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. Assembly, installation, and dismantle of all floor-supported items that exceed 16' from floor such as drapery, scenery, banners, electrical and non-electric signs; and where point #2 and #3 are applicable.
5. Assembly, installation, and dismantle of all lighting for stages, display areas, events, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, events, presentation, 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. This generally requires a minimum of two technicians to be present for operations during events.
7. Assembly, installation, handling, moving of all material associated with scope of work.
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 event, 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 for 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 or their event.
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, please notify SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man-lifts, forklifts, scissor lifts, etc. required to perform all work requiring this equipment.
17. Only SES-supplied equipment may be used in the catwalks, ceiling joists, or unistrut hanging points. This includes all lighting and attachment hardware for other devices.



THIRD PARTY AGENT FORM - 2013

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

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 by 5 PM PST 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.

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

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
THIRD PARTY CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

THIRD PARTY AGENT CREDIT CARD AUTHORIZAITON (Will be used for all SES services your order or incur.)

CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF.

OTHER AUTHORIZED SIGNER(S):

Print Name

Signature

Print Name

Signature

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

- | | | |
|---|--|---|
| <input type="checkbox"/> AUDIO/VISUAL | <input type="checkbox"/> BUSINESS CENTER | <input type="checkbox"/> CATERING |
| <input type="checkbox"/> CONVENTION SERVICES (cleaning) | <input type="checkbox"/> ELECTRICALL | <input type="checkbox"/> BOOTH LIGHTING |
| <input type="checkbox"/> FLORAL & PLANT | <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> RIGGING | <input type="checkbox"/> TELECOMMUNICATION | |

TO BE COMPLETED BY EXHIBITING COMPANY (This section must be signed to complete the order process.)

I hereby authorize _____ (3rd party co. name) to act as my 3rd party agent for the above booth and event.

EXHIBITING COMPANY CREDIT CARD INFORMATION (Will only be used upon default by 3rd party.)

EXHIBITING COMPANY NAME:							
CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME: (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

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



SERVICE LOCATION PLAN - 2013

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, 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.)

COMPRESSED AIR/WATER OUTLETS:

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

HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 5 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).

TELECOMMUNICATION SERVICES:

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

INTERNET SERVICES:

- Indicate location of main drop.

Please complete this information for ease of booth identification.

EVENT NAME: WSA 2013	EVENT DATES: Jan. 29-31, 2013
EXHIBITING CO. NAME:	BOOTH #:
CONTACT NAME:	CONTACT NUMBER:

Please indicate scale: 1 square = _____ feet OR Other: _____

Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle #									
Adjacent Booth or Aisle # _____									

LEGEND

- | | | | |
|------------|-------------------------------------|---------------------|---------------------|
| ○ – 5 AMP | ■ – 208 volt | ▲ – Internet | CA – Compressed Air |
| ⊘ – 10 AMP | □ – 480 volt | T – Telephone | WS – Water Services |
| ● – 20 AMP | ◆ – Electrical Main Drop Line (MDL) | DS – Drain Services | |

Detach the Service Location Plan and send with your order form(s).

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013



AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
IMPORTANT: ALL SERVICES PROVIDED BY ENCORE. AV EQUIPMENT PRICES ARE PER EVENT. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

Additional equipment available. Please contact us at 733-5655 for all your additional needs.

	QTY	EVENT ADVANCED PRICE	EVENT SHOW SITE PRICE	SUBTOTAL
VIDEO	32" LCD Screen (table stand only, does not include speakers)	\$600.00	\$630.00	
	46" LCD Screen (does not include floor stand or speakers)	\$900.00	\$945.00	
	42" Plasma Screen (does not include floor stand or speakers)	\$650.00	\$683.00	
	50" Plasma Screen (does not include floor stand or speakers)	\$800.00	\$840.00	
	60" Plasma Screen (does not include floor stand or speakers)	\$1,700.00	\$1,785.00	
	Plasma/LCD Floor Stand	\$100.00	\$105.00	
	Plasma/LCD Speakers (1 pair)	\$80.00	\$84.00	
	1/2" VHS Player/Recorder	\$85.00	\$89.00	
	DVD Player (Region 1) NTSC	\$95.00	\$100.00	
AUDIO	350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, 1-wired handheld microphone)	\$450.00	\$473.00	
	50W Powered Speaker (1 speaker w/stand)	\$150.00	\$158.00	
	Floor Mic w/Stand, Wired	\$50.00	\$53.00	
	Lavaliere Mic, Wired	\$50.00	\$53.00	
	Wireless Mic, Handheld	\$165.00	\$173.00	
	Wireless Lavaliere Mic	\$165.00	\$173.00	
	Wireless Mic, Headset	\$195.00	\$205.00	
MISC	CD Player	\$90.00	\$95.00	
	Flipchart, Pad, 4 Markers, Easel	\$55.00	\$58.00	
COMPUTER	Flipchart, 3M Pad, 4 Markers	\$75.00	\$79.00	
	Desktop Computer with 17" Screen	\$350.00	\$368.00	
CABLE/HDTV/ SATELLITE	Laptop Computer	\$350.00	\$368.00	
	Cable TV Drop with Tuner	\$390.00	\$470.00	
	HDTV Receiver & Remote Rental (one required per source)	\$1,500.00	\$1,650.00	
	Satellite Rental, SES	\$600.00	\$700.00	
TOTALS	Satellite/Antenna Space Rental (accommodation fee for customer satellite dish or antenna)	\$180.00	\$210.00	
	EQUIPMENT TOTAL FOR THIS PAGE			
TOTALS	LABOR ESTIMATE FROM PAGE 7 - Minimum \$178.00 (2 hours)			
	GRAND TOTAL FOR EQUIPMENT & LABOR			

NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013



AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT
WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

LABOR ORDER	
LABOR - \$178 MINIMUM (2 hours) (delivery/installation/dismantle)	Requested delivery date & time:
\$	
DEDICATED LABOR (See Dedicated Exhibit Technicians for terms and conditions.)	Requested dismantle date & time:
Labor Rate X Actual Hours	
\$	
CABLE/HDTV/SATELLITE LABOR	WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY. HOWEVER, CIRCUMSTANCES BEYOND OUR CONTROL MAY PREVENT US FROM MEETING YOUR REQUESTED TIMEFRAME.
IN - 2 techs @ 2 hours @ \$89.00 - \$356	
OUT - 2 techs @ 1 hour @ \$89.00 - \$178	
TOTAL LABOR: \$534	
\$	
LABOR TOTAL	\$

LABOR RATES:

Straight Time: \$89/hour Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.
Overtime: \$168/hour After 8 hours of labor per day Monday through Friday, Saturdays, Sundays, and holidays.

AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS

LABOR: ALL SERVICES PROVIDED BY ENCORE.

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM 2-HOUR (\$89 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.

EQUIPMENT

- WE ENCOURAGE YOU TO SUBMIT YOUR ORDER BY THE ADVANCE RATE CUT-OFF DATE TO ENSURE AVAILABILITY OF EQUIPMENT.
- ON-SITE ORDERS WILL BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES AND WILL BE FILLED BASED ON AVAILABILITY OF EQUIPMENT. 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. IF YOUR BOOTH IS NOT READY FOR DELIVERY, PLEASE CALL OUR TECHNICIAN AT 702-296-5185 WHEN YOU ARE READY FOR SERVICE.
- 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.

SATELLITE

- ALL LOCATING OF SATELLITE DISHES FOR OUTSIDE ACCESS IS DONE BY SES AND SECC PERSONNEL. PLEASE CALL IF YOU PLAN ON BRINGING YOUR OWN SATELLITE DISH OR UP-LINK VEHICLES. WE WILL ADVISE YOU OF THE AREA WHERE THEY MAY BE LOCATED. CONSIDERATION WILL BE GIVEN TO DIRECTION FROM WHICH SIGNAL IS RELAYED.

CANCELLATIONS

- CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE ON EQUIPMENT.
- ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.

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

SIGNATURE

DATE

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.

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

Visit the SES Business Center Customer Service Window, conveniently located in the Level 1 Lobby, for:

SERVICES

Printing

- Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files from disk, CD-Rom, or memory stick.
- You may order print jobs in advance of your arrival by e-mailing us at servicecenter@sandsexpo.com.
- Please include in your e-mail, information necessary to complete your order such as, copy quantity, paper size, black and white or color copies, single or double sided, etc.
- A *Credit Card Authorization Form* (Page 2) must accompany your order.

Photocopy

- 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 available.

Shipping – Domestic – UPS and Federal Express

- Prices are determined by package weight, size and destination.
- There is a handling fee per item in addition to shipping fees.
- Shipping is outbound from the SECC Business Center only.
- Certain restrictions may apply.
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST.
- For packages weighing 150 pounds or more, please contact your general contractor for shipping service.

Faxing and Scanning

- Send or receive a domestic or international fax. SES Customer Service Center Fax Number: 702-733-5317.
- Send a scanned document anywhere.

SUPPLIES

Office

- pens • pencils • paper • staplers • staples • glue • tape • marking pens • clipboards • paper clips
- writing tablets • Velcro® • packaging supplies (shipping boxes, bubble wrap, shrink-wrap, tape, etc.)

Please check our display case for additional items.

Sundries

- pain relievers • breath fresheners • lip protection • candy • antacids • cough drops • tissues

Much more is available at the Customer Service Window.

OTHER SERVICES

- Coat and Baggage Check - \$3.00 per item.
- Business cards made at the Customer Service Desk.
- Lamination services available for pages up to 8.5" x 11".
- Lockers – call for size and price information.

Please call us at 702-733-5070 for pricing information.



SES CATERING REQUEST TO DISTRIBUTE SAMPLES – 2013 *

Mail, E-mail, or fax form to:

SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com

Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:		E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		

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.

EXHIBITOR CHECKLIST

- ☐ I understand that items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
- ☐ I understand that food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SES Catering Department.
- ☐ I am aware that product liability insurance is required when sample food is distributed in the SECC. For alcohol dispensing, \$2,000,000.00 in host liability insurance is required and must comply with federal and state liquor laws.
- ☐ I understand that all items are limited to the following sample size:
Beverages - limited to two ounces
Food items - limited to one ounce
- ☐ I understand that violation of sample size limits will result in a corkage fee.
- ☐ I understand that 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 702-759-0620 or www.cchd.org.
- ☐ I understand that no outside alcohol is permitted.
- ☐ I understand that disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo & Convention Center and charges will apply.
- ☐ I am aware that the Sands Expo & Convention Center will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples
- ☐ I understand that all sampling booths are required to have a hand-washing station that complies with Clark County Health Department guidelines.
- ☐ I understand that all individuals who are distributing samples must wear latex gloves.

Product(s) to Dispense

--

Please Explain Purpose of Product Offering

--

Please Indicate Any Special Services Required.

A fee will apply to any of the following services:

☐ Food Handling ☐ Cleaning ☐ Disposal ☐ Storage ☐ Freezer ☐ Refrigeration Cubic Feet Required _____

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

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013



CATERING BOOTH SERVICES ORDER FORM – 2013 *

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ORDERED BY: (Print Name)		SIGNATURE:		

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BEVERAGES	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Individual Fruit Juices 10 oz. each	\$4.25	\$4.65					
Individual Naked Juice/Energy Drink 16 oz. each	\$5.50	\$6.05					
Assorted Soft Drinks 12 oz each	\$4.25	\$4.65					
Bottled Water 16 oz. each	\$4.00	\$4.40					
Specialty Water, Sparkling and Still – Small	\$5.50	\$6.05					
Specialty Water, Sparkling and Still – Large	\$11.00	\$12.10					
Fruit Juice – 1 Gallon <i>Orange, cranberry, grapefruit, apple, tomato, pineapple</i>	\$60.00	\$66.00					
Hot Chocolate – 1 Gallon	\$60.00	\$66.00					
Hot Tea – 5 Gallons*	\$300.00	\$330.00					
Iced Tea – 5 Gallons*	\$300.00	\$330.00					
Lemonade – 5 Gallons*	\$250.00	\$275.00					
Coffee – Regular or Decaf – 5 Gallons*	\$300.00	\$330.00					
Coffee Pour Over Unit – for entire show <i>Includes 8 bags of coffee, 2 bags of decaf, 10 tea bags, cups & condiments</i>	\$400.00	\$440.00					
Additional Coffee Kit	\$185.00	\$203.50					
Ice – 20 pounds	\$22.00	\$24.20					
* Minimum order is 5 gallons on the show floor							

BREAKFAST ITEMS	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Hard-boiled Eggs w/Kosher salt & cracked pepper – each	\$2.25	\$2.45					
Individual Fruit Yogurt - dozen	\$54.00	\$59.40					
Whole Fresh Fruit – dozen	\$42.50	\$46.75					
Seasonal Fruit Cup+ - each (min. order 12)	\$8.25	\$9.05					
Cinnamon Rolls - dozen	\$53.50	\$58.85					
Assorted Danish (regular or miniature) - dozen	\$53.50	\$58.85					
Assorted Muffins (regular or miniature) - dozen	\$53.50	\$58.85					
Croissants - dozen	\$56.00	\$61.60					
Bagels with Cream Cheese - dozen	\$56.00	\$61.60					
Assorted Granola & Breakfast Bars - dozen	\$47.50	\$52.25					
Breakfast Sandwiches - dozen	\$79.00	\$86.90					
Combo Breakfast Basket - dozen <i>4 croissants, 4 danish, 4 muffins</i>	\$55.50	\$61.00					
Krispy Kreme Donuts - dozen	\$50.00	\$55.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



CATERING BOOTH SERVICES ORDER FORM – 2013 *

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SNACKS & FINGER FOODS (one pound serves approx. 10 people)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Homemade Potato Chips, Tortilla Chips or Pretzels – per pound	\$42.50	\$46.75					
Onion Dip, Salsa Trio, or Guacamole per quart (serves 25)	\$37.00	\$40.70					
Gourmet Snack Basket (serves 20-25) <i>packaged mixed nuts, flavored snack mixes, gourmet popcorn, trail mix</i>	\$105.00	\$115.50					
Assorted Finger Sandwiches (50 pieces)	\$190.00	\$209.00					
BLT Finger Sandwiches (50 pieces)	\$237.00	\$260.70					
Vegetable Crudités	\$237.00	\$260.70					
Indiv. Bags of Chips/Pretzels/Popcorn+ (min. order 24)	\$75.25	\$82.75					
Snack Mix - per pound	\$41.25	\$45.35					
Fancy Mixed Nuts - per pound	\$42.50	\$46.75					
Assorted Cookies - dozen	\$44.25	\$48.65					
Brownies - dozen	\$44.25	\$48.65					
Biscotti - dozen	\$55.50	\$61.00					
Assorted Candy Bars - dozen	\$42.50	\$46.75					
Fruit Basket - each	\$69.00	\$75.90					

SANDWICHES & PLATTERS (serves 25)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
All sandwiches & platters include appropriate accompaniments.							
Chef's Sandwich Platter	\$320.00	\$352.00					
Chicken Breast & Beef Tenderloin Medallions	\$343.00	\$377.30					
Chicken, Tuna, and Egg Salad Sandwich Platter	\$320.00	\$352.00					
Deli Platter w/Choice of Italian or Traditional Meats and Cheeses	\$370.00	\$407.00					
Caesar Wraps – Chicken or Vegetarian	\$290.00	\$319.00					
Savory Turkey Wraps – sliced turkey, red onion, cucumbers, lettuce, Swiss cheese, and cranberry honey mustard on wheat wrap	\$320.00	\$352.00					
Italian Submarine Platter	\$345.00	\$379.50					
Sliced Seasonal Fresh Fruit Tray	\$237.00	\$260.70					
Imported & Domestic Cheese Platter	\$290.00	\$319.00					
Fruit and Cheese Platter	\$265.00	\$291.50					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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SALADS (serves 25)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Mixed Greens Salad w/Choice of Dressing	\$132.75	\$146.00					
BLT Salad w/Homemade Blue Cheese Dressing	\$159.00	\$174.90					
Caesar Salad	\$140.75	\$160.70					
Caesar Salad with Chicken	\$185.50	\$204.50					
Greek Salad - Romaine & baby spinach, red onion, Feta cheese, Kalamata olives, pepperoncini, cucumbers, house vinaigrette	\$185.50	\$204.50					
Spinach Salad - w/chicken, dried cranberries, golden raisins, toasted almonds, goat cheese, raspberry walnut vinaigrette	\$207.00	\$227.70					
Fruit, Pasta, or Potato Salad	\$132.75	\$146.00					

PIZZA (serves 8)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Cheese Pizza	\$32.00	\$35.20					
Pepperoni Pizza	\$37.00	\$40.70					
Vegetarian Pizza	\$37.00	\$40.70					
Supreme Pizza	\$40.00	\$44.00					

BOXED LUNCHES+ (min. order of 10 each)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>Includes whole fresh fruit, bag of chips, cookie, and bottled water.</i>							
Roast Beef - each	\$37.00	\$40.70					
Smoked Ham - each	\$32.00	\$35.20					
Turkey Breast - each	\$32.00	\$35.20					
Tuna Sandwich - each	\$32.00	\$35.20					
Italian Submarine - each	\$37.00	\$40.70					
Chicken Caesar Wrap - each	\$32.00	\$35.20					
Caesar Salad - each	\$27.00	\$29.70					
Chicken Caesar Salad - each	\$32.00	\$35.20					

GOURMET BOXED LUNCHES+ (min. order of 10 each)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>Includes whole fresh fruit, bag of chips, cookie, and bottled water.</i>							
Caprese Pesto Panini - fresh mozzarella, basil, tomatoes, pesto, olive oil	\$40.00	\$44.00					
Caprese Pesto Panini with Chicken	\$42.00	\$46.20					
Grilled Vegetable Baguette	\$37.00	\$40.70					
Peppered Beef with Caraway Havarti and Horseradish Aioli	\$42.00	\$46.50					
Smoked Turkey - w/Emmentaler cheese, crisp bacon, red onion, lettuce, tomato, & herbed aioli	\$42.00	\$46.50					
Southwestern Chicken Salad Sandwich	\$40.00	\$44.00					

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BAR OPTIONS							
<i>Bartender required @ a 4-hour minimum.</i>							
HOSTED BARS - \$500 minimum All cocktails are calculated per 1 oz. measure and are billed as such.	ADVANCED PRICE n/a	SHOW SITE PRICE n/a	QTY	TOTAL PRICE Will Be Billed	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
KEG SERVICE (tap rental included)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Keg	\$435.00	\$478.50					
Import keg	\$564.00	\$620.40					
Craft Brew Keg	\$564.00	\$620.40					
BOTTLED BEER (per bottle)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Beer	\$6.00	\$7.00					
Imported Beer	\$7.00	\$8.00					
CHAMPAIGN AND WINE	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
House Wine by the Glass	\$7.00	\$8.00					
House Wine by the Bottle	\$25.75	\$28.33					
House Champagne by the Bottle	\$36.00	\$39.60					
<i>Specialty wines and champagnes available upon request. Please call 702-733-5366 or e-mail us at catering@sandsexpo.com</i>							
EQUIPMENT	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Sanitation Bucket	\$27.00	\$29.70					
Sanitation Bucket Refill	\$27.00	\$29.70					
Single Hand Washing Sink	\$106.00	\$111.65					

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ORDER TOTAL	
Total of Order	\$
21% Service Charge on Order Total	\$
8.10% Nevada Sales Tax on Order Total	\$
Labor **	\$
GRAND TOTAL OF ORDER	\$

** See "Labor" below for minimum and rate information. The 21% Service Charge and 8.10% Sales Tax does not apply to this fee.

IMPORTANT INFORMATION CHECKLIST
<input type="checkbox"/> I am aware that the SES Catering Department holds the exclusive rights to all food and beverage service. Absolutely NO food or beverage, logo bottled water, samples, etc. are allowed to be brought into the Sands Expo & Convention Center. Any exception must be approved in writing and a corkage fee will apply.
<input type="checkbox"/> I am aware that decreases must be received 72 hours in advance of service.
<input type="checkbox"/> I am aware of the following cancellation policy: Less than 21 days but more than 10 days prior to show opening date* - 50% of total order refunded. Less than 10 days but more than 3 days prior to show opening date* - 25% of total refunded. 3 days or less prior to show opening date* - No refund. *All days referred to will be business days.
<input type="checkbox"/> I am aware that all catering orders and full payment must be received by 5PM PST 21 days prior to show opening to receive advanced pricing.
<input type="checkbox"/> I am aware that if I require electricity in my booth, SES Electrical is the exclusive provider of all electrical needs and I must order service from SES Electrical. (See pages 17-20 to order service.)
<input type="checkbox"/> I am aware that SECC or SES does not provide tables in my exhibit space. I must order tables through my general contractor.

LABOR
There is a four-hour minimum per day for service personnel.
Straight Time: Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays. Overtime: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.
Attendant: \$40.00/hour Straight Time / \$60.00/hour Over Time Bartender:

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013



CATERING / WATER COOLER RENTAL ORDER FORM - 2013 *

Mail, E-mail, or fax form to:

SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com

Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE 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 BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

- **ALL WATER COOLER DISPENSERS MUST BE RENTED FROM SES OR A CORKAGE FEE WILL APPLY.**
- Water Coolers are delivered the day before 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.
- A representative must be present at booth to receive order.
- Exhibitors are responsible for each water cooler unit and empty bottle(s).
- 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 your booth 2 hours prior to close of the show. No later than 1 hour after close of show.
- **NOTE:** Sales tax is 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.
- Electrical outlet to be provided by Exhibitor (requires one 5-AMP 120 volt outlet). Exhibitor must order from SES *Electrical Services Order Form (Page 17-20).*

WATER COOLER SERVICE

Qty	Item	Advanced Price	Show Site Price	Total
	Water Cooler Unit* (cold water only)	\$185.00	\$203.50	\$
	Additional Water Bottles	\$23.00	\$25.30	\$
	Additional Sleeve of Cups	\$8.00	\$8.80	\$
Sub-Total				\$
21% Service Charge				\$
8.10% Sales Tax*				\$
TOTAL				\$

Orders placed on-site are subject to availability.

* No sales tax associated with this fee.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



CONVENTION SERVICES: BOOTH CLEANING ORDER FORM - 2013 *

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

IMPORTANT INFORMATION

- SES is the exclusive cleaning contractor at the SECC. No other contractor, independent contractor, non-SECC Custodial staff, or cleaning service will be allowed to perform custodial services on the show floor, except for initial wipe down. Failure to comply with the SECC exclusive policy will result in a service charge based on total square footage and rates listed below.
- If you plan to serve food or beverages in your booth it is strongly recommended that you order Periodic Porter Service.
- Unsatisfactory service must be reported before closing of each show day.
- Cost of vacuuming, mopping, and dust mopping will be calculated based on the total area of your booth.

HAND VACUUM & EMPTY TRASH CANS (recommended)

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-2,000 sq. ft.	\$0.34 ft.	1-2,000 sq. ft.	\$0.44 ft.	_____ sq. ft. @ _____ x _____ days	
	2,001-4,000 sq. ft.	\$0.28 ft.	2,001-4,000 sq. ft.	\$0.38 ft.		
	4,001-10,000 sq. ft.	\$0.25 ft.	4,001-10,000 sq. ft.	\$0.35 ft.		
	10,001 & above	call for rate	10,001 & above	call for rate		

DAMP MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-2,000 sq. ft.	\$0.34 ft.	1-2,000 sq. ft.	\$0.44 ft.	_____ sq. ft. @ _____ x _____ days	
	2,001-4,000 sq. ft.	\$0.28 ft.	2,001-4,000 sq. ft.	\$0.38 ft.		
	4,001-10,000 sq. ft.	\$0.25 ft.	4,001-10,000 sq. ft.	\$0.35 ft.		
	10,001 & above	call for rate	10,001 & above	call for rate		

DUST MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-2,000 sq. ft.	\$0.24 ft.	1-2,000 sq. ft.	\$0.34 ft.	_____ sq. ft. @ _____ x _____ days	
	2,001-4,000 sq. ft.	\$0.21 ft.	2,001-4,000 sq. ft.	\$0.31 ft.		
	4,001-10,000 sq. ft.	\$0.18 ft.	4,001-10,000 sq. ft.	\$0.28 ft.		
	10,001 & above	call for rate	10,001 & above	call for rate		

SHAMPOO CARPET / SPOT SHAMPOO

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	\$0.68 sq. ft.	\$0.84 sq. ft.	_____ sq. ft. @ _____ x _____ days	

PERIODIC PORTER SERVICE (Emptying of trash cans approximately every 90 minutes during show hours.)

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-400 sq. ft.	\$60.00	1-400 sq. ft.	\$75.00	_____ sq. ft. @ _____ x _____ days	
	401-1,600 sq. ft.	\$102.00	401-1,600 sq. ft.	\$129.00		
	1,601-6,000 sq. ft.	\$132.00	1,601-6,000 sq. ft.	\$181.00		
	6,001 & above	call for rate	6,001 & above	call for rate		

PORTER SERVICE (4 hour minimum)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	\$28 per hour	\$33 per hour		

TOTAL

\$

We recommend booth cleaning on the night prior to show opening.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

PAYMENT POLICY

- All services ordered through the Sands Expo & Convention Center must be prepaid prior to any work being performed. Therefore, a valid credit card must be on file.
- To receive advance discount prices, SES must receive your order with full payment by 5PM PST 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 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: \$89/hour *Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.*

Overtime: \$168/hour *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and 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 for move-in only (requires a minimum of 48-hour notice to ensure request). 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.
- Electrical labor is required for:
 - a) All under carpet distribution of electrical wiring.
 - b) All facility overhead distribution of electrical wiring.
 - c) All motor and equipment hook-ups requiring hard wiring connections.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and electrical apparatus.

GENERAL INFORMATION

- Specialized Event Services (SES) is the exclusive provider of electrical services at the Sands Expo & Convention Center.
- By signing and delivering the *Electrical Services Order 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 hour 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).

EXHIBITOR GUIDELINES

- If your booth is determined to be in violation of Fire Marshal Codes or basic safety guidelines (i.e., 2-wire ungrounded cable, unsafe wiring connections), power to your booth will be shut off until all violations have been resolved.
- SES and the Sands Expo & Convention Center will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- If a third party is involved in the setup and/or dismantle of your booth, SES must be the exclusive provider of all your electrical needs. (Example: Installation of third party-supplied booth lights.)
- All material and equipment furnished by Sands Expo and Convention Center (SECC) for service requested shall remain the property of the SECC and shall be removed **ONLY** by SES technicians at the close of show.
- Unless otherwise directed, SECC electricians are authorized to cut floor coverings to permit installation of services.
- Neither SES nor the Sands Expo & Convention Center (SECC) is 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 30 minutes of show opening and turned off within 30 minutes of show close.
- 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 hour labor charge will be incurred at the appropriate rate.
- 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. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
- **NO** storage on top of SES electrical services, including booth lines and storage closets.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/SECC. IMPEDAMPS can be rented on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/ unauthorized person.

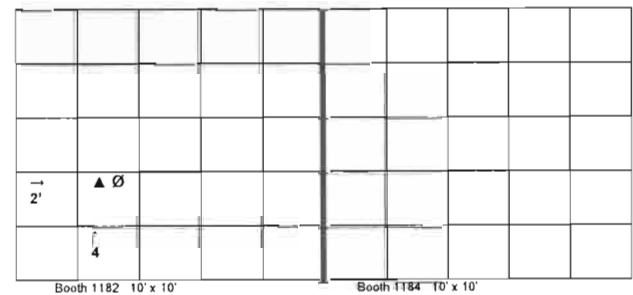
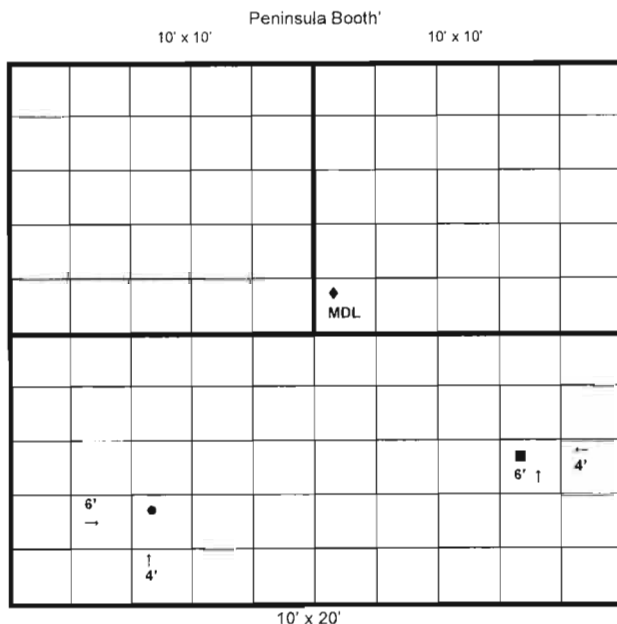
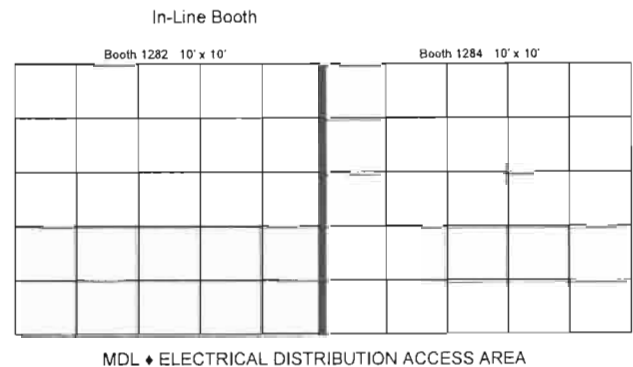
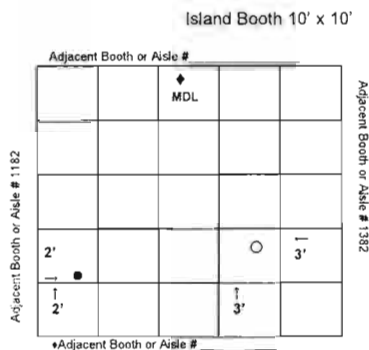
FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- All electrical cords under carpet must be supplied and installed by SES Electrical. Installation will be on a time and materials basis. See page 19, *Additional Materials Pricing*, for cost of cords.
- 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/or 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 and 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. See *Rigging: Hanging Sign Services Order Form* (page 28) for instruction on hanging electrical signage.

SERVICE LOCATION PLAN / FLOORPLAN

- A *Service Location Plan* (page 5) must be submitted to process electrical orders.

SAMPLE SERVICE LOCATION PLANS BELOW – 1 Square = 2' x 2'



LEGEND

- – 5 AMP
- ◻ – 10 AMP
- – 20 AMP
- – 208 volt
- – 480 volt
- ▲ – Internet
- ♦ – Main Drop Line (MDL)

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



ELECTRICAL SERVICES ORDER FORM – 120 VOLT- 2013 *

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY:		SIGNATURE:			
(Print Name)					
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 BY 5 PM PST 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 IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

EXHIBITOR CHECKLIST

<input type="checkbox"/> I have sent in payment with Credit Card Authorization Form						
<input type="checkbox"/> Enough power has been ordered to operate my display.						
<input type="checkbox"/> 24-hour power has been ordered if required for my display (i.e., servers, computers, refrigerators, etc.).						
<input type="checkbox"/> I am aware that no two-wire or ungrounded cords are allowed at the Sands Expo and Convention (SECC).						
<input type="checkbox"/> I am aware that power for In-line and Peninsula booths will be placed at the back of my booth behind the drape line. If additional power locations are needed within my booth, installation will be done on a time and materials basis. I must submit a location grid diagram with my order.						
<input type="checkbox"/> I am aware that power for Island booths will be placed at a main drop location of my choosing at no additional cost. If more than one location is requested, installation will be done on a time and materials basis. I must submit a location grid diagram with order, otherwise power will be placed in the center of my booth. Any change or addition to the location will be done on a time and materials basis						
<input type="checkbox"/> I understand a minimum of a one-hour labor installation charge will apply to all booths requiring labor. Labor to disconnect will be at one-half of the installation time and automatically applied to my invoice.						
<input type="checkbox"/> If distribution under carpet is required, I have included a detailed electrical floor plan which indicates main power location(s), distribution location(s), and wattage required at each location.						
<input type="checkbox"/> If labor is required, I have completed the Labor Request portion of this order form.						
<input type="checkbox"/> I understand that all 208, 380, and 480 volt orders require labor for hook up.						
<input type="checkbox"/> I understand that my equipment will be modified to conform to SECC electrical cords and caps on a time and materials basis. I may pre-wire my equipment to match SECC cord caps as listed below: <ul style="list-style-type: none"> 10 Amp 208 volt, 20 Amp 208 volt, 30 Amp 208 volt 1Ø or 3Ø: Hubbell HBL3521C or Leviton 3521C 60 Amp 208 volt 1Ø or 3Ø: Daniel Woodhead Y56OPF 100 Amp 208 volt 1Ø or 3Ø: Litton Veam CIRU1GRHC#1145 						
<input type="checkbox"/> I am aware that extension cords and plug strips may be required to complete my electrical service. These items will be added to my final bill. (See Additional Materials Pricing portion for pricing examples.)						
<input type="checkbox"/> I understand that if a third party is involved in the setup and/or dismantle of my booth, SES must be the exclusive provider of all my electrical needs.						
<input type="checkbox"/> I have completed the Service Location Grid (Page 5) and will submit with my order.						

ELECTRICAL USAGE: 120 Volt – 60HZ-AC	QTY	24-HR POWER	ADVANCE RATE (*Double for 24-Hr Power)	SHOW SITE RATE (*Double for 24-Hr Power)	SUBTOTAL
5 Amps/500 watts or less			\$95	\$172	
10 Amps/1,000 watts or less			\$168	\$245	
20 Amps/2,000 watts or less			\$243	\$357	
30 Amps/3,000 watts or less			\$450	\$685	
				TOTAL	

LABOR REQUEST		
Straight Time:	\$89/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.	
Over Time:	\$168/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.	
Date(s) Needed:	_____ 8AM <input type="checkbox"/> 1PM <input type="checkbox"/> # Electricians _____	
Type of Labor Requested:	<input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Other: _____	

ADDITIONAL MATERIALS PRICING	
Plug Strip: \$25.00 15 Foot Extension Cord: \$20.00 25 Foot Extension Cord: \$30.00 50 Foot Extension Cord: \$55.00 100 Foot Extension Cord: \$70.00	
Please contact Customer Service at 702-733-5070 for pricing of additional materials not listed above.	

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/SECC. IMPEDAMPS can be purchased on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

READ ALL ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS ON PAGES 3, 17, 18, 19 AND 20 PRIOR TO PLACING YOUR ORDER.
ALL MATERIALS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES.
HOWEVER, CLIENT MAY PROVIDE OWN AV AND CAT5 CABLE.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



ELECTRICAL SERVICES ORDER FORM – 208 & 408 VOLT- 2013 *

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
<p>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 BY 5 PM PST 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 IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

ELECTRICAL USAGE: 208 VOLT 1 PHASE – 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL
10 Amps / ½ h.p. or Less			\$295	\$447	
20 Amps / 1 ½ h.p. or Less			\$406	\$622	
30 Amps / 2 h.p. or Less			\$470	\$700	
40 Amps / 3 h.p. or Less			\$565	\$840	
60 Amps / 5 h.p. or Less			\$599	\$948	
100 Amps / 10 h.p. or Less			\$902	\$1,420	
Outlets Requiring Neutral			N/A	N/A	N/A
ELECTRICAL USAGE: 208 VOLT 3 PHASE – 60 HZ – AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL
10 Amps / 1 h.p. or Less			\$346	\$537	
20 Amps / 3 h.p. or Less			\$481	\$700	
30 Amps / 5 h.p. or Less			\$593	\$902	
40 Amps / 3 h.p. or less			\$685	\$1,137	
60 Amps / 10 h.p. or Less			\$818	\$1,308	
100 Amps / 20 h.p. or less			\$1,027	\$1,551	
200 Amps / 50 h.p. or Less			\$1,956	\$3,266	
400 Amps or Less			\$3,492	\$4,954	
ELECTRICAL USAGE: 480 VOLT 3 PHASE- 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL
20 Amps / 7 h.p. or Less			\$666	\$1,072	
30 Amps / 10 h.p. or Less			\$784	\$1,128	
40 amps / 15 h.p. or Less			\$1,128	\$1,350	
60 Amps / 20 h.p. or Less			\$1,240	\$1,690	
100 Amps / 50 h.p. or Less			\$1,578	\$2,169	
150 Amps / 75 h.p. or Less			\$2,254	\$2,928	
200 Amps / 100 h.p. or Less			\$2,478	\$3,492	
EUROPEAN POWER 240/380			CALL FOR PRICING		
Transformer Voltage Boost			\$3.00 per Amp	\$3.00 per Amp	
TOTAL					\$

LABOR REQUEST
 Straight Time: \$89/hour
 Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.
 Over Time: \$168/Hour
 Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.
 Date(s) Needed: _____
 8AM ☐ 1 PM ☐ # of Electricians _____

We will honor your requested time for service to the best of our ability.

Type of Labor Requested
☐ Distribution Under Carpet ☐ Equipment Hookup
☐ Lighting Fixtures ☐ Overhead Distribution
☐ Attach Electrical Sign to Booth Structure
☐ Equipment Operator(s)
☐ Other: _____

EQUIPMENT REQUEST – Requires SES labor to operate. Must be ordered separately.
☐ Boom Lift \$200/Hr ☐ Scissor Lift \$100/Hr
☐ Forklift \$100/Hr

ADDITIONAL MATERIALS PRICING
 12/5 Cord Cap, 20-30 AMP: \$25.00
 6/5 Cord Cap, 60 AMP: \$200.00
 4/5 Cord Cap, 100 AMP: \$350.00
 Adaptor, 60 AMP to Cam lock: \$65.00
 Adaptor, 100 AMP to Cam lock: \$105.00
 12/5 Flat Cable: \$4.00 per foot
 6/5 Flat Cable: \$5.00 per foot

Please review Exhibitor Checklist on page 19 prior to submitting your order.
 Read all electrical service instructions and conditions on pages 3, 17, 18, 19 & 20 prior to placing your order.
 All materials running under carpet or flooring must be provided and installed by SES. However, client may provide own AV and CAT5 cable.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 3) AND SUBMIT WITH YOUR ORDER.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/SECC. IMPEDAMPS can be rented on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

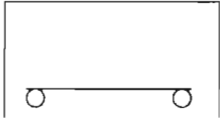
BOOTH LIGHTING INSTRUCTIONS

Please indicate placement of your booth lighting and return with your order.

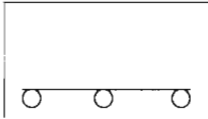
Packages A, B, C, and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

○ = 1 light fixture

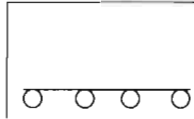
SAMPLE PACKAGE "A"
1 - 4' track w/2 fixtures



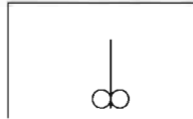
SAMPLE PACKAGE "B"
1 - 4' track w/3 fixtures



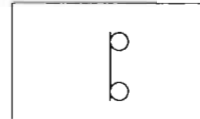
SAMPLE PACKAGE "C"
1 - 4' track w/4 fixtures



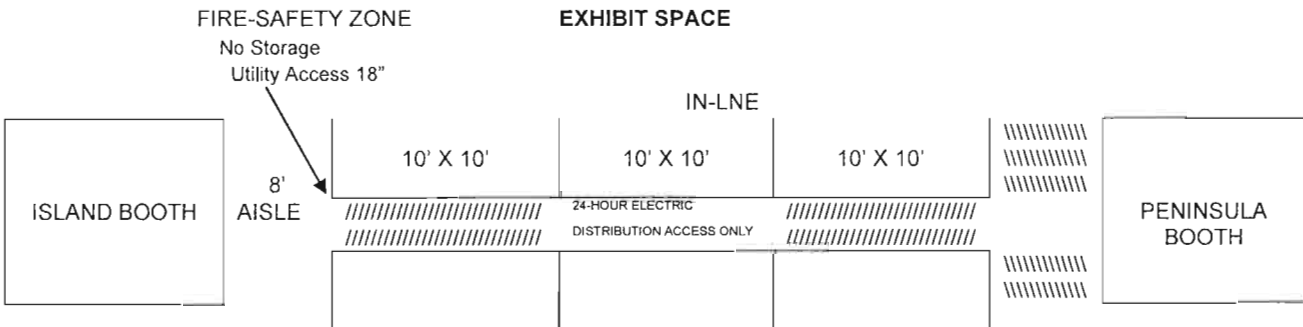
SAMPLE PACKAGE "D"
1 - 18" track w/light on
either side



SAMPLE PACKAGE "E"
additional fixture
(shown w/Package D)



BOOTH NUMBER THIS DIRECTION ← _____	YOUR BOOTH NUMBER _____	BOOTH NUMBER THIS DIRECTION → _____
--	-----------------------------------	--



PLEASE RETURN THIS COMPLETED FORM WITH YOUR ORDER (Page 22).

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



**ELECTRICAL: BOOTH LIGHTING SERVICES *
ORDER FORM & CONDITIONS - 2013**

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			

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 BY 5 PM PST 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 IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON PACKAGES CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

BOOTH LIGHTING PACKAGES

PRICES FOR ALL 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.

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.

ITEM DESCRIPTION	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
PACKAGE "A" – TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		\$190	\$294	\$
PACKAGE "B" – TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		\$232	\$387	\$
PACKAGE "C" – TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		\$289	\$438	\$
PACKAGE "D" – STANCHION LIGHT ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		\$109	\$144	\$
PACKAGE "E" – ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, OR D		\$57	\$88	\$
PACKAGE "F" – OVERHEAD LIGHT 1,000 WATT QUARTZ LIGHT MOUNTED IN CATWALK ONLY. ANYTHING MOUNTED OFF CATWALK WILL REQUIRE LABOR AND BOOMLIFT RENTAL. CONTACT ELECTRICAL AT 702-733-5548 FOR ASSISTANCE.		\$284	\$449	\$
PACKAGE "G" – OVERHEAD LIGHTS FOR HALL G 200 WATT – PARS – FOR USE IN HALL G – GROUND LEVEL		\$226	\$340	\$
			TOTAL	\$

LABOR REQUEST

Straight Time: \$89/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: \$168/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.

Date(s) Needed: _____ 8AM ☐ 1PM ☐ # Electricians _____

Type of Labor Requested: ☐ Distribution Under Carpet ☐ Equipment Hookup ☐ Lighting Fixtures ☐ Overhead Distribution ☐ Attach Electrical Sign to Booth Structure
☐ Other:

PLEASE FILL OUT FORM ON THE PRECEEDING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION AND RETURN WITH YOUR ORDER
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



FLORAL & PLANT SERVICES ORDER FORM - 2013

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN FIRST DAY OF DELIVERY.</p>					

Our Floral Department can provide a variety of tropical plants and floral designs that will enhance your event or exhibit booth. Please visit us at <http://floral.venetian.com> to view a selection of our arrangements.

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. Call to schedule an appointment.

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

DELIVERY

- Normal delivery times are between 5 AM and 5PM. Special arrangements may be made due to the size of your order.
- We will honor your requested time for service to the best of our ability. However, circumstances beyond our control may prevent us from meeting your requested timeframe.

DELIVERY DATE/TIME:

STRIKE DATE/TIME:

FLORAL ARRANGEMENTS

List Arrangement Name (Please visit us at http://floral.venetian.com to view a selection of our arrangements.)	\$67.00	\$77.00	\$102.00	\$127.00	\$152.00	QTY	TOTAL

Special Instructions: (height, color, flower preference)

GREEN & BLOOMING PLANTS AND TREES RENTAL ITEMS	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
Mum Plants		\$27 each	\$32 each	
Kalanchoe		\$27 each	\$32 each	
Some colors are seasonal. Please call 702-733-5070 for color availability.				
Orchid		\$37 each	\$42 each	
Bromeliads		\$32 each	\$37 each	
Fern – 8 inch		\$32 each	\$37 each	
Green Plants – 2 feet		\$32 each	\$42 each	
Green Plants – 3 feet		\$42 each	\$52 each	
Green Plants – 4 feet		\$52 each	\$62 each	
Green Plants – 5 feet		\$62 each	\$72 each	
Green Plants – 6 feet		\$72 each	\$87 each	
Green Plants – 8 feet		\$127 each	\$152 each	
Special Instructions:			SUB-TOTAL	
			ADD 8.10% NEVADA SALES TAX	
All plants, trees, and pots are rental items and the property of The Venetian. If rental items are not returned, you may incur additional charges for unreturned rentals.				TOTAL

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



INTERNET AND TELECOMMUNICATION SERVICES ORDER FORM - 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5531 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

INTERNET SERVICES

INTERNET CONNECTIONS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Internet Service up to 3Mb (Single Private IP Address)		\$1,200.00	\$1,400.00	
Internet Service up to 10Mb (Single Private IP Address)		\$2,100.00	\$2,450.00	
Internet Service up to 10Mb (Single Public IP Address)		\$3,500.00	\$4,000.00	

ADDITIONAL NEEDS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Additional Private IP Address		\$125.00	\$125.00	
Additional Public IP Address		\$150.00	\$150.00	

EQUIPMENT RENTAL	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
8 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$150.00 + \$250 Deposit	\$175.00 + \$250 Deposit	
16 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$200 + \$250 Deposit	\$225 + \$250 Deposit	
Hub rental deposits returned upon receiving working hub; unused portion returned with final billing.				

SPECIAL LINE SERVICES	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
T-1 Dedicated Service 1.54 Mb - Must call for availability.		\$5,000.00	\$6,600.00	

GRAND TOTAL

EXHIBITOR CHECKLIST INTERNET SERVICES

- ☐ I have sent in payment with Credit Card Authorization Form.
- ☐ I am aware my Internet line will be placed at the back of my booth behind the drape line. If additional Internet connections are needed within my booth, I will submit a Service Location Grid (Page 5) with my order detailing my under-carpet placement requirements.
- ☐ I understand that ordering one Internet line gives me one IP address with one Internet connection. If I need additional connections, I must order one additional IP address for each additional connection.
- ☐ I understand that when multiple Internet connections are ordered, a hub or router must be included in my set up. I further understand that I can rent a hub from SES or bring my own equipment.
- ☐ I understand that Internet services are guaranteed to be delivered no later than one hour before event.
- ☐ I understand that SES does not guarantee the full functionality of specific applications including, but not limited to such programs as VPN, Net Meeting, Remote Terminal Services, Citrix, Video Streaming and PC anywhere.
- ☐ I understand SES has the right to remove any equipment deemed to be harmful to its network.
- ☐ I understand SES is the exclusive provider of all Internet services and re-selling of Internet service is strictly prohibited.
- ☐ I understand the choice of Internet Service Provider (ISP) is at the sole discretion of SES.
- ☐ I understand I cannot purchase Wireless service in an exhibit hall.

TELECOMMUNICATION SERVICES

TELEPHONE	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL
Single Line Touch Tone Phone (voice only)		\$384.00 includes \$125 deposit	\$434.00 includes \$125 deposit	
Additional services (voicemail, multi-line phone, Polycom, ISDN line, etc.) are available upon request. Please contact Customer Service at 702-733-5070 to order additional services.				
Deposit refundable on equipment returned in good working condition.				

LABOR FOR INTERNET AND TELECOMMUNICATION SERVICES

Straight Time: \$89/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
Over Time: \$168/hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturday, Sunday, and holidays.
SES reserves the right to add labor to your order as it relates to providing technical support, including troubleshooting and any specialized technical assistance.
Basic installation and dismantle labor is included in the price of the Internet line.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

EXHIBITOR CHECKLIST TELECOMMUNICATION SERVICES

- ☐ I have sent in payment with Credit Card Authorization Form.
- ☐ I understand that local, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call.
- ☐ I understand that all long-distance and international calls are charged based on the prevailing rates.
- ☐ I understand equipment will not be delivered to my booth. I must pick-up equipment at the SES Customer Service Desk on Level I.
- ☐ I have completed the Service Location Grid (Page 5) indicating location of my phone line and I will submit with my order.
- ☐ I understand all rented equipment must be returned to the SES Customer Service Desk within one hour following the close of the event or additional charges will be billed to my credit card. I further understand that I will be billed for any damaged equipment.
- ☐ I understand pre-ordered service cannot be guaranteed prior to one day before event opening and orders placed at show site cannot be guaranteed.
- ☐ I understand that orders that are placed after the Advance Rate cut-off date will be handled on a first-come, first-serve basis and cannot be guaranteed.
- ☐ I understand there is a labor charge to move my Telecom lines once they've been placed in my booth, or to program my equipment.

INSTRUCTIONS AND CONDITIONS

1. **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.**
2. 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.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a ¼" AMFLO-C1 connector; the standard connector for water is ½" 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.
7. 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.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. 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.
10. Outlet 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 floor plan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo & Convention Center (SECC), we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines. SECC Plumbing department will not be responsible for moisture or water in air lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with 30 days written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
14. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the *"Electrical Services Order 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.
15. 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 SES nor the SECC to approve or deny your exhibit floor plans. All questions should be addressed to Clark County Fire Department at 702-455-7100. SES is the exclusive provider at the SECC for this service. When AFSS is required in your booth, please order at www.SandsExpo.com or call 702-733-5070. The mailing address is: Sands Expo & Convention Center, Order Processing Dept., 201 Sands Avenue, Las Vegas, NV 89169.
 - a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, 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.
16. **All on-site plumbing orders are subject to availability of labor and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee.
19. SES and the Sands Expo & Convention Center will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED * AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:			
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 BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE RESOLVED BEFORE THE SHOW CLOSES.					

EXHIBITOR CHECKLIST <input type="checkbox"/> I have sent in payment with Credit Card Authorization Form <input type="checkbox"/> I have submitted a Service Location Plan (Page 5) with my order. <input type="checkbox"/> I have ordered drain service if I have ordered water service which requires a drain. <input type="checkbox"/> I have ordered an Automatic Sprinkler System if required. <input type="checkbox"/> I have ordered electrical services (Pages 17-20) if required. <input type="checkbox"/> I have read the Instructions and Conditions on Page 25.

COMPRESSED AIR: 90-100 lbs. PSI. The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES). Our Plumbing department will not be responsible for moisture or water in air lines.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$431.00	\$668.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$212.00	\$335.00	\$
CFM required: Minimum of 5 CFM		\$8.00	\$12.00	\$
Size of Connection:		EACH CFM	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	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$445.00	\$681.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$224.00	\$335.00	\$

LABOR RATES STRAIGHT TIME: \$89/HOUR - Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays. OVERTIME: \$168/HOUR - Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays and Sundays. Holidays will be billed at two times the Overtime rate.

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	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$445.00	\$681.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$224.00	\$335.00	\$

WATER FILLING & DRAINING: Prices do not include labor. Minimum 1 hour labor charge.				
Date Requested:		Time Requested:		
We will honor your requested time for service to the best of our ability.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
UNIT(S) 1 TO 149 GALLONS		\$235.00	\$357.00	\$
UNIT(S) 150 TO 299 GALLONS		\$346.00	\$523.00	\$
UNIT(S) 300 TO 999 GALLONS		\$614.00	\$948.00	\$
UNIT(S) 1,000 TO 4,999 GALLONS		\$820.00	\$1,337.00	\$
UNIT(S) 5,000 TO 10,000 GALLONS		\$1,104.00	\$1,672.00	

AUTOMATIC SPRINKLER SYSTEM NEEDED Name and phone number of exhibitor.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION PLAN (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**



**RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL /
LABOR ORDER FORM – 2013 ***

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

LABOR REQUEST / RATES

Straight Time - \$89/hour: Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
Over Time - \$168/hour: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.

- A minimum charge per booth of one hour per man 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.
- A supervisor from exhibiting company must be on-site before any work is performed.

LOAD-IN SERVICES REQUESTED: Date: _____ Time: ☐ 8 AM ☐ 11 AM ☐ 2 PM No. of Persons: _____
(3 person minimum for Rigging)

LOAD-OUT SERVICES REQUESTED: Date: _____ Time: _____ First requested time is one hour after close of show
provided area is clear for work to be performed.

**WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED YOUR ESTIMATE HAS BEEN SIGNED AND RETURNED
ALONG WITH YOUR CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.
REFER TO THE SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.
PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.**

ESTIMATE

- This form will be used to estimate costs to have requested work completed. The estimate will be forwarded to you based on account information listed above.
- All work will be performed upon our receipt of the signed estimate and Credit Card Authorization Form.
- Estimate charges will be applied to your listed method of payment on the Credit Card Authorization Form (page 2).
- Failure to return the estimate prior to the first show move-in day will result in a significant delay in your requested work being completed.
- The Sands Expo & Convention Center assumes no responsibility for additional labor or materials associated with the failure to return a signed estimate.
- Please make sure all on-site contacts are noted on your Credit Card Authorization Form.

PRODUCT LIST

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

- | | | |
|---|--|----------------------------|
| • Motorized Hoists | • LED, Robotics, and Conventional Lighting | • Dimmers and Controls |
| • No Shipping Costs for In-house Products | • Fully Trained and Professional Staff | • Lighting Design Services |
| • Custom Rigging Packages | • Perishables | • Truss |

PLEASE PROVIDE A LIST OF GEAR REQUIRED.
PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.
PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN
PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: RIGGING@SANDEXPO.COM

NO DRAYAGE COST for SES PROVIDED EQUIPMENT

(Drayage is the cost of hauling goods.)

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013



RIGGING: HANGING SIGN SERVICES ORDER FORM - 2013 *

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

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EXHIBITING CO. NAME:		HALL LOCATION:			
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TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			

BY SIGNING AND DELIVERING THIS FORM TO SECC, 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 BY 5 PM PST 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. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

<p>EXHIBITOR CHECKLIST</p> <p><input type="checkbox"/> I have sent in payment with Credit Card Authorization Form.</p> <p><input type="checkbox"/> I have completed the Labor Request portion of this order form.</p> <p><input type="checkbox"/> I understand that Specialized Event Services is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Sands Expo & Convention Center. Display companies or exhibitor's representative may supervise these activities.</p> <p><input type="checkbox"/> I understand that for safety reasons, all signs in excess of 200 pounds and/or requiring electric will be hung using a motorized hoist(s).</p> <p><input type="checkbox"/> I have included with my order, blueprints or drawings which must include engineering approval, booth dimensions, orientation in booth, estimated weight, pick points for hanging, and assembly instructions.</p> <p><input type="checkbox"/> I understand that all items must be in working order, structurally sound, and in accordance with applicable codes.</p> <p><input type="checkbox"/> I have noted all on-site contacts on my Credit Card Authorization Form.</p> <p><input type="checkbox"/> I have contacted the general service contractor for shipping instructions for all hanging items.</p> <p><input type="checkbox"/> I understand that this form will be used to estimate costs to have requested work completed. The estimate will be forwarded to me based on account information provided on the Credit Card Authorization Form.</p> <p><input type="checkbox"/> I have returned the signed estimate and understand that estimate charges will be applied to my listed method of payment.</p> <p><input type="checkbox"/> I have provided the measurements from the floor to the top of the sign in order for SES to hang my sign at the proper height.</p> <p><input type="checkbox"/> I understand that failure to return the signed estimate prior to the first show move-in day will result in a significant delay in my requested work being completed.</p> <p><input type="checkbox"/> I understand that Specialized Event Services reserves the right to refuse to hang any application if they deem it unsafe.</p> <p><input type="checkbox"/> I understand that I must be in my booth at the time of service.</p> <p><input type="checkbox"/> I understand that SES will not open any crates/cases/boxes that are not clearly marked "signage".</p> <p><input type="checkbox"/> I have completed the Service Location Plan on page 5 and submitted it with my order.</p> <p><input type="checkbox"/> I have ordered power for my sign if needed. (Please see pages 17-20 to order power.)</p> <p>SIGN DESCRIPTION, SIZE, WEIGHT & POWER REQUIREMENTS</p> <p>Type: <input type="checkbox"/> cloth <input type="checkbox"/> wood <input type="checkbox"/> metal <input type="checkbox"/> truss <input type="checkbox"/> electrical <input type="checkbox"/> non-electric</p> <p><input type="checkbox"/> other _____</p> <p>Shape: <input type="checkbox"/> square <input type="checkbox"/> triangle <input type="checkbox"/> rectangle <input type="checkbox"/> Other: _____</p> <p>Size: height _____ length _____ width _____</p> <p>Weight: _____</p> <p>Power Requirements: _____ AMP or Watts _____ voltage</p> <p>PLEASE PROVIDE PLACEMENT OF SIGN AND DRAWINGS OR PRINTS WITH REQUEST.</p>	<p>LABOR REQUEST</p> <p>Straight Time - \$89/hour: Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.</p> <p>Over Time - \$168/hour: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.</p> <p><u>Load-in Services Requested:</u> Date: _____</p> <p>Time: <input type="checkbox"/> 8 AM <input type="checkbox"/> 11 AM <input type="checkbox"/> 2 PM No. of Persons: _____ (3 person min. for Rigging)</p> <p><u>Load-out Services Requested:</u> Date: _____</p> <p>Time: _____ First requested time is one hour after close of show provided area is clear for work to be performed.</p> <ul style="list-style-type: none"> • Labor to dismantle will be based on one-half of the installation time and will be automatically applied to your invoice. • A supervisor from exhibiting company must be on-site before any work is performed. • A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor. <p>WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED ESTIMATES ARE SIGNED AND RETURNED ALONG WITH CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.</p> <p>REFER TO SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.</p> <p>EQUIPMENT REQUEST</p> <p><input type="checkbox"/> Boom Lift - \$200 per hour <input type="checkbox"/> Scissor Lift - \$200 per hour</p> <p><input type="checkbox"/> Motorized Hoist - 1-TON - \$450 <input type="checkbox"/> Sign Rotator - \$200.00 (lifting device for sign) (motor to turn sign)</p> <p>SINGLE POINT SIGN PACKAGE PRICING - \$2,800.00</p> <p>If your sign can be hung safely with one point, weighs less than 1,000 lbs., is no larger than 12' in diameter or no larger than a 12'x12' rectangle, you qualify for this package.</p> <p>Package price includes all labor, lifts, motorized hoist, and custom rigging to install your sign. Package price does not include sign rotator; must be ordered separately.</p> <p>Quantity</p> <p>_____ Single Point Sign Package - \$2,800.00 each</p> <p>_____ Sign Rotator - \$200.00 each</p>
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PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

For specific questions concerning hanging applications, E-mail us at rigging@sandexpo.com.



Exhibitor Charitable Opportunity

Welcome to the Sands Expo and Convention Center. We would like to take this opportunity to inform you of our ongoing sustainability effort regarding outreach to the local Las Vegas community.

When events come to Las Vegas, thousands of items are packaged and shipped for the event. At the end of the event, some exhibitors choose to leave their items on the show floor due to excessive return shipping costs. In previous years, the Sands Expo and Convention Center staff has simply gathered what was left on the floor and donated these items to a local charity.

Our goal is to increase our community outreach and the amount of items being donated to the community. To achieve this goal, we are asking for your participation regarding your booth and event items. We would like to encourage you to leave your show items on the event floor and donate them to a local charity. By donating items, you can reduce your shipping costs and emissions from transporting your items back home. Your items will be distributed throughout a network of local charities based on the type of materials you donate. This network includes the following charities. For special items, we will find a charity that best fits the type of donated items. Save money. Save the environment. Help the community.



While we encourage the donation of booth and show items, structural elements of your booth will not be considered a donation. Any building or structural materials used in the setup of your booth will be considered waste, not a donation, and you will be billed for the removal of these items per the Exhibitor Agreement.

If you would like to donate, please contact the phone number or email address below with a general description of the items you would like to donate, as well as your company name and booth number. If you have any questions or concerns, please contact the Community Outreach team and we will be happy to assist you.

Thank you very much for your consideration in this matter,

Community Outreach Team

Sands Expo & Convention Center

Contact Email : RGreen@SandsExpo.com

Contact Number: (702) 733 - 5456