

**Dear Exhibitor:**

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.



## **RES 2020 – ARTISAN MARKET**

MARCH 2 – 5, 2020

PARIS LAS VEGAS HOTEL & CASINO  
LAS VEGAS, NEVADA



## General Information

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### Table-Top Equipment

Each table top booth will be set with one (1) 6' white skirted table and one (1) chair.

### Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored pattern.

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, February 12<sup>th</sup>, 2020.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Monday, February 3<sup>rd</sup>, 2020. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, February 24<sup>th</sup>, 2020.

**Note: Do NOT ship to the advanced warehouse after Wednesday, February 26<sup>th</sup>, 2020.**

## Show Schedule

### Vendor Move-In

Sunday	March 1 <sup>st</sup>	8:00 a.m. - 6:00 p.m.
Monday	March 2 <sup>nd</sup>	7:00 a.m. - 9:00 a.m.

### Market Hours

Monday	March 2 <sup>nd</sup>	9:00 a.m. - 5:00 p.m.
Tuesday	March 3 <sup>rd</sup>	9:00 a.m. - 5:00 p.m.
Wednesday	March 4 <sup>th</sup>	9:00 a.m. - 5:00 p.m.
Thursday	March 5 <sup>th</sup>	9:00 a.m. - 2:00 p.m.

### Vendor Move-Out

Thursday	March 5 <sup>th</sup>	2:00 p.m. - 7:00 p.m.
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- Empty crates and containers will begin being returned at 2:00 p.m., Thursday, March 5<sup>th</sup>.
- All carriers must check-in no later than 4:30 p.m. on Thursday, March 5<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 4:30 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## General Information

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### Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

Heritage Trade Show Services

UPS Freight C/O Sunset Transportation

4050 Corporate Center, Ste. 300

North Las Vegas, NV 89030

FOR: RES 2020 – Artisan Market

Heritage will accept exhibit materials beginning Monday, February 3<sup>rd</sup>, 2020 at the above address. Material arriving after Monday, February 24<sup>th</sup>, 2020 will be received at the warehouse with an additional after deadline charge.

**Note: Do NOT ship to the advanced warehouse after Wednesday, February 26<sup>th</sup>, 2020.**

Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O Heritage Trade Show Services

Paris Las Vegas Hotel & Casino

3655 S. Las Vegas Blvd.

Las Vegas, NV 89109

FOR: RES 2020 – Artisan Market

Freight will be accepted at show site beginning at 7:00 a.m. on Monday, March 2<sup>nd</sup>, 2020. See the Material Handling Instructions within this kit for additional information.

### Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

### Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

## We Appreciate Your Business



620 Shenandoah Avenue | St. Louis, MO 63104  
 Phone 314-534-8500 | Fax 314-534-8050  
 Exhibitor.Services@heritagesvs.com

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **RES 2020 – ARTISAN MARKET** BOOTH # \_\_\_\_\_

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EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

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ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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CONTACT EMAIL \_\_\_\_\_

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PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**CREDIT CARD PAYMENT**

CARD HOLDER'S NAME *(Please print)* \_\_\_\_\_

CARD HOLDER'S SIGNATURE \_\_\_\_\_

CREDIT CARD BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ V-CODE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXP DATE \_\_\_\_ / \_\_\_\_

Charge to: \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

If for any reason the submitted credit card or check is declined or returned, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

**COMPANY CHECK :** Heritage Trade Show Services, 620 Shenandoah Ave, St Louis, MO 63104, Attn: Exhibitor Services. Please include a copy of this order form with your check.

**BANK WIRE TRANSFER :** Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) ..... \$ \_\_\_\_\_

ESTIMATED LABOR (Credit Card Required) ..... \$ \_\_\_\_\_

**Please note:** In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com) or in person on the show site at the Service Desk. Thank you for your business.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER, STE. 300
NORTH LAS VEGAS, NV 89030
FOR: RES 2020 - ARTISAN MARKET
BOOTH NO.
TOTAL PIECES
APPROX. WT.

\*\*DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM - 4 PM, MONDAY THROUGH FRIDAY\*\*

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Monday, February 24th, 2020 To Avoid Late Fees

Note: Do NOT ship to the advanced warehouse after Wednesday, February 26th, 2020

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Advance Warehouse, via Van Line, and after the deadline date.

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME C/O HERITAGE TRADE SHOW SERVICES
PARIS LAS VEGAS HOTEL & CASINO
3655 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: RES 2020 - ARTISAN MARKET
BOOTH NO.
TOTAL PIECES
APPROX. WT.

RATES FOR DELIVERIES TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Show site, via Van Line, and Loose or Uncrated Shipments.

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. \* (Round to next highest whole number)
Estimated Weight in lbs. + 100 = \* x Rate = Total

**C. INBOUND SHIPMENTS**

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight (via certified scale ticket), and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE TRADE SHOW SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

**D. EMPTY CONTAINER LABELS**

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

**E. ADDITIONAL AVAILABLE SERVICES**

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	DISCOUNTED		STANDARD		# of Hours	Total
	ST	OT	ST	OT		
Material Handler	\$103.35/hr	\$155.03/hr	\$134.36/hr	\$201.54/hr	One Hour Minimum	_____ \$_____
Local Pickups & Deliveries	\$245.80/hr	\$368.70/hr	\$319.54/hr	\$479.31/hr	One Hour Minimum	_____ \$_____
<b>TOTAL:</b>						_____ \$_____
Please enter total on credit card authorization form						

**F. SPECIAL SERVICES**

Metal banding will be available for securing outbound shipments at a rate of \$.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

**G. OUTBOUND SHIPMENTS**

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

**H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE**

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

**I. LIMITS OF LIABILITY AND RESPONSIBILITY**

- Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Trade Show Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Trade Show Services' maximum liability shall be limited to \$ .30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- Heritage Trade Show Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

**AUTHORITY TO HANDLE**

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION RES 2020 – ARTISAN MARKET BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, STE. 300  
NORTH LAS VEGAS, NV 89030

FOR: RES 2020 – ARTISAN MARKET

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, STE. 300  
NORTH LAS VEGAS, NV 89030

FOR: RES 2020 – ARTISAN MARKET

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TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, STE. 300  
NORTH LAS VEGAS, NV 89030

FOR: RES 2020 – ARTISAN MARKET

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, STE. 300  
NORTH LAS VEGAS, NV 89030

FOR: RES 2020 – ARTISAN MARKET



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Paris Las Vegas Hotel & Casino does NOT receive exhibitor freight, literature or supplies through the venue package room. The package room is too small to handle Exhibit Materials and the venue's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 7:00 a.m., Monday, March 2<sup>nd</sup>, 2020. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES PARIS LAS VEGAS HOTEL &amp; CASINO 3655 S. LAS VEGAS BLVD. LAS VEGAS, NV 89109</p> <p>FOR: RES 2020 – ARTISAN MARKET</p>
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All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.  
HERITAGE TRADE SHOW SERVICES**



# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 2<sup>ND</sup>, 2020

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
PARIS LAS VEGAS HOTEL  
3655 S. LAS VEGAS BLVD.  
LAS VEGAS, NV 89109  
FOR: RES 2020 – ARTISAN MARKET

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 2<sup>ND</sup>, 2020

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
PARIS LAS VEGAS HOTEL  
3655 S. LAS VEGAS BLVD.  
LAS VEGAS, NV 89109  
FOR: RES 2020 – ARTISAN MARKET

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 2<sup>ND</sup>, 2020

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
PARIS LAS VEGAS HOTEL  
3655 S. LAS VEGAS BLVD.  
LAS VEGAS, NV 89109  
FOR: RES 2020 – ARTISAN MARKET

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 2<sup>ND</sup>, 2020

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
PARIS LAS VEGAS HOTEL  
3655 S. LAS VEGAS BLVD.  
LAS VEGAS, NV 89109  
FOR: RES 2020 – ARTISAN MARKET



## NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

**NOTE:** *If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.*

Show Name \_\_\_\_\_

Booth Name \_\_\_\_\_

Booth Number (if known) \_\_\_\_\_

### **Pickup Information**

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

Address \_\_\_\_\_

Suite \_\_\_\_\_

City, ST Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

(for the driver to call, if needed)

Pickup Hours \_\_\_\_\_

Pickup Date \_\_\_\_\_

(call HES Logistics to discuss, if needed)

### **Description of Pieces & Loading Area**

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"

\_\_\_\_\_

\_\_\_\_\_

Is there a loading dock at the pickup address? \_\_\_\_\_ If not, please describe pickup area and / or additional instructions for the driver: \_\_\_\_\_

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

**For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.**

**USE THE SHOW CARRIER  
(HES Logistics)  
FOR ROUNDTRIP SHIPPING!**

BENEFITS INCLUDED

- *Lowest Material Handling Rate Offered by Heritage*
- *Complimentary Priority Empty Container Return*
- *Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested*
- *No need to schedule a pickup for the return shipment*

## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

**Thank you and we hope you have a great show!**



MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES

8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email:services@encore-us.com



<b>Booth Number:</b>		<b>EVENT NAME:</b>	
To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.			
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS OF CREDIT CARD:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:	
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	CREDIT CARD NUMBER:	EXP. DATE:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

### ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

ELECTRICAL SERVICES	STANDARD ORDER RATE	QUANTITY	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$151		
120 VOLTS - 1000 WATTS OR 10 AMPS	\$245		
120 VOLTS - 2000 WATTS OR 20 AMPS	\$352		
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$655		
ELECTRICAL MATERIALS	STANDARD ORDER RATE	QUANTITY	
6' OUTLET PLUG STRIP	\$33		
25' EXTENSION CORD	\$33		

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

ADDITIONAL ELECTRICAL SERVICES	STANDARD ORDER RATE	QUANTITY	
208 VOLTS SINGLE PHASE 30 AMPS	\$670		
208 VOLTS SINGLE PHASE 60 AMPS	\$1,035		
208 VOLTS SINGLE PHASE 100 AMPS	\$1,625		
			<b>SUBTOTAL</b>

PRICING IS VALID FOR EVENT SHOW HOURS

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 15% SERVICE FEE	15% SERVICE FEE
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ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR	MATERIAL AND SERVICES TOTAL
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LABOR RATES: STRAIGHT TIME - \$125.00 OVERTIME - \$250.00	LABOR TOTAL
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE	<b>GRAND TOTAL</b>

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE OF (venue)

Prices Subject to change without Notice

Rev 5/01/2019

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

The logo for Encore Event Technologies, featuring the word "ENCORE" in a bold, stylized, sans-serif font. The letters are black and have a slightly irregular, hand-drawn appearance. The "E" and "O" are notably larger and more prominent than the other letters.

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 5/01/2019





MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS  
8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148



Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email:services@encore-us.com

<b>Booth Number:</b>	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	<b>EVENT NAME:</b>
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<b>EVENT DATES:</b>	<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)
---------------------	--

<b>INSTALL Date &amp; Time:</b>	<b>DISCONNECT Date &amp; Time:</b>
---------------------------------	------------------------------------

<b>EXHIBITING COMPANY NAME:</b>
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<b>BILLING ADDRESS:</b>
-------------------------

<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>
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<b>TELEPHONE NUMBER:</b>	<b>FAX NUMBER:</b>	<b>ON-SITE PHONE:</b>
--------------------------	--------------------	-----------------------

<b>ORDERED BY:</b>	<b>EMAIL ADDRESS:</b>
--------------------	-----------------------

<b>CREDIT CARD TYPE:</b>	<b>CREDIT CARD NUMBER:</b>	<b>EXP. DATE:</b>
--------------------------	----------------------------	-------------------

<b>CARDHOLDERS SIGNATURE:</b>	<b>PRINT CARDHOLDERS NAME:</b>
-------------------------------	--------------------------------

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

### WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

WIRELESS INTERNET PACKAGES	Standard Event Rate	Quantity	Subtotal
<b>PACKAGE #1 UP TO 10 CONCURRENT DEVICES</b>	\$1,000.00		
<small>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.</small>			
<b>PACKAGE #2 UP TO 25 CONCURRENT DEVICES</b>	\$1,750.00		
<small>Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.</small>			
<b>PACKAGE #3 UP TO 50 CONCURRENT DEVICES</b>	\$3,500.00		
<small>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.</small>			
<b>ADDITIONAL BANDWIDTH</b>	\$1,000.00		
<small>Includes 10Mbps of additional bandwidth to the existing network/location.</small>			
<b>ADDITIONAL 25 CONCURRENT DEVICES</b>	\$1,000.00		
<small>Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.</small>			
<b>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</b>	\$1,000.00		
<small>Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.</small>			
<b>CUSTOM SPLASH PAGE</b>	CALL FOR PRICING		
<small>Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.</small>			
<b>CUSTOM LANDING PAGE</b>	CALL FOR PRICING		
<small>Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.</small>			
<b>Technician Labor - Hourly Rate - Straight Time</b>	\$125.00		
<small>* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.</small>			
<b>NOC ENGINEER - Daily Rate</b>	\$1,250.00		
<b>NETWORK ENGINEER - Daily Rate</b>	\$1,875.00		
<small>Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices</small>			
<small>Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.</small>			

**ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 15% SERVICE FEE**

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

<b>SERVICE TOTAL</b>	
15% Service Fee	
<b>SUBTOTAL</b>	
<b>GRAND TOTAL</b>	

(venue) and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

**INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF PARIS LAS VEGAS**

Prices Subject to change without Notice Rev 05/01/2019



## Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement relating to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

### 1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client or Customer, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

### 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless otherwise agreed to by the Parties in writing.

### 3. INTERNET/NETWORK EQUIPMENT AND SERVICES

Client understands and agrees as follows:

Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;

No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.

Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;

Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;

Encore is not responsible for any cable and/or equipment provided by Client or any third party;

The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

**WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED.** Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

### 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

### 5. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

### 6. CANCELLATION

A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders canceled after installation has begun. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

### 7. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 8. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

### 9. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

### 10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

### 11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

### 12. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

### 13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**AUTHORIZED SIGNATURE:**



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 5/01/2019



MAIL OR FAX FORMS WITH PAYMENT TO :  
**ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS**  
 8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148



Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email:services@encore-us.com

<b>Booth Number:</b>		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED					
Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	

## TELECOMMUNICATIONS / INTERNET SERVICES FORM

**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

VOICE SERVICE / EQUIPMENT	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00		Yes - No	
Single Handset *	\$35.00			
Conference Phone - DAILY RATE *	\$125.00		x ____ Days	

\* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$150 Multi-Line Handset, \$500 Conference Phone

\*\* Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure

## INTERNET SERVICES FORM

INTERNET SERVICES	Standard Event Rate	Quantity		Subtotal
<b>Single Connect Basic</b> - single device DHCP NAT'd IP Address via wired synchronous connection. <b>3Mbps bandwidth</b>	\$300.00			
<b>Single Connect Plus</b> - single device DHCP NAT'd IP Address via wired synchronous connection. <b>5Mbps bandwidth</b>	\$500.00			
<b>Room/Booth Connect</b> - 1 device, single location, <b>up to 10 Mbps via shared VLAN</b> , wired Ethernet connection	\$1,000.00			
<b>Event Connect</b> - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. <b>20Mbps dedicated bandwidth</b>	\$5,000.00			
<b>Additional Devices</b> - (Booth Connect & Event Connect only)	\$50.00			
<b>Additional Locations</b> - (Event Connect only)	\$250.00			
<b>Additional Bandwidth</b> - (Event Connect only) <b>10Mbps bandwidth</b>	\$1,000.00			
<b>Hub Rental</b> - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00			
<b>Cable Rental</b> - Cat5e patch cable up to 50' length	\$50.00			
<b>Technician Labor</b> - Hourly Rate - Straight Time	\$125.00			

Services Total

15% Service Fee

**NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION**

**GRAND TOTAL**

(venue), Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

## Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement relating to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

### 1. DEFINITIONS

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### 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless otherwise agreed to by the Parties in writing.

### 3. INTERNET/NETWORK EQUIPMENT AND SERVICES

Client understands and agrees as follows:

Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;

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Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;

Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;

Encore is not responsible for any cable and/or equipment provided by Client or any third party;

The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

**WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

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### 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

### 5. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

### 6. CANCELLATION

A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders canceled after installation has begun. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

### 7. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 8. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

### 9. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

### 10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

### 11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

### 12. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

### 13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**AUTHORIZED SIGNATURE:**

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 5/01/2019

## Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

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19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.  
  
However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.  
  
All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.