


ORDER FORM INDEX - 2009

	* Credit Card Authorization / Method of Payment Form	3
	Make a payment or leave a credit card on file with us.	
	Specialized Event Services (SES) Scope of Work	4
	Third Party Agent Form	5
	Used when an exhibit house is also paying for services in your booth.	
	* Service Location Plan	6
	Use this form to indicate service locations within your booth.	
	* Audio/Visual Equipment & Rental Agreement / Order Form (2-part)	7-8
	Projectors, screens, audio equipment, professional installation, and support.	
	A/V: Cable / HDTV / Satellite Order Form	9
	High definition equipment, installation, and technical support.	
	Business Center / Customer Service Information	10
	For all your business needs during your show; from photocopies to shipping and more!	
	* Custodial / Booth Cleaning Services Order Form	11
	Order cleaning and porter services for your booth.	
	* Electrical Services General Information (2-part)	12-13
	What you need to know about having electricity in your booth.	
	* Electrical Services Order Form	14
	Need electricity in your booth? Use this form to order it.	
	* Electrical / Booth Lighting Services Order Form, Conditions & Instructions	15-16
	Track lights, stanchions, overheads, and other lighting packages.	
	Floral & Plant Services Order Form	17
	Stand out from the crowd; give your booth a warm, professional look.	
	* Internet Services Instructions, Conditions, & Order Form	18-19
	Broadband Internet and technical services.	
	Computer Rental / Tech Services Order Form	20
	Laptop and flat screen rentals. Installation and technical support.	
	 Plumbing / Compressed Air, Water, Drain Services Instructions, Conditions, & Order Form	21-22
	Air, water, drain, and other plumbing services; fire suppression (sprinkler system).	
	 Rigging / Hanging: Truss / Lighting Rental & Labor Order Form	23
	Motorized hoists, trussing, robotics, lighting, dimmers, and controls.	
	Rigging / Hanging Sign Services Order Form	24
	 Telecommunications Services Instructions, Conditions, & Order Form	25-26
	Single- and multi-line phones, voice mail, fax and modem lines.	

* 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.



Dear Future Exhibitor:

Welcome to the Sands Expo & Convention Center! We have created this brochure for your convenience in ordering services for your 2009 event. Included are order forms and informational/instructional sheets. We hope you find this brochure to be a tool that will assist you in the preparation of your booth space.

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

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

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

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

TECHNICAL SERVICES Specialized event services 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. Technical services include electrical, Internet services, telecommunication, truss and lighting rental, booth lighting, hanging sign service, full-service audio/visual rentals, video signal distribution, compressed air, and water and drain service.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Zamaria". The signature is stylized with a large, looped initial "J" and a long, horizontal flourish extending to the right.

Jeff Zamaria
Director of Events

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

SEND ACCURATE INFORMATION

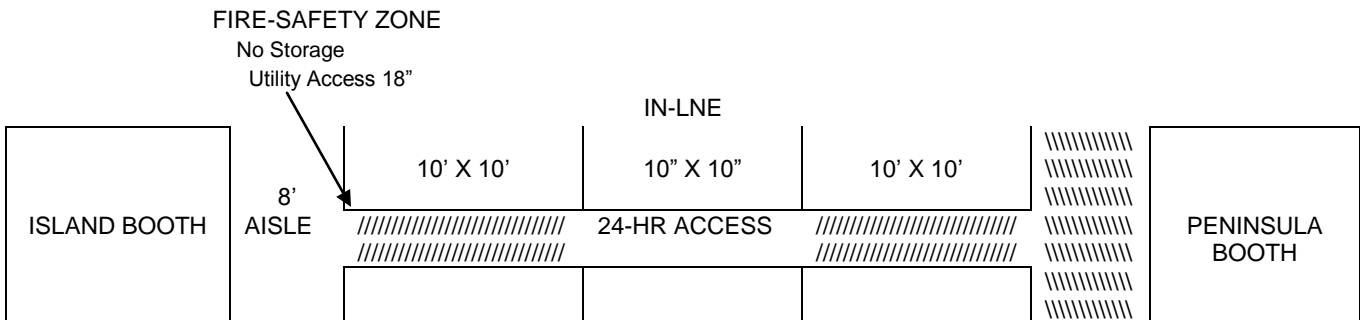
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify SECC in writing with your company name, prior booth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

ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information. You can call us at: 702-733-5070. We are pleased to assist you with all of your on-site services.

EXHIBIT SPACES

There are three 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/drain service, and telecommunication service:



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



CREDIT CARD AUTHORIZATION/METHOD OF PAYMENT FORM 2009

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

EVENT NAME:		EVENT DATES:		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. ALL ORDERS ARE SUBJECT TO 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.**
- 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"/> ELECTRICAL – ALL | <input type="checkbox"/> TELECOMMUNICATIONS – ALL |
| <input type="checkbox"/> BOOTH CLEANING SERVICES | <input type="checkbox"/> EQUIPMENT | <input type="checkbox"/> CALL DETAIL |
| <input type="checkbox"/> BOOTH LIGHTING | <input type="checkbox"/> LABOR | <input type="checkbox"/> OUTLETS |
| <input type="checkbox"/> BUSINESS CENTER SERVICES | <input type="checkbox"/> MATERIALS | <input type="checkbox"/> TRUSS/LIGHTING RENTAL |
| <input type="checkbox"/> CABLE/HDTV/SATELLITE | <input type="checkbox"/> OUTLETS | <input type="checkbox"/> EQUIPMENT |
| <input type="checkbox"/> HANGING APPLICATIONS | <input type="checkbox"/> PLANT AND FLORAL | <input type="checkbox"/> LABOR |
| <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING SERVICES | <input type="checkbox"/> MATERIALS |
| | <input type="checkbox"/> AUTOMATED SPRINKLER SYSTEM | <input type="checkbox"/> OUTLETS |
- OTHER _____

OTHER INFORMATION

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

All invoices need to be settled prior to show close unless special billing privileges have been established with the Sands Expo & Convention Center. Credits will not be issued on services installed as ordered even though not used. All orders are subject to a 25% cancellation fee. Please review all work orders and invoices prior to leaving show site. 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, and electrical and non-electric signs.
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 the scope of work.
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 - 2009

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

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:		EVENT DATES:		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. ALL ORDERS ARE SUBJECT TO 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"/> ELECTRICAL – ALL | <input type="checkbox"/> TELECOMMUNICATIONS – ALL |
| <input type="checkbox"/> BOOTH CLEANING SERVICES | <input type="checkbox"/> EQUIPMENT | <input type="checkbox"/> CALL DETAIL |
| <input type="checkbox"/> BOOTH LIGHTING | <input type="checkbox"/> LABOR | <input type="checkbox"/> OUTLETS |
| <input type="checkbox"/> BUSINESS CENTER SERVICES | <input type="checkbox"/> MATERIALS | <input type="checkbox"/> TRUSS/LIGHTING RENTAL |
| <input type="checkbox"/> CABLE/HDTV/SATELLITE | <input type="checkbox"/> OUTLETS | <input type="checkbox"/> EQUIPMENT |
| <input type="checkbox"/> HANGING APPLICATIONS | <input type="checkbox"/> PLANT AND FLORAL | <input type="checkbox"/> LABOR |
| <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING SERVICES | <input type="checkbox"/> MATERIALS |
| | <input type="checkbox"/> AUTOMATED SPRINKLER SYSTEM | <input type="checkbox"/> OUTLETS |

OTHER _____

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

SERVICE LOCATION PLAN - 2009

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

ELECTRICAL SERVICES:

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

TELECOMMUNICATION SERVICES:

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

COMPRESSED AIR/WATER OUTLETS:

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

INTERNET SERVICES:

- Indicate location of main drop.

HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 4 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).
- Detach the Service Location Plan and send with your order form(s).
- Please complete this information for ease of booth identification.

EVENT NAME:	EVENT DATES:
EXHIBITING CO. NAME:	BOOTH #:

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

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



LAST DAY TO RECEIVE ADVANCE RATE IS



AUDIO/VISUAL EQUIPMENT & RENTAL AGREEMENT/ORDER FORM - 2009 (PART 1 OF 2)

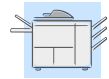
Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT
WWW.SANDEXPO.COM

EVENT NAME:		EVENT DATES:		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 DAY. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

			QTY	DAILY PRICE	NUMBER OF DAYS	SUBTOTAL
VIDEO	AV06lcd32	32" LCD Screen (table stand only, does not include speakers)		\$450.00		
	AV06lcd46	46" LCD Screen (does not include floor stand or speakers)		\$600.00		
	AV06plas42	42" Plasma Screen (does not include floor stand or speakers)		\$550.00		
	AV06plas50	50" Plasma Screen (does not include floor stand or speakers)		\$650.00		
	AV06plas60	60" Plasma Screen (does not include floor stand or speakers)		\$1,500.00		
	AV06plasflr	Plasma/LCD Floor Stand		\$85.00		
	AV06plaspk	Plasma/LCD Speakers (1 pair)		\$75.00		
	AV06combo27	27" Monitor/VHS-DVD Combo		\$150.00		
	AV07vhs12	1/2" VHS Player/Recorder		\$75.00		
	AV07pal12	1/2" PAL SECAM VCR Player		\$150.00		
	AV07dvd	DVD Player (Region 1) NTSC		\$85.00		
	AV07betaply	BETA SP Player		\$400.00		
	AV04LCD1	LCD Projector XGA up to 4,000 lumens 1080x764 native resolution		\$550.00		
	AV04LCDSK	LCD Projector SXGA up to 5,500 lumens 1280x1024 native resolution		\$675.00		
AUDIO	AV10ss2	350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, CD player)		\$400.00		
	AV10pwr50	50W Powered Speakers (1 pair)		\$125.00		
	AV10mx4	4-Channel Mixer		\$50.00		
	AV10mx8	8-Channel Mixer		\$100.00		
	AV10fm	Floor Mic w/Stand, Wired		\$40.00		
	AV10lm	Lavaliere Mic, Wired		\$40.00		
	AV10wrlshh	Wireless Mic, Handheld		\$150.00		
	AV10wrlsl	Wireless Lavaliere Mic		\$150.00		
	AV10wrlshd	Wireless Mic, Headset		\$175.00		
MISC	AV10cd	CD Player		\$80.00		
	AV12crt34	34" Cart/Skirt		\$30.00		
	AV12crt54	54" Cart/Skirt		\$35.00		
	AV12flip	Flipchart, Pad, 2 Markers, Easel		\$50.00		
EQUIPMENT TOTAL FOR THIS PAGE						\$
LABOR ESTIMATE FROM NEXT PAGE						\$
GRAND TOTAL FOR EQUIPMENT & LABOR						\$

Prices Subject to Change



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

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

FAXING SERVICES

Send or receive a fax, domestic or international.

SES Customer Service Center Fax Number: 702-733-5317

OFFICE SUPPLIES

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

PHOTOCOPY SERVICE

Prices are based on volume, using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy. Price includes machine collating and stapling if needed. Alternate color paper may be available. Color copy services are also provided.

PRINTING SERVICES

Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files from disk, CD-Rom, or memory stick.

SHIPPING SERVICES (Domestic – UPS & Federal Express)

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

- Shipping Notes:
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:30 PM.
 - Shipping is outbound from SECC/SES only.

SUNDRIES

Pain relievers, breath fresheners, lip protection, candy, antacids, cough drops, sewing kits, tissues, and much more are available at the service window.

OTHER SERVICES

Coat and baggage check - \$3.00 per item.

Business cards made at the Customer Service Desk.



* 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).

SERVICE LOCATION PLAN / FLOORPLAN

- A *Service Location Plan* must be submitted to process electrical orders (page 6). Included should be the date and time the equipment and/or service is requested and the type of labor requested.

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 CANCELLED within 21 calendar days prior to show opening date. No refunds will be issued or outlets CANCELLED after they have been installed. All prices are subject to change without prior notice.

LABOR INFORMATION

Straight Time: \$87/hour • Overtime: \$164/hour

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

- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM 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.

EXHIBITOR GUIDELINES

- 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.
- Twenty-four hour service to any outlet will be at double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one 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.

Continued on next page



EXHIBITOR GUIDELINES (continued)

- 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.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be purchased 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.
- For any and all KOH orders, contact SES Electrical for accessibility of placement.
- When ordering a 200AMP 3-phase or greater, contact SES Electrical for accessibility.
- When ordering a 100AMP 3-phase or greater in the 500-1,000 series meeting rooms, contact SES Electrical for accessibility.

FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
 - a) All distribution of electrical wiring under carpet or flooring.
 - b) All distribution overhead of electrical wiring, including coaxial cable 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.

FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS (continued)

- 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.

ELECTRICAL CODE

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

- All extension cords that run under the carpet or flooring must be provided and installed by SES.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by SES.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights or floodlights are a hazard when lamps are too close to fabrics or other material which can be affected by heat. The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of two-wire fixtures is prohibited. Zip cords or two-wire cords are undergrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electrical requirements for an exhibit at the Sands Expo & Convention Center are for the safety of all exhibitors and are based on national and city electrical codes and ordinances.
- Local ordinances prohibit more than 2,000 watts/20 amps per lighting circuit and only one connection for power and motor outlets.
- Electrical permits required by the local Building and Safety Code will be obtained by SES. No storage is allowed behind booth for fire safety reasons.

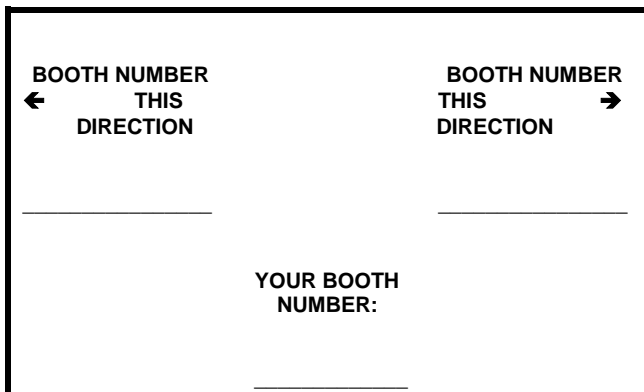
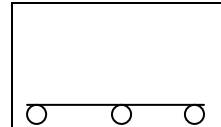
BOOTH LIGHTING INSTRUCTIONS

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

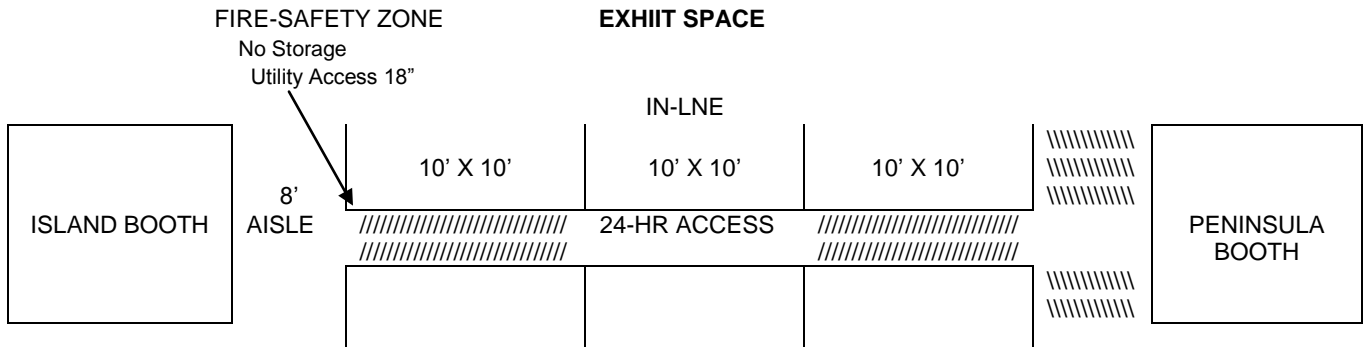
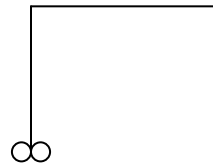
**SAMPLE
(2) PACKAGE "D"**



**SAMPLE
(1) PACKAGE "B"**



**SAMPLE
PACKAGE "D"
PACKAGE "E"**



Service	Connection Speed	Limit of IP Addresses	Recommended Usage
Fast Ethernet 512K (IE512)	512KBPS maximum	Includes one IP address	Used for light bandwidth needs such as E-mail and general/Internet browsing.
Fast Ethernet 1MB (IE1000)	1MB maximum	Includes one IP address	Used for high bandwidth needs such as a video streaming.
Fast Ethernet 10MB (IEPUB)	10MB maximum	Includes one IP address	Unfiltered, no firewall, fully public shared Internet for high-speed usage and web hosting.
T-1 Dedicated Ethernet (IT1D)	1.54 MBPS maximum	Full T1 speed with 25 static, public IP addresses	Standard dedicated T1 with no firewall protection.

The network connection provided by Specialized Event Services (SES) may be used only by the contracted corporation, its directors, officers, and employees, or guests when performing service for the company. **This service cannot be resold or distributed to any other company.** Users of the SES network will put forth every effort to avoid unnecessary network traffic and interference with the usage of others. Users of the network shall not transmit any communication which violates any local law or regulation or is likely to offend other users on the network. All devices on the SES network will be charged an access fee in the form of an additional IP address or a network package.

SES makes no guarantee of the performance, routing, or throughput of any data circuit connected to the Internet outside the facility's own backbone. Please call 702-733-5531 for assistance in planning your network.

SES requires all devices using the network to be protected by updated virus software, Windows security updates, and any other technological precautions deemed necessary to protect yourself and other users from viruses, malicious programs, pop-ups, pop unders, and other disruptive applications.

Any device which adversely impacts the SES network will result in service interruption with or without prior notice to the user at the discretion of SES. The device in question will remain disconnected until SES personnel deem that all issues have been resolved. No discount or refund will be issued in these circumstances. Additional feed for problem diagnosis and resolution will apply.

LIMITATIONS

VPN (Virtual Private Networks) may not work at lower-speed connections. VPN should work with dedicated Ethernet line, which is not behind a firewall and will require protection on the devices being connected to it. SES does not support VPN software or VPN concentrator issues and does not guarantee its success.

Labor includes configuration of devices and any changes made to SES equipment to enhance the exhibitor's network, running cable, tipping cable, or observing as the exhibitor makes changes to his own devices. No drivers or software will be loaded onto an exhibitor's device, and no hardware changes will be made to an exhibitor's device by an SES Internet technician. If a hub is rented, it may be picked up at the service desk. SES Internet will not deliver the hub to your booth. It is the customer's responsibility to be familiar with and understand their equipment if they chose to bring their own hub or switch. Technical assistance beyond the initial installation will be charged a labor rate. No refunds will be given if technical problems were encountered due to the use of customer-provided equipment, or customer's own computer settings in general.

Due to the unpredictable nature of the World Wide Web, SES does not warrant that the services provided will meet the user's requirements or that the user's access to and use of the services will be uninterrupted. SES cannot and does not guarantee the privacy, security, authenticity, or non-corruption of any information transmitted through the system from the Internet. If a situation occurs involving nonperformance of services furnished by SES, user's sole remedy shall be a refund of a pro-rata portion of the price paid for services which were not provided. No credit will be issued for periods of lost service with a duration less than eight hours.

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. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floorplan indicating the main location where you require your services.
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.
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 floorplans. 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.**

LAST DAY TO RECEIVE ADVANCE RATE IS



**RIGGING / HANGING: TRUSS / LIGHTING RENTAL / LABOR
ORDER FORM - 2009**



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

EVENT NAME:		EVENT DATES:		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. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

NO DRAYAGE COST for SES PROVIDED equipment
(Drayage is the cost of hauling goods.)

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

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

LABOR REQUEST / RATES
<ul style="list-style-type: none"> Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday will be at the Straight Time labor rate. Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice. Supervision – A 20% supervision fee will be charged when SES personnel are not working under the direct supervision of the exhibitor or exhibitor representative. <p>LABOR RATES: Straight Time = \$84/hour Overtime = \$160/hour</p> <p>SERVICES REQUESTED: Date: _____ Time: _____ No. of Persons: _____ (3 person minimum for Rigging)</p> <p style="text-align: center;">REFER TO THE SES "SCOPE OF WORK" FOR INFORMATION ON EXCLUSIVE LABOR SERVICES. PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.</p>

PRODUCT LIST
<p>PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: Phone 702-733-5744 PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.</p>
<ul style="list-style-type: none"> <li style="width: 25%;">CONTROL <li style="width: 25%;">CUSTOM RIGGING PACKAGES <li style="width: 25%;">DIMMERS <li style="width: 25%;">LIGHTING FIXTURES <li style="width: 25%;">MOTORIZED HOISTS <li style="width: 25%;">MOVING LIGHTS <li style="width: 25%;">PERISHABLES <li style="width: 25%;">TRUSS

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

Check No. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE.**

Credit Card: MasterCard VISA Discover Diners Club American Express

Account Number:

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

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

Prices Subject to Change

INSTRUCTIONS AND CONDITIONS

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

ADDITIONAL CHARGES/FEEES:

- **Call Detail Charges** – Local call, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call. All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the SES Customer Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$125 for single-line instruments and \$500 for multi-line and polycom instruments.**
- **Labor Charges** – Labor between the hours of 8:00 AM and 5:00 PM Monday-Friday (except holidays) will be at the Straight Time labor rate. All other hours will be at the Overtime rate (except holidays). Exhibitors will be charged to move lines, program exhibitor's equipment, or for damage to telephone lines which occurs in the booth and is caused by the exhibitor, exhibitor's employees, or any appointed representatives. Exhibitors will be charged on a labor and material basis for these occurrences.

LABOR RATES: Straight Time = \$84/hour Overtime = \$158/hour

- **Cancellation Notice** – All orders are subject to a 25% cancellation fee. No refund will be given for services cancelled after they have been installed. All prices are subject to change without prior notice.

LOCATION GRID

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

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

Indicate booth number this direction _____

Indicate booth number this direction _____

Indicate booth number this direction

Indicate booth number this direction
