

# **EXHIBITOR SERVICE MANUAL**

### PRINTINGUNITED.COM







#### See next page for table of contents for additional details

Exhibitor Move-in: Review the target move-in floor plan for your designated date and time. Exhibitor Move-out: Review the target move-out floor plan for your designated date and time.

#### **REGISTRATION HOURS**

Tuesday, October 18,2022	8:00 AM – 6:00 PM
Wednesday, October 19,2022	7:30 AM – 5:00 PM
Thursday, October 20, 2022	7:30 AM – 5:00 PM
Friday, October 21, 2022	8:00 AM – 3:00 PM

#### **EXHIBIT HALL HOURS**

Wednesday, October 19, 2022	9:00 AM – 5:00 PM
Thursday, October 20, 2022	9:00 AM – 5:00 PM
Friday, October 21, 2022	9:00 AM – 3:00 PM

#### **IMPORTANT POLICIES AND GUIDELINES**

Due to heavy equipment load in and fork lifts, closed toed shoes required during set-up

• Waiver may be required

Exhibitors/EACS are required to wear wrist bands on the show floor prior to registration opening. Wristbands do not grant access on show days.

#### **EMERGENCY CONTACTS**

#### LVCC Security Dispatch

In the event of an emergency, please dial 702-894-7400 or ext. 7400 from a house phone. LVCC Security Dispatch is trained to direct emergency vehicles to the correct area for quick access.

#### **LOST & FOUND**

For lost and found, contact Show Management (event organizers) during the event or contact LVCC Security at 702-894-7400 or ext. 7400 from a house phone.

#### PRINTING UNITED EXPO APP

The mobile app is coming soon. The app is available for download on Apple and Android. Search "PRINTING United". Questions should be directed to <u>app@printing.org</u>.

#### Have questions?



The chatbot is coming soon. Exhibitors can text our chatbot PiNG to get quick answers about PRINTING United Expo, exhibiting, services, general information, etc.

We look forward to working with you on another successful event!





#### **TARGETED MOVE-IN & MOVE-OUT**

- What is Targeting? Targeting is the process of systematic freight delivery based on location of exhibit spaces on a floorplan and exhibitor needs. A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame. Do not schedule installation labor until after you scheduled your target time.
- Review the target move in and move out floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form If you need to request an alternate target date or time, submit the Target Change Request
- The best way to ensure your freight will be delivered to your exhibit space during your scheduled time is to ship your freight to the Advance Warehouse. Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

#### **STAND DRAWINGS**

- Exhibitors occupying raw exhibit space must submit detailed stand drawings including dimensions to PRINTING United Expo for approval. Exhibitors in inline stands and perimeter inline stands do not need to submit stand drawings. Stand drawings submitted for approval must include:
- Exhibitor name and exhibit space number
- Stand dimensions (heights, widths, and lengths of hard walls, including glass, and machinery placement)
- Lighting trusses/ hanging signs
- Orientation (label surrounding stand numbers)
- Rendering packet, including back view
  (Only required for double deck exhibit spaces: Structural engineer's stamp certifying that platforms can bear the maximum occupant load)

#### **INK WASTE**

• PRINTING United Expo show management will work directly with the main onsite exhibit logisitics contact provided to coordinate your waste removal options and to review the PRINTING United Expo regulations and policies regarding our waste removal program. During the registration process, your company agrees to comply with all Expo rules and regulations pertaining to waste management, hazardous materials labeling and hazardous chemical disposal. Failure to notify show management of ink and not abiding by ink disposal guidelines may result in financial penalties.

#### **BALLOONS, BLIMPS & UNMANNED AIRCRAFT SYSTEMS /DRONES**

- Helium Balloons/Blimps are not permitted in any exhibit space. Under no circumstances will live animals be permitted as part of a display.
- For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft are not permitted. If you are looking to use a Drone to capture images of your exhibit space, special advance approval through show management is required. There is a possibility of additional insurance needed, provided venue rules and regulations.





#### **INLINE EXHIBIT SPACES**

• PRINTING United Expo will not be responsible for providing inline exhibit spaces with carpet. Every exhibitor is responsible for their own flooring. Exhibitors may bring their own flooring solution or rent through Shepard. The flooring must cover the entirety of the space. Adhesive flooring is allowed but any damages to the exhibit hall floor will be billed back to the exhibitor.

#### **EXHIBITOR SPACE VISUALS**

• The exhibits team created a document that will provide you with exhibit space visuals with specifications and specific rules. This will assist you with planning & setting up your exhibit space. Please see Exhibitor Space Rules & Specifications (also available on our website).

#### **CLEAN FLOOR POLICY**

• So that we can provide an efficient and productive move in experience for all exhibitors, PRINTING United Expo will utilize a Clean Floor Policy. Please be advised that if your crates are removed on clean floor night and then requested to be brought back from empty storage to your exhibit space before show opening, there will be a per hour charge for a forklift and driver to bring your crate back to your exhibit space.

#### **SPOT CHECK**

• Per the exhibitor contract terms and conditions, every exhibitor is required to carry valid insurance per our limits outlined in the rules and regulations. Each exhibitor should have a hard copy of their COI onsite in Las Vegas. We will be spot checking exhibitors on this rule. If you need insurance, you can purchase insurance specifically for the show period through our vendor, Rainprotection Insurance.

#### SECURITY WRISTBAND FORM

 There will now be an order form to order wristbands for staff, vendors such as EACs to access the hall during non-show days (install & dismantle). Using this form will allow show management to be able to plan accordingly and have enough wristbands in stock. There will be signage on where to pick up the wristbands from a designated area/ check in point.

#### **TENTS AND FLAGS**

• For inlines, tents and flags should be in the perimeter exhibit space locations or you will need to adhere to our exhibit rules and regulations regarding height. Perimeter locations for inlines are the closest to the wall/edge of the floor.





#### EXHIBITOR SALES/EXHIBIT HALL LOGISTICS



Rachel (Thomas) Neimeier, CEM Director of Exhibit Services and Sales 703-359-1379 exhibit@printingunited.com



Jana McWilliams, CEM Exhibit Services and Account Manager 703-359-1328 <u>exhibit@printingunited.com</u>

#### **REGISTRATION, MEETING ROOMS & SHUTTLE BUSES**



Heather Ward Senior Event Operations Manager 703-359-1366 register@printingunited.com



Jacqueline Prasai Event Services Coordinator 703-359-1372 register@printingunited.com

#### **MEETING ROOMS/SPECIAL EVENTS**



Lexy Olisko MBA, CMP, CEM Vice President, Expositions 703-359-1322 Iolisko@printing.org

#### **PUBLIC RELATIONS & PRESS CONFERENCES**



Amanda Kliegl Vice President, Public Relations 703-359-1365 <u>akliegl@printing.org</u>

#### PRESIDENT, PRINTING UNITED EXPO



Mark Subers President, PRINTING United Expo 215-238-5092 <u>msubers@napco.com</u>

#### **SPONSORSHIP, EXHIBIT & ADVERTISING SALES**

Jack Noonan



Vice President, Business Development 321-821-8712 jnoonan@printing.org



Mike McGowan Business Development Manager 703-359-1362 mcgowan@printing.org

#### MARKETING

Nicole Cho Senior Marketing Manager 949-391-5062 ncho@napco.com

#### **APPAREL EXHIBITORS & EXHIBIT SALES**



Joshua Carruth Managing Director- Decorated Apparel 404-915-8426 jcarruth@printing.org



Lee Wright Account Manager 404-444-7512 Iwright@printing.org



Sarah Payne Account Manager 770-617-7144 spayne@printing.org

MEMBERSHIP assist@printing.org





#### AUDIO-VISUAL / COMPUTER RENTAL

Shepard Exposition Services Brian McKinney – Exhibitor & Affiliate Mtg Orders 404-720-8601 bmckinney@shepardav.com

CATERING Centerplate – LVCC 702-943-6779

#### **CUSTOMS BROKER**

Agility Fairs & Events Logistics LLC Colin May Senior Manager PHONE: 941-861-8930 CELL: 404-822-5440 cmay@agility.com www.agility.com

#### **ELECTRICAL, PLUMBING & COMPRESSED AIR**

Edlen Electrical Exhibition Services Melanie Carter PHONE: 702-385-6911 FAX: 702-385-1810 lasvegas@edlen.com

#### FLORAL Turn Key Events 702-415-8236 customerservice@turnkeyevents.us

#### **OFFICIAL FLOOR PLAN & ENHANCED LISTING VENDOR**

Map Your Show (MYS) Alex Dennis Enhanced Listing Contact 513-527-8853 help@mapyourshow.com

#### **GENERAL CONTRACTOR / EXHIBITOR SERVICES**

Shepard Exposition Services Carpet, Furniture & Accessories, Graphics & Labor 404-720-8600 orders@shepardes.com www.shepardes.com

#### **BUSINESS CENTER**

Fedex Business Center – LVCC Mary Carpenter 702-572-2098 mary.carpenter@fedex.com

#### **INTERNET, PHONE, TV**

COX Business 702-943-6500

#### HOUSING

onPeak TOLL-FREE: 1-855-992-3353 INTERNATIONAL: 312-527-7300 printingunited@onpeak.com

INSURANCE PROVIDER RAINPROTECTION INSURANCE Catherine Cammareri 800-528-7975, ext. 107 sales@rainprotection.net

#### LOGISTICS / SHIPPING

SHEPARD LOGISTICS 888-568-8858 logistics@shepardes.com

INK WASTE ENVIRO-GUARD Tom Cobos President/CEO 800-943-6847 customerservice@enviro-guard.net

MOBILITY SERVICES SCOOTAROUND – OCCC 888-441-7575 conventions@scootaround.com

PHOTOGRAPHER Coming soon!



#### **REACH LIST RENTALS**

Reach Marketing Gregry Gilroy gregry.gilroy@reachmarketing.com

#### **CUSTOMER INVITES PROGRAM**

Coming soon!

#### SECURITY

Century Security and Event Staffing Brett Lasky National Accounts Manager PHONE: 407-226-1168 FAX: 407-226-7076 CELL: 407-717-4112 blasky@centurytradeshow.com www.centurytradeshow.com

#### TALENT / BOOTH HOSTS / HOSTESSES

CMT Agency 404-233-4644 <u>cmtinfo@cmt.com</u> <u>www.cmtagency.com</u>

#### **REGISTRATION CUSTOMER SERVICE**

Compusystems, Inc. PHONE: 224-563-3125 TOLL-FREE: 855-326-8345 printingunited@csreg.zohodesk.com

#### LEAD RETRIEVAL

Compusystems, Inc. INSIDE USA: 866-600-5323 INTERNATIONAL: 1-708-786-5565 exhibitor-support@csireg.com

#### VENUE

Las Vegas Convention Center – North/Central Halls 3150 Paradise Rd Las Vegas, NV 89109



#### Use this list to establish deadlines and to track completion of essential forms for exhibiting in PRINTING United Expo.

#### ASAP

- **ASAP** Update your listing in the MYS Exhibit Dashboard
- □ ASAP Read Exhibitor Service Kit in its entirety
- □ ASAP Make Hotel Reservations (onPeak Exclusive Vendor)
- □ ASAP Invite your guests through our exhibitor invites program
- ASAP Order insurance for the event through Rainprotection (if you do not have coverage, it is required)

#### **JUNE 2022**

□ 12 Final Balance Due

#### **AUGUST 2022**

- 1 Stand Drawing Request Approval Due
- IS Submit COI
- IS Exhibitor Appointed Contractor (EAC) Intent-to-Use Form and EAC Contract and COI Due
- **19** Early Bird Lead Retrieval Deadline

#### SEPTEMBER 2022

- Advance Pricing Lead Retrieval Deadline 12 **Overhead Hanging/Rigging Sign 12** Last Day to Receive Discount on Custom Orders and Booth Rentals (Shepard) **1**2 Order Carpet **12 Order Graphics** 12 Last Day to Receive Discount for Standard Rental Accessories (Shepard) **12** Last Day to Receive Discount for Ground Rigging/ Forklift Rental 12 Last Day to Receive Discount on Labor Orders **1**9 Advance Pricing for Catering Ends
  - **19** Last Day to Receive Discount on Wi-Fi
  - **19** Last Day to Receive Discount on Electric Orders

- **19** Order Floral
- Ink Waste (Please let us know how many drums are needed or if special accommodations are needed reach out to <u>exhibit@printingunited.com</u>)

#### **OCTOBER 2022**

- **5** Last Day to Receive Discount on AV Orders
- 5 Last Day for Warehouse Deliveries without a surcharge
- **10** Last Day for Warehouse Deliveries (Receiving)
- □ 12 Order Hostesses/Hosts (Booth Talent) if needed
- Direct to Show Site Shipments (on a targeted basis check target floor plan for assigned move in date)
- \*\* PLEASE NOTE (New for this year): Advance warehouse shipments will be the same price as direct to show site. Machinery, uncrated items, oversized crates and single pieces over the weight of 5,000 lbs cannot be accepted to advance warehouse and should be shipped directly to show site. If needed, split your shipment and send as much as possible to the advance warehouse to have your freight in your booth on your target date and time.

#### **PRE-SHOW**

Exhibitor Move-In /Setup
Verify Hotel Reservations (onPeak Official Vendor)
Tracking information for freight or overnight packages
Confirm Airline information
Client Meetings scheduled
Create staff manual with general information (phone numbers, emergency meeting place, show information, etc.)
Make sure business cards are packed
Order 24-Hour Power





#### POST-SHOW

- Exhibitor Teardown/Load Out on a targeted basis
- Ink Waste Onsite, dispose of ink properly
  PRINTING United Expo offers a free ink waste
  disposal program for all exhibitors

#### **NO DEADLINE**

- Exhibitor Badge Registration
- Hotel Cancellation: Guests must cancel reservations
  24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel)
- Listings for Online Show Directory
- Review Freight Target Floor Plans
- Review Exhibitor Services Manual
- FedEx Shipping Center available onsite for smaller items
- Order Photography if needed
- Order Booth Security if needed
- Review complimentary Shuttle Bus Schedule to and from official block hotels.
- Review registration and exhibit show floor official hours of operation
- \*\* Additional Services can be ordered onsite at the Exhibitor Service Desk but note process will be billed at the onsite rate which is significantly higher



#### WHAT IS THE MAXIMUM FOR EXHIBIT SPACE HEIGHT?

Maximum exhibit space heights vary by booth type. Please carefully read the rules for each booth type:

	Inline Booths	Perimeter Inline Booths	Island/Spit Island/Multi-story Booths
Maximum Height	8 feet	12 feet	18 feet
Display Levels	May have only one	May have only one	May have more – Request additional approval by Fire Marshal
Hanging Signs	Not permitted	Not permitted	Permitted
Sign Height Variance	N/A	N/A	Only if sponsor – • Title (+6 feet) • Diamond (+4 feet) • Platinum (+2 feet) • Gold (+2 feet)
Stand Drawing Approval (Deadline – August 1, 2022)	Not required	Not required	Required
Machinery and Large Equipment	All machinery and other large products must be set back from the aisles 12 inches (0.30m) for safety. Exhibitors are required to place equipment in such a manner that printed samples do not overflow into the aisles. This applies to all booths		

#### HOW DOES MY COMPANY GET LISTED ON THE OFFICIAL MOBILE APP & ONLINE EXHIBITOR DIRECTORY?

- Exhibitors receive one free company profile per booth.
- Co-Exhibitors must be approved by primary exhibitor and show management. Co-Exhibitors must register and pay the appropriate fees prior to move-in.
- Exhibitors may upload company logos and press releases at no additional cost.
- Company descriptions will appear in the online Exhibitor Directory and the mobile app.

#### WHAT EQUIPMENT IS REQUIRED FOR OUR EXHIBIT SPACE?

Exhibitors are required to have floor covering their entire purchased exhibit space. PRINTING United Expo provides aisle carpet only. Aisle carpet color is tuxedo (**black/gray**).

- ALL booths must have floor covering that covers the entire rented space.
- Carpet/floor covering is not included in the price of the exhibit space.
- 10'x10' carpet is **NOT** provided for inline booths in 2022.

(\*All island, split island, peninsula and inline booth exhibitors will be responsible for providing their own flooring solution or may obtain carpet, carpet padding, and visqueen directly through Shepard Exposition Services. All order forms are available in this Exhibit Service Manual.)

Exhibitors may bring their own carpet, interlocking flooring or wood flooring. Floor Covering is required and available for purchase on show site via Shepard. If exhibit space does not have floor covering by the deadline of 5 PM on Tuesday, October 18, 2022 PRINTING United Expo will have Shepard Exposition Services install carpet and the exhibitor will be billed by Shepard, unless PRINTING United Expo has received prior notification of late arrival.



Other non-required items available for additional fees include:

- Electrical Power
- Internet Connections
- Booth Furnishings
- Floral

- Cleaning
- Photography
- Compressed Air
- Catering

• And a host of other items, are available in the Exhibitor Service Manual

\*The above vendors will be listed in the Exhibitor Service Manual available in May. Please note any exclusive services.

IMPORTANT NOTE: Tape, Staples, Nails are NOT permitted to install flooring

#### ARE CHILDREN ALLOWED TO ATTEND PRINTING UNITED EXPO?

The Association further reserves the right to prohibit any arrangement of the exhibit that in its opinion may in any way cause danger to persons attending the expo or any risk of injury to them. Show Management recommends children not attend the Event.

Minors under 18 may attend the Event:

- ONLY during Official Hours
- ONLY if they (i) register and pay appropriate fees and (ii) are always accompanied by an adult ~ WAIVER WILL BE REQUIRED DURING THE REGISTRATION PROCESS

#### WHAT ARE THE REGULATIONS FOR HANGING SIGNS, LIGHTING, & BANNERS?

#### **Hanging Signs**

#### Lighting

- All ground-supported exhibitory, and signage, must comply with maximum height requirements for each exhibitor and must receive prior approval from Show Management. Only available to certain booth types (please see chart on pg. 1)
- Lighting trusses are permitted above all island and peninsula exhibits (interior and perimeter), provided the ceiling height allows for it.
- Spotlights must be focused on the display and must not interfere with other exhibits.
- Lighting trusses must stay within purchased exhibit space.

#### WHAT IS AN EAC (EXHIBITED-APPOINTED CONTRACTOR)?

Exhibitor-appointed contractors are independent contractors hired by exhibiting companies, including but not limited to:

Labor building your booth

Booth supervisors

- Furniture delivery companies (those other than Shepard)
- Non-official show audio-visual companies

- Booth designers
  Delivery personnel
- Independent display companies
  Technicians

To be permitted to perform services at PRINTING United Expo, EAC's must submit an EAC Application Form and Application/Contract, along with Certificate of Insurance (COI) to PRINTING United Expo by September 12, 2022.

**IMPORTANT NOTE:** EAC's will not be permitted access to the Las Vegas Convention Center unless EAC/Contract/COI have been submitted. Be sure to review our list of exclusive providers. EAC's are not eligible for exclusive services.



#### WHAT IS THE TARGET MOVE-IN & MOVE-OUT DATE?

Each exhibiting company is assigned a target move-in and move-out date, which is the date an exhibitor's freight is scheduled to be delivered to their booth or loaded out. Dates are determined based on the booth size, location and time allotted for access to the hall. The larger the booth and the farther the booth is from the freight doors and to freight aisles, generally the earlier an exhibitor's target move-in date will be.

Adhering to the target move-in date is vital to allow all exhibitors accessibility to their booths and to guarantee the show will open on schedule. Off target move-ins will incur a charge. Find your target date by viewing the targeted floor plan.

Please email <u>exhibit@printingunited.com</u> if you need to work late.

Exhibitors must be set and in place by 5 PM on Tuesday, October 18, 2022.

\*\* PLEASE NOTE (New for this year): Advance warehouse shipments will be the same price as direct to show site. Machinery, uncrated items, oversized crates and single pieces over the weight of 5,000 lbs. cannot be accepted to advance warehouse and should be shipped directly to show site. If needed, split your shipment and send as much as possible to the advance warehouse to have your freight in your booth on your target date and time.

#### WHEN CAN WE SET-UP OUR EXHIBIT SPACE?

- Please reference the target move-in & move-out floor plan in the Exhibitor Dashboard.
- Exhibitor move-in & move-out hours are **8** AM **5** PM but are subject to the target floor plan. Not adhering to the target plan can result in off-target charges.
- All exhibits must be set and in place by 5 PM on Tuesday, October 18, 2022.
- After **5 PM** on **Tuesday, October 18, 2022**, exhibitors may continue to work within their exhibit space provided no freight is in the aisles.
- If an exhibitor does not have flooring set in their booth by **5 PM** on **Tuesday, October 18, 2022**, PRINTING United Expo will request Shepard Exposition Services to carpet the booth and the exhibitor will be billed accordingly, unless PRINTING United Expo has received prior notification.

#### WHAT IF WE NEED TO STAY LONGER THAN 5 PM TO SET-UP OUR EXHIBIT SPACE?

- Exhibitors who need to work late for set up should email <u>exhibit@printingunited.com</u> so we can notify security.
- Exhibitors must remain working in their booths, as no wandering in the exhibit hall is permitted.
- All members of your team working in your booth must have security wristbands and/or exhibitor badges.

#### CAN WE SET-UP OUR BOOTH THE MORNING THE SHOW OPENS?

We strongly discourage setting up on Wednesday morning, with the exception of final booth preparations. Exhibitors may access the show floor beginning at **8** AM on Wednesday, October **19**, **2022**, to finish any final booth preparations.

#### CAN WE BRING EXHIBIT MATERIALS TO THE CONVENTION CENTER OURSELVES?

Exhibitors may usually hand carry their own materials provided such materials may be carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Larger items must adhere to union rules. Shepard is the exclusive provider of material handling.





#### WHAT IS FREIGHT MATERIAL HANDLING/DRAYAGE?

Freight material handling or "drayage" is the moving of exhibit materials from one location to another. Whether an exhibitor's materials are shipped to Shepard's advance warehouse or directly to show site, these materials must be delivered to their booth location. This is an exclusive service. Services included in material handling or drayage costs include:

- Accepting the exhibit materials either at the warehouse or at show site
- Delivery of exhibit materials to the exhibitor's exhibit space
- Storage of empty containers during the show

- Returning empty containers at the close of the show
- · Picking up an exhibitor's packaged materials
- Returning packaged materials to the dock
- Loading exhibitor's materials on their carrier of choice

Material handling charges vary from city to city and venue to venue, but are based on the following:

- Labor rates
- Facility dock access
- Show schedule

PLEASE NOTE: Your empty containers might take up to 8 hours to get to your booth after the show closes.

#### HOW MANY BADGES COME WITH MY EXHIBIT SPACE?

Exhibitors will receive an allotment of complimentary badges based on the following:

- Badge Allotment: Number of Badges per Exhibit Space
- Exhibitor Badge Allotment: 5 badges per 100 sq. ft., up to a maximum of 150 badges Maximum allotment of complimentary exhibitor badges: 150

Additional exhibitor badges may be purchased in advance for \$20 per badge through Sunday October 16, 2022. Starting Monday October 17, 2022, the badges will increase to \$25 per badge.

Co-exhibitors split badge allotment with their primary exhibitor.

#### CAN I TURN OFF THE LIGHTS ABOVE MY BOOTH?

An exhibitor may request that the lighting pod above their island exhibit space be turned off.

Lighting in nearby aisles, however, may not be turned off. Exhibitors should notify the OCCC electrical representative at the Exhibitor Service Desk if they wish to have a light turned off.

Please Note: Any fee for this service will be billed by the facility directly to the exhibitor.

#### WILL THERE BE WI-FI IN THE EXHIBIT HALL?

- There is no public WI-FI service in the exhibit halls at the Las Vegas Convention Center.
- Exhibitors who require WI-FI service in their booths must order internet service through Cox Business either in advance or on site. Cox Business is the exclusive provider of this service.
- Free public WI-FI connectivity is available only in the public spaces (lobbies) of the convention center.



#### HOW DO EAC'S & EXHIBITORS ACCESS THE EXHIBIT HALL TO SET-UP THEIR BOOTH BEFORE REGISTRATION OPENS?

- Exhibitors must order security wristbands for their set-up staff and/or EACs to work in the exhibit hall on set-up days.
- The Security Wristband Order form is available in the Exhibitor Service Manual.
- Exhibitors should indicate how many wristbands are needed and for which days they are required.
- One representative from your team should pick up the wristbands for your staff each day.
- Wristbands will be available at the EAC check-in desk.
- Wristbands are not available for EACs for show days.
- Important Note: Security wristbands will not provide access on show days. Any staff member or EAC requiring access to an exhibitor's booth on show days (Wednesday-Friday) should be provided with exhibitor badges from their allotment.

#### ACCESSING THE EXHIBIT HALL ON SHOW DAYS

Exhibitors can enter the hall beginning at 8 AM each day.

Please do not schedule any meetings with attendees prior to or after official daily show hours. Attendee badges do not grant them early access, nor can they get on the show floor after show hours.

#### WHERE CAN I PARK AND WHAT ARE THE RATES?

#### Parking at Las Vegas Convention Center

There is a **\$10 fee** to park at convention center for the entire day.

Further questions? Contact exhibit@printingunited.com.



#### STANDARD OR "INLINE" (Instead of Linear) EXHIBIT SPACES

Any exhibit space that shares a common back wall and/or side with other exhibits and only one side exposed to aisle. These exhibit spaces can be purchased in a row to a make a 10'x20', 10'x30', 10'x40' etc. if the exhibitor abides by the rules below:

- Max height = 8'
- No end caps are allowed
- All display material over 5' may not extend farther out than 5' from the back of the exhibit space.
- Exhibitors are required to provide flooring for the totality of their exhibit space



Standard Inline Exhibit Space (10x10) below:





#### PERIMETER EXHIBIT SPACES

Perimeter exhibit spaces are located along the exhibit halls perimeter walls. These exhibit spaces can be purchased if the exhibitor abides by the rules below:

- Max height = 12'
- Hanging Signs: Not permitted
- Back walls and side walls that are visible must be finished
- Tents are allowed in perimeter exhibit spaces ONLY
- Exhibitors are required to provide flooring for the totality of their exhibit space





#### MINI ISLAND EXHIBIT SPACES

A Mini Island exhibit space is a narrow island type exhibit space comprised of one more or 10 ft-by-10 ft exhibit spaces. These exhibit spaces can be purchased in a row to a make a 10'x30', 10'x40' etc. if the exhibitor abides by the rules below:

- Exhibitors are required to provide flooring for the totality of their exhibit space
- Mini Island (Multi-Story) are not permitted: One level only
- Max height = 12'
- Must be accessible from all 4 sides
- Hanging signs are NOT permitted
- Back walls and side walls that are visible must be finished
- Exhibitors are required to provide flooring for the totality of their exhibit space
- Stand drawings must be submitted in advance for approval to <u>exhibit@printingunited.com</u> by Aug. 1, 2022.





#### **ISLAND EXHIBIT SPACES**

An Island exhibit space is any size exhibit space exposed to aisles on all four sides. These exhibit spaces can be purchased if the exhibitor abides by the rules below:

- Exhibitors are required to provide flooring for the totality of their exhibit space.
- Max height = 18' (Including hanging sign) \*unless a sponsor
- Must be accessible from all 4 sides
- Hanging signs are allowed
- Stand drawings must be submitted in advance for approval to <u>exhibit@printingunited.com</u> by Aug. 1, 2022.



Continued on next page.



#### **MULTI-STORY EXHIBIT SPACES**

A Multi-story Exhibit is an exhibit space where the display fixture includes two or more levels. These exhibit spaces can be purchased if the exhibitor abides by the rules below:

- In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or fire marshal, as well as show management because it is considered to be a "structure" for building purposes
- Stand drawings must be submitted in advance for approval to <u>exhibit@printingunited.com</u> by Aug. 1, 2022.
- Fire extinguisher(s) and smoke detector(s) will often need to be included in the overall design





#### MACHINERY

All machinery and other large products must be set back from the aisles a MINIMUM of 12 inches (0.30m) for safety. Exhibitors are required to place equipment in such a manner that printed samples do not overflow into the aisles.

\*\*Applies to all exhibit spaces planning to exhibit machinery of any kind.

#### SPONSOR HANGING SIGN HEIGHT VARIANCE

Title Sponsors: Maximum height limit is 24'H to the top of the sign Diamond Sponsors: Maximum height limit is 22'H to the top of the sign Platinum Sponsors: Maximum height limit is 20'H to the top of the sign Gold Sponsors: Maximum height limit is 20'H to the top of the sign \*\* Applies to Island, Multi-Story, Split Island and Peninsula exhibit spaces

#### **REQUIREMENTS FOR ALL EXHIBITORS**

- Exhibitors are required to provide flooring for the totality of their exhibit space
- No end caps are allowed
- Tents are allowed in perimeter exhibit spaces ONLY
- Balloons are NOT permitted in any exhibit space
- Hanging signs are only permitted in certain exhibit types and hanging height varies
- Back walls and side walls that are visible must be finished



The 2022 PRINTING United Expo ("Show") is owned, produced and managed by the PRINTING United Alliance (PrUA) (formerly Specialty Graphic Imaging Association (SGIA)), Printing Industries of America (PIA) and NAPCO Media (the "Show Management"). The Show is scheduled to be held at the Las Vegas Convention Center ("Facility") on Oct. 19-21, 2022. The exhibit halls ("Exhibit Halls"), parking lots, air space and grounds of the Facility and designated areas of partner hotels, are hereinafter referred to as the "Exhibit Areas." "Exhibitor" means, collectively, the entity that is applying to exhibit and/or is exhibit at the Show, the authorized representative of that entity who is executing the exhibit contract/online application to exhibit at the Show (the "Exhibit Space Rental Application") on its behalf ("Representative") and, where applicable, that entity's officers, employees, contractors, and agents. Show Management and the Exhibitor may be referenced herein individually as a "Party" and collectively as the "Parties."

By executing the online Exhibit Space Rental Application, Exhibitor is agreeing to be legally bound by the terms of the Exhibit Space Rental Application, the Exhibitor Contract Terms and Conditions and these Rules and Regulations, (collectively the **"Exhibitor Contract"**) and Exhibitor is additionally agreeing to comply with all posted rules and regulations governing the participation of all Exhibitors at the Show.

#### 1. NEW

#### Balloons

Helium Balloons/Blimps are not permitted in any exhibit space.

#### 2. GENERAL

These Rules and Regulations ("R&R") in their entirety, the official exhibit space brochure, and enclosed attachments, if any, are a part of the Exhibitor Contract Terms and Conditions ("Contract") between the Exhibitor and the Alliance. They have been formulated in the mutual interest of the Exhibitor, the Alliance, Shepard Exposition Services ("Show General Contractor") and the Facility. Show Management respectfully asks the full cooperation of the Exhibitors in their observance. All points not covered are subject to the decisions of the Alliance. The Alliance reserves the right to make any changes necessary to the best interests of the Show. These rules are intended to be clear and complete. However, should any disagreement or controversy arise concerning interpretation of these rules, regulations and information, or should a situation arise not adequately or specifically covered by these R&R, then it is expressly agreed that the interpretation or the decision of the authorized agent of the Alliance with reference to such situation shall be conclusive, final and binding on all parties concerned or otherwise involved. In the event the Exhibitor shall persist in the violation of any covenants or interpretations of these R&R, after notice thereof, the Alliance may in its sole discretion cause the Exhibitor's display to be promptly closed.

Show Management, Shepard, and the Facility shall not in any manner or for any cause be liable or responsible to the Exhibitor for any injury or damage to Exhibitor, Exhibitor's employees or goods or other property in the Exhibit Areas, and any and all claims for such injuries or damages are hereby waived. The Exhibitor shall not assign or sublet any of the space granted to it pursuant to the Exhibit Space Rental Application (the "Assigned Exhibit Space"). Show Management will make every effort to accommodate the space needs of Exhibitor. It should be understood, however, that space is allocated based on its availability at the time that a formal exhibit space contract is executed. Any estimates or other statements by the Alliance personnel concerning the anticipated availability of space are estimates only and do not serve to reserve, set aside or guarantee any space. Alliance shall not be bound by any oral statement, but only by the formal space reservation agreement entered between the Alliance and the Exhibitor.



The Exhibitor is solely responsible for obtaining any and all insurance that the Exhibitor desires to have in order to protect Exhibitor's goods and other property on or in the Exhibit Areas and the Exhibitor's Assigned Exhibit Space from loss by fire or other casualty and Exhibitor shall obtain such insurance at its own expense. Show Management will not be responsible for the safety of such exhibits or the protection of such property against fire, theft, accident, damage in transit to the Facility or to the Exhibitor's exhibit space or other cause. The Exhibitor shall have the right, subject to the provisions herein contained, to arrange the material that will be a part of conducting business and visible to attendees (the "Exhibit Space Display Materials") within the Assigned Exhibit Space in the manner deemed by Exhibitor as best fitted for displaying and demonstrating the goods manufactured and/ or sold by it. This right, however, is subject to the power and authority of the Alliance to require the exhibit to be arranged in such manner as not to interfere with other exhibits, and those in close proximity to such exhibit of the Exhibitor.

Show Management reserves the right to prohibit the arrangement of the Exhibit Space Display Materials in any manner that in its opinion is not in keeping with the nature and character of the entire Show or not in harmony with the other exhibits and the decorations of said building, with the goal of presenting a unified and consistent theme and style for the Show to the attendees.

Show Management will provide, at no additional cost to the Exhibitors, an ink waste disposal program. There will be drums for flammable inks and drums for non-flammable inks in a designated area at the Facility to be determined at the Show. All containers must be sealed and not leaking. Chemicals must be identified as either flammable or non-flammable and must be kept separate. There will be a representative onsite to help with ink segregation. Please note any fees assessed to Show Management by the Facility will be passed along to the responsible Exhibitor or appropriate party. Please be sure to use this free service.

#### **3. ADMISSION PROCEDURES.**

The badges described below will permit entrance to the Show on the days and times on the schedule.

- A. Admission Procedure to the exhibit area: Admission to the Show is for the full 3 days as scheduled October 19 21, 2022. Registration Badge: Valid for entry to the Show only during hours the Show is open to bonafide attendee registrants. Show Management recommends children not attend PRINTING United. Minors under 18 may attend the Show (i) ONLY during show hours and pay appropriate fees and (ii) are accompanied by an adult at all times. Assigned Exhibit Space Personnel Badges: Exhibitors receive 5 comp Expo Passes badges per 100 square feet of exhibit space up to a maximum of 150 badges. Additional badges are: \$20 per badge through Sunday October 16; \$25 per badge beginning Monday, October 17. Assigned Exhibit Space personnel may obtain tickets for all convention events at the prevailing rate. New this year, and to make a stronger commitment to the OEMs that partner with us and exhibit at the show, we are now instituting a non-exhibiting supplier attendee fee. This fee is \$99 for members; non-members \$299.
- B. Tentative Exhibit Schedule Including Installation and Removal. For move-in and move-out each Exhibitor is assigned target time and date. Exhibitors may access the Exhibit Halls at 8AM on Show days, one hour before the Show opens. Please do not schedule any meetings with attendees during this time as attendee badges are not granted early access. Show hours are 9AM 5PM Wednesday and Thursday 9 AM 3PM Friday. The Exhibit Halls are located on level one of the convention center in the North and Central Halls.



#### 4. ADVERTISING OUTSIDE EXHIBITOR'S SPACE

Exhibitor shall not distribute, or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the Exhibit Areas except from its own Assigned Exhibit Space unless such distribution is approved in writing by Show Management. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the Exhibit Areas, except within the Exhibitor's Assigned Exhibit Space and upon such space as is made available for such purposes by the Facility. Exhibitor shall not affix anything to the walls, columns, carpet, concrete, or pavement, nor shall Exhibitor cause or allow anything be projected on space or areas beyond Exhibitor's Assigned Exhibit Space without approval in writing from Show Management and the Facility. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines. PRINTING United has a zero-tolerance policy regarding "suitcasing" as stated in our Exhibitor Contract Terms and Conditions document.

Exhibits in any location other than prescribed areas on the floor plan, such as hotel room exhibits, etc. are not permitted. Soliciting of business will be permitted by Exhibitors only. Distribution of advertising matter, soliciting of orders or any conference in the interest of business by representatives of firms not a part of the Show is strictly forbidden. Advertising and sales promotion materials may be distributed only from your Assigned Exhibit Space at the Facility. Exhibitors allowing non-exhibiting companies to sell from their assigned space risk participation in future advance exhibit sales weeks and future events.

#### **5. BADGES NON-TRANSFERABLE**

The rights of an Exhibitor are not assignable to any other persons or firm whatsoever. Identification badges for Assigned Exhibit Space personnel are not transferable. Admission will be by badge only. Each Exhibitor shall be entitled to free registration badges on a limited basis for the sole use of the Exhibitor's company personnel, when ordered in advance online. Exhibitors selling products manufactured by others are permitted to have personnel of the supplying firms work their Assigned Exhibit Space as representatives of said Exhibitors. However, all Exhibitor badges, show directory listings, Show advertising, etc., must carry only the name of the exhibiting company as shown on the approved Exhibit Space Rental Application. Exhibitor shall not assign, share or sublet its Assigned Exhibit Space without the written consent of Show Management.

#### 6. EXHIBIT SPACE REVIEW AND REQUIREMENTS

#### Included with Assigned Exhibit Space Purchase

Only inline Assigned Exhibit Spaces will come with 8' tall backwall drape, 36" high side rail drape. All other Assigned Exhibit Spaces are sold as raw space. All Exhibitors are responsible for their own Assigned Exhibit Space flooring. All Exhibit Space Display Materials must adhere to the exhibit space regulations for height, set back rules, and hanging signs as outlined in the Exhibitor Service Manual. For additional Facility regulations please reference the Exhibitor Space Rules & Specifications document outlining the various exhibit space types and regulations available in the Exhibitor Service Manual.

**Note:** No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of any Assigned Exhibit Space, or attached to table skirting facing aisles, unless flame proofed.

New: Inline booths (10x10, 10x20, etc.) must provide their own flooring or rent flooring through our Show General Contractor.

All potential exhibit areas are as shown on the floor plan, and dimensions indicated are believed to be accurate, but are only warranted to be approximate. Do not begin setting up your exhibit space if you do not think it is the proper size.



Immediately contact the show office. Once you have set up, it will be too late to resolve the problem and neither Show Management nor its contractors will be responsible. No walls, partitions, decorations, or other obstructions may be erected which in any way interfere with the view of any other Assigned Exhibit Space. Placement of equipment must be done to avoid blocking visibility of neighboring Exhibitors. All exposed parts of the display must be finished so as not to be objectionable to other Exhibitors or to the Alliance. This rule must be adhered to so that no Exhibit Space Display Materials will interfere with the other Assigned Exhibit Spaces to the right and left of it. Each Exhibitor will be confined to the space limits of its respective Assigned Exhibit Space as indicated on the floor plan. Please refer to all Assigned Exhibit Space configuration guidelines, and rules and regulations located in the Exhibitor Service Manual.

#### **Types of Exhibit Spaces**

To get a better understanding of types of potential exhibit spaces and the associated rules and specifications, please see the Exhibit Space Rules and Specifications.

#### Line-of-Sight Guidelines

All Exhibit Space Display Materials, regardless of size or type of the Assigned Exhibit Space, should keep in consideration line of sight obstructions from one Assigned Exhibit Space to the next. It is inappropriate for Island, Split Island and Peninsula Assigned Exhibit Spaces to use solid perimeter walls that obstruct the view of neighboring Exhibitors. In consideration of your fellow Exhibitors, the length of any solid perimeter wall, structure, video wall, or combination of elements exceeding 8' (2.4384m) from the ground located within 3' of any adjoining aisle is limited to half the length (or width) of your Assigned Exhibit Space. Additionally, Island, Split Island and Peninsula Exhibitors are asked to take their neighboring Exhibitors' lines of sight into consideration when positioning hanging signs to ensure signage does not impede the view of their neighbors. Variances may be granted at the discretion of Show Management. Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for a line of sight from one Assigned Exhibit Space to the next.

#### Assigned Exhibit Space Displays/Stand Drawings

Stand drawings are due to Show Management (<u>exhibit@printingunited.com</u>) by August 1, 2022. All island exhibit space Exhibitors (>400 sq.ft.) must submit their stand drawings via the online form, including a rendering and a scaled floor plan (with front and side elevations) of their Assigned Exhibit Space.

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining exhibit spaces. Any exposed backwalls will be asked to be finished at the Exhibitor's expense. Exposed back and side walls may not display copy, logos, graphics, or any other advertising or signage (island exhibit spaces are exempt). Exhibitors using curved pop-up backdrops/displays will be required to provide side masking drape, at their own expense, if the curvature of the display exposes the back scaffolding and/or electrical cords.

**Exception:** To better distribute signage and improve visibility, for Title, Diamond, Platinum and Gold Sponsored Island Assigned Exhibit Spaces, any part of any display, to include exhibit fixtures, components, and hanging identification signs, will be permitted and increase of height for hanging signs over the reserved area provided the ceiling structures can safely hold the sign.

All sales or marketing activity is restricted to the Assigned Exhibit Space leased to the Exhibitor. The distribution of literature or promotional products elsewhere in the Facility or on Exhibit Areas, advertising signage in the Facility or on Exhibit Areas, or on sandwich boards or similar activity is prohibited.

No part of an Exhibit Space Display Materials, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns, marble or fabric in any way. No holes may be drilled, cored, or punched in the Facility's walls or floors. Damages to the Facility arising from failure to observe these rules will be billed to the Exhibitor.

The Show General Contractor (Shepard Exhibition Services), has been designated the official decorator for the Show. Special Assigned Exhibit Space decorations, signs, displays, furniture, etc. can be obtained through the Show General Contractor. Order forms will be included in the Exhibitor Services Manual.



#### 7. EXHIBIT SPACE PERSONNEL/MODELS/HOSTS/HOSTESSES/MASCOTS

Assigned Exhibit Space personnel, manufacturer representatives, models, hosts/hostesses, and mascots (Exhibitor Representatives) must always wear an Exhibitor or Manufacturer Representative badge. Additionally, they must remain within the boundaries of the Assigned Exhibit Space and provide a professional appearance. Any gender used by Exhibitors to advertise their products at the Show by using explicitly sexual or indecent approaches is prohibited. If for any reason any Exhibitor Representatives are deemed to be unacceptable as determined by Show Management in its sole discretion, the Exhibitor will be asked to modify the wardrobe of its staff.

Show Management further advises that you urge your Representatives to:

- Refrain from explicit statements or offensive humor, which would criticize or disrespect any person or group;
- Substitute asexual words (e.g. sales representative or salesperson instead of sales woman);
- Abstain from using labels (e.g., referring to women as "girls"); and
- Eradicate from all promotion or advertising collateral sexist language (i.e., substitute male pronouns with he or she, or reword sentences or phrases) and prejudiced jokes or visual aids that show people in stereotypical positions by portraying persons without bias regardless of sex, race, age, groups, etc.

#### 8. CARPET/PROFESSIONAL FLOOR COVERING

Carpet or professional flooring in your Assigned Exhibit Space is MANDATORY but not included with your Assigned Exhibit Space purchase. Floor covering must be over the totality of your Assigned Exhibit Space; area rugs are prohibited. If you are not supplying your own floor covering, you may rent it via the Show General Contractor.

Exhibit Spaces deprived of floor covering by 5 p.m. on Tuesday, October 18, 2022, the Show General Contractor will automatically have carpet installed by Show Management (billed by the Show General Contractor) at the Exhibitor's expense.

**PLEASE NOTE:** Any Exhibitor who damages the carpet in any way (i.e., ink, oil, rips, grease, or any stain) will be responsible for paying the replacement charge. Minimum loss is 100 square feet. If you have any questions prior to set up, you must report them to the service desk immediately. If not reported, it shall be assumed damage occurred during use, and the Exhibitor shall be held responsible for replacement cost. Flooring is concrete, with the <u>floor load capacity of 450 pounds per square foot unless otherwise noted</u>. The exhibition hall is located on the ground level. The floor under all exhibit spaces will NOT be carpeted, and carpeting is NOT included in the Assigned Exhibit Space fee.

#### 9. CEILING HEIGHT AND BUILDING RULES

Reference the Las Vegas Convention Centers <u>Show Planning Guide</u> for building rules and other specific questions about the LVCC.

Most ceiling heights are 35' except for C1 and low ceiling portions in North Hall. See our <u>floor plan key</u> for more specifics. All cross aisles are at least 10' (3.05m) wide.

#### **10. CHILDREN**

10. ChildrenShow Management further reserves the right to prohibit any arrangement of the Exhibit Space Display Materials that in its opinion may in any way cause danger to persons attending the Show or any risk of injury to them. Show Management recommends children not attend the Show. Minors under 18 may attend the Show (1) only during Official Hours and (2) only if they (i) register and pay appropriate fees and (ii) are accompanied by an adult at all times. A waiver will be required during the registration process.





#### **11. CONFLICTING ACTIVITY/OUTSIDE EVENTS**

To protect all Exhibitors and Show Management's interest in optimum audience attendance during all scheduled events, there shall be no interference in or dilution of programmed general convention activity through any conflicting private parties, tours, or other activities thereby denying other Exhibitors and the convention full exposure to the conventioneers in attendance. Exhibitor hospitality suites may be open only during those hours when no general convention or Show events are scheduled.

#### **12. ELECTRICAL INSTALLATIONS**

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE AND TRANSFORMERS ARE AVAILABLE – PRICES UPON REQUEST.

Electrical Services may be ordered via email at prevailing rates or through online ordering by filling out an electrical services order form ("Electrical Services Order Form"). Advance rates are available when orders are processed through our online portal 21 calendars prior to first day of show move-in. Onsite rates will be applied to all orders placed during move-in and show dates. Notification of cancellations must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled show opening date. Credit will not be given for electrical service installed but not used. Payment in full and a scaled diagram indicating the number and location of outlets, including the Assigned Exhibit Space dimensions and neighboring exhibit space/aisle numbers MUST be included before services are provided. Orders without payment will NOT be processed and service will be withheld until payment is received. Any complaint or claim must be brought to the Service Desk prior to the close of the Show. The Exhibitor shall maintain such insurance as is necessary to protect against loss or damage to any equipment or other property. The Exhibitor agrees to bear the risk of inadequacy or failure of any insurance or any insurer insuring the Exhibitor or any Show licensee or their respective equipment or other property.

All equipment and other property furnished by the Facility under the Electrical Services Order Form shall remain the property of the Las Vegas Convention Center Authority's ("Authority") Engineering Department ("Edlen Electrical") and may be removed only by house technicians following conclusion of the Show. Unless otherwise authorized in writing by the Facility, only Edlen electricians are authorized to cut floor coverings to permit installation of services. All equipment to be connected by the Facility must comply with NEC, federal, state, and local codes, and the directives of the Edlen Electrical. Prices are based upon rates at the time of the order and are subject to change without notice. Moreover, engineers and technicians employed by or under contract with the Exhibitors or Show licensees must obtain advance written authorization from the Facility prior to assembling, diagnosing, wiring, or servicing any electrical equipment. Exhibitors and Show licensees are required to ensure that outlets, columns, and permanent building outlets are not obstructed at any time. All electrical cords and appurtenances must be supplied by the Engineering Department. Rates quoted cover routing of service to the rear of the exhibit space in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to the service rate.

All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Engineering Department reasonably may require. Electrical power for lights and displays may be turned on daily approximately one hour prior to Show opening time and off at approximately Show closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.), provided, however, the Exhibitor and the Show licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Facility cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Show licensee acknowledge and accept the risk that such electrical power interruptions may occur from



time to time. Notwithstanding any of the provision of the Electrical Services Order Form, in any Show neither the Facility, the Authority, Edlen Electrical, nor Show Management shall be liable for any consequential damages, and the Facility, the Authority and the Engineering Department's liability shall not exceed the fees paid to and received by the Authority in respect of the Electrical Services Order Form.

Once the Electrical Services Order Form, as executed and approved, shall constitute the entire agreement between the Authority and the Exhibitor, and no change in or modification of this Electrical Services Order Form shall be binding upon the Authority unless the change or modification is in writing and is consented to and approved by the Authority.

- Electrical equipment must be Underwriter Laboratory approved. Gas operated equipment must be approved by the American Gas Association (AGA) and the required permits and/or approvals must be obtained in advance from the Las Vegas County Fire Rescue Department through Facility Management.
- The Facility's electrical equipment, e.g., extension cords, electrical distribution panels, pole lights, etc., should not be removed by Exhibitors, general contractors or other personnel.
- Exceptions regarding location and/or availability may occur.
- The installation/removal of all electric, gas, plumbing, steam and water, either into or out of any Facility venue connectors by non-Show utilities personnel, is strictly prohibited.
- All requests for electrical service include complimentary installation labor and the electrical service is provided for a 24-hour period. For Exhibitor and Show Management orders placed twenty-one (21) days in advance of the first move-in day, the Facility provides a 30% discount on services.
- The power comes from the catwalks in Central and North Halls at LVCC. There are no floor pockets in these halls.
- Utilities available include electric, telephone, internet, drainage and water but must be ordered using the forms in the Exhibitor Service Manual.
- Special utility requirements: air, water/drainage, and natural gas are available. All-natural gas appliances shall be of an approved type (i.e., A.G.A., U.L., or Gas Mechanical Lab), and shall be installed according to Federal, State and Local Safety codes. Maximum drain lines are 3");. Supply connections and disconnections may only be made by the Facility. Equipment interconnections may be made by Exhibitors and material for connections must be supplied by Exhibitors, subject to approval by the Facility. Utility installation rates are per hook-up. Any special utility connect ordered on site rather than preordered will be billed at higher connection rates. A utility order form will be provided in your Exhibitor Show Manual. No compressors are allowed other than those supplied by the Facility unless they are a fixed part of your machine. Telephone, internet, wireless, and data network services forms will be provided in your Exhibitor Service Manual.

#### **Edlen Electrical Terms and Conditions**

- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.



- Outlet rates listed *do not* include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space.
- Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- For a dedicated outlet, order a 20-amp outlet.
- No inverters, self-contained power supplies or devices that convert battery power to 120-volt power allowed.
- In the event 1000-watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring, or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.



- If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25%cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data
  Protection Regulation (GDPR) privacy policy which can be reviewed by visiting:
  <u>https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</u>

#### COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



<sup>(</sup>Split Island Booth)

### FOR OTHER COMMONLY ASKED QUESTIONS VISIT <u>WWW.EDLEN.COM</u> OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

#### **13. EXHIBITOR APPOINTED CONTRACTORS (EACS)**

Exhibitors' utilization of independent contractors in lieu of the official show contractors for installation and dismantling of their exhibit will be permitted by the Show Management under the following conditions:

- Thirty days prior to the Show, written notification must be received. There will be an electronic form to complete in the Exhibitor Service Manual. The independent contractor is encouraged to obtain labor from the official show contractor; however, if they do not, they shall provide evidence to Show Management and the official contractor that he possesses applicable and current labor contracts;
- **2.** The independent contractor shall be prepared to show evidence he has authorization from the Exhibitor for installation;
- 3. The Exhibitor is responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor;



- 4. The independent contractor shall provide a proper certificate of insurance with limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services, the Las Vegas Convention Center, and Show Management as additional insureds for the time period of the Show (including move- in and move-out days), to Show Management and the Show General Contractor at least 30 days before the show opening;
- 5. The independent contractor will be responsible for steward and foreman costs after Show General Contractor's work for the day has been completed. Show Management may deny an EAC access to the Show when these requirements have not been met or when in the best interests of the Show. Show Management will not be responsible for any lost profits or any damages of Exhibitor that result. The Facility utilizes the Worker Identification System (WIS) badging program launched by the Exhibition Services and Contractors Association (ESCA) in 2009. All contractors, suppliers, and vendors are required to have the approved credentials to access the Facility. Badges must always be visible while on the Facility campus. The WIS badge only allows access to the Facility. Individual events may require independent credentials, such as wristbands or buttons, for access to Exhibit Halls. There isn't an enrollment fee for the WIS program, but there is a fee for badges.

For questions and to register please visit https://wis.esca.org/.

#### **14. EXHIBIT LOCATION AND RELOCATION**

If there is an Exhibitor that you wish to be near or one you do not wish to be near, please notify Show Management, via email at <u>exhibit@printingunited.com</u>, of that fact at the time you contract for space. Show Management will work with you as best it can, depending on what space is available for assignment at that time. Show Management will not move Exhibitors to accommodate another party.

Exhibitors wishing to be relocated can request to be added to the relocation list, via email to <u>exhibit@printingunited.com</u>, for a certain area or Assigned Exhibit Space. In the event Show Management breaks up an exhibit space at a future date, Show Management will go down the relocation list in order until the exhibit space is reserved. Once the relocation list is exhausted, provided no current Exhibitor takes the space, it will become open to prospective Exhibitors to reserve. Ninety (90) days out from the Show, Show Management will no longer reference the relocation list and will fill the space as they see fit in the best interest of the Show for both Exhibitors and attendees.

#### **15. EXHIBITOR REPRESENTATIVES**

Each Exhibitor must provide an attendant in its Assigned Exhibit Space during the open hours of the Show. All attendants must be bonafide employees of the Exhibitor or representatives who receive commission, brokerage or salary from the Exhibitor, or who represent the manufacturer of products sold by the Exhibitor. The term "representatives"; in the preceding sentence does not include those who maintain their own inventory of merchandise for resale. Live models may be hired and will be admitted to the Exhibit Halls only in costumes approved by the Show Management.

Models must have Exhibitor badges, and Exhibitor must obtain them in the same manner as obtained for other Assigned Exhibit Space personnel. False certification of individuals as Exhibitor representatives, misuse of Exhibitor badges, or any methods or device used to assist unauthorized individuals to enter the Exhibit Halls will be sufficient just cause for expelling the violators from the Show, barring them from further entrance onto the Exhibit Halls, and/or removing





#### **16. EXHIBIT SPACE FEES**

The Assigned Exhibit Space lease fee includes the back drape and side-rail drapery (for inline exhibit types only) but does NOT include a floor covering, which is required. All Exhibitors at the Show will be responsible for providing their own flooring solution or may obtain carpet, carpet padding and VisQueen directly through the Show General Contractor. Floor covering must cover the entirety of the leased exhibit space. All other forms will be available in the Exhibit Service Manual available in May 2022. The Assigned Exhibit Space lease fee also includes a small black and white exhibit space identification sign, a limited number of exhibit space personnel badges, a company description and product categories which will be showcased on the floor plan and official show mobile app. There will not be a printed show guide.

Your free enhanced listing includes:

- 24/7 administrative control before, during and after the Show
- A description of your company
- Keyword and product search capabilities

Additionally, there will be an option to upgrade for premium features. Examples include adding a company logo, video content, ability to accept attendee meeting requests and website leads.

#### **17. EXHIBIT SET-UP/MOVE-IN**

Arranged by targeted move in schedule \*Off-target move-ins will incur a charge - Please refer to the Exhibitor Service Manual.

#### Last-In, First-Out Space Exhibit

space shaded in green on the floor plan indicate last-in, first-out spaces. These exhibit spaces must not have elaborate set-ups as set-up and dismantle time will be limited. In these areas we will not combine into island spaces. They will need to remain inline exhibit spaces.

#### **18. EXHIBIT SPACE TERMS**

All Assigned Exhibit Spaces are configured in 100 sq. ft. increments unless otherwise indicated on the Show floor plan. All Assigned Exhibit Spaces are constructed with an 8-foot-high back drape and 3-foot-high side rails. Each Assigned Exhibit Space includes

- 1. A standard sign, 7" x 44", with name of the Exhibitor and space number;
- 2. Five (5) complimentary Expo Pass badges for exhibit space personnel for every 100 sq ft of space contracted;
- 3. Online directory listing;
- **4.** All expenses, including, without limitation, electrical and telephone and internet requirements, exhibit installation and dismantling costs and material handling/drayage, will be the sole responsibility of the Exhibitor. All Assigned Exhibit Spaces must have floor covering that covers the entirety of the exhibit space.

See "Payment Policy" in the Terms and Conditions – Section 17 for payment terms.





#### **Shared Space**

Co-Exhibitors are permitted provided written approval is given by the primary Exhibitor. Shared companies must have an established relationship with the primary Exhibitor. Co-Exhibitors must also be a member of the PRINTING United Alliance. Not all exhibit spaces are permitted to have co-Exhibitors. Exhibit spaces 400 square feet and larger can have co-Exhibitors (Inline exhibit spaces are not eligible for space sharing). A parent company may book space for subsidiary companies. A \$2000 co-Exhibitor fee due with completed co-exhibit application.

#### **19. FIRE WATCH**

Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit. The requirement to have a fire watch will be handled on a case-by-case basis. Exhibitor must also, in all respects, accept full responsibility for compliance with national, state, and city safety regulations.

#### **20. FOOD AND BEVERAGE**

Dispensing food and/or beverages in an Assigned Exhibit Space is permitted only if all food and beverages are ordered from and provided by the official catering service at the Facility. A catering form will be provided in your Exhibitor Services Manual.

#### **21. HAZARDOUS CHEMICAL DISPOSAL**

The Exhibitor is responsible for the handling, delivery and removal of hazardous materials used in the Assigned Exhibit Space and the Exhibit Areas before, during and after the Show, in accordance with the latest Environmental Protection Agency, State and local regulations in effect at the time of the Show. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the Facility. The Exhibitor is responsible for the tracking of all hazardous material brought into the Facility and the Exhibit Areas. Any materials left in the Facility or anywhere in/on the Exhibit Areas after move-out will be disposed of at the expense of Exhibitor.

#### 22. HAZARDOUS MATERIALS LABELING

All hazardous materials brought into the Facility or onto the Exhibit Areas must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request.

#### **23. HOURS OF EXHIBITION**

The Show hours will be published online at least 30 days prior to the opening of the Show. Tentative hours are referenced in this document.



#### 24. HOUSING

Housing at Las Vegas hotels will be available to all confirmed Exhibitors on or about one year prior to the show dates. The use of Hospitality Suites is a right reserved for Show Exhibitors. Exhibitor Hospitality Suites may be open only during those hours when no general Show events are scheduled. Our official hotel vendor is OnPeak. Show Management will not be able to assist with hotel reservations booked with any other vendor.

#### **25. INDOOR AIR QUALITY**

All forklift trucks, platform lifts, boom lifts and other motorized equipment utilized for the move-in and move- out of the Show shall utilize cleaner burning alternative fuels and not gasoline. The alternative fuel shall be electric, natural gas, and/ or propane fuel. All refueling, changing of propane/natural gas bottle/containers or recharging of these vehicles must be conducted outside the Facility. Any vehicles that are utilized to deliver freight directly into the Facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle should be allowed to sit and idle in the Facility. The use of any special equipment (such as cranes, large lift trucks, etc.) in the Facility for move-in and move-out shall be coordinated with the Facility Services Manager 30 days in advance, so provisions can be made to ensure proper ventilation is maintained. If the existing ventilation system cannot provide adequate air exchanges, the service contractor shall provide means of ventilation at their expense. All equipment utilized for move-in and move-out shall always be kept in compliance with all governing laws and regulations.

#### 26. 2022 INK DISPOSAL GUIDELINES

Exhibitors are to make Show Management aware of any special accommodations needed outside of their free ink waste service. Exhibitors are responsible for all damage, included, but not limited to, spills and improper disposal.

#### **27. INSURANCE**

Exhibitors are responsible for ensuring that all Exhibitor merchandise, display equipment and materials are fully insured against fire, theft and all hazards while in transit to and from your Assigned Exhibit Space and for the duration of the Show. After materials are released by the freight line, the line is not responsible for condition, count or contents, until such time when the materials are again picked up for removal after the close of the Show. All orders received by the Show General Contractor prior to removal of materials are subject to final count and correction made at time of actual removal. The handling of loose exhibit materials or those inadequately packed will be done at Exhibitor's risk. Neither the Show General Contractor, the Show Management, nor the Facility is responsible for damages to such materials, nor will any of the forgoing be responsible for concealed damages of material arriving and departing in cases, crates, cartons, packages, etc. All materials arriving at the warehouse must arrive prepaid, and actual weights must appear on Bills of Lading. Exhibitors are responsible for everything in their Assigned Exhibit Space during hours when the exhibit area is open. Show Management will have security guards on duty and will make reasonable efforts to safeguard the property of all Exhibitors; however, neither Show Management, the Show General Contractor, nor the Facility assumes any liability for loss, and Exhibitors are always requested to take normal precautions. Our insurance vendor, Rain Protection is able to provide insurance for all of our Exhibitors at a nominal fee. Please reference their order sheet in this Exhibitor Service Manual. Please reference the specific insurance coverage limits required as detailed in our Exhibitor Contract Terms and Conditions document.



#### 28. INTELLECTUAL PROPERTY ("IP") INFRINGEMENT

Show Management respects the ownership rights of all creators of intellectual property. We encourage you to protect your rights by using every tool available through the U.S. legal system for the protection of your IP rights, including the registration of your trademarks and copyrights. Show Management cannot be the arbiter of IP disputes between Exhibitors. If you believe that an Exhibitor is infringing upon your IP rights, we encourage you to retain counsel and use the U.S. legal system to prove your case and achieve the termination of any and all infringement of your IP ownership rights through the courts.

#### 29. LABOR

The Show General Contractor will provide skilled union labor at prevailing rates to Exhibitors upon their order for the erection, dismantling, and any servicing required for their Assigned Exhibit Space. A labor order form will be sent to Exhibitors as part of the Exhibitor Services Manual. Forms should be returned at least 30 days in advance of the Show. Exhibitors are urged to order in advance all labor and services required so that the decorator can schedule adequate work crews for the benefit of all Exhibitors. All set-up personnel must obtain Exhibitor badges from Show Management to be allowed in the Exhibit Areas. As previously noted, The WIS (Worker Identification System) program is being utilized in the Facility and in other venues across the U.S. If any contractor or trade union worker wants to work on the Exhibit Halls, they must have either an ESCA-WIS badge or a Trade Union (Local 631, 720 and 357) badge. This program requires that anyone supervising a build must also obtain an ESCA-WIS badge, including personnel working in the Assigned Exhibit Space. Please review this link for more detailed information: <u>https://wis.esca.org/</u> (link is external). Exhibitors with proper badges will be admitted by Exhibit Hall security at all scheduled times. Labor for moving shipments and crates must be arranged through the Show General Contractor as they are the exclusive provider for this service.

#### **30. LIGHTING**

No chase lights are permitted in exhibit spaces or islands. Logos, lights, gobos, flashing lights, lasers, and the like, may not shine outside the Assigned Exhibit Space. For example, Exhibitors may not shine logos onto the ceiling, aisles, Facility walls or adjacent exhibit spaces.

Lighting, fixtures, lighting trusses and overhead lighting must be within the boundaries of each Exhibitor's Assigned Exhibit Space.

If an Exhibitor that is eligible to hang signage wishes to have lighting directed onto the signage from outside of the contracted exhibit space, the lighting must be hung within 5 ft. (1.5m) of the exhibit space unless the physical structure of the Facility requires otherwise. In this case, the lights must be placed as close as possible. When this approach is used, lighting must be focused onto the signage and may not bleed into neighboring Assigned Exhibit Spaces.

Lighting that is harmful, such as lasers, ultraviolet lights, flashing or strobe lights that can trigger photosensitive epilepsy should comply with Facility rules and be approved in advance in writing by Show Management. Lighting that spins, rotates or pulsates, as well as other specialized lighting effects should not take away or distract other Exhibitors/attendees. Lighting should not interfere with nearby Exhibitors or otherwise disturb the general atmosphere of the Show. LED lights are suggested. They can be very bright yet generally produce less heat and need a smaller amount of electricity.

Show Management maintains the right to determine the corrective action needed for any Exhibitor in breach including, but not limited to, removing/turning off lighting that is determined, in the sole discretion of Show Management, to be an infringement. The Exhibitor will be held accountable for any charges related to any action taken by Show Management in connection with this paragraph.



#### Lamp and Bulb Restrictions

The Facility has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit spaces where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains. Show management, therefore will not allow track mounted halogen light fixtures. If used onsite, the exhibitor will be asked to remove. Any incidents or damages that occur from these bulbs onsite will be the sole responsibility of the exhibitor. Show management will not be held responsible.

#### **31. MEMBERSHIP**

Exhibitor is required to maintain membership with the Alliance during the entire period from application through the Show.

## 32. MULTI-LEVEL AND/OR COVERED EXHIBITS - IMPORTANT: Be sure to review all Exhibitor fire regulations to ensure compliance

A multi-story exhibit is an Assigned Exhibit Space where an Exhibitor's display fixture includes two or more levels. All multi-story exhibits must have prior, written design approval from Show Management and Exhibitor must submit Assigned Exhibit Space diagrams to the local Fire Marshal to obtain a permit. If an Exhibitor's multi-story Assigned Exhibit Space plans have received permits at past shows, Exhibitor must still re-submit diagrams to obtain a permit for the 2022 Show. Fire Marshal permits and Show Management approvals are applicable to one specific Show only and may not be applied to or transferred to future Shows. Multi-story Assigned Exhibit Space plans must be submitted no later than 45 days before the first day of move-in for the Show. All Assigned Exhibit Space diagrams are required to have a stamp of approval from a licensed structural engineer. Within the confines of your Assigned Exhibit Space, you must have a visible fire extinguisher and smoke detector. Requests will not be accepted onsite.

#### **33. NOISE & ODORS**

No noisy or obstructive work will be permitted during open hours of the Show, nor will noisily operating displays or exhibits producing objectionable odors be allowed. The decibel level of sound emitting from your Assigned Exhibit Space must not exceed 85.

## 34. COPYRIGHTS, TRADEMARKS AND ALL OTHER INTELLECTUAL PROPERTY (Music, Photographs, Performances, Literary and Artistic Works, Names, Logos, Software, etc.) - WARRANTY AND INDEMNIFICATION

Exhibitor warrants that in the performance of this Agreement it will not infringe any intellectual property rights, including, but not limited to, trademarks, copyrights, patents, trade secrets, right to privacy and right to publicity rights, nor any other right of any person. Exhibitor warrants and represents that no music, literary or artistic work or other property protected by copyright, nor the name of any performing artist or group or any other property protected by trademark, nor any other intellectual property not owed by Exhibitor will be performed (live or recorded), reproduced or used incident to the Exhibitor's participation in the Show, unless the Exhibitor has obtained written permission from the copyright or trademark or intellectual property owner or applicable performing rights organization (BMI, ASCAP or SESAC, etc.) and that Exhibitor will not infringe upon any statutory, common law or other rights of the owners of such material.

Exhibitor acknowledges that it acts under this Agreement as an independent contractor, charged with the responsibility, in its sole discretion, for selection, performance, reproduction and use of any musical, literary, and artistic works in its Assigned Exhibit Space as it deems appropriate, and that it will maintain strict compliance with all laws respecting copyrights, trademarks and all other intellectual property.



Exhibitor agrees to indemnify, save and hold harmless Printing United, the PRINTING United Exposition, the Show General Contractor, Show Management and the Facility and their parent and subsidiary companies, shareholders, directors, officers, agents, employees, contractors and servants from and against all claims, costs and expenses, including legal fees, demands, actions and liabilities of every kind and character whatsoever with respect to copyright and trademark rights, royalties and any other fees due or incurred by reason of Exhibitor's performance, reproduction or use (live or recorded) of any musical, literary or artistic works or any other property protected by copyright or the name of any performing artist or group or any other property protected by trademark, or the use of any other intellectual property not owned by Exhibitor in Exhibitor's Assigned Exhibit Space.

#### **35. SOUND DEVICES**

Public address, sound producing, or amplification devices that project sound must not interfere with other Exhibitors or other Assigned Exhibit Spaces. Any form of attention-getting devices or presentations of any length must be conducted and contained within the limits of an Exhibitor's Assigned Exhibit Space. Such presentations will be terminated when crowds obstruct aisles or infringe upon another Exhibitor's display. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Show Management reserves the right, in its sole discretion, to determine at what point sound or lighting effects constitute an interference with others that must be modified or discontinued. In general, the employment of any method to project sound beyond the confines of any Exhibitor's Assigned Exhibit Space is prohibited. The decibel level of sound emitting from your Assigned Exhibit Space must not exceed 85.

#### **36. OBSTRUCTION OF AISLES OR NEARBY EXHIBIT SPACES**

Any demonstration or activities by any Exhibitor that result in excessive obstruction of aisles or prevent ready access to a nearby Exhibitor's Assigned Exhibit Space shall be suspended for any period or periods specified by Show Management, as determined in their sole discretion. Exhibitors must place equipment in such a manner that printing samples do not overflow into the aisles. In other words, each Exhibitor will be confined to the space limits of their respective Assigned Exhibit Space.

#### **37. OPERATION AND CONDUCT**

- **A. Exhibit Personnel.** Attendants, models, and other employees and representatives of Exhibitor must confine their activities to their Assigned Exhibit Space.
  - Exhibitor personnel and representatives may not enter the Assigned Exhibit Space or loiter in the area of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an Assigned Exhibit Space that is not staffed. Violators may be ejected from the Show and Exhibitor subject to a loss of seniority points.
  - Exhibitor shall not photograph or video an Assigned Exhibit Space or product of another Exhibitor unless such photography or videography is approved in advance in writing by the other Exhibitor or Show Management.
  - Exhibitor may not harass or antagonize another party, remove anything from another Exhibitor's Assigned Exhibit Space or register or give a badge to anyone not qualified to attend or exhibit at the Show.
  - Exhibitor may only serve legal papers upon another Exhibitor by working with Show Management.Exhibitors may not serve such papers in the Exhibit Halls or public areas of the Facility unless accompanied by Show Management.
  - An Exhibitor's Assigned Exhibit Space must be staffed during all Show hours. Exhibitors with Assigned Exhibit


Spaces that are not staffed during Show hours could be subject to loss of priority exhibit space selection, loss of credentials for future shows and loss of other show privileges as determined by the Show Management in its sole discretion.

- No area of the Facility or the Exhibit Halls or an Assigned Exhibit Space shall be used for any improper, immoral, illegal or objectionable purpose.
- **B.** Attire. All Exhibitor personnel and their contractors must always wear appropriate apparel. This requirement prohibits, among other items, bathing suits, thongs, lingerie, excessively short skirts, painted bodies and transparent apparel. Show Management reserves the right to make determinations on appropriate apparel in its sole discretion. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with Show Management in advance of the Show.
- **C. Buyer Activities.** Exhibitors are not permitted to host or sponsor any events off the Show floor that attracts buyers during Show hours unless such event is approved in advance in writing by Show Management. Hospitality functions away from the Convention Center shall not open before 6:00 p.m. of each Show day. Hospitality functions at the Facility may only take place during Show hours and may not extend after hours unless approved in advance in writing by Show Management.

# **38. PROMOTIONAL ACTIVITIES, CONTESTS AND GIVEAWAYS**

Show Management reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. All promotional activity must be within the confines of the Exhibitor's Assigned Exhibit Space. Distribution of products, promotional materials or brochures outside an Exhibitor's Assigned Exhibit Space is strictly prohibited. Announcements of Exhibitor's contests, drawings or winners during the Show must be pre-approved in writing and are at the sole discretion of Show Management. Prize forms will be furnished to all exhibiting companies at registration and a prize board is available to post prize giveaways. All printed promotional materials featuring the conference name or logo in any format must be pre-approved in writing and meet branding and logo guidelines. These guidelines can be requested by contacting Show Management.

# **39. ADVERTISING OUTSIDE EXHIBITOR'S ASSIGNED EXHIBIT SPACE**

Exhibitor shall not distribute, or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the Exhibit Areas except from its own Assigned Exhibit Space unless such distribution is approved in writing in advance by Show Management. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the Facility or the Exhibit Areas, except within the Exhibitor's Assigned Exhibit Space and upon such space as is made available for such purposes by the Facility. Exhibitor shall not affix anything to the walls, columns, carpet, concrete or pavement, nor shall Exhibitor cause or allow anything be projected on space or areas beyond Exhibitor's Assigned Exhibit Space without approval in writing in advance from Show Management and the Facility.



# **40. PHOTOGRAPHY AND AUDIO/VIDEO**

Unless otherwise restricted or posted, photography and audio recording will be permitted on the Show floor and in the common/public areas of the Facility.

Notwithstanding the foregoing, photography is strictly prohibited on the Show floor when an Exhibitor does not grant permission. An Exhibitor may place a no-photography sign in their booth as well as verbally restrict activity. All Exhibitors have full authority to control the photographic activities in their contracted spaces and should any unauthorized photographic activity take place during the Show, the Exhibitor is welcome to contact the floor manager for immediate assistance and action.

# CONSENT TO RECORD & DISTRIBUTE YOUR AUDIO, IMAGES & VIDEO

Exhibitors and attendees understand that PRINTING United and its authorized representatives or those registered for PRINTING United as members of the trade press, may conduct interviews and may take photographs and/or video and may also stream the various aspects and activities of the PRINTING United EXPO for both archival and promotional purposes.

All attendees, by attending the PRINTING United Expo, including, but not limited to, Exhibitors, Sponsors, and contractors, hereby grant Show Management and its authorized representatives, the right and permission, without notification or compensation, to use your name, likeness, biographical information, voice, audio clips, the content of any interview, image, digital image and/or photograph or video, and any other recording of you of any nature or type, and any other indicia of persona ("Persona") created, taken or recorded in association with the Show, or to refrain from doing so, in any manner or media whether existing now or hereafter developed (including without limitation the World Wide Web and the internet), worldwide, for trade, advertising and/or promotional purposes. Show and/or Exhibitor photos and recordings cannot be copied, altered, sold, exhibited, or further distributed without prior written consent from PRINTING United. Show Management retains the right to revoke consent at any time for any reason.

Show Management retains the right to use an Exhibitor's name, logo, trade name, etc. in any and all promotional materials.

# **41. PRINTING**

Printing will be permitted with the following provisions: (1) aqueous or solventless inks should be used whenever possible; (2) there shall be no more than one day's supply of ink on the floor during the Show; all cleaning of screens shall be done outside the building; (4) at night, inks are to be removed from the Assigned Exhibit Space; (5) any solvents used shall have a flash point exceeding 100 degrees F; (6) Exhibitors shall have a Class ABC fire extinguisher in each Assigned Exhibit Space where they are printing with inks containing solvents; rags should be stored in self-closing or self-extinguishing U.L. approved cans and must be removed from the building at the end of the day. (8) MSDA Sheets need to be on hand or readily available for any solvents, inks, or hazardous materials. All hazardous materials utilized during the printing process are subject to the rules and regulations stipulated in Sections 21 and 22 above.

# 42. REMOVAL OF EXHIBITS

Exhibitors expressly agree not to begin packing or dismantling their Assigned Exhibit Space until the official Show breakdown starting time at 3:00 pm, Friday, October 21. Any such premature action is cause for expulsion from future Shows. It is the responsibility of the Exhibitors to arrange for return shipment of Assigned Exhibit Space material, properly labeled, before departure. A service desk for this function will be provided at the Facility to assist you. If these arrangements are not made prior to your departure, your shipment will be stored by the Show General Contractor at your expense.





# **43. SHIPPING INSTRUCTIONS & HANDLING OF CRATES**

The official drayage firm is the Show General Contractor, Shepard Exposition Services. All shipments must be prepaid, whether by air, rail, or motor freight.

All shipments must arrive at least four days prior to the installation date. Shipping labels will be provided in the Exhibitor Service Manual.

# 44. SMOKING

The Facility is a "no smoking" facility.

# **45. SUITCASING / OUTBOARDING POLICY**

PRINTING United has a zero-tolerance policy regarding "suitcasing" as stated in our Exhibitor Contract Terms and Conditions document. All marketing and promotion must remain within your Assigned Exhibit Space as stated in section 4. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.

Anyone wishing to exhibit or sell their products or services at the Show is required to lease an Assigned Exhibit Space, which makes you an official Exhibitor at the Show, and permits you to conduct sales activities at the Show. Assigned Exhibit Space is available in sizes as small as 10'x10', at very reasonable rates. If you are interested in becoming an Exhibitor in order to be able to conduct sales activities at the Show, please contact us at <u>exhibit@printingunited.com</u>. We would love the opportunity to make you an official participant in the Show and help you gain exposure and sales for your business.

Companies which are not Exhibitors at, or Sponsors of, the Show (Attendees), are not permitted to distribute, or permit to be distributed, any advertising material, literature, souvenir items or promotional materials, or to solicit orders or hold any conference in the interest of generating business during the Show (collectively, Suitcasing), in or about any of the Exhibit Areas, which include the Exhibit Halls, parking lots, air space and grounds of the Facility, as well as designated areas of partner hotels. Suitcasing activities are strictly forbidden. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines. PRINTING United has a zero-tolerance policy regarding Suitcasing.

Exhibits in any location other than in leased prescribed areas on the floor plan, such as hotel room exhibits, etc. are not permitted. Soliciting of business will be permitted by Exhibitors and Sponsors only. Advertising and sales promotion materials may be distributed only from your Assigned Exhibit Space at the Facility. Exhibitors allowing non-exhibiting companies to sell from their assigned space risk not being permitted to participate in future advance exhibit sales weeks and/or future Shows.

# **46. TRACKING SERVICES**

The Show General Contractor will trace, on request, all shipments prior to installation date, providing that a copy of the waybill is forwarded to them well in advance.

# 47. UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft, etc. are not permitted. If you are looking to use a drone to capture images of your Assigned Exhibit Space, special advance written approval from Show Management is required. There is a possibility of additional insurance needed, provided the Facility allows drones.



# **48. VEHICLES ON DISPLAY**

Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service. Batteries must be disconnected. Auxiliary batteries not connected to the engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes. No battery charging is permitted inside the Facility. Combustible/flammable materials must not be stored beneath display vehicles. Fueling or de-fueling of vehicles is prohibited. Vehicles shall not be moved during exhibit hours. 36" of clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. There must be no leaks underneath vehicles. All operational drying equipment must have ducting that extends at least 6 1/2 feet above floor level.

## Hazards that potentially endanger attendees WILL NOT be permitted. Some of these might include:

- **A.** Lack of guards (shields) on exhaust fans, belt-driven motors, fly wheels, etc. If there are no permanently attached guards, temporary ones must be added at Exhibitor's expense;
- B. Food and drink near inks and cleaning solutions;
- C. Lack of safety curtains or inadequate shielding on UV curing units;
- D. Lack of covered (by tape or carpet) electrical cords on floor of Assigned Exhibit Space or aisle.

# PLEASE REFERENCE THE EXHIBITOR SERVICE MANUAL FOR FURTHER DETAILS. EXHIBITOR RULES & REGULATIONS SUBJECT TO CHANGE.

Any person who attends a Alliance organized convention, conference, seminar or other program grants permission to the Alliance, its employees and agents to record his or her visual/audio images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purpose of Alliance, including advertisements for Alliance, the PRINTING United Expo and its program.



# **PRIMARY TOOLS**

### **Pre-Show Presence**

- Update your complimentary profile on your Map Your Show Exhibitor Dashboard - be sure to include key words as this will be searchable
- Purchase an upgraded listing with additional features for a nominal fee
- Download the mobile app
- Book a press conference and share any news by emailing press@printing.org
- Include the show logo (found on your Exhibitor Dashboard) and your exhibit booth number in your email signature and pre-show marketing materials
- Available Through your Exhibitor Dashboard - Invite customers to the show using our invite program

## **Advance Logistics**

- Book Housing make sure to take advantage of free shuttle buses provided by booking at PRINTING United Expo block hotels. onPeak is our only official housing vendor.
- Register Exhibitor Staff in advance so you can pick up badges in bulk
- Order Exhibit Space Services in Advance to take advantage of discount pricing
- Review Exhibit Space Regulations prior to submitting stand drawings
- Ship to the Advance Warehouse shipping to show site can be stressful, this will ensure your frieght is in your exhibit space when you arrive. If you decide to ship to show-site, please adhere to your target move-in date.
- Register Exhibitor-Appointed
   Contractors be sure to check for
   exclusive vendors & provide all
   required documentation
- Order security wristbands for move-in (until registration is open) & move-out days

## Set-Up & Tear Down

- Review target move-in and move-out floor plan
- Plan for your exhibit space essential orders (carpet, electricity, internet, signage, furniture, etc.)
- If extra time is needed for set up, please fill out the form in the Exhibitor Service Manual and notify show management
- Exhibitors, EACS, and other exhibit space staff must have security wristbands on set-up days - order these in advance through the Exhibitor Service Manual
- Empty containers and skids will be returned as soon as the aisle carpet is removed from the floor. The removal of aisle carpet will begin immediately after the show breaks and will take approximately an hour. Pallets/skids for machinery will be delivered upon request of the forklift orders
- It can take until midnight or later for your crates to be returned (please plan accordingly)
- MHA is turned into the service desk no later than your assigned move out time. Check the target move-out plan for that information



# **Welcome First Time Exhibitors**

# **PRIMARY TOOLS**

## **Exhibitor Dashboard**

- Make Payments
- Download Invoices
- Update Company Profile
- Exhibitor Directory Listing
- Online Advertising Packages
- New Lead/Stats
- Housing
- Expo Updates
- Exhibitor Webinars
- Access Exhibitor Invites

# Exhibitor Service Manual The Exhibitor Service Manual

is your "go to" for ordering products and services. For example, you will see these documents below in the ESM as well as others:

- Welcome Letter
- Official Service Providers and Show Contacts
- Tips to Maximize and Save
- Exhibitor Checklist
- Exhibitor Space Rules and Specifications
- And Regulations

### Terms and Conditions/Rules

- Make sure you read through the terms and rules entirely.
- If you are planning to have an EAC, you will need to fill out the EAC
   Form and make sure your EAC
   knows the T&C and R&R as well.
- EAC's are required to submit their COI for approval.

### **Exhibitor Communications**

 Exhibitor Updates: Show Management sends out Exhibitor Updates monthly throughout the year. These updates inform exhibitors of certain exhibitor services, upcoming deadlines and what is in the making.

# **IMPROVE YOUR ROI**

### **Sponsorship Program**

Interested in sponsoring in 2022? We are moving to a consultative method and your total dollar spend with PRINTING United Expo will determine your sponsor level.

- There are a multitude of options available to ensure exhibitors achieve their strategic goals. New product launches, wayfinding/ booth traffic, branding, special events, etc. can be widely promoted via sponsorships.
- Contact our sales representatives to discuss your objectives and ideas. We have sponsorships for every budget and look forward to making this your most successful PRINTING United Expo!
- Interested? Email Jack Noonan at <u>jnoonan@printing.org</u> or Mike McGowan at <u>mcgowan@printing.org</u>

Exhibitor Invite Program (Nvytes) Invite your customers to attend PRINTING United Expo with your unique promo code and custom marketing materials.

- Access your customer invites by logging into the Exhibitor Dashboard and locating the Nyvtes tile.
- Nvytes is free, easy to use, and loaded with marketing material including social media graphics, a landing page, banner ads, ready to send emails and more!
- All marketing assets can be easily downloaded straight from the Nvytes platform and used to promote your presence at the Expo.

# Printing United UX Platform

The PUX platform allows companies to leverage the platform so they can host an incredible event and concentrate on their expo floor experience while our team does the heavy lifting.

- Our new PRINTING United UX program is the PRINTING United Expo and BRAND United user experience platform that enables our partners, exhibitors, attendees and key stakeholders to hold an impressive meeting adjacent to the show and expand their ROI for the week during these high-impact events.
   We have built a thorough, engaging model that will allow those participating to focus on what is most important – their customers.
   Each event will be seamless and aweinspiring, with specialized components for all market segments.
- Interested? Email Frank Tueckmantel at <u>ftueckmantel@napco.com</u>.

# PRINTINGUNITED EXPO • Oct. 19-21, 2022 • Las Vegas, NV

# MEDIA KIT

PRINTINGUNITED.COM



# A NOTE FROM THE PRESIDENT

# **Dear Fellow Industry Colleague and Friend,**

The past few years have undoubtedly posed more challenges than we could have ever anticipated. We've been forced to work differently, meet differently, sell differently, and generally modify everything that goes against us as social and engaged beings. Especially in our incredibly intimate industry, where everyone knows one another, and thrives on the human connection and ability to shake hands, sit down together, and catch up with one another, the virtual nature of having to do business simply hasn't been ideal.



**WE ARE BACK.** It is 2022. We've learned how to navigate the challenges that have been thrown our way, which is a testament to the true resiliency of our industry, and we have been readying the stage and revving our engines to get to the starting line. PRINTING United 2022 will open its doors in Las Vegas on October 19-21 and it is going to be nothing short of **EPIC**. We will toe the line and channel the much-needed energy and enthusiasm, together.

Anyone in printing knows that the key to longevity, now more than ever, is diversifying services. At a printer level, diversifying your application portfolio drives continued success. Whether you've already began integrating this strategy, or if this is something you're in need of learning more about, PRINTING United Expo will be the single most important industry event to attend in 2022. The entire premise of the Expo's convergent market approach equips attendees with the necessary information and insight from the experts needed on how to successfully adopt a divergent strategy in being able to see end-to-end solutions and services across the marketplace all under one roof. No other industry show does that. PRINTING United Expo is the world's most diversified event offering a breadth and depth of application solutions that cannot be found anywhere else.

Make your plans now to be in Las Vegas with the rest of the industry this October to develop your strategy for future success. Discover the universe of opportunities waiting for you to take your business to the next level. In 2022 and the years to come, PRINTING United Expo will set you up on a trajectory to not only meet client expectations, but take them to a whole new level.

The industry has waited long enough. It's time to open the doors!

See you in Vegas,

Mark & Subers

Mark J. Subers President, PRINTING United

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# **AUDIENCE & COMMUNITIES**



# Our audiences encompass every printing community reaching over 18 million annual

**interactions.** Through our 70+ history, knowledge, and industry expertise, we have created the largest global printing Association – PRINTING United Alliance (SGIA, PIA, and Idealliance) — and extended our reach through our trusted media brands and subject matter experts. Through our internal assets and external partnerships, there is no match for our marketing efforts and resources.

# **Communities Who Attend PRINTING United Expo**



# Apparel Decorators

Apparel decorators print and decorate finished apparel blanks using screen printing, dye sublimation, direct-to-apparel, cut-andsew, embroidery, and other decoration techniques.



# Commercial

Commercial printers use prepress and postpress/finishing print technologies, including offset and digital, to create print in high volume. They include services like mailing, fulfillment, and design.



# **Functional/Industrial**

Industrial application printers and Functional printers, print functional, touchable, everyday items, using primarily screen-print technologies and some digital technologies.



# **Graphic Installers**

Installers are the hands-on, skilled professionals who ensure the graphics our printers produce are seen, whether on vehicles, or in retail and commercial applications.



# **Graphics/Wide-Format**

Wide-format sign and graphic companies are comprised of print-for-pay printing business that produce a wide range of large-scale printed products for use both indoors and out-of-home.



# **In-Plants**

An In-plant is an in-house printing department operated within a company or other organization that is not in the printing business. The majority of the in-plant's work, serves the internal needs of an organization.



# Labels & Packaging

Label printers/converters specialize in labels and direct-to-container printing. Package printers/converters specialize in folding cartons, flexible packaging, and corrugated packaging – common package printing processes include flexography, sheetfed and web offset, electrophotographic digital, inkjet digital, and rotogravure printing.



# **Mailing & Fulfillment**

The Postal Print community encompasses postcards, envelopes, flats, periodicals, parcel packaging, freight transportation, and more. Key applications include the assembly and distribution of all material distributed by USPS and other private national delivery logistic networks.



# Promotional

Promotional product suppliers and decorators that imprint a logo, company name, or advertising messaging on a promotional product – hard and soft goods. Imprinting methods include pad printing, offset lithography, dye sublimation, label/ decal transfer, hot stamping, and more.

# **REACH MARKETING ATTENDEE LIST RENTAL**



# Start Connecting with Attendees and Drive Traffic to Your Booth Before the Expo Doors Open!

TAKE ADVANTAGE OF THIS SPECIAL OPPORTUNITY AVAILABLE EXCLUSIVELY TO PRINTING UNITED EXPO EXHIBITORS.

Through this program you can offer special promotions, introduce new products, schedule meetings, and drive show traffic by renting the PRINTING United Expo attendee list from Reach Marketing, the only authorized list vendor of the Expo.

# Inventory is limited and available on a first come first serve basis.

# How it works:

- The experts at Reach Marketing will set-up your campaign

   whether it be a direct mail piece or an email and walk
   you through the entire process from creative and audience
   targeting to campaign results and next steps.
- 2. Reach out today to Gregry Gilroy, Senior Account Executive at <u>Gregry.Gilroy@reachmarketing.com</u> to receive a quote for your campaign and secure a date for your mailing.

# **Pricing:**

\$500/M names with a minimum spend of \$1,000.



# **PRESS CONFERENCES & PR**

We are excited to be the show of the year where new technology, updates, and news will be on display to the world at large! With many exhibitors debuting brand new solutions to the marketplace, we will have leading industry media and journalists attending the event to cover the latest developments. As such, PRINTING United Expo will again offer a dedicated Press Conference Room at the show, located near the Press Office, on a first-come, firstserved basis.



# **Conference Room Requests**

- Those wishing to reserve a press conference slot during show hours to hold a media briefing should contact Amanda Kliegl, and make note of a preferred time and day.
- Please note that we cannot guarantee your requested time slot, but we will work diligently with you on scheduling whenever possible.
- Further information will be shared in the coming weeks with your confirmed time slot, room location, relevant health and safety parameters, and contact information for AV and catering needs.

# **Press Releases & Product Launches**

- Share your show plans for product launches and any news as it relates to the Expo.
- We will route those into our communication channels to help further exposure of your show presence.
- Send all Press Releases and Product Launches to press@printing.org.



Amanda Kliegl VP of Public Relations 407-346-9800 akliegl@printing.org

# **EXPO SPONSORSHIP OPPORTUNITIES**

**Sponsorship gives you a voice beyond your booth and helps draw in the printers you want to see.** Make your presence at PRINTING United known! Individual and package sponsorships are available; contact our team today to find the ideal sponsorship to fit your unique business goals.

DIAMOND PLATINUM TITLE GOLD \$100,000 \$75,000 \$45,000 \$25,000 SPONSORSHIP OPPORTUNITIES ംര **Exterior Branding Interior Branding Options** Options 5 Lobby banners, lobby Hanging banners, entrance window graphics, floor graphics, column There are a multitude wraps, escalator ribbons, sidewalk graphics, of options available to wayfinding stations shuttlebus headrests ensure exhibitors achieve their strategic goals. New product launches, wayfinding/booth traffic, branding, special events, etc. can be widely promoted via sponsorships. 0 0 Online **Promotional** and Event Advertising Education sponsor, lanyards, Online directory, show planner, mobile app sponsor tote bags, pens, expo floor map branding



Jack Noonan VP of Business Development Packaging, Mailing & Fulfillment, Sponsorship jnoonan@printing.org



Mike McGowan Business Development Manager Commercial, Sponsorship mcgowan@printing.org

ALL

SPONSORSHIP LEVELS INCLUDE

PARTIAL BOOTH

CREDIT.

### PRINTING United Expo 2022

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# **EXHIBITOR DASHBOARD & INVITES**

# ALL EXHIBITOR RESOURCES CAN BE FOUND WITHIN THE EXHIBITOR MAP YOUR SHOW DASHBOARD.

**ITEMS INCLUDE:** Exhibitor Invites, updating your company profile, registering staff, and much more!

The following tiers and options are provided to build your experience:

	Basic - Free	Level 1 - \$500	Level 2 - \$1,200	Level 3 - \$2,000
Company Information	~	~	~	~
Company Description	~	~	~	~
Primary Contact Information	~	~	~	~
Product Categories	~	~	~	~
Access to Leads		~	~	~
Logo		~	~	~
Upload Collateral & Press Releases		2	4	6
Upload Virtual Business Contacts		2	4	6
Set Online Appointment Times for Attendee Meetings		~	~	~
Featured Exhibitor Listing			~	~
Customizable Product Display Panels for Image and/or Text			4	4
4 Video Panels (for a total of 8 product display panels)				4
Online Booth is Highlighted With a Corner Peel				~
Priority Placement at the Top of All Online Searches				~
Inclusion in the Featured Exhibitor Search				~
Add-Ons				
Product Spotlight Sponsorship - \$2,500 (21 Available)				
Product Category Sponsorship - \$2,500 (Unlimited)				
Online Directory Sponsorship - \$6,500 (1 Available)				
Mobile App - Overall Exclusive Sponsor - \$6,000 (1 Available)				
Mobile App Messaging Alerts - \$995.00				

# PRINTINGUNER ExPo - Oct. 19-21, 2022 - Las Vegas, NV VISIT US IN BOOTH #XXXX

View your customer invites by logging into your <u>exhibitor dashboard</u>.



**EXHIBITOR DASHBOARD LOGIN** 

# **MEDIA BRANDS - EXPO ISSUES**

# **August & September Issues**

Printing Impressions, In-plant Impressions, Packaging Impressions, Print + Promo Marketing, PRINTING United Journal, and Wide-format Impressions are the leaders in print industry media! Inform senior-level buyers of the cutting-edge solutions they can expect to see at the PRINTING United Expo!

# Reach the FULL MARKET with your message before attendees arrive at PRINTING United Expo!

Each media brand will include a "preview" section for the Expo — the sections will serve as a valuable resource to promote your brand and presence prior to the show. This is the preevent "go to" resource for the latest news, hot technology, and educational sessions for the commercial, garment, in-plant, packaging, promotional productions, and wide-format segments.



	Printing Impressions	In-plant Impressions	Packaging Impressions	Print + Promo Marketing	PRINTING United Journal	Wide-format Impressions
Full Page	\$7,500	\$3,590	\$3,100	\$2,950	\$2,800	\$5,250
1/2 Page	\$4,600	\$2,390	\$1,850	\$1,590	\$1,960	\$3,750
1/4 Page	\$2,900	\$1,490	\$975	\$950	\$1,190	\$2,500
Issue Month	August	August	August	August	August	July/August
Space Close	July 15, 2022	July 13, 2022	July 20, 2022	N/A	N/A	July 8, 2022
Material Due	July 20, 2022	July 18, 2022	July 25, 2022	N/A	N/A	July 13, 2022
Issue Month	September	September	September	September	September	Sept./Oct.
Space Close	Aug. 17, 2022	Aug. 19, 2022	Aug. 22, 2022	Aug. 29, 2022	Aug. 12, 2022	Sept. 12, 2022
Material Due	Aug. 22, 2022	Aug. 24, 2022	Aug. 25, 2022	Sept. 1, 2022	Aug. 18, 2022	Sept. 15, 2022

\*Special positions available for all publications as well

# **ENEWSLETTERS AND DAILY**



# **Pre-Expo eNewsletter**

Drive brand awareness and thought leadership to all registered attendees, past attendees, and the full audiences of media brands: *Printing Impressions, In-plant Impressions, Packaging Impressions, Wide-format Impressions, Apparelist, Print + Promo,* and *Promo Marketing* – 98k+ per email (7 total emails).

# **LIVE! PRINTING United Expo eNewsletter**

Launched each day of the Expo to the same audience as the Pre-Expo eNewsletter, this eNewsletter will reinforce your message and drive engagement with video content! Tell your product and strategy story to a vast audience during and after the event.



# **ENEWSLETTERS**



# PRE-EXPO eNEWSLETTER

\$1.500

\$825

Premium	(Limit 3)
---------	-----------

Featured (Limit 5)

# Distribution

 All registered attendees, past attendees, the full audiences of our media brands: Printing Impressions, In-plant Impressions, Packaging Impressions, Wide-format Impressions, Apparelist, Print + Promo, and Promo Marketing — 98k+ per email

# **All Placements**

- Company name and booth #
- Announcement headline of 150 characters
- Announcement body of 500 characters
- Up to 4 links to landing pages on your site
- Premium top logo
   "above the fold" placement above news



# LIVE! PRINTING UNITED EXPO eNEWSLETTER

Video (Limit 3)	\$4,000
Premium (Limit 3)	\$1,500
Featured (Limit 5)	\$825

# Distribution

- All registered attendees, past attendees, the full audiences of our media brands: Printing Impressions, In-plant Impressions, Packaging Impressions, Wide-format Impressions, Apparelist, Print + Promo, and Promo Marketing — 98k+ per email
- LIVE! PRINTING United Expo eNewsletter 3 total emails during the days of the event. The first read of the day!

# **All Placements**

- Company name and booth #
- Announcement headline of 150 characters
- Announcement body of 500 characters
- Up to 4 links: web, email or file downloads
- Premium top logo "above the fold" placement above news

# Video Sponsorship LIVE!

- Top "first read" placement on the eNewsletters
- 2-3 min. "Key Executive/Product" video professionally produced by our in house video team.
- PLUS... you own the video!



# 1 PRINTINGUNITED.COM

**PRINTING United Expo 2022** 

# **PRINTING UNITED EXPO DAILY**

# The Official PRINTING United Expo Daily

The *PRINTING United Expo Daily* provides insight into the who, what, and when for all attendees. Daily coverage, sessions, maps, product information — it's all included. It's a "must-have" investment for all exhibitors that are serious about optimizing their ROI. There are multiple options to serve every exhibitor's budget.



# PRINTING UNITED EXPO DAILY

<ul> <li>Daily Cover</li> </ul>	\$14,500
<ul> <li>Full Tab Page</li> </ul>	\$11,500
<ul> <li>Standard Page</li> </ul>	\$9,000
<ul> <li>1/2 Tab Page</li> </ul>	\$7,500
<ul> <li>1/4 Tab Page</li> </ul>	\$4,000
Product Spotlight	\$775

Advertise in the official **PRINTING United Expo Daily** to optimize your investment and engage with the attendees. Delivered on site at PRINTING United Expo and handdelivered to attendee hotel rooms, the *Daily* is the top communications medium visitors have in their hands every day to inform their daily schedules and activities.

Thousands will be delivered throughout the 3 days of the Expo — and the prices shown will place you in every issue!



# **EXCLUSIVE POSITIONS**

- Cover Post-it Note (All 3 Issues 1 Per Issue Available)
- Blow-in Card (All 3 Issues 2 Per Issue Available)

\$12,500 \$11,500



# PRODUCT SPOTLIGHT | \$775

Shine a "Spotlight" on your latest product releases, differentiate your state-of-the-art technology, and tell them where to find it on the floor with an overview product description in the Product Spotlight section of the *PRINTING United Expo Daily*.

Close Date: September 14, 2022 Materials Due Date: September 26, 2022

# **ENEWSLETTERS & DAILY PACKAGES & PRICING**



# **PACKAGE OPTIONS**

	PREMIUM	ADVANCED	INTERMEDIATE	BASIC	STARTER
PRINTING United Expo Daily (All 3 Issues)	Cover	Full Tab Page	Standard Page	1/2 Tab Page	1/4 Tab Page
Product Spotlight	✓	~	~		
Pre-Expo eNewsletter	4 Premium Positions	3 Premium Positions	3 Featured Positions	2 Featured Positions	1 Featured Position
LIVE! PRINTING United Expo eNewsletter	4 Videos	3 Videos	3 Featured Positions	2 Featured Positions	1 Featured Position
Savings	\$4,000	\$3,025	\$1,475	\$1,050	\$650
Cost	\$34,000	\$27,750	\$13,250	\$9,750	\$5,000

# **INDIVDIUAL PRICING**

PRE-EXPO ENEWSLETTER	соѕт
Premium	\$1,500
Featured	\$825

LIVE! PRINTING UNITED EXPO ENEWSLETTER	COST
Premium	\$1,500
Featured	\$825
Video	\$4,000

PRINTING UNITED EXPO DAILY	COST
Daily Cover	\$14,500
Full Tab Page	\$11,500
Standard Page	\$9,000
1/2 Tab Page	\$7,500
1/4 Tab Page	\$4,000
Product Spotlight	\$775
Cover Post-It Note	\$12,500
Blow-In Card	\$11,500

# **ON-SITE VIDEO PACKAGES**

# SNAPSHOTPIO SNAPSHOTPIO AT-SHOW VIDEO

# PACKAGE INCLUDES:

APPARELIST COM

- >:90 second-max, fully-produced in-booth video.
- > 1:1 Interview with one of our media brand editors OR solo with your OWN product specialist.
- > YOU own the video PLUS distribution on the PRINTING United's content experience across our various media brand sites.

You spent countless hours and countless dollars preparing the best booth experience possible. Why not capture your organization, technology, peers, or customer voices while everything and everyone is in one place? Capture your investment on video and get it in front of the right audience to further your message beyond the show floor.

**COST:** \$1,250

# **Printing** Impressions **Packaging** Impressions

Wide-format Impressions In-plant Impressions

# CONTACT **YOUR SALES** REPRESENTATIVE **TODAY OR:**

### **Dan Mosley**

Video Production Manager / Associate Producer dmosley@napco.com

## **COMPANY:**

### **BOOTH NUMBER:**

**PREFERRED SHOOT** DATE & TIME:

### CONTACT INFO:





pm marketing PRINT+PROMO

# PRINTINGUNITED EXPO • Oct. 19-21, 2022 • Las Vegas, NV

# CONTACT YOUR REPRESENTATIVE TO DISCUSS THE OPTIONS TODAY!

CHRIS CURRAN eNewsletters, Daily & Media Brands 803-807-0521 ccurran@napco.com

ALEX DENNIS Exhibitor Listings 513-527-8853 adennis@mapyourshow.com

DAN MOSELY On-Site Video Packages dmosley@napco.com AMANDA KLIEGL Public Relations & Press Conferences 407-346-9800 akliegl@printing.org

GREGRY GILROY Reach Marketing & List Rentals gregry.gilroy@reachmarketing.com JACK NOONAN

Expo Sponsorships & Exhibitor Invites 703-359-1332 jnoonan@printing.org

PRESENTED BY





All vehicles must have an approved Fire Marshal permit in order to be on the trade show floor. Please submit the form below by Monday, September 7, 2022, you will have a vehicle on the show floor.

# **ONSITE RULES FOR VEHICLES**

Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain more than one -quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes. No battery charging is permitted inside the building. Combustible/flammable materials must not be stored beneath display vehicles. Fueling or de-fueling of vehicles is prohibited. Vehicles shall not be moved during exhibit hours. 36" of clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. No leaks underneath vehicles. All operational drying equipment must have ducting that extends at least 6 1/2 feet above floor level.

# **GENERAL INFORMATION**

Name of Exhibiting Company:
Contact Name:
Telephone Number:
Email Address:
Name of EAC/I&D Company:
Contact:
Cell Phone:
Name of Supervisor On-Site:
Cell Phone:
VEHICLE INFORMATION
Live or Dead Vehicle:
Type of Vehicle:
Location of Booth:

Please email complete Booth Vehicle Fire Marshal Permit Form before September 7, 2022 and send to <u>exhibit@printingunited.com</u>.



Name of Exhibiting Company:	
Booth #:	
Contact Name:	
Telephone Number:	
Email Address:	
Name of EAC/I&D Company:	
Contact:	
Cell Phone:	
Name of Supervisor On-Site:	
Cell Phone:	
MAXIMUM NUMBER OF WRISTBANDS REQUIRED ON (Up To	o 50 Wristbands Maxium) <b>:</b>
Wednesday, October 12:	Tuesday, October 18:
Thursday, October 13:	Friday, October 21 (after 4PM ONLY):
Friday, October 14:	Saturday, October 22:
Saturday, October 15:	Sunday, October 23:
Sunday, October 16:	Monday, October 24:
Monday, October 17 <sup>.</sup>	

NOTE: Security wristbands do not provide access to the exhibit halls on PRINTING United Expo show days - October 19-21, 2022. PRINTING United Expo badges are required on show days. An approved COI is required to pick up wristbands. See limits outlined in the Exhibitor Service Manual. Please email complete Security Wristband Order Form before September 12, 2022 and send to <u>exhibit@printingunited.com</u>. The Security provider will be Century Security & Event Staffing.



# **EXHIBITOR SERVICE MANUAL**



PRINTING United Expo

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022



## **PRINTING United Expo**

**SHOW INFORMATION** 

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **Booth Package**

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

**REMINDER!** Carpet is not provided to any booth. All exhibitors are responsible for providing their own flooring solution or may obtain carpet, carpet padding, and visqueen through Shepard Exposition Services. All forms are available in this manual or online.

# **Show Colors**

Show Drape Colors: Grey and White Aisle Carpet Color: Tuxedo

# **Exhibit Show Schedule**

## **GENERAL EXHIBITOR MOVE-IN**

Wednesday, October 12, 2022 • 12:00PM - 5:00PM Thursday, October 13, 2022 • 8:00AM - 5:00PM Friday, October 14, 2022 • 8:00AM - 5:00PM Saturday, October 15, 2022 • 8:00AM - 5:00PM Monday, October 16, 2022 • 8:00AM - 5:00PM Tuesday, October 18, 2022 • 8:00AM - 5:00PM

All exhibits must be set and all crates/containers removed no later than 5:00PM on Tuesday, October 18, 2022

### **EXHIBIT HOURS**

Wednesday, October 19, 2022 • 9:00AM - 5:00PM Thursday, October 20, 2022 • 9:00AM - 5:00PM Friday, October 21, 2022 • 9:00AM - 3:00PM

### **EXHIBITOR MOVE OUT**

Friday, October 21, 2022 · 3:00PM - 11:00PM Saturday, October 22, 2022 · 8:00AM - 5:00PM Sunday, October 23, 2022 · 8:00AM - 5:00PM Monday, October 24, 2022 · 8:00AM - 12:00PM Noon This event is using a Targeted Move-Out. Please check the Target Move-Out plan for your assigned date and time.

### FREIGHT REROUTE BEGINS\* \*All outbound carriers must be checked in by this time

Monday, October 24, 2022 | 12:00PM Noon

### **IMPORTANT DEADLINES**

Discount Price Deadline for Custom Shepard Rentals Monday, September 12, 2022

Exhibitor Appointed Contractor Notification Deadline Monday, August 15, 2022

First Day for Warehouse Deliveries Without a Surcharge Monday, September 19, 2022

Discount Price Deadline for Standard Shepard Orders Monday, September 12, 2022

Last Day for Warehouse Deliveries Without a Surcharge Wednesday, October 5, 2022

Last Day for Warehouse Deliveries\* Monday, October 10, 2022

\* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

**First Day Freight Can Arrive at Show Site** Per your assigned Inbound Target Delivery Date/Time

# **Shipping Addresses**

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number PRINTING United Expo c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services Exhibiting Co. Name & Booth Number PRINTING United Expo Las Vegas Convention Center - North & Central Halls 3150 Paradise Road Las Vegas, NV 89109





# PRINTING United Expo

**INFORMATION** 

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

## **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

# **Shepard Mailing Address**

1531 Carroll Drive, NW Atlanta, GA 30318 Phone: 404-720-8600 Email: orders@shepardes.com

## Service Desk Hours (subject to change)

Wednesday, October 12, 2022 · 12:00PM - 5:00PM Thursday, October 13, 2022 · 8:00AM - 5:00PM Friday, October 14, 2022 · 8:00AM - 5:00PM Saturday, October 15, 2022 · 8:00AM - 5:00PM Monday, October 16, 2022 · 8:00AM - 5:00PM Tuesday, October 17, 2022 · 8:00AM - 5:00PM Wednesday, October 19, 2022 · 9:00AM - 5:00PM Thursday, October 20, 2022 · 9:00AM - 5:00PM Friday, October 21, 2022 · 9:00AM - 5:00PM Saturday, October 22, 2022 · 8:00AM - 5:00PM Saturday, October 22, 2022 · 8:00AM - 5:00PM Saturday, October 22, 2022 · 8:00AM - 5:00PM Sunday, October 23, 2022 · 8:00AM - 5:00PM Monday, October 24, 2022 · 8:00AM - 12:00PM Noon

# **Exhibitor Move Out**

Friday, October 21, 2022 • 3:00PM - 11:00PM Saturday, October 22, 2022 • 8:00AM - 5:00PM Sunday, October 23, 2022 • 8:00AM - 5:00PM Monday, October 24, 2022 • 8:00AM - 12:00PM Noon This event is using a Targeted Move Out. Please check the Target

Move Out plan for your assigned date and time.

# **Dismantle & Move Out Information**

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed. All exhibitor materials must be removed from the facility by **Monday, October 24, 2022 | 12:00PM Noon**.

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Monday, October 24, 2022 | 12:00PM Noon**.

# **Post Show Paperwork & Labels**

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

# **Outbound Shipping**

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

# **Pick Up Address**

Las Vegas Convention Center - North & Central Halls 3150 Paradise Road Las Vegas, NV 89109





# **BUDGET BOOTH PACKAGE**

### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022** 

# A Budget and Time Friendly Solution!







# Booth Package A (50177)

### \*\* No substitutions will be accepted. Each Economy 10' x 10' booth package includes:

- 1 6'L x 24"W x 30"H Skirted Table White (5004603)
- 2 Upholstered Side Chairs (50020)
- 1 Wastebasket (50091)
- 1 10 X 10 Carpet (50255)

# Booth Package B (50178)

### \*\* No substitutions will be accepted

- Each Economy 10' x 10' booth package includes:
- 1-30" high Pedestal Table (50032)
- 2 Upholstered Arm Chairs (50021)
- 1 Wastebasket (50091)
- 1 10' x 10' Carpet (50255)

# Booth Package C (66067)

# \*\* No substitutions will be accepted.

Each Hardwall 10' x 10' booth pacakge includes:

- 1 "Hamilton" Exhibit Rental (66467)
- 2 Stools (50024)
- 1 Wastebasket (50091)
- 1 10' x 10' Carpet (50255)

### Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50177		\$720.00	\$828.00	\$927.00
50178		\$875.00	\$1,006.25	\$1,127.00
66067		\$3,545.00	\$4,076.75	\$4,565.95

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular catalog rates.

Choose your carpet color.

Red	(01)	Blue (05)	В	ack (06)	Burgundy (07)	Tuxedo (50)
				-		

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
CONTACT EMAIL ADDRESS:	

♦ Shepard •

Email completed form to: customerservice@shepardes.com

# ONLINE ORDERING IT'S EASY.

### **PRINTING United Expo**

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

**L173751022** October 19-21, 2022

Order online through the Shepard Exhibitor Portal at

https://apps.shepardes.com/olk/intro.asp. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our Ochat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

- 1. Go to: https://apps.shepardes.com/olk/intro.asp.
- 2. Select the Event.
- Login from the Show Information page by clicking the Login for Online Ordering button.
- 4. Select your event, enter your email address and password then click Login.

User Name = **Your Email Address** (provided by Event Management)

Password = **PU2022** 

- 5. Don't have an account, click "Create an Account."
- Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com.
- 7. To order, utilize the grey category drop-down menus above the Welcome message.
- 8. After making your selections, click the add to cart button on the bottom right of the page.
- 9. To view your order click the Shopping Cart Icon at the top right of the page.
- 10. Confirm your order, click and complete the payment process.

,,,,	dering, please login below.
'ou'll need to select and event first. Afte ther events as well.	r you login you will have access to your
select an Event	
Select a Show	▼ ]
mail Address	
youremail@yourcompany.com	<b>•</b>
Password	
•••••	
Login Forgot your password?	

unt we need your email address, name, and	
<b>•</b>	
rder online.	
Let's do this!	
	▼ der online.



Need help? Contact us: customerservice@shepardes.com

# METHOD OF PAYMENT

### **PRINTING United Expo**

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

**L173751022** October 19-21, 2022

# Please review the information and complete your payment information online.

You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

# Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

### Complete your payment information online.

Login to your account at https://www.shepardes.com/payment-methods and choose the event you are submitting payment for.

### **Discount Pricing Deadlines**

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Monday, September 12, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Monday, September 12, 2022 All paid orders placed via pdf prior to the deadline date.

### **ACH/Wire Transfers**

You may choose to pay by Check or ACH/Wire Transfer, however a credit card is required on file to process all orders.

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

### The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: PRINTING United Expo

EXHIBITING COMPANY NAME: \_

EVENT CODE: **L173751022** 

BOOTH NUMBER:

Account Name:	Routing Number:	SWIFT CODE (US):	Please include the show name, event code and your booth number
Shepard Exposition Services, Inc.	041000124	PNCCUS33	
Bank Name:	Account Number:	SWIFT CODE (INTL):	if you are sending a physical check.
PNC Bank N.A., Pittsburgh, PA 15219 USA	42-6061-9772	PNCCUS33	

TAX EXEMPT? Please submit tax exemption certificate to: orders@shepardes.com. If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.



Email completed form to: customerservice@shepardes.com

# TERMS & CONDITIONS

### **PRINTING United Expo**

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

**L173751022** October 19-21, 2022

You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor.

Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

Definitions and Shepard Responsibilities: The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates. including but not limited to the misuse, improper

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: On-site exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on-site.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

continued on the next page



# TERMS & CONDITIONS (continued)

### **PRINTING United Expo**

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International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Tax Rates:** State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

### Claim(s) for Loss and Payment For Services:

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



# **SAFETY FIRST PLAN** CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

# Changes are taking place at our events. With Shepard, You Can.

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

# **Our Commitment!**

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.



# **Hand Hygiene**

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.

# Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.



# **Hand Sanitizing Stations**

Hand sanitizing stations are placed at Shepard check-in areas and work stations.



# **Exhibitor Service Center**

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.

# Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.



# Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.



# **COVID-19 Training**

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.

# **Team Meeting Areas**

General meeting areas will follow social distancing guidelines and any additional preventative measures.





# THIRD PARTY PAYMENT

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **DEADLINE: MONDAY, AUGUST 15, 2022**

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

**PRINTING United Expo** 

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPA	NY NAME:		BOOTH NUMBER:				
EXHIBITING COMPAI	NY ADDRESS:						
CITY:			STATE:	ZIP CODE:			
CONTACT EMAIL AD	DRESS:		PHONE NUMBER:				
EXHIBITING COMPAI	NY AUTHORIZED NAME (pleas	e print):					
SIGNATURE FROM EXHIBITING COMPANY:							
Step 2. Check services below to bill to the third party.							
	Booth Cleaning	☐ Material Handling	Carpet	Furniture			
	Exhibit Rentals	Overhead Rigging/Labor	□ Installation/Dismantling Labor	Logistics/Transportation			
	Other (please specify):						
Step 3. Provide third party contact information.							
3RD PARTY COMPANY NAME:							
CONTACT NAME:							
EXHIBITING COMPAI	NY ADDRESS:						
CITY:			STATE:	_ ZIP CODE:			
CONTACT EMAIL AD	DRESS:		PHONE NUMBER:				

### Step 4. Complete your payment information online.

Login to your account at https://www.shepardes.com/payment-methods and choose the event you are submitting payment for.



Email completed form to: customerservice@shepardes.com

# WHERE DOES IT GO? TELL US! SAVE TIME AND MONEY.

# With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders.

\_\_\_\_ CONTACT EMAIL ADDRESS: \_\_\_

Make as many copies as you need!

COMPANY NAME:

CONTACT NAME: \_

\_ BOOTH NUMBER: \_

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

<form><form>



Email completed form to: customerservice@shepardes.com

# TARGETINFORRATION

**PRINTING United Expo** Las Vegas Convention Center - North & Central Halls | Las Vegas, NV **L173751022** October 19-21, 2022

Click the links below to take you to the most up to date Target Plans.

Remember to plan for your targeted move out!

# Target Move In Plan

View the Floorplan Here!

# **Target Move Out Plan**

View the Floorplan Here!

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.



# TARGETINIFORMATION Graphic & Wide Format A FIND YOUR TARGET DATE.

### **PRINTING United Expo**

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Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

# What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

### **Shipping Labels**

Shipping labels are included in this manual, please use them to help expedite handling.

### **Certified Weight Tickets**

Certified weight tickets are required for all shipments. Machinery weights must be listed separately to qualify for the special machinery handling rates.

### Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show

site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Monday, October 10, 2022** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Monday, October 10, 2022** for delivery to your booth prior to or at your assigned target date/time.

### **Direct Shipments to Show Site**

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/ time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

### **Off-Target Shipments**

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

### Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the nontargeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.


# MOVE OUT TARGET INFORMATION INFORMATION

#### **PRINTING United Expo**

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In order to provide you with a better managed, more efficient move out experience, Printing United will utilize an Outbound Targeted Move Out Plan. This plan is in addition to the Inbound Target Plan described in this manual. We ask that you adhere to the Outbound Target Plan and Schedule by planning your dismantling hours and outbound plans accordingly to meet your assigned outbound move out date and time.

### **During Move Out Please Make Sure that Both Your**

MHA is turned into the service desk no later than your assigned move out time.

#### AND

Your outbound vehicle or carrier is checked into the marshaling yard no later than your assigned move out time.

If either of these two assigned times are not met, then your shipment will be considered "Off-Target" and additional fees may apply.

#### **Target Information**

DAY	MHA TURNED IN BY	MARSHALING YARD DRIVER CHECK IN BY:	ESTIMATED EMPTY CONTAINER RETURN ON FRIDAY 10/21/22
Friday - 10/21/22	8:00 PM	9:00 PM	6:00 PM
Saturday - 10/22/22	11:00 AM	11:00 AM	11:59 PM
Saturday - 10/22/22	1:00 PM	3:00 PM	11:59 PM
Sunday - 10/23/22	8:00 AM	10:00 AM	11:59 PM
Sunday - 10/23/22	10:00 AM	12:00 PM	11:59 PM
Monday - 10/24/22	7:00 AM	9:00 AM	11:59 PM

#### **Off Target Shipments**

It is imperative that you adhere to the Target move out schedule shown on the Outbound Target Floor Plan. All trucks picking up shipments at show site must arrive at the marshaling yard by your assigned check in/ target time. Trucks missing their target time will be loaded on a first come, first serve basis after all trucks are loaded during their target time. A 30% "Off Target" fee will be assessed to missed target loading. **ALL trucks arriving at show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.** 

#### Loading

Priority loading will be given to carriers who are targeted and checked in at the Marshaling Yard 2 hours prior to the start of the target time. All others will be loaded after "on-target" carriers are loaded.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.





#### **PRINTING United Expo**

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

**L173751022** October 19-21, 2022

Printing United offers Inclusive Material Handling Rates. This means you will not be charged additional fees due to targeted move in or move out schedule.

### **Target Date Information**

For exhibitors who are sent an early move-in notice by Shepard, their booth is assigned a Target Date/Time. This is the assigned day your vehicle or carrier should check into the marshaling yard. The schedule is for the move-in of your exhibit only. You are not required to start setting your display on the Target date, but you will permitted to do so.

All material handling rates are inclusive of any inbound and/or outbound overtime surcharges even if your assigned Target Date/Time falls on a weekend. There will be no additional overtime, reweigh fees, marshaling yard fees, or special handling surcharges applied to your rates (Provided you meet your assigned Target Date/Time).

If you ship to the Shepard Advance Warehouse location, your shipment will be delivered to your exhibit space before or during your assigned Target Date/Time.

ALL trucks delivering to show site must check in at the Marshaling Area for assignment of freight dock space

Shipping labels are enclosed. Use them as they will expedite handling. You may photocopy the labels as needed

#### **On-Target**

Please refer to the material handling authorization and special machinery materials handling form for applicable rates.

#### **Off-Target**

A **30% surcharge** will be assessed on shipments delivered by carriers who do not check-in 2 hours prior to the exhibitor's assigned target date/time.

## **Hanging Sign Information**

"Please note that all non-electric hanging signs requiring rigging/lift equipment will be charged at one rate only and will be inclusive of any overtime surcharge for all Shepard Exposition Services Rigging. There will be no need to wait until a weekday to hang your sign as the rate will be the same for all hours

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.





# **INBOUND TARGET CONFIRMATION**

#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

### TARGET DEADLINE: WEDNESDAY, SEPTEMBER 28, 2022

### Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.\*

\* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

#### Step 1. Complete exhibiting company information.

Assigned Target Date and Time	Need to request a new assigned target
CONTACT EMAIL ADDRESS:	
CONTACT NAME:	PHONE NUMBER:
COMPANY NAME:	BOOTH NUMBER:

## \_\_\_\_\_

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

#### Step 2. Provide shipment details.

#### Where are you shipping?

Advanced Warehouse\*\* Direct to Facility/Show Site

\*\* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment?
How many pieces are in your shipment?
Dimensions of largest piece of freight?
How many truck loads do you have?
Weight of largest piece of freight?
Name of Carrier
Carrier Contact Phone Number

# date or time?

Complete the Freight Target Change Request by:

Wednesday, September 28, 2022

#### If Shipping Direct to Facility/Show Site

□ Flatbed □ Close Trailer □ Container

#### Is Special Equipment Required to Unload

Crane	Extended Forklift Blades	Rollers	□Sling
Other_			

# Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

☐ Yes ☐ No (if Yes, please place a forklift order with Customer Service)

#### Have you ordered carpet from Shepard?

□Yes □No

Do you want your carpet installed prior to your target time? □ Yes □ No



Email completed form to: targets@shepardes.com

# **INBOUND TARGET CHANGE REQUEST**



#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### TARGET DEADLINE: WEDNESDAY, SEPTEMBER 28, 2022

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

## Wednesday, September 28, 2022

#### Step 1. Complete company information.

COMPANY NAME:	BOOTH NUMBER:
	PHONE NUMBER:
CONTACT EMAIL ADDRESS:	NUMBER OF TRUCKLOADS:
Where are you shipping? Advanced Warehouse* Direct to Facility/Show Site * Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a f These items should be delivered directly to the facility on your designated target days	
Step 2. Provide target information.	CURRENTLY ASSIGNED TIME:
REQUESTED DATE AND TIME:	
REASON FOR CHANGE:	



Email completed form to: targets@shepardes.com



# MARSHALING YARD INFORMATION

#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

## **Show Site Address**

**Marshaling Yard Address** 

Las Vegas Convention Center - North & Central Halls 3150 Paradise Road Las Vegas, NV 89109 Map

3700 W. Flamingo Rd Las Vegas, NV 89103



## **Marshaling Yard Hours of Operation**

GENERAL MOVE IN	Yard Open	<b>Receiving Cut Off</b>	Yard Close
Wednesday, October 12, 2022	5:00AM	3:30PM	4:00PM
Thursday, October 13, 2022	5:00AM	3:30PM	4:00PM
Friday, October 14, 2022	5:00AM	3:30PM	4:00PM
Saturday, October 15, 2022	7:00AM	3:00PM	3:30PM
Sunday, October 16, 2022	7:00AM	3:00PM	3:30PM
Monday, October 17, 2022	6:30AM	3:00PM	3:30PM
Tuesday, October 18, 2022	6:30AM	3:00PM	3:30PM
Wednesday,October 19, 2022	6:00AM	9:00AM	9:00AM
EXHIBITOR MOVE-OUT	Yard Open		Yard Close
Friday, October 21, 2022	1:00PM		11:00PM
Saturday, October 22, 2022	5:00AM		5:00PM
Sunday, October 23, 2022	5:00AM		5:00PM
Monday, October 24, 2022	6:00AM		12:00PM Noon

## ALL DRIVERS MUST BE CHECKED IN BY: Monday, October 24, 2022 | 12:00PM Noon



Need help? Contact us: targets@shepardes.com



# MARSHALING YARD INFORMATION

### **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

## **Directions to Las Vegas Marshaling Yard**

3700 W. Flamingo Rd Las Vegas, NV 89103

From Interstate 15

- Take Exit 39 onto Spring Mountain Head Rd West
- Turn Left on Polaris Ave.
- Follow Polaris Ave. until you crossover/pass West Train Ave.
- Once you pass West Train Ave. follow signage to Marshaling Yard



Need help? Contact us: targets@shepardes.com

# CLEAN FLOOR POLICY

#### PRINTING United Expo Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

**L173751022** October 19-21, 2022

# Due to the volume of crates, limited space for set up and to facilitate the installation and cleaning of aisle carpet, PRINTING United Expo will enforce a Clean Floor Policy.

Please be advised that if your crates are removed on "Clean Floor" night and then you request them to be brought back from Empty Storage to your booth before show opening, there will be a per hour forklift charge assessed. Please refer to the Forklift Rental form for rates and information. To avoid any scheduling issues, if you are working with an Exhibit House or EAC, please provide this schedule to them in advance.

#### Saturday, October 15

8:00AM Crates for booths targeted Wednesday, October 12th must be empty and labeled for removal.

#### Sunday, October 16

8:00AM Crates for booths targeted **Thursday, October** 13th must be empty and labeled for removal.

12:00PM Noon Crates for booths targeted Friday, October 14th must be empty and labeled for removal.

#### Tuesday, October 18

8:00AM Crates for booths targeted Monday, October 17th must be empty and labeled for removal.

12:00PM Noon Crates for booths targeted **Tuesday**, October 18th must be empty and labeled for removal.

**12:00PM Noon** All remaining skids, fiber cases, etc must be labeled and ready for removal.

**3:00PM** Visqueen on booth carpet should be rolled up by the exhibitor appointed contractor and placed in the aisle. To avoid additional janitorial charges, do not wait until the morning of the show pen to remove visqueen.

**5:00PM** All aisles must be 100% clear of product and any other items that may impede with the installation of aisle carpet.



# SHIPPING VS. MATERIAL HANDLING

# Make freight management easy. With Shepard, You Can.



## What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



## What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

## **Material Handling Process:**

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

## One easy way to keep charges low?

**Consolidate.** Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.



# SHEPARD LOGISTICS EFFICIENT. ON-TIME. GUARANTEED.

# Enjoy convenience and confidence. With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



## **Inbound & Outbound Services**

- Small package
- Standard ground
- Next Day, 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services



### **Material Handling**

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



## Value-Added Services

- Personalized service
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance



Want to learn more? Contact us: logistics@shepardes.com



# **SHEPARD LOGISTICS SERVICES (SLS)**

#### **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

## Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\*

\*Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

#### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME:	BOC	DTH NUMBER:
CONTACT NAME:	PHONE NUMBER:	:
CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:		

#### Step 2. Where are we picking up the shipment?

COMPANY NAME:		
STREET ADDRESS:		PHONE NUMBER:
CITY:	STATE:	ZIP CODE:
Is there a loading dock? Yes No	Any thing else we should	know about your building?
Is the building in a residential area? 🗌 Yes 🛛 No		
Do we need a lift gate on our truck?  Yes No		
Do we need to go inside your office to pick up your items? Yes No		
Step 3. When are we picking up the shipment?		

DATE: \_

\_\_\_\_\_ HOURS OF OPERATION: \_\_

#### Step 4. Where is the shipment going?

Advanced Warehouse Direct to Facility/Show Site

#### Step 5. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

#### Step 6. What type of service is need (how fast do you need it)?

Step 7. After the event is over, are we shipping it back to you?

<b>YES!</b> No, I will arrange another carrier.	
EXHIBITING COMPANY NAME:	
STREET ADDRESS:	

\_ ZIP CODE: \_

\_ BOOTH NUMBER: \_\_

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.

\_ STATE: \_



CITY: .

Email completed form to: logistics@shepardes.com

L173751022

# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

#### **PRINTING United Expo**

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

#### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	PHONE NUMBER:
EMAIL ADDRESS:	

#### Step 2. Where is the shipment going?

**ing**un

EXPO Oct. 19-21, 2022 - Las Vegas, NV

COMPANY NAME:		
STREET ADDRESS:		
CITY:	_ STATE:	ZIP CODE:

QTY

TOTAL

ITEM

Any thing else we should know about your building?

Carpet (color) Monitors Other LENGTH

WIDTH

HEIGHT

WEIGHT

#### Step 3. How many pieces are in your shipment?

#### Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

Is there a loading dock? Yes No

Is the building in a residential area? Yes No

Do we need a lift gate on our truck? Yes No

Do we need to go inside your office to pick up your items? See No

Step 5. How many labels do you need?

#### Step 6. Who is picking up your shipment?

Official Show Carrier: SHEPARD LOGISTICS Other (Truckload, Specialized) \_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

#### Step 7. What type of service is need (how fast do you need it)?

Ground 2nd Day Expedited Ground (3-5 Days) Overnight

#### Step 8. What do we do with your items if your carrier doesn't show up?

Send out via Shepard Logistics or available carrier Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.





# **ADVANCED SHIPPING LABEL**

**PRINTING United Expo** 

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

Print at least one advanced shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

NCED HOUSE	<ul> <li>Shepard</li> <li>ADVANCED WAREHOUSE</li> </ul>
ADVA WARE	<b>TO:</b> (Exhibiting Company Name)
	(Exhibiting Company Booth Number) c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118
S	FOR: PRINTING United Expo
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Monday, September 19, 2022 Last day freight can arrive without a surcharge: Wednesday, October 5, 2022





# **DIRECT SHIPPING LABEL**

**PRINTING United Expo** 

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

Print at least one advanced shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

W SITE	<ul> <li>Shepard</li> <li>DIRECT TO SHOW SITE</li> </ul>
SHO	<b>TO:</b> (Exhibiting Company Name)
	(Exhibiting Company Booth Number) c/o Shepard Exposition Services Las Vegas Convention Center - North & Central Halls 3150 Paradise Road Las Vegas, NV 89109
	FOR: PRINTING United Expo
	<b>MUST NOT BE DELIVERED PRIOR TO:</b> Per your assigned Inbound Target Delivery Date/Time





# **DIRECT SHIPPING LABEL**

**PRINTING United Expo** 

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

Print at least one advanced shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

SCT TO W SITE	Shepard MACHINERY
DIRESHO	<b>TO:</b> (Exhibiting Company Name)
	(Exhibiting Company Booth Number) c/o Shepard Exposition Services Las Vegas Convention Center - North & Central Halls
S	3150 Paradise Road Las Vegas, NV 89109 FOR:
	PRINTING United Expo
<b>M</b>	<b>MUST NOT BE DELIVERED PRIOR TO:</b> Per your assigned Inbound Target Delivery Date/Time







# ALL INCLUSIVE MATERIAL HANDLING RATES

#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

## Ship Roundtrip with Shepard Logistics and receive a 10% discount\* on Material Handling

\* Discount does not apply to shipments under 100 lbs. or shipments over 10,000 lbs. and local deliveries. Roundtrip SLS shipping is required to qualify for discount. (35572)

What is Material Handling? Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

Per Pound Material Handling Rates All rates are per one pound. There is no minimum charge. Certified weight tickets are required on all shipments. The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of these hours may result in additional fees.

How to Calculate Material Handling Services Material handling, whether used completely or in part are offered as a round trip service. The weight on your certified weight ticket is the amount you will be charged X the per pound material handling rate.

#### **Advanced Warehouse Shipments\*\***

\*\* Single pieces over 5000 pounds, machines or uncrated items cannot be accepted at warehouse.
FIRST DAY FREIGHT CAN ARRIVE: Monday, September 19, 2022

LAST DAY FREIGHT CAN ARRIVE: Monday, October 10, 2022

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35010	Crated ONLY		х	\$1.24	

#### Direct to Facility/Show Site Shipments\*\*\*

\*\*\* Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Wednesday, October 12, 2022

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35030/35043	Crated or Uncrated		х	\$1.24	

#### **Other Material Handling Services**

CODE	n	ГЕМ	WEIGHT		PRICE/LB.	TOTAL
35490	Banding Serv Skid/Pallet	rice Per 4x4		x	\$75.00	
35491	Shrink-wrap S Skid/Pallet	õervice Per 4x4		x	\$75.00	
		TOTAL ESTI	MATE		\$_	
		TAX (All tax rates are subject to change)			t to change)	8.38%
	·				Ś	

Only Shepard personnel are allowed to operate mechanical equipment. We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. All Material Handling charges are billable and will be charged to the credit card on file.

COMPANY NAME:	 BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_

♦ Shepard •

Email completed form to: orders@shepardes.com

# ALL INCLUSIVE MATERIAL HANDLING

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

#### **Special Handling Definitions**

#### This is included in your per pound rate.

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

#### **Constricted Space**

Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

#### **Stacked Shipments**

Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

#### **Mixed Shipments**

Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

#### Shipment Integrity

Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

#### Carpet/Pad Only

Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

#### No Documentation

Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

#### **Designated Piece Unloading**

Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

# ♦ Shepard

#### Padded Van Deliveries

This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

#### **Disposal Fee**

A disposal fee & minimum 1 hr. labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

#### Overtime/Double-time

## This is included in your per pound rate.SURCHARGE:Overtime: 30% • Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

#### Warehouse Overtime/Double-time This is included in your per pound rate.

SURCHARCE: Overtime: 30% • Double Time: 50% Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

#### Early/Late Shipments to the Warehouse SURCHARGE: 25% • 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

#### **Uncrated Shipments**

This is included in your per pound rate. Rate as shown on Material Handling Rate Form An additional charge of 50% (or as stated on Material

Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move out of the show, and is based on the weight of the shipment handled.

#### Off-Target Deliveries SURCHARGE:

#### 30% • 35004

For targeted shows (exhibitors who received/ requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

#### Marshaling Yard

## This is included in your per pound rate.FEE:\$30 per Shipment • 35250

Where Shepard Exposition Services as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

#### **Reweigh of Shipments**

#### This is included in your per pound rate.

FEE: \$25.00 per forklift load • 35282 An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

## Empty Crate Storage FEE:

\$25.00 per piece • 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

#### Light Weight Shipments

Shipments weighing 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

#### **Envelope Deliveries**

FEE: \$10.50 per envelope • 35007 During show hours at the show facility, a charge will

apply to receiving and delivering envelope packages to your booth.

#### Mobile Spotting

FEE: \$325 per round trip All vehicles must be escorted in and out of building by Shepard personnel.

# ALL INCLUSIVE MATERIAL HANDLING 101

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

#### What is material handling (also referred to as

drayage)? Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping? Shipping is the process of transporting your shipment from its origin to it's final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

**Do I need to order a forklift to unload or reload my freight?** No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight.

What determines how much I'm charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

#### How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges? Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

What are Light Weight shipments? All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs. and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb. minimum.

#### How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40 lbs. will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

What are Crated Materials? Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling required.

What are Uncrated Materials? Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is Special Handling? Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

What are Advanced Shipments? All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrived by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments? All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

#### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

Outbound Shipping You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

**Equipment.** Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.



# **ALL INCLUSIVE MACHINE RATES**



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This for is for MACHINERY only. For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machinery rates are All-Inclusive Rates!

### **Important Things to Know!**

- Use of these specially discounted rates are for your machinery shipments only.\*
- \* All other freight will be billed at standard Material Handling Rates.
- Certified weight tickets are required for all shipments.
- Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- When shipping a mixed load, **separate weight tickets** are required to distinguish between machinery and exhibit materials.
- All shipments must have proper inbound Bill of Lading or carrier bill with **weight breakdowns**.

# For all machine shipments, Shepard will do the following:

- Receive shipments consigned directly to the facility on installation days.
- · Deliver your machine to your booth.
- · Remove and store your empty containers.
- Return your empty containers to your booth. Per exhibitor notification with outbound rigging labor orders.
- · Load your outbound shipment on your carrier of choice.

CODE	ITEM DESCRIPTION	WEIGHT	PER LB RATE
35253	0- 5,000 lbs.		\$0.69
35993	5,001 - 10,000 lbs.		\$066
35994	10,001 - 20,000 lbs.		\$063
35995	20,001 - 30,000 lbs.		\$0.60
35641	30,001 -40,000 lbs.		\$0.56
35642	40,001-50,000 lbs.		\$052
35643	50,001 + I bs.		\$0.47

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

Only Shepard personnel are allowed to operate mechanical equipment. We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file**.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS:	



Email completed form to: orders@shepardes.com





#### **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, SEPTEMBER 12, 2022

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Step 1. How m	any machines	are you shipping?	?
---------------	--------------	-------------------	---

QUANTITY OF MACHINES:

# Step 8. Where are the pick points located on your machine?

□Top □Bottom

#### Step 2. What is the weight of each machine?

1:	2:	3:	4:
5:	6:	7:	8:

#### Step 3. What are the dimensions of each machine?

1:	2:	3:	4:
5:	6:	7:	8:

#### Step 5. How is your machine being shipped?

□ Flatbed □ Close Trailer □ Container

#### Step 6. Do you need special equipment to unload?

Extended Forklift Blades	□ Rollers	□Slings	
Other			

# Step 7. Do you require a forklift in your booth space to unskid, assemble, or spot machinery?

□Yes □No

# Step 9. What is the weight per square foot\* of each machine?



\* 350 pounds per sq. ft. is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

# Step 10. Please attach any photos or diagrams you have of your machines.

□ Photos Attached □ No Photos

Only Shepard personnel are allowed to operate mechanical equipment. We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file**.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS	

(•) Shepard ·

Email completed form to: targets@shepardes.com

# **MOBILE SPOTTING FEE**



#### **PRINTING United Expo**

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# Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

## Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

## Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

#### All vehicles must be removed no later than: Monday, October 24, 2022 | 12:00PM Noon

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

CODE	ITEM		QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting			\$325.00	
TOTAL ESTIMATE					\$
		TAX (All tax rates are subject to change)			NA
		AMOUNT DUE			\$

Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

## **Important Rules and Regulations**

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: \_

CONTACT NAME:

EMAIL ADDRESS: \_

Shepard

Email completed form to: orders@shepardes.com

BOOTH NUMBER:

# PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Shepard will not be responsible for any materials they do not handle.



The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.

✓ ALLOWED POVs INCLUDE:

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck

Please refer to the Labor Rules

and Regulations page for additional information and



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. **NOT ALLOWED IN THE DOCK AREA:** X Trailers of any kind X No Step Van/Box Truck X Full Size Vans

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.



### ✓ ALLOWED:

Hand Carried Boxes

#### NOT ALLOWED: X 2-wheel or 4-wheel Hand Carts X Pallet Jacks



guidelines.



# FORKLIFTS & GROUND RIGGING

#### **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### **Labor Hours**

Straight Time (ST):	Monday - Friday   8:00AM - 5:00PM
Overtime (OT):	Monday - Friday   5:00PM - 8:00AM. All hours Saturday and
	Sunday
Double Time (DT):	Holidays
Holidays:	NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor
	Day, Thanksgiving, Christmas Day.

#### Step 1: Describe the work.

Uncrating Materials Spotting Equipment Booth Work/Ground Rigging Will you need: Straps Extended Blades Weight of Heaviest Piece:

#### Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: \_\_\_\_

Dismantle Date/Time: \_\_\_\_

#### Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY							
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
35028	ST Hourly Rental		\$239.50	\$275.40	\$308.45		
35039	OT Hourly Rental		\$298.75	\$343.55	\$384.80		
35067	DT Hourly Rental		\$359.00	\$412.85	\$462.40		

	FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY							
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35029	ST Hourly Rental		\$440.00	\$506.00	\$566.70			
35049	OT Hourly Rental		\$449.75	\$517.20	\$579.25			
35069	DT Hourly Rental		\$559.50	\$643.40	\$720.60			

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY							
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
35455	ST Hourly Rental		\$542.25	\$623.60	\$698.45		
35456	OT Hourly Rental		\$602.40	\$692.75	\$775.90		
35457	DT Hourly Rental		\$622.15	\$715.45	\$801.30		

	FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY							
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35035	ST Hourly Rental		\$645.65	\$742.50	\$831.60			
35066	OT Hourly Rental		\$705.40	\$811.20	\$908.55			
35070	DT Hourly Rental		\$765.15	\$879.90	\$985.50			

	FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY							
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35255	ST Hourly Rental		\$852.65	\$980.55	\$1,098.20			
35256	OT Hourly Rental		\$912.40	\$1,049.25	\$1,175.15			
35257	DT Hourly Rental		\$972.15	\$1,117.95	\$1,252.10			

	FORKLIFT RENTAL - 4 STAGE								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL			
35593	ST Hourly Rental		\$340.65	\$391.75	\$438.75				
35594	OT Hourly Rental		\$420.40	\$483.45	\$541.45				
35595	DT Hourly Rental		\$460.15	\$529.15	\$592.65				

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. **PLEASE NOTE**: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

RIGGING SUPERVISOR RATES (PER MAN HOUR)								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35085	ST Hourly Rental		\$149.50	\$171.90	\$192.55			
35086	OT Hourly Rental		\$224.25	\$257.90	\$288.85			
35099	DT Hourly Rental		\$299.00	\$343.85	\$385.10			

	<b>RIGGERS &amp; MATERIAL HANDLERS (PER MAN HOUR)</b>								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL			
35087	ST Hourly Rental		\$121.50	\$139.70	\$156.45				
35100	OT Hourly Rental		\$182.25	\$209.60	\$234.75				
35101	DT Hourly Rental		\$243.00	\$279.45	\$313.00				

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: \_

CONTACT NAME: \_

EMAIL ADDRESS: \_\_\_\_

Shepard

Email completed form to: orders@shepardes.com

\_ BOOTH NUMBER: \_

**ON-SITE STORAGE** 

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On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

Accessible Storage: Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum).

Secured Storage: Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

#### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME:	BOOTH NUMBER:
ON-SITE CONTACT NAME:	ON-SITE CELL PHONE:

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

#### Step 2. Choose the type of storage to fit your needs.

For either storage options, there is no charge to return items back to your booth at the end of the event.

#### Accessible Storage

STEP 1:	
---------	--

CODE	ITEM	QTY		COST PER DAY		NUMBER OF DAYS		EST TOTAL 1
35166	Pallets/Skids		x	\$35.00	x		=	
35349	1/2 Trailer		x	\$80.00	x		=	
35348	Full Trailer		x	\$120.00	x		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL	
	+		=		

#### Secure Storage

STEP 1:

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED		NUMBER OF DAYS		EST TOTAL 1
35068	.80	x		x		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL	
	+		=		

## STEP 2:

CODE	ITEM	COST PER MOVE	
35087	Labor - Straight Time	\$197.00	×
35100	Labor - Overtime	\$295.50	x
35101	Labor - Double Time	\$394.00	×

R ES		EST TOTAL 2
	=	
	=	
	=	

NUMBE OF MOV

#### STEP 2:

CODE	ITEM	COST PER MOVE		
35087	Labor - Straight Time	\$197.00	x	
35100	Labor - Overtime	\$295.50	x	
35101	Labor - Double Time	\$394.00	x	

JMBER MOVES		EST TOTAL 2
	=	
	=	
	=	

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

BOOTH NUMBER:

EMAIL ADDRESS:

< € > Shepard -

Email completed form to: orders@shepardes.com

# WAREHOUSE STORAGE



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## Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

#### Pricing

- Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound. or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

#### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_\_ ON-SITE CELL PHONE: \_\_\_\_\_\_ ON-SITE CELL PHONE: \_\_\_\_\_\_

EMAIL ADDRESS:

#### Step 2. What needs to be stored?

#### TOTAL NUMBER OF PIECES TO BE STORED:

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					
	*	TOTAL ES	τιμάτε		\$

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

#### Step 3. How long are we storing your items?

FROM DATE:

Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **WILL NOT** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

TO DATE:

□ Ship to another destination via Shepard Logistics\* □ Transport to another Shepard event\* \*Additional fees will apply

Pick-up is arranged with another carrier: \_

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: \_



Email completed form to: orders@shepardes.com



# **BOOTH & CARPET CLEANING**

#### **PRINTING United Expo**

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#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

#### **Booth Vacuuming**

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.49	\$0.55	\$0.60	
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55	
47052	900+ sq. ft.		\$0.40	\$0.45	\$0.50	

VACUUM DAILY							
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL	
47055	0-399 sq. ft.		\$1.47	\$1.70	\$1.90		
47056	400-900 sq. ft.		\$1.35	\$1.55	\$1.75		
47057	900+ sq. ft.		\$1.25	\$1.45	\$1.60		

#### **Porter Service**

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.60	\$0.70	\$0.80	
47031	Daily Porter		\$1.80	\$2.05	\$2.30	

#### **Specialty Services**

	MOPPING & CARPET SHAMPOOING							
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL		
47042	Mop One Time		\$0.60	\$0.70	\$0.80			
47022	Mop Daily		\$1.60	\$1.85	\$2.05			
47013	Shampoo One Time		\$0.65	\$0.75	\$0.85			

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$155.35	\$178.65	\$200.10	
47044	Daily		\$423.68	\$487.25	\$545.70	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: .

CONTACT NAME:

EMAIL ADDRESS: \_

(•) Shepard —

Email completed form to: orders@shepardes.com

BOOTH NUMBER:



# **EXHIBIT DISINFECTING SERVICES**

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#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

#### **Display Wipe Down with Sanitizing Disinfectant**

CODE	ІТЕМ	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$161.33	\$185.50	\$207.75	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071 Daily W	Wipe Down Disinfectant		\$439.98	\$505.95	\$566.65	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open. Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$146.66	\$168.65	\$188.90	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.

#### **Electrostatic Fogging**

CODE	ІТЕМ	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$0.98	\$1.15	\$1.30	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only per performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: \_\_\_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_\_\_
CONTACT NAME: \_\_\_\_\_\_
FMAIL ADDRESS:

♦ Shepard •

Email completed form to: orders@shepardes.com

# **BULK WASTE REMOVAL**



#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

#### Labor

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
68066	Labor - Straight Time		\$155.35	\$178.65	\$200.10	
68067	Labor - Overtime		\$233.05	\$268.00	\$300.15	
68068	Labor - Double Time		\$310.70	\$357.30	\$400.20	

#### Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$239.50	\$275.40	\$308.45	
35039	5k Forklift - Overtime		\$298.75	\$343.55	\$384.80	
35067	5k Forklift - Double Time		\$359.00	\$412.85	\$462.40	

#### **Dumpster Fee**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35330	Per Full Dumpster		\$500.00	\$575.00	\$644.00	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.

COMPANY NAME: \_

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

CONTACT NAME:

EMAIL ADDRESS: \_\_

♦ Shepard

Email completed form to: orders@shepardes.com

# SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space. With Shepard, You Can.



shepardes.com

# TABLES

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

## UNSKIRTED



## SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



**Display Table** #50042 4' x 24" x30" Skirted



**Display Table** #50043 4' x 24" x 42" Skirted



**Display Table** #50046 6' x 24" x 30" Skirted



**Display Table** #50047 6' x 24" x 42" Skirted



**Display Table** #50050 8' x 24" x 30" Skirted



**Display Table** #50051 8' x 24" x 42" Skirted

## PEDESTAL & SIDE



**30" Natural Pedestal Table** #50706 30" x 36" Natural Feel Pedestal Table, Maple Top, Black Base



**42" Pedestal Table** #51089 42" x 36" Round High Pedestal Table, Grey Fleck Top, Chrome Base



42" Natural Pedestal Table #50707 42" x 36" Natural Feel Pedestal Table, Maple Top, Black Base

**Round Side Table** #50030 18" x 24"





**30" Pedestal Table** #50032 30" x 36" Pedestal Table, Grey Fleck Top, Chrome Base

**Square Side Table** #50031 18" x 18" x 24"



# CHAIRS

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

## STOOLS & CHAIRS WITH ARMS



**Director's Stool** #51090 Black Fabric, Maple Wood



Natural Feel Stool #50705 Light Maple Back, Black Fabric Seat



**Padded Stool** #50024 Padded Stool with Back, Grey Fabric



**Director's Chair** #51086 Black Fabric, Maple Wood



Upholstered Arm Chair #50021 Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



**Natural Feel Chair** #50704 Light Maple Back, Black Fabric Seat



Upholstered Side Chair #50020 Upholstered Side Chair, Grey Fabric



# DISPLAYS

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

## FOR HANGING



Bag Rack #50175 9" x 12" x 71" Adjustable Heights



2' x 8' Grid with Legs #50236 2' x 8' Chrome Also Available Without Legs (#50237)



6" Hooks for Peg Board #50104 Silver



7-Ball Waterfall **Grid Attachment** #50242 Silver Wall #50243

**Coat Rack** 

2" x 22" x 69"

3.5' x 8' Slatwall

#50092

Silver

#66147

3.5' x 8'

Grey

**Spiral Garment Rack** #50093 30" x 70" Silver

8' x 4' & 4' x 8' Peg Board # 66148 (horz) 8' x 4'

#66149 (vert) 4' x 8' White



Also Available for Slat

## **UPRIGHT, CROSSBARS & DRAPERY**



8' High Upright with Base #50088 Crossbar rented separately



6' - 10' Crossbar #50349 1 ¼" D



7' - 12' Crossbar #50348 1 ¼" D



3' High Drape #50074



8' High Drape #50074

## SHELVING



4' x 12" Display Shelf #50296 4' x 12" White Shelf with Black Bases



6' x 12" Display Shelf #50297 6' x 12" White Shelf with Black Bases

## BARRIER



**Tensa Barrier** Stanchion #50427

Barrier with Black Belt Barrier 13" x 41" Black Belt 117" Rented individually, not a set



# **DISPLAYS & SHOWCASES**

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## FOR SIGNS & LITERATURE



Horizontal Tackboard #50060 4' x 8' Black Legs, Grey Fabric



Vertical Tackboard #50061 8' x 4' Black Legs, Grey Fabric



**Literature Rack** #50245 16" x 10" x 59"



**Chrome Sign Holder** #50095 Holds 22" x 28" Sign



**Floor Easel** #50094 31" x 31" x 64"

## OTHER



Wastebasket #50091



**Mini Refrigerator** #50098



Drawing Bowl #50185



**Sand Bag** #51087

## SHOW CASES



**4' Full View Showcase** #50067

**6' Full View Showcase** #50068



4' Quarterview Showcase #50069

**6' Quarterview Showcase** #50070



# FLOORING

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# PREMIUM - 28 OZ



# PLUSH - 50 OZ



# **VINYL - CUSTOM ORDER ONLY**







Snow

Maple

Silverwood

Shadow

Walnut

Barnwood



# **SKIRT & DRAPE**

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# SKIRT - SPANDEX



## DRAPE







# **STANDARD FURNISHINGS**

#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### **Tables**

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.

COLORS: Red (01), Green (02), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10), Teal (13) · Spandex: Red (01), White (03), Blue (05), Black (06)

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (I) x 24" (w) x 30" (h) Skirted Table			\$179.70	\$206.65	\$231.45	
50046	6' (I) x 24" (w) x 30" (h) Skirted Table			\$220.80	\$253.90	\$284.35	
50050	8' (I) x 24" (w) x 30" (h) Skirted Table			\$280.00	\$322.00	\$360.65	
50043	4' (I) x 24" (w) x 42" (h) Skirted Table			\$218.40	\$251.15	\$281.30	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$279.70	\$321.65	\$360.25	
50051	8' (I) x 24" (w) x 42" (h) Skirted Table			\$329.05	\$378.40	\$423.80	
50052	4th Side Skirt for 30" High Table			\$109.25	\$125.65	\$140.75	
50171	4th Side Skirt for 42" High Table			\$109.25	\$125.65	\$140.75	
50040	4' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$122.00	\$140.30	\$157.15	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$145.50	\$167.30	\$187.40	
50048	8' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$171.55	\$197.30	\$221.00	
50041	4' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$137.30	\$157.90	\$176.85	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$171.55	\$197.30	\$221.00	
50049	8' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$191.40	\$220.10	\$246.50	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$307.30	\$353.40	\$395.80	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$287.30	\$330.40	\$370.05	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$144.65	\$166.35	\$186.30	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$144.65	\$166.35	\$186.30	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$375.90	\$432.30	\$484.20	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$391.85	\$450.65	\$504.75	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$312.00	\$358.80	\$401.85	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$312.00	\$358.80	\$401.85	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$312.00	\$358.80	\$401.85	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$312.00	\$358.80	\$401.85	

#### Seating

CODE	ІТЕМ	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$111.20	\$127.90	\$143.25	
50021	Arm Chair Grey Fabric		n/a	\$151.65	\$174.40	\$195.35	
50024	Stool with Back Grey Fabric		n/a	\$184.70	\$212.40	\$237.90	
51086	Director's Chair Black Fabric		n/a	\$114.75	\$131.95	\$147.80	
51090	Director's Stool Black Fabric		n/a	\$205.35	\$236.15	\$264.50	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$223.95	\$257.55	\$288.45	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$183.90	\$211.50	\$236.90	

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TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

\_\_ BOOTH NUMBER: \_

COMPANY NAME: \_

EMAIL ADDRESS: \_\_



Email completed form to: orders@shepardes.com



# **SPECIALTY, DISPLAYS & DRAPERY**

#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$61.55	\$70.80	\$79.30	
50245	Literature Rack Silver, Glass		n/a	\$227.15	\$261.20	\$292.55	
50175	Bag Rack, Chrome		n/a	\$300.80	\$345.90	\$387.40	
50092	Coat Rack, Chrome		n/a	\$106.80	\$122.80	\$137.55	
50093	Garment Rack, Chrome		n/a	\$300.80	\$345.90	\$387.40	
50427	Tensabarrier, Per Stem, Black		n/a	\$126.90	\$145.95	\$163.45	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$140.10	\$161.10	\$180.45	
50185	Drawing Bowl, Clear		n/a	\$56.50	\$64.95	\$72.75	
50296	4' x 12" Display Riser White and Black		n/a	\$127.05	\$146.10	\$163.65	
50297	6' x 12" Display Riser White and Black		n/a	\$158.10	\$181.80	\$203.60	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$479.75	\$551.70	\$617.90	
50067	4' Full View Showcase, White		n/a	\$1,133.55	\$1,303.60	\$1,460.05	
50068	6' Full View Showcase, White		n/a	\$1,250.20	\$1,437.75	\$1,610.30	
50069	4' Quarter View Showcase, White		n/a	\$1,133.55	\$1,303.60	\$1,460.05	
50070	6' Quarter View Showcase, White		n/a	\$1,250.20	\$1,437.75	\$1,610.30	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$367.10	\$422.15	\$472.80	
50061	4' x 8' Vetical Posterboard Grey Fabric		n/a	\$367.10	\$422.15	\$472.80	
50236	Grids 2' x 8' with Legs, Each		n/a	\$271.15	\$311.80	\$349.20	
50237	Grid 2' x 8' without Legs, Each		n/a	\$203.05	\$233.50	\$261.50	
50242	7-Ball Waterfall for Grids		n/a	\$18.65	\$21.45	\$24.00	
50104	6" Hooks (12) for Peg Boards		n/a	\$58.75	\$67.55	\$75.65	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)		\$28.80	\$33.10	\$37.05	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)		\$21.35	\$24.55	\$27.50	
50088	8' Upright with Base	n/a	\$39.75	\$45.70	\$51.20	
52065	3' Upright with Base	n/a	\$39.75	\$45.70	\$51.20	
50349	6'-10' Crossbar	n/a	\$26.40	\$30.35	\$34.00	
50348	7'-12' Crossbar	n/a	\$26.40	\$30.35	\$34.00	
50058	Sateen, per linear foot (minimum 5' linear feet rental)		\$24.65	\$28.35	\$31.75	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: \_\_

CONTACT NAME: \_

EMAIL ADDRESS: \_\_\_\_

Shepard ·

Email completed form to: orders@shepardes.com

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


### **FLOORING**



#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022** PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* MONDAY, SEPTEMBER 12, 2022

Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing ONLINE DISCOUNT REGULAR TOTAL CODE ITEM SQ. FT. COLOR Premium Plush Carpet\*\* - 50 oz. (per sq. ft.)\*\*\* Rental includes installation and removal of carpet and visqueen. 46004 \$12.15 \$13.95 \$15.60 AVAILABLE COLORS: White (03), Black (06), Navv (22), Sand (33), Silver Dollar (34), Dark Grev (35), Crimson (74), Electric Blue (91) \*\*\* Minimum 100 so. ft, order required CODE DISCOUNT REGULAR ΤΟΤΑΙ ITEN SQ. FT. COLOR ONLINE Premium Vinyl\*\* (per sq. ft.)\*\*\* Rental includes installation and removal of carpet and visqueen. 46005 \$15.70 \$18.05 \$20.20 \$6.60 46007 1/2" Padding for Vinyl (per sq. ft.)\*\*\* n/a \$5.75 \$7.40 AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood, Shadow, Walnut, Barnwood \*\*\* Minimum 100 sq. ft. order required CODE ITEM SQ. FT. COLOR ONLINE DISCOUNT REGULAR TOTAL Premium Carpet - 28 oz. Rental/Sq. Ft.\* 4600 \$8.70 \$10.00 \$11.20 Rental includes installation and removal of carpet and visqueen Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.\*\* Rental includes installation and removal of carpet 46003 \$7.65 \$8.80 \$9.85 rpet and visqueen Premium Carpet - 28 oz. Purchase Sq. Ft.\*\*\* Rental includes installation and removal of carpet and visqueen. 46002 \$21 55 \$24.80 \$27.80 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Red (01), Black (06), Beige (14), Silver Cloud (18), Charcoal (17), Deep Navy (22) \*\*\* Minimum 100 sq. ft. order required CODE COLOR DISCOUNT REGULAR TOTAL ITEM SQ. FT. ONLINE 50255 Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10' \$352.25 \$405.10 \$453.70 50256 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20' \$675.00 \$77625 \$869.40 50257 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30' \$980.35 \$1.127.40 \$1.262.70 50258 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40' \$1303.95 \$1499.55 \$1,679.50 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15' Tuxedo ONLY 50400 \$616.40 \$708.85 \$793.90 RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut CODE ITEM COLOR ONLINE DISCOUNT REGULAR TOTAL SQ. FT. Special Cut 0-399 Sq. Ft. \$5.90 \$7.60 50580 \$6.80 Rental includes installation and removal of carpet and visqueen Special Cut 400-900 Sq. Ft. \$5.45 \$6.25 \$7.00 50581 Rental includes installation and removal of carpet and visqueen. Special Cut 900+ Sq. Ft. 50582 \$4.95 \$5.70 \$6.40 Rental includes installation and removal of carpet and visqueen. RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Red (01). Blue (05). Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Order Special Cut when it is important that dve lots match REGULAR CODE ITEM SQ. FT. COLOR ONLINE DISCOUNT TOTAL 1/2" Padding 50009 n/a \$1.60 \$1.85 \$2.05 50008 1" Padding n/a \$3.05 \$3.50 \$3.90 50010 Visqueen n/a \$0.45 \$0.50 \$0.55 ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING. Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com. TOTAL ESTIMATE \$

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TAX (All tax rates are subject to change) 8.38% AMOUNT DUE Ś.

BOOTH NUMBER:

COMPANY NAME: CONTACT NAME: .

EMAIL ADDRESS:



Email completed form to: orders@shepardes.com



## TRADESHOW FURNISHINGSI 2021

# Soft Seating Collections

## Valencia

VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H

**VALSOF** Sofa (coffee brown velvet) 63"L 30.5"D 31"H

Level The Field!: Low and casual seating makes clients more comfortable and open to learn about your product.

> Pair loveseats and sofas with the Sofa/Table Divider to create individual spaces.



## Soft Seating Collections



**CHR002 Chair** (blue fabric) 36"L 34.5"D 30"H

**SFA002 Sofa** (blue fabric) 73"L 34.5"D 30"H







PALSOF Sofa (white vinyl) 69"L 29"D 33"H



**KEYSOF Sofa** (black fabric) 79"L 35"D 34"H

**KEYCHR Chair** (black fabric) 35"L 35"D 34"H

**KEYLOV Loveseast** (black fabric) 57"L 35"D 34"H

## Soft Seating Collections



BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H

**BSFWHT Sofa** (white vinyl) 86"L 30"D 28"H

**BLVWHT Loveseat** (white vinyl) 61"L 30.5"D 28"H









NPLCHP Chair, Powered (black vinyl) 36"L 30"D 33.25"'H Also available with standard arm (NPLCHR).

#### NPLSOP Sofa, Powered

(black vinyl) 87"L 30"D 33.25"H Also available with standard arms (NPLSOF).



#### **NPLLOP Loveseat, Powered**

(black vinyl) 62"L 30"D 33.25"H Also available with standard arms (NPLLOV).

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

## Powered <sup>©</sup> Seating

# Naples Collection

### Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



A) NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H

**B) NPLCHP Naples Chair, Powered** (black vinyl) 36"L 30"D 33.25"H

**C) NPLLOP Naples Loveseat, Powered** (black vinyl) 62"L 30"D 33.25"H







### Tech Tablet Chair TCHGRY Tech Tablet Chair

### (gray vinyl, white metal tablet, chrome base) 30.5"L 29"D 33.5"H Also available without tablet.



POWERED DETAIL

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

## Accent Chairs

### **Spin Around**

Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!

La Brea LABREA Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H

Makeit

Bowery BOWCHA Swivel Chair (ochre fabric, chrome) 29.75"L 31"D 27.25"H



10'x20' - Meeting Booth

Wentworth WENCHA Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



### Swanson **SWAN Swivel Chair** (white vinyl, chrome) 28"L 25"D 30"H

## Accent Chairs

Montreal **MONCHA** Chair (blue, black metal) 30"L 23.25"D 30"H

Lena LENCHA Chair (moss green leather, bronze) 27"L 25"D 31"H

### Madrid **BCW Chair** (white, chrome) 30"L 30"D 31"H

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

Create













A) TCHP Tech Chair, No Tablet (gray vinyl, chrome base) 30.5"L 29"D 33.5"H

#### **B) MNCHCH Munich** Armless Chair (gray fabric) 22.5"L 27"D 28.5"H

C) CNTCHR Century Chair (gray velvet) 30"L 30"D 31"H

**D) ATHCHA Atherton Chair** (distressed brown leather, blackened steel) 27"L 31"D 30"H

E) PROGB Pro Executive **Guest Chair** (black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair (white molded plastic w/ chrome tower base) 27"L 25"D 26"H







### A) MARCBR (brown fabric) B) MARCBE (ocean blue fabric) C) MARCRD (red fabric) D) MARCWH (white vinyl) E) MARCBK (black vinyl)

All frames brushed metal.

## Individual Seating

Laguna LMCHR Chair (maple, chrome) 18"L 19"D 34"H

















Lucent LUCHCL Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H









A) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H

B) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H

C) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H

D) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

E) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

F) Duet Stack Chair (black, chrome) 21"L 23"D 33"H

G) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H

H) OCMWHT Meeting Chair (white vinyl, wenge) 25.5"L 23.5"D 34"H

Malba Chair I) MALGRN (green, chrome) J) MALGRY (gray, chrome) 20"L 20"D 32"H

**Blade Chair** K) BLDCSB (sky blue) L) BLDCRD (red) 20.5"L 19"D 30.5"H





A) BVSMOR (orange fabric) B) BVSMON (olive green fabric) C) BVSMWH (white vinyl) D) BVSMBK (black vinyl) E) BVSMBL (ocean blue fabric) F) BVSMBN (brown fabric) G) BVSMGY (gray fabric) H) BVSMLN (linen fabric) I) BVSMLV (lavender fabric) J) BVSMRD (red fabric) K) BVSMYL (yellow fabric)





BEVERLY



A) BVLYWH (white vinyl) B) BVLYRD (red fabric) C) BVLYGR (gray fabric) D) BVLYOB (ocean blue fabric) E) BVLYBK (black vinyl) F) BVLYLN (linen fabric) G) BVLYBN (brown fabric)



## Ottomans

Squares Endless **END02B** (black vinyl, chrome) **END02W** (white vinyl, chrome) 34"L 34"D 15"H

### **Demo Down**

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.





Curves Endless **END01W** (white vinyl, chrome) **END01B** (black vinyl, chrome) 60.5"L 37.5"D 15"H

Bench **REGBEN** Regis (brushed metal) 47"L 15.5"D 16"H











A) VIB14 (citrus green vinyl) B) VIB17 (desert rose vinyl) C) VIB16 (spice orange vinyl)
D) VIB01 (green vinyl) E) VIB09 (white vinyl) F) VIB10 (black vinyl) G) VIB11 (steel blue vinyl)
H) VIB13 (purple vinyl) I) VIB12 (silver vinyl) J) VIB04 (red vinyl) K) VIB05 (bright yellow vinyl)
L) VIB15 (taupe vinyl) M) VIB02 (blue vinyl) N) VIB08 (orange vinyl)

### VIBE

Provide a Pop!:

Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.







A) MAR011 (orange fabric) B) MAR16 (Ivory Faux Sheep Fur) C) MAR009 (pear yellow fabric) D) MAR001 (white vinyl) E) MAR006 (rose quartz fabric) F) MAR007 (plum fabric) G) MAR010 (blue fabric) H) MAR002 (gray fabric) I) MAR003 (linen fabric) J) MAR004 (raspberry fabric) K) MAR008 (meadow green fabric) L) MAR015 (black vinyl) M) MAR012 (forest green vinyl) N) MAR013 (teal velvet) O) MAR014 (distressed brown vinyl)



COCKTAIL & END TABLES



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top) C) MESCTB Cocktail Table / D) MESETB End Table (black top) E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

## ACCENT

### 32.25" RND 17.25" H | 20.5" RND 21.25" H

All frames bronze finish.



### ALONDRA









### ACCENT **COCKTAIL & END TABLES** 47"L 24"D 16"H | 20"L 20"D 20"H

### A) ALC100 Cocktail Table / B) ALE100 End Table (glass top) C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



### ACCENT COCKTAIL & END TABLES





A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
 C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H



### **SYDNEY**



### ACCENT **COCKTAIL & END TABLES** 48"L 26"D 18"H | 27"L 23"D 22"H





### Cocktail Tables A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood) End Tables E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.



SIDE TABLES 15.75"L15.75"D24"H







### Taos Tables A) TAOBWH (white top) B) TAOBBK (black top) C) TAOBWD (barnwood top) Sedona Tables D) SEDBWH (white top) E) SEDBBK (black top) F) SEDBWD (barnwood top)

All frames bronze finish.

## Accent Tables

Regis **REGBEN Bench Table** (brushed metal) 47"L 15.5"D 16"H

**REGOTT End Table** (brushed metal) 16"L 15.5"D 16.5"H

Aura AURA Round Table (white metal) 15"RND 22"H



Timber **TMBTBL End Table** (wood) 16"RND 17"H



**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

**Gather Round** 

Powered Products





### 3

### Wireless **CUBPOW Charging Table**, Powered (white, AC plug-in) 20"L 20"D 18"H

Silverado C1E Cocktail Table (glass top, chrome) 36"RND 17"H E1E End Table (glass top, chrome) 24"RND 22"H

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



## Bar & Cafe Tables



**Rustique RSTSQT** Square Metal Bar Table (qunmetal) 23.75"L 23.75"D 41.25"H

#### **Bar Tables**

Standard Black Base 30" RND 42"H **VTJ** (graphite nebula top) **VTK** (maple top) **VTB** (red top) 30WH42 (white top) **30WDBB** (barnwood top) 30BKSB (black top) **30AGBB** (brushed gunmetal top) **30OSBB** (orange top) VTA (Madison/gray acajou top) **30BEBB** (blue top) **30YBBB** (brushed yellow top) 30GSBB (green top)

36" RND 42"H **VTN** (graphite nebula top) **VTP** (maple top) **VTW** (white top) **36BKSB** (black top)

**Bar Tables** Hydraulic Chrome Base 30" RND 45"H **30GRHB** (graphite nebula top) **30MTHB** (maple top) **30BRHB** (red top) **30WHHB** (white top) **30WDHB** (barnwood top) **30BKHB** (black top) **30AGHB** (brushed gunmetal top) **30OSHB** (orange top) **30MAHB** (Madison/gray acajou top) **30BEHB** (blue top) 30YSHB (brushed yellow top) 30GSHB (green top)

36" RND 45"H **36GRHB** (graphite nebula) **36MTHB** (maple top) 36WTHB (white) **36BKHB** (black top)

**1.** Choose your base: black or chrome... 2. Then pick a color that suits your design.





**Create Space** 

BLUE

MADISON/GRAY ACAJOU

Mix and match table tops with base options to create the perfect combination for your needs.





ORANGE



### Cafe Tables Hydraulic Chrome Base 30" RND 29"H **30GRHC** (graphite nebula top) **30MTHC** (maple top) **30BRHC** (red top) **30WHHC** (white top) **30WDHC** (barnwood top) **30BKHC** (black top) **30AGHC** (brushed gunmetal top) **30OSHC** (orange top) **30MAHC** (Madison/gray acajou top) **30BEHC** (blue top) **30YSHC** (brushed yellow top) **30GSHC** (green top)

36" RND 29"H **36GRHC** (graphite nebula top) **36MTHC** (maple top) **36WTHC** (white top) **36BKHC** (black top)

### Cafe Tables Standard Black Base 30" RND 29"H **ZTJ** (graphite nebula top) **ZTK** (maple top) **ZTB** (red top) 30WH29 (white top) **30WDBC** (barnwood top) **30BKSC** (black top) **30AGBC** (brushed gunmetal top) **30OSBC** (orange top) **ZTA** (Madison/gray acajou top) **30BEBC** (blue top) **30YSBC** (brushed yellow top) **30GSBC** (green top)

36" RND 29"H **ZTN** (graphite nebula top) **ZTP** (maple top) **ZTO** (white top) **36BKSC** (black top)

## Midtown Counter & Bar



Powered Counter 🤣 60"L 18"D 42"H (taupe glass top, pewter) **MTCPUL** (unlighted) MTCLPI (lighted with plug in)

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

### Bar

60"L 18"D 42"H (taupe glass top, pewter) A) MTBUUL (unlighted) **B) MTBLPI** (lighted with plug-in)



(lit-blue)

(lit-green)



20'x20' - Midtown **Greenery Booth** 





### BARSTOOL COLLECTION 21"L17.5"D41.5"H



### A) MARBBE (ocean blue fabric) B) MARBBR (brown fabric) C) MARBRD (red fabric) D) MARBWH (white vinyl) E) MARBBK (black vinyl)

All frames brushed metal.







### BARSTOOL COLLECTION 15 "R N D 2 3 - 3 3 . 5 "H

### A) ROLLWH (white vinyl) B) ROLLRD (red vinyl)C) ROLLBL (black vinyl) D) ROLLGY (gray vinyl)

All bases crome finish.



### BARSTOOL COLLECTIONS





Zoey Barstool 15"L 16"D 30-34.75"H A) BS002 (white) Banana Barstool 21"L 22"D 41"H B) BSS (black) C) BST (white)

All bases crome finish.



### CONFERENCE TABLES 42"RND29"H





### A) CONF42 (white top) B) CB1 (graphite nebula top) C) CB8 (Madison/gray acajou top) D) 42BKCT (black top)

All bases black finish.



### CONFERENCE TABLES





Rounded Square Tables 42"L 42"D 29"H A) CF1 (glass top, black) B) CE1 (glass top, chrome) Rectangular Tables 60"L 36"D 29"H C) CF2 (glass top, black) D) CE2 (glass top, chrome)

## Conference Tables

#### **Styling Tip:**

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Atomic **Round Table** (glass, chrome) 42ATO 42"RND 30"H 36ATO 36"RND 30"H









### MADISON



### CONFERENCE TABLES



с.

A) MADC05 5' Table (gray acajou top) 60"L 48"D 29"H B) MADC08 8' Table (gray acajou top) 96"L 60"D 29"H C) MADC10 10' Table (gray acajou top) 120"L 48"D 29"H

All frames silver finish.

## **Ventura** Powered & Communal Tables

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**3** 

Powered Bar Table (silver frame) 72.25"L 26.25"D 42" A) VNTBLK (black top) B) VNTWHT (white top)

Communal Bar Table

(silver frame) 72.25"L 26.25"D 42"H Maple Top **C) VNTMNP** (solid) **VNTBMW** (grommets) White Top **D) VNTBWW** (grommets) **VNTWNP** (solid) Black Top **E) VNTBNP** (solid) ELACK WHITE MAPLE TABLE TOP OPTIONS Colors not available in all table options. Please check options listed.



**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.







(silver frame) 72.25"L 26.25"D 30"H **F) VNTCBK** (black top) **G) VNTCWH** (white top)

### **Communal Cafe Table**

(silver frame) 72.25"L 26.25"D 30"H Maple Top H) VNTCMN (solid) VNTCMW (grommets) White Top I) VNTCWW (grommets) VNTCWN (solid) Black Top J) VNTCBN (solid)

## Powered<sup>®</sup> Communal Tables



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THE OWNER.

Ventura Bar Tables, Powered **A) VNTWHT** (white top) B) VNTBLK (black top) (silver frame) 72.25"L 26.25"D 42"H

#### Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

### Ventura Cafe Tables, Powered **C) VNTCWH** (white top) **D) VNTCBK** (black top) (silver frame) 72.25"L 26.25"D 30"H





be daisy chained together. 10A max per charging panel.

# Powered & Tables

Syciney Powered Cocktail Tables



Sydney Powered Cocktail Tables C1WP (white top) C1YP (black top) (brushed steel) 48"L 26"D 18"H



## Wireless Charging Table

### CUBPOW Wireless Charging Table, Powered

(white, AC plug-in) 20"L 20"D 18"H Mobile devices must have Qi wireless charging capability.



**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

10'x20' -Wireless Charging Demonstration Booth





## MADISON







A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

### EXECUTIVE DESK & STORAGE

## Executive Seating

**Pro High Back Executive Chairs** A) PROEXE

**B) PROEXB** 

25"L 24"D 45 48"H Adjustable height

**Pro Mid Back Executive Chairs** C) PROMID (white vinyl, chrome)

D) PROMDB

24"L 22"D 36.75 39.75"H Adjustable height

**Pro Guest** PROGB Executive Chair (black vinyl, chrome) 24"L 26"D 36"H

В.



Cupertino CUPCHA Mid Back Chair (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable height



Genesis **GENCHA** Chair (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable height

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**TASKST Stool** (black fabric, black) 27.5"L 27.5"D 32.75"- 40.25"H Adjustable height

## Dividers

**Clear Dividers** A) DIVFRE Freestanding (Silver, Clear) 39"L 1.5"D 72"H

B) DIVFWL Freestanding Wall Unit (Silver, Clear) 40"L 1.5"D 72"H

C) DIVFCR Freestanding Corner (Silver, Clear) 39"L 39"D 72"H





### Attract, Connect and Inspire.

Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.







Ε.



### D) DIVBAR Bar/Counter (Silver, Clear) 48-70"L 12"D 31.5"H

#### E) DIVFST Sofa/Table (Silver, Clear) 34"L 11"D 47-74"H Adjustable height.
# Dividers



Your Sign Here B.

Stanchion w/ Retractable Belt A) STNCH1 (black, chrome) 96"L 37"H

**B) STNSGN Stanchion Sign Holder** (black, chrome) 10″L 13″H **C) DIVFWB Clear Divider, Freestanding Whiteboard** (Silver, Clear) 39"L 1.5"D 72"H

С.

D.



NOTE: Items may be discontinued without notice at any time.



# Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

# Office Accessories & Decor

# **Embrace The Organic**

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



**Boxwood Hedge** A) HDG7FT Boxwood Hedge, 7' 36.5"L 12"D 84"H B) HDG4FT Boxwood Hedge, 4' 46"L 9"D 47"H

Α.

Mason Lamps (brushed silver) A) LA15 Floor Lamp 18" RND 55"H B) LA14 Table Lamp 16" RND 26"H

В.

**Posh Shelving PSHCCS** 36"L 18"D 72"H (chrome, acrylic)





20'x20' -**Executive Meeting** Booth

Clear Divider, **Freestanding Whiteboard DIVFWB** (silve, white) 39"L 9"D 72"H



# **Powered**<sup>©</sup> Products

# Village Charging Hub

VILHUB Village Charging Hub (cream) 12"L 12"D 28.25"H



Rever and

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# Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



#### Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# **Styling Tip:**

Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.



# SOFT SEATING COLLECTIONS

# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### Loveseats

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl		\$1,301.35	\$1,496.55	\$1,676.15	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$599.45	\$689.35	\$772.05	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,149.10	\$1,321.45	\$1,480.00	
NPLLOP	POWERED Naples Loveseat - Black Vinyl		\$1,431.90	\$1,646.70	\$1,844.30	

#### Sofas

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,143.00	\$1,314.45	\$1,472.20	
BSFWHT	Baja Sofa - White Vinyl		\$1,383.55	\$1,591.10	\$1,782.05	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$779.60	\$896.55	\$1,004.15	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$773.35	\$889.35	\$996.05	
NPLSOF	Naples Sofa - Black Vinyl		\$1,366.65	\$1,571.65	\$1,760.25	
NPLLOP	POWERED Naples Sofa - Black Vinyl		\$1,664.80	\$1,914.50	\$2,144.25	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,085.55	\$1,248.40	\$1,398.20	
STESOF	Sterling Sofa - Grey Fabric		\$1,288.80	\$1,482.10	\$1,659.95	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$727.30	\$836.40	\$936.75	

Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.) NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: \_\_\_\_

CONTACT NAME: \_

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

♦ Shepard •

Email completed form to: orders@shepardes.com

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

**ACCENT CHAIRS** 



# **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

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\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$801.35	\$921.55	\$1,032.15	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$664.60	\$764.30	\$856.00	
BCHWHT	Baja Chair - White Vinyl		\$888.35	\$1,021.60	\$1,144.20	
BOWCHA	Bowery Chair - Ochre Fabric		\$624.20	\$717.85	\$804.00	
CNTCHR	Century Chair - Gray Velvet		\$636.10	\$731.50	\$819.30	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$562.20	\$646.55	\$724.15	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$512.50	\$589.40	\$660.15	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$670.80	\$771.40	\$863.95	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$560.15	\$644.15	\$721.45	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,220.65	\$1,403.75	\$1,572.20	
MONCHA	Montreal Chair - Blue, Black Metal		\$685.95	\$788.85	\$883.50	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$922.45	\$1,060.80	\$1,188.10	
NPLCHP	POWERED Naples Chair - Black Vinyl		\$1,034.30	\$1,189.45	\$1,332.20	
NPLCHR	Naples Chair - Black Vinyl		\$953.55	\$1,096.60	\$1,228.20	
STECHA	Sterling Chair - Gray Fabric		\$885.30	\$1,018.10	\$1,140.25	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$583.90	\$671.50	\$752.10	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$488.90	\$562.25	\$629.70	
TCHGRY	POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$477.10	\$548.65	\$614.50	
VALCHA	Valencia Chair - Spice Orange Velvet		\$489.35	\$562.75	\$630.30	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$536.50	\$616.95	\$691.00	

Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.) NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

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# **INDIVIDUAL SEATING**



# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$110.10	\$126.60	\$141.80	
BLDCSB	Blade Chair - Sky Blue		\$110.10	\$126.60	\$141.80	
SC3	Brewer Chair - Onyx, Chrome		\$285.65	\$328.50	\$367.90	
XCHR	Christopher Chair - White Vinyl, Chrome		\$170.85	\$196.50	\$220.10	
DUET	Duet Stack Chair - Black, Chrome		\$105.60	\$121.45	\$136.00	
LMCHR	Laguna Chair - Maple, Chrome		\$242.30	\$278.65	\$312.10	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$296.45	\$340.90	\$381.80	
MALGRN	Malba Chair - Green, Chrome		\$186.35	\$214.30	\$240.00	
MALGRY	Malba Chair - Gray, Chrome		\$186.35	\$214.30	\$240.00	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$239.95	\$275.95	\$309.05	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$239.95	\$275.95	\$309.05	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$239.95	\$275.95	\$309.05	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$239.95	\$275.95	\$309.05	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$239.95	\$275.95	\$309.05	
OCMWHT	Meeting Chair - White		\$410.00	\$471.50	\$528.10	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$386.85	\$444.90	\$498.30	
SC10	Razor Armless Chair - White		\$127.35	\$146.45	\$164.00	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$214.30	\$246.45	\$276.00	
CS4	Syntax Chair - Black, Chrome		\$338.55	\$389.35	\$436.05	
ZENCHR	Zenith Chair - White, Chrome		\$273.30	\$314.30	\$352.00	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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COMPANY NAME: \_\_\_\_

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# **BENCHES & OTTOMANS**



# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

# **Beverly Benches**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$344.15	\$395.75	\$443.25	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$344.15	\$395.75	\$443.25	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$344.15	\$395.75	\$443.25	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$344.15	\$395.75	\$443.25	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$344.15	\$395.75	\$443.25	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		\$344.15	\$395.75	\$443.25	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		\$344.15	\$395.75	\$443.25	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$344.15	\$395.75	\$443.25	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$344.15	\$395.75	\$443.25	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$344.15	\$395.75	\$443.25	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$344.15	\$395.75	\$443.25	
BVLYBK	Beverly Bench - Black Vinyl		\$658.45	\$757.20	\$848.05	
BVLYBN	Beverly Bench - Brown Fabric		\$658.45	\$757.20	\$848.05	
BVLYGR	Beverly Bench - Grey Fabric		\$658.45	\$757.20	\$848.05	
BVLYLN	Beverly Bench - Linen Fabric		\$658.45	\$757.20	\$848.05	
BVLYOB	Beverly Bench - Ocean Fabric		\$658.45	\$757.20	\$848.05	
BVLYRD	Beverly Bench - Red Fabric		\$658.45	\$757.20	\$848.05	
BVLYWH	Beverly Bench - White Vinyl		\$658.45	\$757.20	\$848.05	

# **Metal Bench**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$468.95	\$539.30	\$604.00	

#### Ottomans

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$683.30	\$785.80	\$880.10	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$683.30	\$785.80	\$880.10	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$428.65	\$492.95	\$552.10	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$428.65	\$492.95	\$552.10	

NOTE: Items may be discontinued without notice at any time.

AMOUNT DUE	\$ 
TAX (All tax rates are subject to change)	8.38%
TOTAL ESTIMATE	\$ 

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# **CUBE & SWIVEL OTTOMANS**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

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# **Vibe Cubes**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$229.90	\$264.40	\$296.15	
VIB02	Vibe Cube - Blue		\$229.90	\$264.40	\$296.15	
VIB04	Vibe Cube - Red		\$229.90	\$264.40	\$296.15	
VIB05	Vibe Cube - Yellow		\$229.90	\$264.40	\$296.15	
VIB08	Vibe Cube - Orange		\$229.90	\$264.40	\$296.15	
VIB09	Vibe Cube - White Waterproof		\$229.90	\$264.40	\$296.15	
VIB10	Vibe Cube - Black Waterproof		\$229.90	\$264.40	\$296.15	
VIB11	Vibe Cube - Steel Blue Vinyl		\$229.90	\$264.40	\$296.15	
VIB12	Vibe Cube - Silver Vinyl		\$229.90	\$264.40	\$296.15	
VIB13	Vibe Cube - Purple Vinyl		\$229.90	\$264.40	\$296.15	
VIB14	Vibe Cube - Cirtus Green		\$229.90	\$264.40	\$296.15	
VIB15	Vibe Cube - Taupe Vinyl		\$229.90	\$264.40	\$296.15	
VIB16	Vibe Cube - Spice Orange		\$229.90	\$264.40	\$296.15	
VIB17	Vibe Cube - Desert Rose		\$229.90	\$264.40	\$296.15	

# **Marche Swivel**

			1		· · · · · · · · · · · · · · · · · · ·	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$304.35	\$350.00	\$392.00	
MAR002	Marche Swivel - Grey		\$304.35	\$350.00	\$392.00	
MAR003	Marche Swivel - Linen		\$304.35	\$350.00	\$392.00	
MAR004	Marche Swivel - Raspberry		\$304.35	\$350.00	\$392.00	
MAR005	Marche Swivel - Red		\$304.35	\$350.00	\$392.00	
MAR006	Marche Swivel - Rose Qtz		\$304.35	\$350.00	\$392.00	
MAR007	Marche Swivel - Plum		\$304.35	\$350.00	\$392.00	
MAR008	Marche Swivel - Meadow Green		\$304.35	\$350.00	\$392.00	
MAR009	Marche Swivel - Pear		\$304.35	\$350.00	\$392.00	
MAR010	Marche Swivel - Blue		\$304.35	\$350.00	\$392.00	
MAR011	Marche Swivel - Orange		\$304.35	\$350.00	\$392.00	
MAR012	Marche Swivel - Forest Green		\$304.35	\$350.00	\$392.00	
MAR013	Marche Swivel - Teal Velvet		\$304.35	\$350.00	\$392.00	
MAR014	Marche Swivel - Distressed Brown		\$304.35	\$350.00	\$392.00	
MAR015	Marche Swivel - Black Vinyl		\$304.35	\$350.00	\$392.00	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$304.35	\$350.00	\$392.00	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

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# **Cocktail Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$546.60	\$628.60	\$704.05	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$546.60	\$628.60	\$704.05	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$410.00	\$471.50	\$528.10	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$478.30	\$550.05	\$616.05	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$316.65	\$364.15	\$407.85	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$316.65	\$364.15	\$407.85	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$316.65	\$364.15	\$407.85	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$453.45	\$521.45	\$584.00	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$459.65	\$528.60	\$592.05	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$459.65	\$528.60	\$592.05	
CIWP	POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$583.90	\$671.50	\$752.10	
CIYP	POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$583.90	\$671.50	\$752.10	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$465.90	\$535.80	\$600.10	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$423.50	\$487.00	\$545.45	

# **End Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$394.50	\$453.65	\$508.10	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$394.50	\$453.65	\$508.10	
CUBPOW	<b>POWERED</b> Wireless Charging Table - White, AC Plug In		\$703.10	\$808.55	\$905.60	
EIC	Geo End Table - Glass Top, Chrome		\$403.80	\$464.35	\$520.05	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$416.20	\$478.65	\$536.10	
MESETB	Mesa End Table - Black Top, Bronze		\$209.15	\$240.50	\$269.35	
MESETG	Mesa End Table - Glass Top, Bronze		\$209.15	\$240.50	\$269.35	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$209.15	\$240.50	\$269.35	
REGOTT	Regis End Table - Brushed Metal		\$344.85	\$396.60	\$444.20	
EIE	Silverado End Table - Glass, Chrome		\$431.70	\$496.45	\$556.00	
EIW	Sydney End Table - White Top, Brushed Steel		\$416.20	\$478.65	\$536.10	
EIY	Sydney End Table - Black Top, Brushed Steel		\$416.20	\$478.65	\$536.10	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$409.45	\$470.85	\$527.35	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$409.45	\$470.85	\$527.35	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.) NOTE: Items may be discontinued without notice at any time.

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TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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

CONTACT NAME: \_

COMPANY NAME: \_\_\_\_

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

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# **ACCENT TABLES: SIDE**



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### **Side Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$236.00	\$271.40	\$303.95	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$211.05	\$242.70	\$271.80	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$211.05	\$242.70	\$271.80	
SEDBWH	Sedona Side Table - White Top, Bronze		\$211.05	\$242.70	\$271.80	
TAOBBK	Taos Side Table - Black Top, Bronze		\$211.05	\$242.70	\$271.80	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$211.05	\$242.70	\$271.80	
TAOBWH	Taos Side Table - White Top, Bronze		\$211.05	\$242.70	\$271.80	
TMBTBL	Timber Table - Wood		\$279.55	\$321.50	\$360.10	

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\$ 
8.38%
\$ 
\$

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COMPANY NAME: \_\_\_\_

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# **BAR TABLES, BARS & COUNTERS**

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# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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### **30" Round Bar Table with Black Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/Standard Black Base - Brushed Gunmetal Top		\$409.45	\$470.85	\$527.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$409.45	\$470.85	\$527.35	
30BKSB	30" Round Bar Table w/Standard Black Base - Black Top		\$409.45	\$470.85	\$527.35	
30CSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$409.45	\$470.85	\$527.35	
300SBB	30" Round Bar Table w/Standard Black Base - Orange Top		\$409.45	\$470.85	\$527.35	
30WDBB	30" Round Bar Table w/Standard Black Base - Barnwood Top		\$409.45	\$470.85	\$527.35	
30WH42	30" Round Bar Table w/Standard Black Base - White Top		\$425.45	\$489.25	\$547.95	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$409.45	\$470.85	\$527.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$403.80	\$464.35	\$520.05	
VTJ	30" Round Bar Table w/Standard Black Base - Graphite Nebula Top		\$403.80	\$464.35	\$520.05	
VTK	30" Round Bar Table w/Standard Black Base - Maple Top		\$403.80	\$464.35	\$520.05	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$403.80	\$464.35	\$520.05	

# 36" Round Bar Table with Black Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$403.80	\$464.35	\$520.05	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$431.70	\$496.45	\$556.00	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$431.70	\$496.45	\$556.00	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		\$431.70	\$496.45	\$556.00	

# **30" Round Bar Table with Hydraulic Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$494.15	\$568.25	\$636.45	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$494.15	\$568.25	\$636.45	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$494.15	\$568.25	\$636.45	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$490.75	\$564.35	\$632.05	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$490.75	\$564.35	\$632.05	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$494.15	\$568.25	\$636.45	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$534.25	\$614.40	\$688.15	
300SHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$494.15	\$568.25	\$636.45	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$494.15	\$568.25	\$636.45	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$531.20	\$610.90	\$684.20	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$494.15	\$568.25	\$636.45	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$490.75	\$564.35	\$632.05	

# 36" Round Bar Table with Hydraulic Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$494.15	\$568.25	\$636.45	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$534.25	\$614.40	\$688.15	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$534.25	\$614.40	\$688.15	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$534.25	\$614.40	\$688.15	







# BAR TABLES, BARS & COUNTERS CONTINUED

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#### **Metal Bar Table**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$447.25	\$514.35	\$576.05	

#### **Ventura Communal Bar Tables**

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,084.05	\$1,246.65	\$1,396.25	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,084.05	\$1,246.65	\$1,396.25	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,084.05	\$1,246.65	\$1,396.25	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,084.05	\$1,246.65	\$1,396.25	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,084.05	\$1,246.65	\$1,396.25	
VNTBLK	DOWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,279.65	\$1,471.60	\$1,648.20	
VNTWHT	POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,279.65	\$1,471.60	\$1,648.20	

🗱 = Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

#### Bars

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,414.15	\$2,776.25	\$3,109.40	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,258.90	\$2,597.75	\$2,909.50	

#### Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/Plug In - Taupe Glass Top, Pewter		\$2,414.15	\$2,776.25	\$3,109.40	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,273.00	\$2,613.95	\$2,927.60	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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# 30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$367.10	\$422.15	\$472.80	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$367.10	\$422.15	\$472.80	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$367.10	\$422.15	\$472.80	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$367.10	\$422.15	\$472.80	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$367.10	\$422.15	\$472.80	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$367.10	\$422.15	\$472.80	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$388.20	\$446.45	\$500.00	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$367.10	\$422.15	\$472.80	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$378.85	\$435.70	\$488.00	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$366.50	\$421.45	\$472.00	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$366.50	\$421.45	\$472.00	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$366.50	\$421.45	\$472.00	

# 36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$400.65	\$460.75	\$516.05	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$400.65	\$460.75	\$516.05	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$400.65	\$460.75	\$516.05	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$400.65	\$460.75	\$516.05	

# 30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$493.45	\$567.45	\$635.55	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$494.15	\$568.25	\$636.45	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$493.45	\$567.45	\$635.55	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$490.75	\$564.35	\$632.05	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$534.25	\$614.40	\$688.15	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$493.45	\$567.45	\$635.55	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$490.75	\$564.35	\$632.05	
300SHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$493.45	\$567.45	\$635.55	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$494.15	\$568.25	\$636.45	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$531.20	\$610.90	\$684.20	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$493.45	\$567.45	\$635.55	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$490.75	\$564.35	\$632.05	





CAFÉ TABLES CONTINUED



# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### 36" Round Café Table with Chrome Hydraulic Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$534.25	\$614.40	\$688.15	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$534.25	\$614.40	\$688.15	
36MTHC	36"Round Cafe Table w/ Hydraulic Base - Maple Top		\$534.25	\$614.40	\$688.15	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		\$534.25	\$614.40	\$688.15	

# Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$832.95	\$957.90	\$1,072.85	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$832.95	\$957.90	\$1,072.85	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$832.95	\$957.90	\$1,072.85	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$832.95	\$957.90	\$1,072.85	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$832.95	\$957.90	\$1,072.85	
VNTCBK	DOWERED Communal Ventura Cafe Table - Black Top, Silver		\$945.85	\$1,087.75	\$1,218.30	
VNTCWH	POWERED Communal Ventura Cafe Table - White Top, Silver		\$945.85	\$1,087.75	\$1,218.30	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: \_\_\_\_

CONTACT NAME: \_

EMAIL ADDRESS: \_\_\_\_

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**BAR STOOLS** 



# **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### **Bar Stools**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$406.85	\$467.90	\$524.05	
BST	Banana Barstool - White, Chrome		\$406.85	\$467.90	\$524.05	
BLDBRD	Blade Barstool - Red		\$211.75	\$243.50	\$272.70	
BLDBSB	Blade Barstool - Sky Blue		\$211.75	\$243.50	\$272.70	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$295.00	\$339.25	\$379.95	
LMBAR	Laguna Barstool - Maple, Chrome		\$304.35	\$350.00	\$392.00	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$344.85	\$396.60	\$444.20	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$344.85	\$396.60	\$444.20	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$344.85	\$396.60	\$444.20	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$344.85	\$396.60	\$444.20	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$423.50	\$487.00	\$545.45	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$344.15	\$395.75	\$443.25	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$344.15	\$395.75	\$443.25	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$344.15	\$395.75	\$443.25	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$344.15	\$395.75	\$443.25	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$344.15	\$395.75	\$443.25	
RSTSTL	Rustique Barstool - Gunmetal		\$236.00	\$271.40	\$303.95	
BS001	Shark Barstool - White, Chrome		\$518.60	\$596.40	\$667.95	
BSR	Syntax Barstool - Black, Chrome		\$369.60	\$425.05	\$476.05	
ZENBAR	Zenith Barstool - White, Chrome		\$273.30	\$314.30	\$352.00	
BS002	Zoey Barstool - White, Chrome		\$475.25	\$546.55	\$612.15	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: \_\_\_\_

CONTACT NAME: \_\_

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

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# **CONFERENCE & WORK TABLES**

# **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

# **Conference Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKC10N	10'Table - Black Top, Silver		\$1,058.55	\$1,217.35	\$1,363.45	
BKC10P	POWERED 10' Table - Black Top, Silver		\$1,322.00	\$1,520.30	\$1,702.75	
CB8	42" Round Madison Table - Gray Acajou, Black		\$554.60	\$637.80	\$714.35	
42BKCT	42" Round Table - Black Top, Black		\$570.25	\$655.80	\$734.50	
CB1	42" Round Table - Graphite Nebula Top		\$627.45	\$721.55	\$808.15	
CONF42	42" Round Table - White Top		\$627.45	\$721.55	\$808.15	
BKCT5N	5' Table - Black Top, Silver		\$531.70	\$611.45	\$684.80	
BKCT5P	POWERED 5' Table - Black Top, Silver		\$688.30	\$791.55	\$886.55	
BKCT8N	8' Table - Black Top, Silver		\$1,058.55	\$1,217.35	\$1,363.45	
BKCT8P	POWERED 8' Table - Black Top, Silver		\$1,322.00	\$1,520.30	\$1,702.75	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$518.60	\$596.40	\$667.95	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$518.60	\$596.40	\$667.95	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$736.10	\$846.50	\$948.10	
CF2	Geo Table, Rectangle - Glass Top, Black		\$736.10	\$846.50	\$948.10	
CEI	Geo Table, Rounded Square - Glass Top, Chrome		\$518.60	\$596.40	\$667.95	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$518.60	\$596.40	\$667.95	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$785.80	\$903.65	\$1,012.10	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,568.50	\$1,803.75	\$2,020.20	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,568.50	\$1,803.75	\$2,020.20	

#### **Work Table**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$540.45	\$621.50	\$696.10	

Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.) NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_\_\_\_

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# EXECUTIVE SEATING, DESKS & STORAGE



# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### Seating

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$452.30	\$520.15	\$582.55	
GENCHA	Genesis Chair - Black		\$394.75	\$453.95	\$508.40	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$425.45	\$489.25	\$547.95	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$605.65	\$696.50	\$780.10	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$605.65	\$696.50	\$780.10	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$397.55	\$457.20	\$512.05	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$385.15	\$442.90	\$496.05	
TASKST	Task Stool - Black Fabric, Black		\$239.95	\$275.95	\$309.05	

#### Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	DOWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$736.10	\$846.50	\$948.10	
TECH3B	<b>Deversed</b> Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$910.05	\$1,046.55	\$1,172.15	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$990.80	\$1,139.40	\$1,276.15	

#### Storage

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$717.40	\$825.00	\$924.00	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$242.30	\$278.65	\$312.10	

Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.) NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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COMPANY NAME: \_\_\_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_\_ CONTACT NAME: \_\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

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# DIVIDERS



# **PRINTING United Expo**

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# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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### **Boxwood Hedges**

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$720.00	\$828.00	\$927.35	
HDG7FT	7' Boxwood Hedge		\$1,171.80	\$1,347.55	\$1,509.25	

#### **Stanchions**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$64.10	\$73.70	\$82.55	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$73.55	\$84.60	\$94.75	

#### **Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$206.50	\$237.50	\$266.00	
DIVFRE	Freestanding Divider - Clear, Silver		\$415.35	\$477.65	\$534.95	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$830.70	\$955.30	\$1,069.95	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$415.35	\$477.65	\$534.95	
DIVFST	Sofa/Table Divider - Clear, Silver		\$372.65	\$428.55	\$480.00	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$517.40	\$595.00	\$666.40	
MIRWHT	Miramar Divider - White Molded Plastic		\$531.70	\$611.45	\$684.80	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$	_
TAX (All tax rates are subject to change)	8.3	8%
AMOUNT DUE	\$	_

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COMPANY NAME: BOOTH NUMBER: \_\_\_\_\_\_

EMAIL ADDRESS: \_

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**ACCESSORIES** 



# **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### **Charging Hub**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	POWERED Village Charging Hub - Cream		\$310.90	\$357.55	\$400.45	

#### Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$236.00	\$271.40	\$303.95	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$360.25	\$414.30	\$464.00	

#### **Pedestals**

PDL36B	DOWERED 36" Locking Pedestal - Black	\$823.05	\$946.50	\$1,060.10	
PDL36W	DOWERED 36" Locking Pedestal - White	\$823.05	\$946.50	\$1,060.10	
PDL42B	DOWERED 42" Locking Pedestal - Black	\$975.25	\$1,121.55	\$1,256.15	
PDL42W	POWERED 42" Locking Pedestal - White	\$975.25	\$1,121.55	\$1,256.15	

# Shelving

	PSHCCS	Posh Shelving - Chrome, Acrylic		\$841.75	\$968.00	\$1,084.15	
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🗱 = Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

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COMPANY NAME: BOOTH NUMBER: \_\_\_\_\_\_

EMAIL ADDRESS: \_

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# **GRAPHICS & SIGNS**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Sign prices are based on customer supplying print-ready graphics in the requested format.

**PRINTING United Expo** 

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

# Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$229.60	\$264.05	\$295.75	
70010	22" x 28" Horizontal		\$229.60	\$264.05	\$295.75	
70011	28" x 44" Vertical		\$349.70	\$402.15	\$450.40	
70012	28" x 44" Horizontal		\$349.70	\$402.15	\$402.15	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$707.80	\$813.95	\$911.60	
70138	39" x 84" Meter Board, Ultraboard		\$411.20	\$472.90	\$529.65	

# Printed Vinyl Banners (per sq. ft.)

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$29.10	\$33.45	\$37.45	
70071	Horizontal with Grommets		\$29.10	\$33.45	\$37.45	
70066	Vertical with Pockets		\$31.35	\$36.05	\$40.40	
70072	Horizontal with Pockets		\$31.35	\$36.05	\$40.40	

# **Table Clings**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36° x 36° Round Table Cling Table clings are made to fit our standard pedestal table tops.		\$244.25	\$280.90	\$314.60	

#### Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$62.35	\$71.70	\$80.30	
70021	Velcro/per ft. (Minimum of 5')		\$4.05	\$4.65	\$5.20	
70004	7" x 44" ID Sign		\$68.70	\$79.00	\$88.50	
50094	Floor Easel		\$61.55	\$70.80	\$79.30	
50095	22" x 28" Chrome Sign Holder		\$140.10	\$161.10	\$180.45	
50508	Cardboard Meter Board Base, Black		\$27.40	\$31.50	\$35.30	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available once ordered.

	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_\_

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# UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

# **PRINTING United Expo**

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

# L173751022

October 19-21, 2022

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

# **Before Sending Files**

 Please name your files for easy identification using the following format: Company Name\_Booth#\_Panel Letter

example: Shepard\_Booth1905\_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

# **Submitting Your Files**

- 1. Go to: files.shepardes.com.
- 2. Login to the FTP site. User Name = sesftp Password = ftpftp
- 3. Click the **Go to Files** button.
- 4. Select the "Drop Off" folder.
- Navigate to the show folder using the following path:
  Year → Month → Show Name → Exhibitor Uploads
  example: 2020 → 01\_Shepard Show → Exhibitor Uploads
- Upload files by drag and drop OR by selecting the Upload button and browse to the files you want to upload.
  NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
- When upload is complete, email the name of your files to: orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.





Need help? Contact us: orders@shepardes.com

# SHEPARD GRAPHIC GUIDELINES

# DIRECT TO SUBSTRATE PRINTING.

# Ensure your brand is professionally showcased. With Shepard, You Can.

Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

# **Document Size & Specs**

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format. examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down. example: DESIGNED AT 50%
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

# Acceptable File Formats

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Shepard uses the most current version of Adobe Creative Cloud<sup>®</sup>. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft<sup>®</sup> Word<sup>®</sup>, Excel<sup>®</sup>, or PowerPoint<sup>®</sup> files.

PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
Acrobat	.pdf	Must be high resolution with fonts embedded.
InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ai Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ps Photoshop	.psd   .tiff .jpeg   .eps	Raster artwork. Must be built in CMYK color space.

# Color

- Artwork must be created in the **CMYK color space**.
- If PMS color matching is required during the printing process, please use Pantone®+ Solid Coated swatches in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.





RGB Color Space.

CMYK Color Space.

# Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- Package the fonts. From InDesign or Illustrator select File → Package → Check "Copy Fonts" and submit PC format TTF fonts or OTF fonts with your artwork.
- Package the links. From InDesign or Illustrator select File → Package → Check "Copy Linked Graphics" and submit all images with your artwork.

# SHEPARD GRAPHIC GUIDELINES CONTINUED

Artwork can be created in several ways. Here are some things to consider.

# Vector

- Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality.
- This is the preferred file type and is most often created in Illustrator and used for creation of logos and icons.

# Raster

- Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible).
- Raster images are most often created in Photoshop and is most often used for photographic images.



Vector Logo at 100% scale.





Raster Logo at 100% scale.



# Resolution

• Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

examples: 1:1 or 100% - resolution no less than 150 dpi 2:1 or 50% - resolution no less than 300 dpi 4:1 or 25% - resolution no less than 600 dpi

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

# **Before Sending Files**

• Please name your files appropriately for easy identification.

examples: Poster\_22x28.pdf Panel A\_1920x898\_Qty3.pdf Shepard\_Booth1905\_Panel A.pdf

Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

# **Submitting Your Files**

• **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

Website: files.shepardes.com Login: sesftp Password: ftpftp

- Email Attachment. MAXIMUM SIZE: 10MB
- Large File Transfer Site. DropBox, YouSendlt, WeTransfer, Hightail, etc.



# ELEVATE YOUR EXHIBIT

# With Shepard, You Can.

# What are your exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

Bring your brand to life
 Create an engaging experience

□ Attract attention

☐ Make exhibiting easy

□ Generate traffic



# **High-impact Exhibits**

Whatever your needs (or budget), Shepard's got you covered.

- Custom Fabrication for a signature look & feel
- Custom Rental for ultimate flexibility
- Fabric Panels for maximum ease



# Offering innovative exhibit frameworks...and more!

- Graphic design & printing
- · Equipment & furnishings
- Audio visual
- Logistics



# Why Shepard?

- Complimentary consultation: We listen, we strategize—and propose on-target ideas
- Blue Diamond customer service: Fast, courteous, thoughtful—Shepard's there for you
- Smart, strategic solutions: Shepard delivers exhibits that engage your audiences



Want to learn more? Contact us: exhibits@shepardes.com



# **SHIELDS & BARRIERS**

**PRINTING United Expo** 

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.

# Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	<b>Standard Plexi Shield</b> (CVPS1) 40" (I) x36" (h)		\$424.25	\$487.90	\$546.45	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (I) x 44" (h)		\$522.15	\$600.45	\$672.50	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (I) x 4' (h) x 2' 2.25" (d)		\$652.70	\$750.60	\$840.65	



Counters not included



# Walls & Dividers

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9°1.25° (1) × 7° (h) × 11.85° (d) base 30° from floor		\$652.70	\$750.60	\$840.65	
66655	<b>Plexi/Trovicel Panel Wall Divider</b> (CVDW2) 3' 4.5" (I) x 8' high x Approx. 6" (d) base		\$456.90	\$525.45	\$588.50	
66656	<b>Trovicel/Trovicel Wall Divider</b> (CVDW3) 3' 4.5" (l) × 8' (h) × 1' 9" (d) base		\$391.60	\$450.35	\$504.40	
66657	<b>Plexi Rolling Baffle</b> (CVDW4) 4'2.5" (I) x 7' (h) x 1'9" (d) base		\$815.90	\$938.30	\$1,050.90	

#### Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSK1) 40" (l) × 36" (h)		\$489.50 \$562.90		\$630.45	
		тот	AL ESTIMATE		\$	
		TAX	(All tax rates o	are subject to c	hange)	8.38%
		АМО	AMOUNT DUE			

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 30 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME:	BOOTH NUMBER:

EMAIL ADDRESS: \_\_\_\_

Shepard •



# **EXHIBIT COUNTER RENTALS**

# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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Choose Your Counter & Customize to Fit Your Exhibit!

# **AVAILABLE COLORS FOR ALL PRODUCTS:**

Metal Colors: Black (06) or Silver (15) and Panel Colors: White (03) or Black (06)



# **Locking Cabinets**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66282	<b>1 Meter Locking Cabinet</b> (LC1) 3' 6" (1) x 3' 6" (h) x 1' 9" (d) Graphic Sizes: 968mm x 898mm		\$1,073.50	\$1,234.50	\$1,382.65		
66283	<b>1.5 Meter Locking Cabinet</b> (LC2) 5' (I) x 3' 6" (h) x 1' 9" (d) <i>Graphic Size: 1463mm x 898mm</i>		\$1,302.65	\$1,498.05	\$1,677.80		
66284	Locking Cabinet (LC3) 3' 9" (I) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$791.85	\$910.65	\$1,019.95	Silver ONLY	





# **Reception Counters**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66275	Reception Counter (RC2) 4'10.75" (I) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,103.90	\$1,269.50	\$1,421.85		
66276	Reception Counter (RC3) 5' 2.75" (I) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,394.70	\$2,753.90	\$3,084.35		

# Computer Stands - Silver Metal Only (graphic included!)

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR		
66285	<b>Computer Stand 1</b> (CS1) 3' (I) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,392.65	\$1,601.55	\$1,793.75	Silver ONLY			
66286	<b>Computer Stand 2</b> (CS2) 2' 3" (I) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$811.75	\$933.50	\$1,045.50	Silver ONLY			
			TOTAL E	STIMATE		\$			

AMOUNT DUE	\$
TAX (All tax rates are subject to change)	8.38%

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	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_\_\_\_







# PRODUCT DISPLAYS & CHARGING STATION RENTALS

# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

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# Choose Your Unit & Customize to Fit Your Products!

# **AVAILABLE COLORS FOR ALL PRODUCTS:**

Metal Colors: Black (06) or Silver (15) and Panel Colors: White (03) or Black (06)









# **Product Displays**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66277	<b>Gondola</b> 3' 6" (I) x 4' 6" (h) x 1'3 " (d)		\$752.25	\$865.10	\$968.90		
66278	<b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$743.65	\$855.20	\$957.80	Silver ONLY	
66279	<b>GL2</b> 4'3" (I) x 7' (h) x 1'3" (d) Graphic Sizes: 674mm x 1682mm		\$1,281.80	\$1,474.05	\$1,650.95	Silver ONLY	

### Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66270	<b>Quarterview Showcase</b> (Qtrview) 4'6" (I) x 3'3" (h) x 1'9" (d)		\$1,448.30	\$1,665.55	\$1,865.40		
66272	<b>Square Showcase</b> (Square) 1'9" (I) x 7' (h) x 1'9" (d)		\$1,563.15	\$1,797.60	\$2,013.30		

# **Charging Unit**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66430	<b>Phone Charging Station</b> (PCS) 3' (I) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,460.60	\$2,829.70	\$3,169.25		Black ONLY

# **Perforated/Peg Boards**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	8' x 4' Pegboard Panel (PerfH)		\$365.70	\$420.55	\$471.00	Silver ONLY	n/a
66149	4' x 8' Pegboard Panel (PerfV)		\$365.70	\$420.55	\$471.00	Silver ONLY	n/a
50104	6" Pegs - 1 dozen (6"Pegs)		\$59.70	\$68.65	\$76.90	n/a	n/a
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$365.70	\$420.55	\$471.00	Silver ONLY	n/a

AMOUNT DUE	¢
<b>TAX</b> (All tax rates are subject to change)	8.38%
TOTAL ESTIMATE	\$

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BOOTH NUMBER:

EMAIL ADDRESS: \_\_\_



# **INLINE BOOTH RENTALS**



# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 15, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Turnkey Rental Designs Make Exhibiting Easier!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/ dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.

**Inline Booths** 

inine	Bootins				-	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,366.40	\$5,021.35	\$5,623.90	
66471	The Eddie - 10' x 20'		\$7,110.30	\$8,176.85	\$9,158.05	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,046.10	\$3,503.00	\$3,923.35	
66475	The Jonathon - 10' x 20'		\$5,331.90	\$6,131.70	\$6,867.50	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,778.35	\$4,345.10	\$4,866.50	
66478	The Pierce - 10' x 20'		\$7,174.05	\$8,250.15	\$9,240.15	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,581.90	\$5,269.20	\$5,901.50	
66485	The Madison - 10' x 20'		\$5,430.35	\$6,244.90	\$6,994.30	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,836.30	\$5,561.75	\$6,229.15	
66487	The Grant - 10' x 20'		\$6,703.05	\$7,708.50	\$8,633.50	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,446.10	\$5,113.00	\$5,726.55	
66493	The Harrison - 10' x 20'		\$6,533.30	\$7,513.30	\$8,414.90	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,098.20	\$3,562.95	\$3,990.50	
66468	The Hamilton - 10' x 20'		\$5,427.65	\$6,241.80	\$6,990.80	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,800.00	\$3,220.00	\$3,606.40	

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TOTAL ESTIMATE \$. 8 38% TAX (All tax rates are subject to change) AMOUNT DUE \$.

\_ BOOTH NUMBER: \_\_

CONTACT NAME:

The Eddie

The Gran

The Hamilton

EMAIL ADDRESS: \_

COMPANY NAME:





# FABEX BOOTH RENTALS

## **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

## Please contact an Exhibit Team member with any questions.









FX22



FX2H2

# 10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
66557	10' x 10' Booth (FX21)		\$2,879.20	\$3,311.10	\$3,708.45			
66561	10' x 10' Booth with Header (FX2H1)		\$3,523.00	\$4,051.45	\$4,537.60			
	GRAPHIC SIZE SPECIFICATIONS							

Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	White Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

# 10' x 20' Fabric Booth

CODE		ITEM		ONLINE	DISCOUNT	REGULAR	TOTAL		
66559	<b>10' x 20' Booth</b> (FX22)			\$4,990.60	\$5,739.20	\$6,427.90			
66567	10' x 20' Booth w	10' x 20' Booth with Header (FX2H2)		\$5,566.50	\$6,401.45	\$7,169.60			
GRAPHIC SIZE SPECIFICATIONS									
Backwall (	Backwall Graphic Size 6012mm x 2432mm				lors	White 🗌 Bla	ack		
Counter G	Counter Graphic Size 1079mm x 1020mm								
Header Gr	aphic Size	2440mm x 380mm							

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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EMAIL ADDRESS: \_\_\_\_

Shepard -

Email completed form to: exhibits@shepardes.com

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



# FABEX BACKLIT BOOTH RENTALS

# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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# Freestanding 8' High Backlit Backwalls with Full Color Graphics

**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

# Please contact an Exhibit Team member with any questions.



# Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$2,903.25	\$3,338.75	\$3,739.40	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$4,486.75	\$5,159.75	\$5,778.90	
66566	<b>8' x 30' Backlit Backwall with Graphics</b> (FX13) Graphic Size: 8992mm x 2436mm		\$6,070.30	\$6,980.85	\$7,818.55	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 





FX13

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME:	BOOTH NUMBER:

EMAIL ADDRESS: \_

♦ Shepard •

# **ISLAND BOOTH RENTALS**



# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

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Turnkey Rental Designs Make Exhibiting Easier!

**Carpet and electricity not included.** Please order as needed. All Exhibit Booth Rentals include installation/ dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

# Please contact an Exhibit Team member with any questions.



The Monroe



# Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$11,115.10	\$12,782.35	\$14,316.25	
66368	The Washington		\$15,951.55	\$18,344.30	\$20,545.60	
66495	The Tyler		\$11,870.35	\$13,650.90	\$15,289.00	
66496	The Garfield		\$11,624.20	\$13,367.85	\$14,972.00	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

The Washington



The Tyler



The Garfield

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_

♦ Shepard •



# **ARTISAN BOOTH RENTALS**

# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

# **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

# Please contact an Exhibit Team member with any questions.





O'Keefe

Pollock

#### 10' x 10' Artisan Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66601	10' x 10' Van Gogh		\$3,098.20	\$3,562.95	\$3,990.50	
66602	10' x 10' Kahlo		\$3,757.40	\$4,321.00	\$4,839.50	
66604	10' x 10' Warhol		\$4,814.20	\$5,536.35	\$6,200.70	
66605	10' x 10' O'Keefe		\$4,076.55	\$4,688.05	\$5,250.60	

# 10' x 20' Artisan Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66607	10' x 20' DaVinci		\$7,533.45	\$8,663.45	\$9,703.05	
66608	10' x 20' Pollock		\$7,221.30	\$8,304.50	\$9,301.05	
66609	10' x 20' Banksy		\$7,959.05	\$9,152.90	\$10,251.25	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

DaVinci

Warhol



Banksy

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EMAIL ADDRESS: \_\_\_\_

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# **ARTISAN ISLAND BOOTH RENTALS**

# **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

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Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

## Please contact an Exhibit Team member with any questions.





20' x 20' Artisan Island Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66610	20' x 20' Picasso		\$16,383.80	\$18,841.35	\$21,102.30	

#### Picasso - View 1







Rembrandt - View 1

Rembrandt - View 2



Monet



Dali

# 20' x 30' Artisan Island Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66611	20' x 30' Rembrandt		\$22,906.30	\$26,342.25	\$29,503.30	

### Kiosks

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66606	Monet Kiosk Monitors are not included in the rental price.		\$1,863.60	\$2,143.15	\$2,400.35	
66603	Dali Kiosk		\$3,098.20	\$3,562.95	\$3,990.50	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

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

EMAIL ADDRESS: \_\_\_\_

Shepard -

Email completed form to: exhibits@shepardes.com

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

#### Order Online

# рирshap Beyond Interactive

# About Popshap





# What You Need to know about Popshap.

From custom touchscreen kiosks and interactive tables to digital signage and video walls. Let us guide your brand into the digital future of success. What sets Popshap apart is its software that empowers brands to thrive in the digital age by attracting and converting more sales, improving the attendee and exhibitor experience, and streamlining event operations.


# **Digital Posters**



Sophisticated interactive features make a digital poster a cut above the rest. Showcase multiple messages, products, or services on one device.

# The Standing Kiosk

Kiosk Specs 32" | 43" | 49" Available in white and black



Photo Booth Camera: () \_\_\_\_\_\_ Increase your brand presence with a custom photo booth feature. Even live stream from the device.

Windows 10 Pro/Android: U Simple, flexible management. Windows 10 Pro simplifies identity, device and application management so you can focus on your business

Anti Bacterial Screen: U Antibacterial screen protector kills germs on the device display.

#### What's Included in kit:

Delivery Set-Up Removal On-Site Tech

#### Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,

(<sup>1</sup>) Customizable Branding: Build solid, lasting connections between your visitors and your brand. (<sup>1</sup>) Multitouch - 10 Point Touch: Multi-Touch technology works with touchscreen interfaces, like those found on laptops, smartphones and tablets. () WiFi Ready: Not only do we give you everything you need to be successful, we also allow you to easily hide wires and cables. SCRIPT #1 Record a video to share with your followers Q Finish & Send Recording Party Surgerstreet 82 () V kw SOCIAL STUDIO

MATTO

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PARTON D

Franchising with Matto?

# The Table Kiosk

Kiosk Specs 32" | 43" | 49" | 55" Available in white and black

Pro PDanState

Welcoste

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#### Windows 10 Pro/Android: 🕚

Simple, flexible management. Windows 10 Pro simplifies identity, device and application management so you can focus on your business



#### () Customizable Branding:

Build solid, lasting connections between your visitors and your brand.

- Duto GOA

-

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#### U Multitouch - 10 Point Touch:

() Modern Design:

the latest interactive technology.

Impress attendees and competitors alike with

Multi-Touch technology works with touchscreen interfaces, like those found on laptops, smartphones and tablets.



Anti Bacterial Screen: ()

device display.

Antibacterial screen protector kills germs on the

Not only do we give you everything you need to be successful, we also allow you to easily hide wires and cables.



Delivery Set-Up Removal On-Site Tech

#### Additional Charges:

# Touch/Non-Touch Screens

**Kiosk Specs** Touch: 32" | 43" | 49" Non-Touch: 46" | 55" | 65" | 75" | 86" Available in white and black

· Shepard

What's your next step?

Share your steps. #NextStep #ExpoExpo2021



#### **TOUCH SCREEN**



Touchscreen monitors in public settings automatically draw people in and engage them in the content that's being displayed.

#### Changing the Customer () Experience

In your booth, you can install a touchscreen which is highly likely used by everyone in ways that a traditional workstation is not suited for.

#### Speed & Efficiency ()

Touch screen monitors are operated by your fingers, which is a fantastic improvement upon traditional mouse-operated computers.

444



Since these monitors are designed for industrial and commercial use, they contain certain protective features that ensure excellent longterm performance.

#### What's Included in kit:

Stand (optional) Delivery Set-Up Removal **On-Site Tech** 

#### Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



8-00-10-30

8.00-10.30

800.00.00

**NON-TOUCH SCREEN** 

#### High-quality, animated displays

These monitors often come with excellent brightness and better color accuracy, vibrancy, and reproduction compared to standard ones.

#### () Saves Space

While traditional TV screens generally require the use of a keyboard and mouse, our monitors do not. As a result, they'll save valuable space in your office or anywhere else you intend to use them.

#### () Simplicity

The users can easily work with a monitor that possesses a screen. There is no need for any prior training. Even a beginner can use it without any hurdles. It is user-friendly.

800-10.30

#### Easy Configuration and Control

Popshap simplify the configuration and operation of video walls, giving users absolute control of what they want to display, where and how on the video wall

#### Corner the Market on Visual Superiority

A video wall consists of several display panels placed together. This means that the total resolution of the display increases with each panel added

#### Increased Flexibility, () Scalability, and Creativity

Deploying a video wall allows ever-changing content such as promotions, graphics, news, dashboards, and any other information, to be easily managed, changed, and controlled.

#### Guarantee a Positive First 😃 impression

You never get a second chance to make a great first impression. Wherever video walls go, they are the centerpiece of attention.

# The Video Walls

Kiosk Specs 43" | 49" | 55" Available in white and black

PURE ESSENTIALS

#### Looks modern and sharp

The modern feel and sharp aesthetic reflect positively on the brand. At tradeshows, a video wall sells the idea of sophistication and luxury.

# WELCOME TO

WHERE SIGHT MEETS VISION™ MARCH 9-13 I NEW OF



SAVE THE



#### What's Included in kit:

Delivery Set-Up Removal On-Site Tech

#### Additional Charges:

# The Rotating Kiosk

**Kiosk Specs** Available in white

Showcase Products and **Presentations in a Unique** Way

> Quickly rotates from landscape to portrait and quickly impress your target audience.

Modern and Sleek Appearance

Ultra-Slim and very fashionable for every event.



WELCOME

Human Resources

#### What's Included in kit:

Delivery Set-Up Removal On-Site Tech

#### Additional Charges:



#### () Highest Resolution

Nothing beats our fine pixel pitch direct view LED solutions for large, high-detail content viewed from close distances.

#### Engage More Attendees 🕛

Your brand can better engage guests by using an LED wall. You can share videos, images, and text, like special messages or product offers.

# **LED** Tiles

Kiosk Specs 2.9mm, 3.9 mm Available in black

#### Create Personalized Displays

If you're looking to promote yourself or simply express something you want people to see, LED walls will allow you to do so. These can be displayed just about anywhere.

#### Boost Your Sales 😃

Having a dynamic display to show off your products can help draw in potential customers and drive more sales. Rather than a static poster or billboard, LED walls will allow you to showcase more about what your product is and what it can do.

#### What's Included in kit:

Delivery Set-Up Removal On-Site Tech

#### Additional Charges:



# Widgets



#### Wheel of Fortune

This lead generation tool captures attendees with a chance to win free swag. Attendees must enter in their contact info for a chance to spin. Excite audiences with this fan favorite.

#### Trivia

Want to know who the serious players are in your industry? Entertain attendees with industry or product questions that can be answered to win prizes and capture leads.

Instagram

like a huge phone.

Raffle

Showcase your Instagram in real-

time from a touch kiosk that looks

Create excitement for attendees

awareness and lead generation.

with a raffle. Great for brand



Enter To Wint



Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.







Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



Gallery

Highlight products, services, employees, testimonials, and more by using the latest in digital



Mirror existing web pages to display content from your website as interactive content.

iFrame



# technology.



Take your brand experience to another level with your own selfie booth. Get creative and send photos directly to the attendee's inbox.





Show attention-grabbing product videos and content that your customers will love.



#### Digital Solutions Made Easy For Event Success

Popshap is an all-in-one digital solution provider that assists exhibitors in increasing their brand awareness by capturing attendees' attention in the event space.

Videos, logos, and games, are just the beginning...

#### Strengthen And Expand Your Exhibiting Opportunities With:

- U Customized QR Codes
- () Branded Lead Generation Tools
- () Include Social Media Links
- U Live Chat features
- C Real-time Polls, Surveys, Games, etc.
- Showcase Programs, Advertisements, Services - Videos, Specs, Demo, Descriptions, etc.
- U Branded Videos
- U Testimonials/Reviews
- U Place Orders and Schedule Appointments
- () Ask a Rep (Live Chat Feature)
- U Branded Games, Giveaways, Contest
- U Offer Sponsored Promotions and Special Discounts
- U Live Stream on Social Media, the Web, and YouTube
- () Customized Lead Generation Campaigns
- () Branded Photo Booth and Games
- () And So Much More

All kiosks and screens can be used with a windows player.

You can load your content using USB or we can create content for you. Our custom software interfaces start at \$3500.00.

Once you place your order, a representative will reach out to you to discuss your needs and determine the best widgets to achieve your goals.



#### **Standing Kiosk**

Windows 10 Pro/ Android Tech Specs | Availble in White & Black

32" - SKU I32TW / I32TB 43" - SKU TK43W01 / TK43W01B 49" - SKU TK49W01 / TK49B01

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	INFORMATION ABOUT THE SHOW

#### Wall Mount Touchscreen

Windows 10 Pro/ Android Tech Specs | Availble in Black

32" - SKU TM32B02 43" - SKU TM43B02 49" - SKU TM49B02







#### S-Touch Table Kiosk

Windows 10 Pro/ Android Tech Specs | Available in White & Black

32" - SKU TT32W01 / TT32B01 43" - SKU TT43W02 / TT43B02



#### Wall Mount Non-Touchscreen

Windows 10 Pro/ Android Tech Specs Availble in Black

46" - SKU NTM46B02 55" - SKU NTM55B02 65" - SKU NTM65B02 75" - SKU NTM65B02 86" - SKU NTM86B02



#### K-Touch Table Kiosk

Windows 10 Pro/ Android Tech Specs | Availble in White & Black

49" - SKU TT49W01 / TT49B01 55" - SKU TT55W02 / TT55B02



# en 2x2 Video Wall

Windows 10 Pro/ Android Tech Specs Availble in Black

2x2 - SKU VW46B03-4 2x3 - SKU VW46B03-6 3x3 - SKU VW46B03-9



**Rotating Kiosk** 

Tech Specs | Availble in White

49" - SKU RK49W02

Windows 10 Pro/ Android

LED Tile

Windows 10 Pro/ Android Tech Specs | Availble in Black

2.9mm - SKU LEDTL29 3.9mm - SKU LEDTL39 \*Min 10 Tile Order



- Videos
- Instagram
- Gallery
- iFrame
- Raffle
- Selfie Stations
- Product Content

#### Order Online

# FABRIC HANGING SIGNS



#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

QTY

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

#### Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:\*\*

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- **Rental Frame** •
- Blockout Liner
- \*\* Rigging not included









DISCOUNT

\$8,050.05

\$12,794.20



REGULAR

\$9,016.05

\$14,329.50

TOTAL

**Circle Hanging Signs** 

(HSC10)

ITEM

10' x 48" Circle Hanging Sign

16' x 48" Circle Hanging Sign

CODE

69140

69142

#### **Square Hanging Sign**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	<b>10' x 48" Square Hanging Sign</b> (HSS10)		\$8,512.05	\$9,788.85	\$10,963.50	

ONLINE

\$7,000.05

\$11,125.40

#### **Triangle Hanging Sign**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HSTIO)		\$6,887.95	\$7,921.15	\$8,871.70	

#### **Wave Hanging Signs**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,033.40	\$3,488.40	\$3,907.00	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,036.50	\$4,641.95	\$5,199.00	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_

♦ Shepard •

Email completed form to: exhibits@shepardes.com



# ADVANCED SHIPPING HANGING SIGN LABEL

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

Print at least one advanced shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.







>> Shepard

# STRUCTURAL INTEGRITY STATEMENT

#### **PRINTING United Expo**

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# This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

## Las Vegas Convention Center - North & Central Halls 3150 Paradise Road Las Vegas, NV 89109 SHEPARD EXPOSITION SERVICES

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on-site at the exhibitor's expense.

EXHIBITING COMPANY NAME:	
EMAIL ADDRESS:	
AUTHORIZED NAME (printed):	
AUTHORIZED SIGNATURE:	DATE:
DISPLAY HOUSE/BUILDER (if applicable):	
EMAIL ADDRESS:	
AUTHORIZED NAME (printed):	
AUTHORIZED SIGNATURE:	DATE:
<b>^</b> 01 1	Email completed form to: customerservice@shepardes.com



# **RIGGING INFORMATION**

PRINTING United Expo

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

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- 1. Any object over 250 lbs. or requiring chain motors must be submitted to Shepard Exposition Services for approval by the Las Vegas Convention Center.
- 2. All rigging plans must be submitted to the Rigging Manager at Shepard Exposition Services 21 days prior to the start of rigging installation for group submittal to the LVCC.
- 3. All rigging plans must state the structure of rigging, weights, and an overlay of the rigging within your booth space. Shepard Exposition Services is required to reflect the plot plan for all booths on the overall ceiling plan for each show. The exhibitor will be charged \$98.00 per hour straight time to transfer the plot plan to the overall ceiling grid that Shepard Exposition Services is required to submit to the Las Vegas Convention Center for approval. All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$98.00 per hour straight time.
- 4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Las Vegas Convention Center.
- 5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
- 6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
- 7. Shepard Exposition Services cannot hang any object prior to approval from the Director of Engineering or his/her representative.
- 8. Weight on the catwalks will not exceed over 25 pounds per square foot.
- 9. There will be no rigging under the catwalk structures.

#### **Official Service Contractors Responsibilities**

Shepard and Edlen personnel/employees:

- $\cdot$  must operate all chain motors, including final trim
- will only be allowed in aerial lifts
- $\cdot$  will only be allowed to operate mechanized equipment
- $\cdot$  must assemble and disassemble any and all overhead rigging

Edlen electricians will run all initial power sources and Edlen personnel will make all the connections to the dimmable power sources.

Shepard IATSTE install and dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.



# HANGING SIGNS 101 THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

#### **Hanging Sign Checklist**

Submit Method of Payment Online

- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, October 5, 2022**



Need help? Contact us: customerservice@shepardes.com

# HANGING SIGNS HEIGHT GUIDELINES

# All signs must be designed to comply with Show Organizer Rules and Regulations and facility limitations.

# **Perimeter Wall Booths**

Maximum Height is **12'H** to top of Booth Structure (No Hanging Sign permitted)

### Peninsula Booths 20' x 20' or Larger:

Maximum height limit is **18'H** to the top of the sign

### Split Island Booths 20' x 20' or Larger:

Maximum height limit is **18'H** to the top of the sign

### **Island Booths:**

Maximum height is **18'H** to the top of the sign

### Title Sponsored Island Booth:

Maximum height limit is 24'H to the top of the sign

### **Diamond Sponsors Island Booths:**

Maximum height limit is **22'H** to the top of the sign.

### Platinum and Gold Sponsored Island Booths:

Maximum height limit is **20'H** to the top of the sign.



Need help? Contact us: overheadrigging@shepardes.com



# **OVERHEAD RIGGING LABOR**

#### **PRINTING United Expo**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

#### **Labor Hours**

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Day.

#### Step 1. Tell us about your hanging sign.

TYPE:	Cloth Wood Truss Metal
SHAPE:	□Circle □Square □Triangle □Rectangle □Other:

#### Step 2. Order assembly/disassembly labor.

Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

	SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED									
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL				
69150	ST		\$149.40	\$171.80	\$192.40					
69151	OT		\$224.05	\$257.65	\$288.55					
69152	DT		\$298.75	\$343.55	\$384.80					

	SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED									
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL				
69190	ST		\$194.20	\$223.35	\$250.15					
69191	OT		\$291.25	\$334.95	\$375.15					
69192	DT		\$388.90	\$447.25	\$500.90					
DATE C	DATE OF ASSEMBLY'									

HOW MANY LABORERS WILL YOU REQUIRE ?: \_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

	SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED									
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL				
69153	ST		\$149.40	\$171.80	\$192.40					
69154	OT		\$224.05	\$257.65	\$288.55					
69155	DT		\$298.75	\$343.55	\$384.80					

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED								
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL		
69193	ST		\$194.20	\$223.35	\$250.15			
69194	ОТ		\$291.25	\$334.95	\$375.15			
69195	DT		\$388.90	\$447.25	\$500.90			
DATE OF ASSEMBLY' START TIME'								

HOW MANY LABORERS WILL YOU REQUIRE?:

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

#### Step 3. Order overhead rigging crew.

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments. Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

OVERHEAD RIGGING INSTALLATION & IN BOOTH SCISSOR LIFTS								
CODE	ITEM	ITEM LABOR ONLINE DISCOUNT REGULAR TO						
69156	Lift		\$795.00	\$914.25	\$1,023.95			
68120	Scissor Lift Install		\$795.00	\$914.25	\$1,023.95			

OVERHEAD RIGGING REMOVAL & IN BOOTH SCISSOR LIFTS								
CODE	ITEM	EST. LABOR HOURS	ONLINE	REGULAR	TOTAL			
69157	Lift		\$795.00	\$914.25	\$1,023.95			
68121 Scissor Lift \$795.00 \$914.25 \$1,023.95			\$1,023.95					
DATE OF INSTALL: START TIME:								

DATE OF REMOVAL:

\_\_\_\_\_ START TIME:

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: \_

CONTACT NAME: .

EMAIL ADDRESS: \_

Shepard

Email completed form to: orders@shepardes.com

BOOTH NUMBER:



# **OVERHEAD RIGGING EQUIPMENT**

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Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

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\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

QTY:

#### Truss\*\*

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$24.05	\$27.65	\$30.95	
6909406	12" Black Box Truss (Per Ft.)		\$24.05	\$27.65	\$30.95	
69038	12" Silver Corner Block		\$90.15	\$103.65	\$116.10	
6903806	12" Black Corner Block		\$90.15	\$103.65	\$116.10	
70067	Design Fee (Hourly)		\$183.30	\$210.80	\$236.10	

\*\* If you are ordering truss, you also need to order motors!

#### **Truss Details**

\_\_\_\_\_ SIZE: \_

#### Motors

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$510.90	\$587.55	\$658.05	
69016	Half Ton Hoist/Chain Motor		\$450.80	\$518.40	\$580.60	
69019	Rotating Motor 500 LB Limit		\$480.80	\$552.90	\$619.25	
69020	Rotating Motor 200 LB Limit		\$270.45	\$311.00	\$348.30	

□ Rotate Clockwise (right) □ Rotate Counterclockwise (left)

# Include the following items with your Truss and Motor Order:

Hanging Sign Instructions
 Sign/Hanging Diagram
 Placement Grid
 Overhead Rigging Labor Order

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

♦ Shepard •

Email completed form to: orders@shepardes.com

# LABOR RULES & REGULATIONS

# Las Vegas, Nevada

#### LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

#### **EXHIBIT LABOR JURISDICTION**

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

# MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process. An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

#### **GRATUITIES / BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

#### **IN GENERAL**

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

#### SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



# SHEPARD BLUE LABOR



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\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### **Labor Hours**

 Straight Time (ST):
 Monday - Friday | 8:00AM - 5:00PM

 Overtime (OT):
 Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

 Double Time (DT):
 Holidays

 Holidays:
 NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor

Day, Thanksgiving, Christmas Day.

#### Shepard Blue Supervised Labor

INSTALL LABOR**								
CODE	ITEM ONLINE DISCOUNT REGULAR		ESTIMATED TOTAL***					
68066	ST	\$155.35	\$178.65	\$200.10				
68067	OT	\$233.05	\$268.00	\$300.15				
68068	DT	\$310.70	\$357.30	\$400.20				

			DISMANTLE LABOR**								
ONLINE DISCOUNT REGULAR		ESTIMATED TOTAL***									
\$155.35	\$178.65	\$200.10									
\$233.05	\$268.00	\$300.15									
68072 DT \$310.70		\$400.20									
	\$155.35 \$233.05 \$310.70	\$155.35         \$178.65           \$233.05         \$268.00           \$310.70         \$357.30	\$155.35         \$178.65         \$20010           \$233.05         \$268.00         \$30015           \$310.70         \$357.30         \$400.20								

\*\*Pricing includes Supervisory fee of 30% over standard labor.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

#### Step 1. Choose your service.

□ Installation □ Dismantling □ Both Installation & Dismantling

#### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE:

DISMANTLING NUMBER OF PEOPLE:

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE:

#### Step 3. How many hours?\*\*\*

INSTALLATION HOURS:

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

_ DISMANTLING HOURS:	

BOTH INSTALLATION & DISMANTLING HOURS:

#### Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_ DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_

Step	5.	Tell	us	about	your	exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: x
INBOUND FREIGHT: Advanced Warehouse Direct to Show Site
TRACKING OR PRO NUMBER:
ESTIMATED ARRIVAL DATE:
NUMBER OF PIECES: ESTIMATED WEIGHT:
SET UP INFORMATION
COMPANY CONTACT NAME:
EMAIL:
CELL PHONE NUMBER:
DRAWINGS/PHOTOS/INSTRUCTIONS         Attached       Emailed to Shepard         With the Exhibit       In Crate #:
GRAPHICS
ELECTRICAL PLACEMENT (exhibitor is responsible to order)  Emailed to Shepard Drawing Attached Drawing with Exhibit Run Under Carpet

CARPET

Ordered from Shepard Exhibitor Owned Carpet Padding

#### OTHER SERVICES ORDERED

Overhead Rigging Cleaning Audio Visual (AV)

#### Step 6. Tell us about outbound shipping.\*\*\*\*

**** Allow time for empty return when scheduling your pick up.				
NUMBER OF CRATES:	NUMBER OF CARTONS:			
NUMBER OF FIBER CASES:	NUMBER OF PALLETS:			
METHOD: Ground 2-Day Air	Next Day Air Other			
NAME OF CARRIER:				
PHONE NUMBER:				

DATE SCHEDULE TO PICKUP FREIGHT: \_

MUST ARRIVE AT DESTINATION BY:

#### IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service Send to advanced warehouse for pickup (\$400 minimum charge)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS:	



Email completed form to: orders@shepardes.com



# EXHIBITOR SUPERVISED LABOR

#### **PRINTING United Expo**

L173751022

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV October 19-21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 12, 2022**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing

#### Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Overtime (OT): Sunday Double Time (DT): Holidays Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Day.

#### **Exhibitor Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$119.50	\$137.40	\$153.90	
68061	ОТ	\$179.25	\$206.15	\$230.90	
68062	DT	\$239.00	\$274.85	\$307.85	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$119.50	\$137.40	\$153.90	
68064	OT	\$179.25	\$206.15	\$230.90	
68065	DT	\$239.00	\$274.85	\$307.85	

\*\* When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	NA
AMOUNT DUE	\$

#### Step 1. Choose your service.

Installation Dismantling Both Installation & Dismantling

#### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_

DISMANTLING NUMBER OF PEOPLE:

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE:

#### Step 3. How many hours?\*\*\*

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter. INSTALLATION HOURS: \_

DISMANTLING HOURS:

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_

#### Step 4. Where is the carpet coming from?

Ordered from Shepard Exhibitor Owned Carpet Padding

#### Step 5. Provide a list of any tools or additional details that would be needed.

Ladders Lifts Special Tools:

ADDITIONAL DETAILS

#### Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: START TIME:

DISMANTLE REQUEST DATE: \_\_\_\_\_

END TIME: START TIME:

#### Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: \_\_\_\_ ON-SITE CONTACT PHONE NUMBER: \_\_\_\_ EMAIL ADDRESS:

\_\_ END TIME: \_\_

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

\_ BOOTH NUMBER: \_\_\_\_ COMPANY NAME: \_\_\_\_ CONTACT NAME: PHONE NUMBER: EMAIL ADDRESS: \_\_\_\_

♦ Shepard •

Email completed form to: orders@shepardes.com

# UTILITY & ANCILLARY VENDORS

PRINTING United Expo

Las Vegas Convention Center - North & Central Halls | Las Vegas, NV

**L173751022** October 19-21, 2022





# 2022 WASTE DISPOSAL GUIDELINES

Drums will be distributed and collected by Enviro-Guard and stored in a secured location at the show.

# Container Requirements:

- Waste content must be identified properly
- Flammable & Non-Flammable must be kept separate
- Must be in a sealed & not leaking container





If you have any questions, (before, during, or after the Expo) please contact:

Tom Cobos, President/CEO (800) 943-6847

customerservice@enviro-guard.net



### Nationwide Service Available

Event Name:	
Data/Tima In:	
Date/Time In:	
Booth Number/Name: _	
Contact Number:	

Floral Arrangements	Unit Price	Qty	Total
Mixed Arrangements	75 & Up		
Tropical Floral	85 & Up		
Custom Arrangements	100 & up		
Height Width			
Blooming Foliage			
Mum: 🗅 Yellow 🗅 White 🗅 Lavender	\$40.00		
Azaleas: 🗆 Red 🗅 White 🗅 Pnk/Wht	\$45.00		
Bromeliad	\$45.00		
Tropical Plants			
IvyPothos	\$40.00		
Fern	\$45.00		
<u>3 Foot Tropical Plant</u>	\$55.00		
4 Foot Tropical Plant	\$65.00		
5 Foot Tropical Plant	\$75.00		
6 Foot Tropical Plant	\$85.00		
8 to 12 Foot Tropical Plant	\$155 & up		
6 foot Dressed w/Ivy			
<u>&amp; Blooming</u>	\$165 & Up		
Boxwood Hedge Walls - Green Walls	\$195.00		
Containers (Please Check One)			
□ White □ Black □ Other			
Special Order:			



Plant & Floral Order Form

Ph: 702-415-8236

Submit order form to:

customerservice@turnkeyevents.us

Location:	 	
Date/Time Out:	 	

Contact Name:

E-Mail Address: \_\_\_\_\_

Other Decorating Services:

\*Privacy Walls Available - (Live and Artificial)

\*\*\*Themed Parties and Props, Scenic Sets, Beaded Drapery, Balloons, Entertainment and Trade Show Booth Decor.

• ALL ITEMS FOR RENTAL ONLY

• ALL ORDERS MUST BE PAID IN ADVANCE

- SUBSTITUTIONS MAY BE NECESSARY
- ALL ORDERS NOT CANCELLED AT LEAST 14 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

SUB TOTAL:	
------------	--

Delivery, Set, & Pickup- 15%
or \$55 min. for round trip:

TAX: \_\_\_\_\_

TOTAL: \_\_\_\_\_

#### Payment Information: Visa Mastercard Amex

Company Name:	Card Holder Name:			
Billing Address:	City:	State:	_Zip:	
Credit Card#:	_Expiration:	_ Security Code:		
Authorized Signature:	Dat	e:		

Thank you for your business. We look forward to assisting you in the future.



# INTERNATIONAL SHIPPING INSTRUCTIONS



**Agility Fairs & Events** has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for the **2022 PRINTING United Expo**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

# Please <u>CLICK HERE</u> to request a quotation for our services.







www.agility.com

**Agility Fairs and Events Logistics LLC** Tel: + 1 941 861 8930

US Toll Free: 866 298 3422 www.agility.com

Contact: Colin May E-mail: <u>colin.may@dsv.com</u> Mobile: + 1 404 822 5440

NEXT

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this LINK (Link does not work with Explorer)





# **Arrival Deadline Dates**



Freight for advance warehouse delivery should arrive by September 16<sup>th</sup>

Freight for **direct to show delivery** should arrive 21 days before assigned target move-in date

Freight for advance warehouse delivery should arrive by September 19<sup>th</sup>

Freight for **direct to show delivery** should arrive 14 days before assigned target move-in date

Freight for advance warehouse delivery should arrive by September 26th

Freight for direct to show delivery should arrive 10 days before assigned target move-in date

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www.agility.com

- Las Vegas Convention Center
- 3150 S. Paradise Road
- Las Vegas, NV 89109 USA

- "Exhibitor Name" / Booth No.\_\_
- 2022 PRINTING United Expo
- E-mail: colin.may@dsv.com
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681



# Notify



- "Exhibiting Company Name"
- c/o 2022 PRINTING United Expo
- Booth No.\_\_\_\_
- Las Vegas Convention Center
- Las Vegas, NV USA
- Made in (country of origin)



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To find an **Agility Fairs & Events** agent office in your country please <u>CLICK HERE</u>

If you only require services from arrival USA, then <u>CONTACT US</u> prior to shipping for handling and coordination

Please <u>CLICK HERE</u> for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - You must notify Agility Fairs & Events with details of your shipment before it departs the origin country

INSURANCE – Take out adequate insurance to cover the value of your exhibit to and from the show

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this **LINK** 

(Link does not work with Explorer)



PREVIOUS

# **Shipping Documents**



- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- The Customs Power of Attorney (POA) and Non-Resident forms are required for ALL import shipments into the United States. Instructions for these forms are attached.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.

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www.agility.com





Agility Fairs & Events is ready to make your international shipping needs easy. Contact Agility Fairs & Events USA today to get started!

Show Project Manager: Colin May Email: <u>colin.may@dsv.com</u> Mobile: + 1 404 822 5440

Agility Fairs & Events 1100 Tamiami Trail South, Suite B Venice, FL 34285 USA Tel: + 1 941 861 8930 US Toll Free: 866 298 3422 Fax: + 1 941 237 5681 www.agility.com

# Please <u>CLICK HERE</u> to request a quotation for our services.

Agility Fairs & Events Logistics LLC terms and conditions require that all transportation services be paid before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card.

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# **Agility Agent Offices**

Agility Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact Agility Fairs & Events USA so that we can provide local contact info.

#### Australia

Agility Fairs & Events 28-32 Sky Road Melbourne Airport VIC 3045 Australia Contact: Ben Wilson Tel: + 61 3 9330 9019 Mobile: + 61 409 791 763 Email: bewilson@agility.com

#### Austria

AMB Logistics GmbH Messeplatz 1 Graz 8010 Austri0061 Contact: Patrick Görgl Tel: + 43 316 8088 150 Fax: + 43 316 8088 159 Email: patrick.goergl@ amb-logistics.at

#### **Belgium**

Schenker Fairs & Exhibitions Vliegveld 756 1820 Steenokkerzeel Belgium Contact: Selma Demir Tel: + 32 2 716 37 86 Fax: + 32 2 716 38 55 Email: selma.demir@ dbschenker.com

#### Brazil

Fink Mobility Estrada dos Bandeirantes, 2856 Jacarepagua, Rio de Janiero RJ 22775-110 Brazil Contact: Renata Vinhas Tel: + 55 21-3410-9737 Mobile: +55 21 98236 0130 Email: rvinhas@fink.com.br

#### Canada

Agility Fairs & Events 185 Courtney Park Drive East Suite B, Mississauga Ontario L5T 2T6 Canada Contact: Alan Scillitoe Tel: + 1 905 612 7584 Mobile: + 1 416 786 5713 Email: Fairs-Canada@agility.com

PREVIOUS

#### China

Agility Fairs & Events Unit 408 Prime Tower No. 22 Chaowai Street Chaoyang District Beijing 100020 P.R. China Contact: Roaddy Lu Tel: + 86 86 10 8412 8899 x 828 Fax: + 86 10 6588 9165 Email: blu@agility.com

#### **Denmark**

DSV Air & Sea A/S Hovedgaden 630 2640 Hedehusene Denmark Contact: Anders Mortensen Tel: + 45 20675228 Email: Anders.Mortensen@ dk.dsv.com

#### Finland

Suomen Messulogistiikka Oy Sinimäentie 6 02630 Espoo Finland Contact: David Palomo Tel: + 358 50 4307 082 Fax: + 358 10 309 6611 Email: David.Palomo@SMLog.fi

#### France

E.S.I. 2 Rue du Meunier Zac du Moulin 95700 Roissy en France France Contact: Rachid Bensaber Tel: + 33 1 30 11 93 43 Fax: + 33 7 88 63 82 46 Email: bensaber.rachid@ group-esi.com

#### Germany

Agility Fairs & Events GmbH Reisholzer Bahnstrasse 41 40599 Duesseldorf Germany Contact: Christian Rasche Tel: + 49 211 9952 0 Fax: + 49 211 9952 259 Email: crasche@agility.com

#### **Hong Kong**

Agility Fairs & Events Suite 3001-3, 30/F Skyline Tower 39 Wang Kwong Road Kowloon Bay, Hong Kong Contact: Sunny Ling Tel: + 852-2211 8205 / 8852 8205 Fax: + 852-2866-2421 Email: sling@agility.com

#### India

PS Bedi Group D-14/1 & 14/2 Okhla Industrial Area Phase – I, New Delhi 110 020 India Contact: Neha Nijhawan Tel: + 91 11 4605 5200 Fax: + 91 11 4173 5021 E-mail: outboundexh@psbedi.com

#### Ireland

Interflow Logistics Ltd. Suite 304 The Crescent Building Northwood Business Park Santry, Dublin 9 Ireland Contact: Niall Thompson Tel: + 353 16 853 845 Fax: + 353 64 662 0558 Email: niall@interflow.ie

#### Italy

Agility Fairs & Events Strada Vecchia Paullese 5/A Pantigliate, Milan 20090 Italy Contact: Marco Simone Tel: + 39 02 269 05324 Fax: + 39 02 269 05208 Email: msimone@agility.com

#### Japan

Agility Fairs & Events NMF Kanda Iwamotocho Building 7th floor, 8-16 Iwamotocho 3-chome, Chiyoda-ku, Tokyo 101-0032, Japan Contact: Tokiko Inaba Tel: + 81 03 5821 4617 Fax: + 81 03 5821 4610 Email: fejapan@agility.com

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# **Agility Agent Offices**

#### Korea

Agility Fairs & Events 18F Jangkyo Bldg. (South Gate 1 & 2) #1 Jangkyo-Dong, Jung-Ku Seoul, 100-760 Korea Contact: Chris Lim Tel: + 82 2 2192 7420 Fax: + 82 2 539 9420 Email: chrislim@agility.com

#### Malaysia

Agility Fairs & Events Bukit Jelutong, Shah Alam Selangor Darul Eshan 40150 Malaysia Contact: Susan Ng Tel: + 60 03 7841 8888 Fax: + 60 03 7957 3295 Email: sng@agility.com

#### **Netherlands**

Fairexx BV De Trompet 2650 1967 DB Heemskerk Netherlands Contact: Paul van Zijl Tel: + 31 251 2500 60 Fax: + 31 251 2500 65 Email: paul.van-zijl@fairexx.nl

#### **New Zealand**

Agility Fairs & Events 1 Te Kaupa Drive Mangere, P.O. Box 53-071 Auckland New Zealand Contact: Patrick Gottstein Tel: + 64 9 926 4800 / 4857 Fax: + 64 9 926 4899 Email: pgottstein@agility.com

#### Portugal

Agility Fairs & Events Rua Abade Correia da Serra, 112 Senhora da Hora 4460-208 Portugal Contact: Silvia Eloi Tel: + 351 266 088 642 Fax: + 351 266 088 691 E-mail: seloi@agility.com

PREVIOUS

#### Singapore

Agility Fairs & Events Pte Ltd No.5 Changi North Way 3rd Floor, 498771 Singapore Contacts: Andy Neo Tel: + 65 6500 0250 Fax: + 65 6214 9592 E-mail: aneo@agility.com

#### Spain

Agility Logistics SA Av. Ports d'Europa 2 - Zona de Actividades Logísticas (ZAL) 08040, Barcelona Spain Contact: Belina Flores Tel: + 34 93 2970 857 Fax: + 34 93 2970 839 Email: beflores@agility.com

#### Sweden

On-Site Exhibitions AB Norra Gubberogatan 30 S-416 63 Gothenburg Sweden Contact: Lena Widman Tel: + 46 31 707 3070 Fax: + 46 31 707 3075 Email: lena@onsitegroup.se

#### Switzerland

BTG Suisse AG Salinenstrasse 61 4133 Pratteln Switzerland Contact: Dominique Geiser Tel : + 41 61 487 87 02 Fax : + 41 61 487 87 09 Email: Dominique.Geiser@ btg-suisse.ch

#### Taiwan

NEXT

Agility Fairs & Events / Translink Room 5-2, 5<sup>th</sup> Floor No. 99, Chung Shan N. Rd Sec 2. Taipei 104-48 Taiwan R.O.C. Contact: Frances Lin Tel: + 886 2 2581 1133 Fax: + 886 2 2523 9449 Email: FLinYuKuei@agility.com

#### Thailand

Agility Fairs & Events 136 Romklao Road Klongsampravej, Ladkrabang Bangkok 10520 Thailand Contact: Jakrawut Wichitpornchai Tel: + 66 2 326 3456 x2331 Fax: + 66 2 360 8892 Email: JWichitpornchai@agility.com

#### **Turkey**

Agility Fairs & Events Rüzgarlıbahçe mah. Cumhuriyet Cad. Acarlar Is Merkezi F Blok K:2 D:8 Beykoz Istanbul, Turkey Contact: Tandogan Ozman Tel: + 90 216 680 16 00 Fax: + 90 216 680 00 45 Email: tozman@agility.com

#### **United Arab Emirates**

Agility Fairs & Events Level 15, Office No. 07-08 Sheikh Rashid Tower Dubai World Trade Centre P.O.Box 36683 Dubai, UAE Contact: Nilofer Sayeed Tel: + 971 4 813 1487 / 813 1210 Mobile: + 971 56 6833914 Email: nsayeed@agility.com

#### **United Kingdom**

Agility Fairs & Events Logistics Ltd. One Western Gateway Royal Victoria Dock London E16 1XL United Kingdom Contact: Garcia Newell Tel: + 44 207 069 5321 Mobile: + 44 7760 165828 Email: f&euksales@agility.com

#### Vietnam

Agility Fairs & Events Co., Ltd. 15th Fl – Etown 5 Building 364 Cong Hoa Str. Tan Binh District, Vietnam Contact: Nguyen thi Bong Tel: + 84 28 38132848 Fax: + 84 28 38122965 Email: NBong@agility.com

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#### **EXHIBITOR AUDIO VISUAL ORDER FORM**

#### DISCOUNT DEADLINE: Oct. 5, 2022

Customer Information	
Firm Name:	
Contact:	
Address:	
City:	
State:	ZIP:
Ordered By:	
Telephone #:	
Email:	
Notes:	



Event Name: Event Dates: Printing United 2022 October 19-21, 2022

#### Las Vegas Convention Center

PJ 9450

Delivery Information	
Venue:	
Room / Hall:	
Booth #:	

On-Site Contact: Cell Phone:

Deliver Date:
Delivery Time:
Pickup Date:
Pick Up Time:

SOMEONE MUST BE PRESENT AT TIME OF DELIVERY

Please note: All Power & Internet services are provided by facility.

Rates					
		Total	Ordering Instructions		
\$285.00	\$370.00				
\$180.00	\$234.00				
\$155.00	\$200.00			Orders received after Oct. 5, 2022	
\$465.00	\$605.00			will be charged at the regular rate.	
\$540.00	\$702.00				
\$309.00	\$401.50				
\$255.00	\$331.50			The total charge per item is	
\$30.00	\$40.00			determined by multiplying the	
\$40.00	\$55.00			Quantity x Rate.	
\$155.00	\$180.00				
Discounted	Regular	Qty	Total		
\$410.00	\$510.00			Operator labor, if requested, is	
\$515.00	\$615.00			subject to the prevailing hourly rate	
\$260.00	\$335.00			with a 4 hour minimum.	
\$35.00	\$45.00				
Discounted	Regular	Qty	Total		
\$25.00	\$32.50			We will attempt to accommodate	
JZJ.00	Ψ <b>52</b> .50			I reallected delivery times but connet	
\$230.00	\$300.00				
				guarantee them due to the volume	
\$230.00	\$300.00			requested delivery times, but cannot guarantee them due to the volume of orders.	
\$230.00	\$300.00			guarantee them due to the volume	
	Discounted           \$285.00           \$180.00           \$155.00           \$465.00           \$309.00           \$255.00           \$30.00           \$40.00           \$155.00           \$40.00           \$155.00           \$40.00           \$155.00           \$255.00           \$255.00           \$30.00           \$40.00           \$155.00           \$260.00           \$35.00           Discounted	Discounted         Regular           \$285.00         \$370.00           \$180.00         \$234.00           \$155.00         \$200.00           \$155.00         \$200.00           \$465.00         \$605.00           \$540.00         \$702.00           \$309.00         \$401.50           \$255.00         \$331.50           \$30.00         \$40.00           \$155.00         \$180.00           Discounted         Regular           \$410.00         \$510.00           \$255.00         \$335.00           \$30.00         \$40.00	Discounted         Regular         Qty           \$285.00         \$370.00            \$180.00         \$234.00            \$155.00         \$200.00            \$465.00         \$605.00            \$540.00         \$702.00            \$309.00         \$401.50            \$309.00         \$40.00            \$30.00         \$40.00            \$30.00         \$40.00            \$30.00         \$40.00            \$30.00         \$40.00            \$40.00         \$55.00            \$155.00         \$180.00            \$155.00         \$180.00            \$255.00         \$335.00            \$260.00         \$335.00            \$35.00         \$45.00	Discounted         Regular         Qty         Total           \$285.00         \$370.00            \$180.00         \$234.00            \$155.00         \$200.00            \$465.00         \$605.00            \$309.00         \$401.50            \$309.00         \$401.50            \$309.00         \$40.00            \$309.00         \$40.00            \$309.00         \$40.00            \$309.00         \$40.00            \$309.00         \$40.00            \$155.00         \$180.00            \$40.00         \$55.00            \$40.00         \$5180.00            \$155.00         \$180.00            \$260.00         \$335.00            \$260.00         \$335.00            \$35.00         \$45.00            \$35.00         \$45.00	

Page 1 Total



#### **EXHIBITOR AUDIO VISUAL ORDER FORM**

Event Name:

**Event Dates:** 

Printing United 2022 October 19-21, 2022 Las Vegas Convention Center

#### DISCOUNT DEADLINE: Oct. 5, 2022

	Rates					
FLATSCREEN MONITORS - Show Rate	Discounted	Regular	Qty	Total	Ordering Instructions	
24" HDTV Monitor w/Table Stand	\$230.00	\$300.00			CANCELLATIONS:	
32" HDTV Monitor w/Table Stand or wall mounting bracket	\$385.00	\$500.00			A) Cancellation of order must be received	
43" HDTV Monitor w/Table Stand or wall mounting bracket*	\$460.00	\$598.00			72 hours prior to delivery date to avoid a	
48" HDTV Monitor w/Table Stand or wall mounting bracket*	\$615.00	\$799.00			minimum one day charge.	
55" HDTV Monitor w/Table Stand or wall mounting bracket*	\$720.00	\$935.00			B) If services have already been provided	
65" HDTV Monitor w/Table Stand or wall mounting bracket*	\$925.00	\$1,200.00			at the time of cancellation, 100% of original	
70" HDTV Monitor w/wall mounting bracket	\$1,280.00	\$1,450.00			charges will be applied.	
32" Touchscreen Kiosk - Windows OS	\$1,820.00	\$2,000.00				
43" Touchscreen Kisok- Windows OS	\$2 <i>,</i> 095.00	\$2,310.00			1	
49" Touchscreen Kiosk- Windows OS	\$2 <i>,</i> 650.00	\$2,915.00			If you don't see what you're looking	
55" Touchscreen Kiosk- Windows OS	\$3,075.00	\$3,385.00			for, contact your Shepard AV Team to discuss the possibilities!	
Monitor Floor Stand w/shelf (requires monitor rental)	\$230.00	\$300.00			404-720-8601 or	
*Floor Stand for monitors 43" and above					bmckinney@shepardav.com	
					We have a wide range of services and	
Page 1 Total Page 2 Total (add Page 1 & Page 2 totals) SUBTOTAL:					solutions to help you deliver your	
					message.	
(25% of subtotal or \$150.00 minimum) DELIVERY/SETUP/PICKUP					We offer custom LED walls, truss,	
					lighting, concert sound, and the	
	TOTAL AMOUNT DUE				experts to make it all work!	
					J	

PAYMENT	RETURN for PROCESSSING
ADVANCE PAYMENT IS DUE TO CONFIRM ORDER	bmckinney@shepardav.com
You will receive an e-mail with a link for secure online credit card payment	Phone 404-720-8601
RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.	

Signature
-----------

Date —

#### SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY





# PRINTING UNITED EXPOSITION : PRINTING UNITED EXPOSITION – Event Security

DATE: October 19, 2022 - October 21, 2022

Address Las Vegas Convention Center, Paradise Road, Las Vegas, NV, USA

Order Online: https://centurytradeshow.com/event/printing-unitedexposition/event-security/

Passcode: Printexpo22

1-800-573-5430

Packages (Pre Order by Sep	28, 2022)			
			Pre-Order	On-Site
UNARMED MONITOR			\$34.00	\$42.00
ARMED MONITOR			\$62.00	\$68.00
Package	# of personnel	Start Date	End Date	Total Hours
Additional Open Items				
Item Name			I	Price
Sub Total:				
Total				

RULES AND REGULATIONS

- 1. All Booth Monitoring personnel must be provided through Century Security.
- 2. Booth Monitoring personnel will remain on duty until released, exhibitor is responsible for any additional charges.
- 3. There is a minimum of five (5) hours per person per shift.
- 4. Armed monitor must be placed a minimum of 24 hours in advance.
- 5. Booth Monitoring orders placed less than 24 hours in advance are not guaranteed.

ADVANCE PAYMENT MUST BE RECEIVED BY (21 DAYS PRIOR TO THE FIRST SHOW DAY) TO QUALIFY FOR DISCOUNT (INCENTIVE RATES). BASE RATES APPLY TO ALL ORDERS/PAYMENTS RECEIVED AFTER 21 DAY DEADLINES. ALL PAYMENTS MUST BE MADE IN FULL BY CHECK OR MONEY ORDER (PAYABLE IN U.S. FUNDS ON U.S. BANKS). VISA, MASTERCARD OR AMERICAN EXPRESS. NO PURCHASE ORDERS ACCEPTED. IF YOU DO NOT RECEIVE CONFIRMATION ON YOUR ORDER FROM CENTURY SECURITY, WE CANNOT GUARANTEE YOUR COVERAGE. PLEASE CONTACT OUR OFFICE AT 407-226-1168 AT LEAST 7 DAYS PRIOR TO EVENT TO REQUEST CONFIRMATION.

#### BILLING INFORMATION

Booth #*		Exhibitor Name*				
Contact #*	Fax #		Email*			
Address*						
Street Address						
city	State		zip code			
On-Site Contact Person		Contact #				
Payment in Full Must Be Rendered Before Service is Provid	ed					
Remit Payment To						
Century Security & Event Staffing, Inc. 6421 Pinecastle Blvd. (Suite 1) Orlando, FL 32809						
Method of Payment*	Credit card detail Card Number:					
<ul> <li>Company Check or Money Order</li> <li>Credit Card</li> </ul>	Month:	Year:		Security Code:		
	Cardholder Name:					
Authorized Signature:				Date:		

Century Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or theproperty of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to Century Security's negligence or failure to perform. Century Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, thet of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds Century Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personnel damages and any claims arising from engaging in business an as exhibitor. Century Security will send out final invoices within ten (10) days after the close of the event.

# CMTAGENCY

We help build brands by creating unforgettable human connections

# Hand pick your staff and talent from our select group of candidates.

- Nationwide, one point of contact, for all your staffing & talent needs
- Project management agents available 24/7/365
- Real-time reporting of project results
- Dedicated client dashboard to review budget, project status, photos, and more
- Customized training on your project and brand
- Fully insured and bonded, eliminating your risk with our talent
- State-by-state compliance certifications
- COVID compliant personnel and PPE

#### STAFFING

Receptionists, Greeters, Hospitality Staff, Crowd Gatherers

#### PROMOTIONAL TALENT

Lead Generators, Survey Takers, Brand Ambassadors, Sales Assistants, Promotional Models, Demonstrators, Product Specialists, Corporate Presenters, EMCEEs, Costume Characters, Street Teams and Guerilla Marketers

#### SPECIALITY PERSONNEL

Runway Models, Ultrasound/Heart Monitor Models, Ear Prompter Presenters, Interpreters and Translators, Tour Managers

#### Contact Us :

**L** +1 404-233-4644

WWW.CMTAGENCY.COM




We help build brands by creating unforgettable human connections



## SERVICE ORDER FORM

NAME:			
COMPANY:			
BOOTH:			
ADDRESS:			
CITY:			
STATE/PROVINCE:			
PHONE:			
CONTACT:			
EMAIL ADDRESS:			
EVENT NAME:			
EVENT LOCATION:			
DATE(S) REQUESTED:			
HOURS REQUESTED:			
Please indicate the	number of people needed below:		
BOOTH GREETER (\$425 - \$475)		 HOSPITALITY STAFFING (\$75/HR)	
PRODUCT DEMONSTRATOR (\$400 - \$700)		 CORPORATE PRESENTER (\$1	,200 - \$2,900)
BRAND AM	/BASSADOR (\$60/HR)	 INTERPRETER (\$400 - \$1,200	)
CROWD G	ATHERER (\$425 - \$475)	 OTHER (CALL FOR PRICING)	

\*Rates are a per day basis except where specified. Ranges vary by experience of talent and client needs. A 20% Agency fee will be added to all invoices. Total payment must be received at least 7 days prior to an event in order to guarantee reservation

A credit card guarantee is required to confirm an order. We accept: ACH / American Express / MasterCard / Visa

### Email this form to: cmtinfo@cmtagency.com

# **PRINTING United Expo 2022**

October 19-21, 2022

# ELECTRICAL & PLUMBING

## **ORDER ONLINE TODAY!**

Take advantage of discounted rates!

Order your electrical & plumbing services online by

09 / 28 / 2022

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-LasVegas@edlen.com



Edlen Electrical Exhibition Services

6705 South Eastern Avenue, Las Vegas, NV 89119 702.385.6911 • lasvegas@edlen.com • www.edlen.com

#### **TERMS & CONDITIONS**

- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- 4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- 5. Outlet rates listed *do not* include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- 6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 7. Island Booths Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- 8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- 9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- 11. For a dedicated outlet, order a 20 amp outlet.
- 12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- 13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- 14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
- 17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <a href="https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf">https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</a>

#### COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



#### FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM



Lead Management Products Catalog



PRINTING United 2022 Show Code: PRU22 Early Bird Pricing Ends: 8/19/22 Advanced Pricing Ends: 9/6/22 Order Online: compusystems.com/order

# The Easy Way to Collect Leads and Boost ROI

**CompuLEAD**<sup>®</sup> is the most powerful way to capture sales leads on the trade show floor using your own smartphone or a rented tablet. With six distinct tools to help warm up your sales calls and boost ROI, it's a marketing plan in an app!



"With its ease of use, CompuLEAD was a huge reason for our success at the Western Food Show. We're so happy we utilized CompuLEAD, and we plan to use it again and again."

> – Matt Flemister COO, Blockchain Hacienda Inc.



Give attendees peace of mind <sup>1</sup> by using our new CompuLEAD



Kiosk – the self-serve option for attendees to scan their own badges and request your content!

Questions? Domestic (toll-free): +1.866.600.5323 International: +1.708.786.5565 Email: exhibitor-support@csireg.com





Lead Management Products Catalog



PRINTING United 2022 Show Code: PRU22 Early Bird Pricing Ends: 8/19/22 Advanced Pricing Ends: 9/6/22 Order Online: compusystems.com/order

### **Lead Collection Options**

### A-la-Carte



### CompuLEAD<sup>®</sup> App (use your own device)

- Download our app to your smart phone or tablet
- Capture leads at your booth, networking dinner, or anywhere else
- Quickly qualify leads for fast follow-up

#### CompuLEAD<sup>®</sup> Tablet

- Rent an Android tablet with the app pre-loaded
- Capture leads at your booth, networking dinner, or anywhere else
  - Quickly qualify leads for fast follow-up
- Wireless printer available (Add-on option)

### Packages

6			
1			
	Etherape Reporters	-	
_	Acute Insulate		

### CompuLEAD<sup>®</sup> App Package (use your own devices)

- Download our app to 3 of your own smart phones or tablets to capture more leads simultaneously
- Qualify top prospects with custom qualifiers and surveys
- Send prospects up to 5 video links & 15 PDFs (up to 5 MB each) for quick email follow-up

#### CompuLEAD<sup>®</sup> Tablet Package

- Qualify top prospects with custom qualifiers and surveys
- Send prospects up to 5 video links & 15 PDFs for quick email follow-up
- Wireless printer pairs to one device/app at a time
- Delivery, set up, and in-booth training

1	7

### CompuLEAD<sup>®</sup> Kiosk Package

- Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service
- Custom survey questions and digital content delivery system leave your hard copies at the office
- Delivery, set up, training, and pickup
- Dimensions: Kiosk: 4 ft. tall; Base: 22 in. long; Touchscreen tablet: 15 in. x 10 in. with 15 in. in viewable screen



#### atEvent<sup>®</sup> Premium Package (use your own device)

- Download our app to 3 of your own smart phones or tablets
- Scan business cards or badges—or enter a code for fast, contactless capture
- Capture important context with customizable qualifiers and follow-up actions
- Follow up faster with marketing automation and CRM integration
- · Gain actionable event analytics in-app, in-portal, and by email post-event
- Capture marketing consent to comply with CCPA and GDPR

Questions? Domestic (toll-free): +1.866.600.5323 International: +1.708.786.5565 Email: exhibitor-support@csireg.com



# CompuLEAD

#### Lead Management Pricing Sheet

#### PRINTING United 2022 Show Code: PRU22 Early Bird Pricing Ends: 8/19/22 Advanced Pricing Ends: 9/6/22

Order Online: compus			
A-la-Carte	8/19/22 EARLY BIRD	9/6/22 ADVANCED	STANDARD
CompuLEAD App 1 User Activation (173A)	\$375	\$425	\$495
+ Additional User Activations (173B)	\$140	\$140	\$140
CompuLEAD Tablet (174A)	\$500	\$540	\$590
Packages			
CompuLEAD App 3 User Activations (115) <ul> <li>Download app to 3 of your smart phones or tablets to capture leads at your booth or anywhere else</li> <li>Qualify top prospects with custom qualifiers and surveys</li> <li>Send prospects up to 5 video links &amp; 15 PDFs for quick email follow-up</li> </ul>	\$570	\$605	\$640
+ Additional User Activations (173B)	\$140	\$140	\$140
CompuLEAD Tablet (114) • Qualify top prospects with custom qualifiers and surveys • Send prospects up to 5 video links & 15 PDFs for quick email follow-up • Identify top prospects with custom qualifiers and surveys (up to 99 qualifiers & 10 survey questions) • Wireless printer – pairs to 1 device/app at a time • Delivery, setup and in-booth training	\$825	\$890	\$965
<ul> <li>CompuLEAD Kiosk (175A)</li> <li>Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service</li> <li>Custom survey questions and digital content delivery system – leave your hard copies at the office</li> <li>Delivery, set up, training, and pickup</li> <li>Dimensions: Kiosk: 4 ft. tall; Base: 22 in. long; Touchscreen tablet: 15 in. X 10 in. with 15 in. viewable screen</li> </ul>	\$995	\$995	\$995
<ul> <li>atEvent 3 User Activations (194)</li> <li>Capture detailed prospect information</li> <li>Marketing automation (Eloqua, Marketo, Hubspot, Pardot) or CRM (Salesforce.com) integration</li> <li>Event intelligence and sales insights</li> </ul>	\$995	\$995	\$995
+ Additional User Activations (294)	\$140	\$140	\$140
Add-ons			
Wireless Printer For App (287A) – Only pairs to 1 device/app at a time	\$120	\$135	\$150
Wireless Printer For Tablet (187A) – Only pairs to 1 device/app at a time	\$120	\$135	\$150
Setup and In-Booth Training For App (108)	\$120	\$135	\$150
Delivery, Setup and In-Booth Training For Tablet (08)	\$120	\$135	\$150
Lead Retrieval Product Pick-up For Tablet (09)	\$80	\$80	\$80
Custom Qualifiers and Survey Questions (05A)	\$90	\$90	\$90
Literature & Videos (LITE) – Send prospects 5 video links and 15 PDFs (up to 5 MB each) from the app.	\$145	\$145	\$145
Onboard Battery For Kiosk (175B)	\$105	\$105	\$105
Insurance For Tablet (INS)	\$90	\$90	\$90

Vendo

Cancellation/Refund Policy:

By completing this lead retrieval order, you agree to be held liable for the safekeeping and return of the lead retrieval device and its accessories. If the device or Bluetooth printer is damaged, lost, or stolen, a replacement fee of \$500 per item will be charged. If the power cord is not returned for any device, a \$100 replacement fee will be charged. If the device is not returned within one hour after the show floor closes, a \$100 late fee will be assessed. All fees will be charged to the credit card used when placing the order. CompuSystems and atEvent are not liable in the event of any hardware or software malfunction, service interruption, or loss of saved leads. No refunds on the CompuLEAD App once it has been activated. No refunds on all CompuLEAD products within 30 days of the start of the event or after the event begins. Orders canceled

No refunds on the CompuLEAD App once it has been activated. No refunds on all CompuLEAD products within 30 days of the start of the event or after the event begins. Orders canceled before that period are entitled to a full refund less a \$100 cancellation fee. If the event dates change, the original event dates will apply to the refund policy.

Questions? Domestic (toll-free): +1.866.600.5323 International: +1.708.786.5565 Email: exhibitor-support@csireg.com



Processing Fee = \$25



# Voice and Video Products Form



**ORDER ON-LINE: www.tradeshows.coxhn.net** 

Toll Free Phone: 855-519-2624

Event Name:	Company Name:		
Event Start Date: / /	Billing Name:		
Event End Date: / /	Billing Address:		
Booth/Room #:	City: State: Zip:		
On-Site Contact:	Country:		
Cell #:	Phone #:		
On-Site Contact Email Address:	Billing Contact Email Address:		

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date. A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Voice Services		
Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	
Single Line with phone set (Long distance rates will apply)	\$345.00	
Multi-Line: One line with one roll-over line and handset	\$490.00	
Phone System Services (Direct Dial)		
Single Line no features	\$490.00	
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	
Single Line with Polycom Speakerphone	\$550.00	
Demarc Extension Services		
Dry Pair Demarc Extension (non-DSL)	\$250.00	
ISDN BRI circuit extension from Demarc to Booth	\$500.00	
Video Services		
Digital or HDTV Service (All channels, excluding Premium and International)		
Entire Show (First outlet only, up to 5 days)	\$525.00	
Additional Digital/HD Outlets (2 or more)	\$330.00 ead	ch 🗌
Additional Analog Outlets (2 or more)	\$140.00 ead	ch 🗌
Additional Services		
Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	
Voice Services Distance Fee	\$100.00	
Video Services Distance Fee	\$500.00	
	Total:	

Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

Please indicate on the grid, the location of your Voice and Video drop(s). If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order



Adjacent Booth #\_\_\_\_\_

Adjacent Booth #\_\_\_\_\_

#### **TERMS AND CONDITIONS OF SERVICE**

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs and cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

<u>6. Default</u> If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8 LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation. 15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/business-policies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide"at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-generalterms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



# Internet Products Form

ORDER ON-LINE: www.tradeshows.coxhn.net



Toll Free Phone: 855-519-2624

Event Name:	Company Name:		
Event Start Date: / /	Billing Name:		
Event End Date: / /	Billing Address:		
Booth/Room #:	City: State: Zip:		
On-Site Contact:	Country:		
Cell #:	Phone #:		
On-Site Contact Email Address:	Billing Contact Email Address:		

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date. A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

#### Internet/Network Services

Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared i (Shared Bandwidth is shared with other Internet users within the Las Vegas Convention (		ıcts
Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	<b>Price</b> \$1,495.00	Quantity
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	
Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)		
High Bandwidth Internet speeds from <b>300 Mbps</b> up to <b>10 Gbps</b> are available	Call for pricing	
Business Professional Plus: 200 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	
Business Professional Plus: 100 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	
Business Professional Plus: 50 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	
Business Professional Plus: 25 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	
Business Starter Plus: 3 Mbps Single drop with 3 public IP addresses. No additional IP addresses allowed Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	
Additional Products and Services		
Patch cables - Ethernet Cat 5 Cable	\$80.00 each	
Switch rental - Up to 24 port (10/100 unmanaged)	\$220.00 each	
Additional IP address	\$164.00 each	
Additional Locations - Additional drop for dedicated bandwidth products only.	\$795.00 each	
Labor/Floor work - The 20% early ordering discount does not apply.	\$75.00/hour	
Outside Distance Fee	\$500.00	

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

Total:

Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

Please indicate on the grid, the location of your Internet drop(s). If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order



Adjacent Booth #\_\_\_\_\_

Adjacent Booth #\_\_\_\_\_

#### TERMS AND CONDITIONS OF SERVICE

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2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

<u>6. Default</u> If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

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12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

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# Wi-Fi Hotspot Products Form



ORDER ON-LINE: www.tradeshows.coxhn.net

Updated 10/18/19 – Page 1 of 2

Customer SSID

Toll Free Phone: 855-519-2624

Event Name:	Company Name:		
Event Start Date: / /	Billing Name:		
Event End Date: / /	Billing Address:		
Booth/Room #:	City: State: Zip:		
On-Site Contact:	Country:		
Cell #:	Phone #:		
On-Site Contact Email Address:	Billing Contact Email Address:		

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date. A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

	3.0 Mbps/Price	Quantity	5.0 Mbps/Price	Quantit
Wi-Fi Hotspot: Up to 10 Users	\$2,200.00		\$2,800.00	
Wi-Fi Hotspot: Up to 25 Users	\$3,200.00		\$4,000.00	
Wi-Fi Hotspot: Up to 50 Users	\$4,500.00		\$5,500.00	
Wi-Fi Hotspot: Up to 100 Users*	\$6,800.00		\$8,500.00	
*Additional block of 50 Users (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00		\$3,750.00	
<b>Splash Page with sponsor logo</b> (Splash page template provided by Cox Business)	\$2,500.00		\$2,500.00	
Redirect Landing Page (Customer specific URL)	\$2,500.00		\$2,500.00	
То	tal:	_ Total:	·	
Ad	ditional Services			
Labor/Floor work The 20% early ordering discount doe	es not apply.		\$75.00/hr	
Outside Distance Fee			\$500.00	
naximize your Wi-Fi experience Cox Business utilizes 802.11ac net	work standard, the latest in W	'i-Fi 5GHz technolog	y. Please ensure your devic	e(s) is com
		Total	·	

#### **Wi-Fi Hotspots**

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

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12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation. 15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/business-policies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide"at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-generalterms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.





WIFI OPTIONS available from COX BUSINESS throughout the LAS VEGAS CONVENTION CENTER

# FREE GUEST WIFI access is available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

**HOW TO CONNECT.** Look for the **.Guest WiFi** network on your mobile device settings and you will be directed to the Guest WiFi splash page.

This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.

Choose the option that is best for you.

**FREE WIFI ACCESS** (Free unlimited 30 minute sessions, up to 384 Kbps)

or WIFI UPGRADE\* (up to 1.0 Mbps) for only \$1499 per day

\*Service is through on-site credit card purchase only.

# **CONVENTION WIFI** provides a reliable connection for your mobile device and offers a variety of other business options so you stay connected at the Las Vegas Convention Center.

**HOW TO CONNECT.** Look for the **.Convention\_WiFi** network on your mobile device settings and you will be directed to the Convention WiFi splash page.

This service is not intended for streaming video, presentation software or powering business use.

Choose the option that is best for you:
1 DAY Convention WiFi = \$79<sup>99</sup>
3 DAY Convention WiFi = \$149<sup>99</sup>
5 DAY Convention WiFi = \$239<sup>99</sup>

\*Service is through on-site credit card purchase only.

# **WIFI HOT SPOTS** offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

**NEED WIFI IN ONE LOCALIZED AREA** to attract visitors to your booth or a customized splash page?

We can help.

#### COX BUSINESS UTILIZES THE LATEST IN WIFI STANDARDS.

WIFI 6 (802.11AX) is available in the West Hall and 802.11AC in all other areas of the LVCC.

Choose the option that is best for you. Up to 10 USERS =  $$2,200^{00}$ Up to 25 USERS =  $$3,200^{00}$ Up to 50 USERS =  $$4,500^{00}$ Up to 100 USERS =  $$6,800^{00}$ 

Packages for more than 100 users are available with additional speed options, please contact us for a customized quote. Pricing based on 3.0 Mbps download.

Please visit tradeshows.coxhn.net to order services or call us toll-free at 1-855-519-2624.



An Extraordinary Catering Experience



# Orders to be finalized by: 12pm PST on Tuesday, October 4, 2022

This is the last day any changes or cancellations are permitted. Orders submitted after this date and time will be subject to an additional fee of 25% on all published pricing.



Looking for Custom Menus? Our talented team can assist you to create customized proposals and source specialty items



## Place your order or view menus at: Centerplate Catering Order Online!

To view menu prior to ordering, scroll to the bottom of the page and select Regular Menu

Send completed order forms or inquiries to: exhibitorcateringlvcc@centerplate.com or Call: 702-943-6779 For questions please contact: exhibitorcateringlvcc@centerplate.com or 702-943-6779 To submit orders: Las Vegas Convention Center Express Catering











## LVCVA's Food and Beverage Policy



The LVCVA and Centerplate value their customers' safety, health and wellness regarding food preparation, handling, and regulations as set forth by the Southern Nevada Health District. It is for the safety of customers that ready-to-eat food prepared outside of this building is not permitted.

All food and beverage vendors, contractors and services must be contracted through Centerplate, as it is the exclusive food and beverage provider for the Las Vegas Convention Center. All aforementioned policies will be strictly managed by the LVCC & Centerplate. Any violation could result in fees, the removal of product from the show floor and or obligatory discontinuation of booth activities.



Any questions, comments, or concerns should be directed to **Centerplate's Main Office at 702-943-6779** 

Thank You for your cooperation!





# CATERING MENU



# Greetings!

Welcome to Las Vegas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.

We are thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center. Our style is collaborative and our Las Vegas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests. Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today! Here's to your successful event in Las Vegas!

Tyler Doudle



**Tyler Dowdle,** Director of Catering and Exhibitor Sales Catering at Las Vegas Convention Center 3150 Paradise Rd, Las Vegas, NV 89109 P: 702.943.6757 tyler.dowdle@centerplate.com



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# Service Directory

CATERING SALES OFFICE	702.943.6779	
LAS VEGAS CONVENTION CENTER	702.892.0711	
Any menu inquires can be made to our general mailbox at: <u>exhibitorcateringlvcc@centerplate.com</u>		
Online orders can be placed at: lvcvaexpresscatering.ezplanit.com		



#### **Gluten Free Items**

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. We do not operate a dedicated gluten-free or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment and may come into contact with products containing gluten and common allergens such as nuts.



# Breakfast Menus

# Breakfast

## **CONTINENTAL BREAKFAST**

Prices listed are per guest. Minimum of 20 guests. Served with freshly brewed regular coffee.

#### Las Vegas Valley 17.50

- In the second secon
  - Locally baked breakfast pastries and muffins

#### Sunrise Mountain Premium 26

- Assorted bottled fruit juices
   Locally baked breakfast pastries and muffins
- In the second secon

#### LAS VEGAS VALLEY CONTINENTAL ENHANCEMENTS

Prices listed are per piece or guest. Minimum order of 12 per item.

- Greek Yogurt Parfait 7.50 Local desert honey, seasonal berries and house granola
- Steel-cut Oatmeal 6.75 Assorted dried fruit, golden raisins, brown sugar, desert honey, milk and cinnamon

#### English Muffin Breakfast

Sausage Sandwich 6.75 Scrambled eggs, maple pork sausage patty and sharp cheddar cheese

#### English Muffin Breakfast Country Ham Sandwich 6.75 Scrambled eggs, country ham and jack cheese

**Breakfast Vegetarian Burrito** 7 Flour tortilla, scrambled eggs, roasted pepper, black beans, pepper jack cheese and potatoes

#### Breakfast Burrito 7.75

Flour tortilla, scrambled eggs, roasted pepper, chorizo sharp cheddar cheese and potatoes

#### Pretzel Bun Breakfast Sandwich 7

Scrambled eggs, turkey sausage patty and fontina cheese

#### **Orleans Breakfast Sandwich** 7

Cinnamon french toast, scrambled eggs, maple sausage patty and pepper jack cheese

A dedicated server is required for all hot food services.

Gluten free pastries available on request.



# Breakfast

## **BREAKFAST BUFFETS**

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply. Served with freshly brewed regular coffee.

#### Las Vegas Morning 30.75

- Scrambled eggs with sides of diced tomatoes and sautéed mushrooms
- Image: Weight Strain Strai
- Image: Applewood bacon
- $\operatorname{\widehat{\scriptsize{b}}}$   $\cdot$  Desert valley sliced fruit and berries
- 🛞 · Assorted bottled fruit juices
  - · Locally baked breakfast pastries, muffins and bagels
- $oxed{\operatorname{eta}}\cdot$  Served with butter, preserves and cream cheese

#### Daybreak Sunrise 34

- Scrambled eggs with a side of sautéed mushrooms
- Image: Image
- 😽 · Applewood bacon
  - $\cdot\,$  Green chili chorizo and jack cheese enchilada
- In the second secon
- 🛞 · Assorted bottled fruit juices
- · Locally baked breakfast pastries, muffin and bagels
- $\widehat{ullet}\cdot$  Served with butter, preserves and cream cheese

#### **BREAKFAST BUFFET ENHANCEMENTS**

Minimum order of 25 per item.

#### French Toast Soufflé 7

Brioche ginger cinnamon french toast baked with royal cream served with sides of maple syrup, whipped cream, desert honey butter and seasonal berry compote

#### **Example 2 Constant Service 3 Co**

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard and side of herbed tomato jam

#### Old Las Vegas Diner Special 8.50

Fried chicken, buttermilk waffle, spiced caramel, desert honey butter and agave syrup

A dedicated server is required for all hot food services. Gluten free pastries available on request.



# Breakfast

## **PLATED BREAKFASTS**

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply.

All plated breakfasts are served with fresh fruit cups, locally baked breakfast pastries and muffins, butter, preserves, freshly squeezed orange juice, freshly brewed regular coffee, decaffeinated coffee and hot teas.

#### Ge Classic Vegas Diner 31

Fluffy scrambled eggs, southwest potato hash, herbed pork sausage patty and grilled tomato

#### 6 Las Vegas Farmer's Market Torta 31

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard, root vegetable hash potatoes, chicken apple sausage, and side of grilled tomato jam

#### Breakfast Enchilada 31

Corn tortilla stuffed with scrambled eggs, jack cheese, roasted green chili, ranchero sauce and southwest fingerling potatoes, hardwood smoked bacon

#### 6 Fremont Street Frittata 31

Fire roasted sweet peppers, farm vegetables, cheddar cheese, chorizo sausage, egg custard, applewood bacon, semi-dried herb tomato and lyonnaise potatoes

#### 6 Vegas Egg Tian 31

Local goat cheese, leeks, onions, garden herbs, egg custard and side of ranchero sauce, applewood bacon and open country breakfast potatoes

A dedicated server is required for all hot food services. Gluten free pastries available on request.



# A la Carte Menus

### **NON-ALCOHOLIC BEVERAGES**

All A La Carte beverages accompanied with standard serving condiments.

Freshly Brewed Coffee (2.5 gallons, serves	190
approximately 25 cups of coffee)	
Freshly Brewed	
Decaffeinated Coffee	190
(2.5 gallons, serves	
approximately 25, 12 oz cups of coff	ee)
Royal Coffee Package	200
(2.5 gallons)	
Freshly brewed coffee with a side	Э
of cinnamon, nutmeg, chocolate	
sprinkles, sugar stir sticks and	
whipped cream	
Keurig <sup>®</sup> K-Cup Brewer	
Daily Rental (per day)	25
K-Cups sold separately	
	220
Keurig <sup>®</sup> K-Cup Coffee Kit	220
Package Includes 48 K-cups	
and one gallon of water	
Ask sales manager about flavored	

coffee, decaf and tea K-cup options

Italian Gourmet Espresso Kit (100 servings)	330	Le
Each kit includes espresso, chocolate syrup, cinnamon,		Br
milk and whipped cream		Ho
Must accompany espresso machine rental (not "included")		(2. 24 inc
Espresso Machine Rental	650	
(per day rental)		As
The Italian gourmet espresso kit must be ordered with the espresso machine. One barista included up to six hours per day		(ca As Die an
(Each additional hour)	45	ice
Requires two dedicated 120 volt, 20amp electrical outlets		As Sp
Tropicana <sup>®</sup> Bottled		0
Fruit Juices (case of 24)	84	As
Assorted flavors of orange,		(ca

cranberry and apple

Lemonade (2.5 gallons)	90
Brewed Iced Tea (2.5 gallons)	90
Hot Tazo <sup>®</sup> Tea (2.5 gallons, serves approximately 24 cups of hot tea, 24 tea bags included per order)	190
Assorted Pepsi <sup>®</sup> Soft Drinks (case of 24) Assortment includes Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist, served with ice on the side	78
Assorted La Croix Sparkling Water (case of 24)	78
Assorted Cartons of Milk (case of 12, ½ pints)	27.75



### NON-ALCOHOLIC BEVERAGES continued

WATER Las Vegas Logo Water (case of 24)	54
Aquafina® Eco-Fina Water (case of 24)	84
Arrowhead® Spring Water (case of 24)	78
Evian® Natural Spring Water (case of 24)	90
Perrier <sup>®</sup> Sparkling Water (case of 24)	84
<b>Cold Water Cooler</b> (per day) Advance order – Requires a dedicated 110 volt 5amp electric outlet, includes only equipment.	38
Purified Water Jug (5 gallon)	40
Bagged Ice (20 pounds) Does not include vessel	29

#### **Custom Logo Bottled Water**

16.9 oz or 12 oz bottles. 24 bottles per case. Minimum order of 25 cases. Ask your sales manager for pricing and artwork requirements. The lead time is six weeks.

#### LAS VEGAS INFUSED HYDRATION STATION

2.5 gallon containers enhanced with fresh fruit garnish. Delivered with cups and napkins. Needs table or counter.

#### lnfused Spa Water

2.5 gallon container (each)

150

Please select one from the following: lemon-cucumber peach-pomegranate, red raspberry-basil, passion fruit-jalapeño, or prickly pear-orange

#### lnfused Iced Tea

2.5 gallon container (each)

150

*Please select one from the following:* lemon-cucumber peach, red raspberry-basil, passion fruit-jalapeño, or prickly pear-orange

#### lnfused Lemonade

2.5 gallon container (each)

150

*Please select one from the following:* lemon-cucumber peach, red raspberry-basil, passion fruit-jalapeño, or prickly pear-orange

### LAS VEGAS BAKERY

Prices listed are by the dozen.

Assorted Bakery Tulip Muffins	48
Assorted Breakfast Scones	45
Assorted Croissants	45
Assorted Low Fat Muffins and Scones	45
Assorted Bakery Bagels	44
Served with cream cheese	
Assorted Danish Pastries	48
Assorted Breakfast Breads	41

Note: Toaster available upon request. Additional cost for booth and power required.

Carl's Bakery Donuts	36	
Freshly Baked Cookies Chocolate chip, oatmeal raisin and macadamia white chocolate. Peanut butter available on request	39.50	
<b>Brownies</b> Fudge, walnuts and chocolate chip	44	
Assorted Gourmet Cupcakes	60	
French Macaroons	40	
Rice Krispy <sup>®</sup> Treats	44	

131.25 **Bavarian Style Pretzels** (Minimum order 25) Bavarian pretzel served with mustard and choice of cheese sauce or house beer sauce A dedicated server is required. \$120 per server. A pretzel warmer is required. 155 Half Sheet Cake\* (40 slices) Choice of fruit or cream filling Full Sheet Cake\* (80 slices) 290 Choice of fruit or cream filling \*Custom artwork available with prior notice and additional fees. Ask your sales manager. A dedicated server is required. \$120 per server.

liten free pastries available on request.



### PANTRY

Prices listed are per item.

Seasonal Whole Hand Fruit (bowl) Serves 12	33
Carved Seasonal Fruit and Berries     (platter) Serves 12	95
<b>&amp; Assortment of Greek Yogurts</b> (each)	5
Assortment of Cereals and Milk (each)	5.50
Tortilla Chips and Salsa (bowl) Serves 12	66
Tortilla Chips, Salsa and Guacamole (bowl) Serves 12	96
<ul> <li>Kettle Chips and Dip (bowl) Serves 12</li> <li>Roasted onion and sour cream dip</li> </ul>	72
Roasted Mixed Nuts (per pound)	42
Traditional Snack Mix (per pound)	23

### PACKAGE GOODS

33

	Rold Gold <sup>®</sup> Pretzels Individual bags (per dozen)	27
<b>G</b> F	Planters <sup>®</sup> Salted Peanuts Individual bags (per dozen)	27
<b>G</b> F	Planters <sup>®</sup> Fruit and Nut Trail Mix Individual bags (per dozen)	27
œ	Assorted Bags of Chips Doritos <sup>®</sup> , Cheetos <sup>®</sup> , Lays <sup>®</sup> Original and Barbecue Individual bags (per dozen) Some Gluten free bags	28
	Assorted Chex <sup>®</sup> Snack Mix Traditional and Cheddar Individual bags (per dozen)	36

Nature Valley <sup>®</sup> Granola Bars	
Assorted flavors (per dozen)	

42

Kellogg's <sup>®</sup> Nutri-Grain <sup>®</sup> E	Bars
Assorted flavors (per dozen)	45
Full Size Candy Bars (per dozen)	39
Energy & Protein Bars (per dozen)	57
Ice Cream Novelties*	
(per dozen) Requires a portable freezer	48
and dedicated 110volt 10am	p line.
Premium Ice Cream	
Novelties* (per dozen)	84
Requires a portable freezer	
and dedicated 110volt 10am	p line.

\*lce cream freezer 250 rental fee



# **Break Service**



# Specialty Displays

### **BREAK SERVICE**

Antique Style Popcorn Machine (per day)190.75\*A dedicated server is required.Size: 67Hx34Wx26DPower requirements are 110-volt 20ampdedicated power line.

Table Top Style Popcorn Machine (per day)190.75\*A dedicated server is required.Size: 27Hx20Wx14DPower requirements are 110-volt 20ampdedicated power line table or counter top required.

#### Popcorn Package Popcorn kernels, oil and seasoni

210

Popcorn kernels, oil and seasoning Includes serving bags (200 bags) Must be ordered with a Popcorn Machine Rental. Portable Cookie Oven (per day) \*A dedicated server is required. Size: 22Hx22Wx18D Power requirements are 110-volt 20amp dedicated power line table or counter top required.

Cookies for Cookie Station (each case)240Otis Spunkmeyer® cookie dough.Please select one: chocolate chip, sugar, oatmeal raisin<br/>and white chocolate macadamia nut cookie dough<br/>(serves 240 cookies)

55

Must be ordered with a Cookie Oven Rental.

\*A dedicated server is required. \$120 per server. Minimum 4 hours.



# Lunch Menus



# Lunch

### **BOXED LUNCHES**

Prices listed are per guest.

All boxed lunches are served with an individual bag of chips, whole fresh fruit, cookie, condiments and bottle of water.

#### The Red Rock Wraps 31.50

Served with gourmet kettle chips, whole fresh fruit, cookie and bottled water

Selection of gourmet wrap sandwich:

- $\cdot$  Southwest roast beef and roasted pepper wrap
- $\cdot$  Grilled turkey and pesto wrap
- · Grilled vegetable wrap

#### The Garden Salad Patch 31.50

Served with gourmet kettle chips, whole fresh fruit, cookie and bottled water

Selection of gourmet salad:

- · Chicken Caesar salad
- 🛞 · Southwest chicken salad
- 🛞 · Edamame veggie salad

#### **The Delicatessen Shop Lunch** 31.50 Served with gourmet kettle chips, whole fresh fruit, cookie and bottled water

Selection of gourmet sandwich:

- · Focaccia chicken pesto
- · Turkey pretzel bun
- · Caprese focaccia

Please indicate the number of sandwiches to be ordered per type.

Gluten free boxed lunches available with prior notice. Ask your sales manager.


# **LUNCH PLATTERS**

Sandwich platter serves approximately 12 guests. Assorted bagged kettle chips and condiments accompany all platters.

#### **Only Vegas Platter** 285

12 sandwiches cut in half

- · Chicken Chipotle cotija cheese, lettuce, tomato on a kaiser roll
- Desert Honey Glazed Ham swiss cheese and lettuce on a wheat Kaiser roll
- Roast Beef cheddar cheese, lettuce and horseradish aioli on a kaiser roll
- Southwestern Vegetable Wrap jack cheese, chipotle cotija cream cheese and grilled vegetables

#### Sin City Sliders 265

18 mini slider sandwiches

- Chicken BLT sliced chicken breast meat, bacon, tomato, lettuce on a slider roll
- Italian Grinder salami, spiced ham, pepperoni, provolone and pepperoncini on a slider roll
- Turkey Slider pan roasted turkey, jack cheese, roasted peppers, romaine and herb aioli on a slider roll

### Garden Patch Platter 191

12 sandwiches cut in half

- Caprese Spring Mix mozzarella, semi-dried tomato on garlic herb wrap
- Southwestern Vegetable Wrap jack cheese, chipotle cotija cream cheese and grilled vegetables
- Summer Flavors tomatoes, cucumbers, carrots, pea shoots, sunflower seeds, boursin cheese and provolone cheese on kaiser roll

#### Pan Roasted Turkey and Butter Croissant Platter 228

12 sandwiches cut in half

- · Shaved pan roasted turkey
- Aged provolone cheese, lettuce and grain mustard aioli
- · Buttery croissants

#### Edamame Veggie Wrap 245

12 wraps cut in half

- · Blended asian vegetables
- · Gaucamame
- $\cdot\,$  Dried tomato and lettuce
- · Spinach herb wrap



## A LA CARTE LUNCH SALAD BOWLS

Serves approximately 12 guests.

Four Corners Salad Crispy romaine, corn, black beans, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips. Served with chipotle avocado ranch dressing and lime chili vinaigrette	75
<b>Fremont Street Caesar Salad</b> Baby romaine spears, roasted peppers, crispy parmesan cheese, spiced pumpkin seeds. Served with creamy Caesar dressing and lemon herb vinaigrette	72
Backyard Salad Assorted baby greens, tomato gems, cucumbers, carrots and spiced goat cheese. Served with an ancho ranch dressing and balsamic vinaigrett	72 e

Flower Salad Roasted cauliflower, broccoli and carrot with a chili vinaigrette	72
American Potato Salad Red bliss potatoes, whole grain mustard aioli, egg and celery	69
Ancient Grains Salad Ancient grains, mushrooms, artichokes, tomato gems and balsamic vinaigrette	72
ADD TO ANY SALAD AS AN ENHANCEMENT:	
Herb Grilled Chicken Breast Carved and enhanced by sea salt and pink pepper	28



# **PLATED LUNCHES**

#### **TWO COURSE**

Prices listed are per guest. Minimum 50 guests. For events under 50 guests, a \$75+ labor fee will apply. Two course plated lunches served with Vegas bakery rolls and butter, iced tea, freshly brewed regular coffee and water.

#### MAIN COURSE

Please select one from the following:

#### Hardwood Smoked Turkey Breast 45

Pepper jack cheese, orange and mango chutney, leaf lettuce, Telera bread enhanced by a Fresh Market salad and edamame four-grain salad

#### Roasted Chicken Breast 45

Preserved lemon tomato chutney, Toscana pearl pasta salad, fire roasted garden vegetables, rocket lettuce and red wine dressing

#### Honey Prickly Pear Caramelized Chicken Breast 45

Roasted tri-colored fingerling chow chow, spiced haricot vert, crispy lettuce heart and passion fruit vinaigrette

#### Local Herb Stout Marinated Steak Pavé 45

Vegetable chimichurri, fire roasted cauliflower and broccoli, carrot chili dressing and southwest style potato salad

#### **Rare Miso and Sesame Crusted Tuna Bloc** 45

Asian lettuce wakami salad, pickled ginger, and soba noodles, crispy pickled vegetable salad and wasabi yuzu dressing

#### PLATED DESSERTS

Please select one from the following:

**Mixed Fruit Crostata** – with sweet cream and berry balsamic syrup

**Meyer Lemon Tart** – with raspberry compote, blueberry syrup and sweet cream

NYC Cheesecake – with mixed berry compote

**Tres Leches Cake** – with sea salt caramel, buttered rum sauce and sweet cream

Chocolate Mousse Layer Cake – with sweet cream and berry compote

A dedicated server is required for all hot food services.

Gluten free options available.



## PLATED LUNCHES continued

#### **THREE COURSE**

Prices listed are per guest. Minimum 50 guests. For events under 50 guests, a \$75+ labor fee will apply. Three course plated lunches come with Vegas bakery rolls and butter, freshly brewed coffee, iced tea and water.

#### MAIN COURSE

Please select one from the following:

#### Ge Ancho Rubbed Roasted Chicken Breast 45

Chimichurri velouté, southwest rice pilaf and seasonal local vegetable medley

#### Herb Grilled Chicken Breast 45

Prickly pear mojito reduction, roasted chili corn pudding and southwest ratouille

#### 6 Pioneer Chicken Breast 45

Pepper, chili and mushroom caponata, fingerling potato hash and roasted baby roots

#### 6 Barbacoa of Beef 45

Chipotle crema diabla sauce, red bliss smashed potatoes and flame grilled asparagus

#### 6 Butler Steak 45

Mushroom ragout, herb wine sauce, Yukon mousseline potatoes, grilled herb tomato and haricot vert

#### SALADS

Please select one from the following:

#### le Our Simple Garden Salad

Mixed baby leaf greens, tomato gems, cucumbers, carrot radish curls served with creamy buttermilk ranch dressing and aged sherry vinaigrette

#### 😽 Farmers Market Salad

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, maytag blue cheese, served with chive creamy dressing and raspberry vinaigrette

#### Four Corners Salad

Crispy romaine, corn, black bean, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips served with chipotle avocado ranch dressing and lime chili vinaigrette

#### 📵 Backyard Salad

Assorted baby greens, tomato gems, cucumbers, carrot, beets and spiced goat cheese coins served with ancho ranch dressing and red wine vinaigrette

#### **Fremont Street Caesar Salad** Baby romaine spears, roasted

peppers, crispy parmesan cheese, spiced pumpkin seeds served with creamy Caesar dressing and lemon herb vinaigrette

#### PLATED DESSERTS

Please select one from the following:

Flourless Chocolate Cake With raspberry syrup and sweet cream

#### Lemon Custard Brûlée Tart

With seasonal berry balsamic honey compote and sweet cream

#### Strawberry Shortcake Sweet cream and strawberry sauce

#### New York Style Cheesecake

Sweet cream and seasonal berry compote

#### Apple Crumble Tart Sea salted caramel and sweet

cinnamon cream

# A dedicated server is required for all hot food services.

lot options available.

# Lunch Buffets

# LUNCH BUFFETS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply.

Your choice of two salads and select either sandwiches or wraps. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

# Gourmet Deli Lunch Buffet 39

#### **DELI SALADS**

- Mixed greens, tomato gems, cucumbers, carrot curls with creamy dressing and vinaigrette
- In the second secon
- Image: Whole grain mustard potato salad
- Local rice salad, mushroom, artichoke, tomato gems and herb sherry vinaigrette
  - Cajun root and grain salad, vegetable confetti with sugar cane vinaigrette

#### SANDWICHES

All sandwiches come with lettuce, tomato, sliced onion, dill pickles, mayonnaise, whole grain and yellow mustard.

- Hardwood smoked turkey and provolone cheese on an artisanal french roll
- Rare roast beef and sharp cheddar cheese on an artisanal french roll
- Roasted vegetables and house hummus on an artisanal french roll
- Italian capicola, ham, genoa salami, pepperoni and aged provolone cheese on ciabatta

#### WRAPS

- Smoked turkey with brie mousse, greens, desert orange chutney and tortilla wrap
- · Rare roasted beef, herbed garlic cheese, greens and tortilla wrap
- Black forest ham, swiss cheese, honey mustard, greens and tortilla wrap
- Roasted eggplant, squash, peppers, semi-dried tomatoes, chickpea cheese and tortilla wrap

#### DESSERTS

- · Lemon bars
- · Gourmet cookies
- · Decadent brownies

A dedicated server is required for all hot food services.

Gluten free sandwiches available upon request.

### LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

# Mt. Charleston 45

#### 🚯 Farmers Market Salad

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, side of caramelized walnuts, maytag blue cheese, with raspberry vinaigrette and chive creamy dressing

#### Heirloom Potato Salad

Assorted heirloom petite potatoes with whole grain creamy mustard dressing

#### MINI SLIDER SANDWICHES

- Ancho roasted turkey breast, crispy lettuce, semi-dried tomato, avocado aioli, Telera slider
- Carved beef tenderloin, blue cheese, smoked gouda, horseradish aioli, multigrain slider
- Fresh mozzarella, heirloom tomato, roasted peppers, aged balsamic aioli on sourdough slider
- · Assorted individual bags of kettle potato chips

#### DESSERTS

- Image: A standard and a standard a stand
- $oldsymbol{\mathfrak{F}}$   $\cdot\,$  Fresh seasonal fruit and berry martini
  - $\cdot\,$  Assortment of house Las Vegas cupcakes

#### Hacienda Plaza 48 SALADS

- Corn, black bean, fire roasted peppers, tomato gems, crispy romaine, cotija cheese and crispy tortilla strips served with chipotle avocado ranch and lime chili vinaigrette
- In the served with honey prickly pear vinaigrette
  In the served with honey prickly pear vinaigrette

#### MAINS

- Pioneer chicken enhanced by red pepper, sweet onion and local mushroom caponata
- Image: Image
- Image: Southwest blended rice
  - Southwestern corn pudding
- Image: Seasonal fresh vegetables

#### DESSERTS

- · Tres leches cake
- · Spiced flourless cake
- Mini churro

A dedicated server is required for all hot food services.

Gluten free sandwiches available upon request.

# LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply. All lunch buffets include iced tea.

# Summerlin Backyard BBQ 50 SALADS

- Trio of sweet peppers, tomatoes, local onions, Spanish cucumbers, chick peas and lemon cilantro vinaigrette
- Mixed baby greens, spring berries, pine nuts, queso fresco, served with red wine vinaigrette and creamy chive dressing

#### MAINS

- Pecan wood smoked beef brisket with house prickly pear barbeque sauce topped with crispy sweet onion
- Grilled chicken breast enhanced by soft herb mojito velouté
  - · Roasted chili, three cheese mac and cheese
- In the second secon
- $\widehat{\circledast}$  · Farmers squash casserole

#### DESSERTS

- $\cdot\,$  Prairie trail seasonal cobbler and spiced crema
- · Fireside s'more cupcake
- · Cheesecake with fruit compote

#### Fremont Street 45 SALADS

#### **i** Fremont Salad

Romaine spears, roasted peppers, black beans, crispy cheese, spiced pumpkin seeds served with honey meyer lemon vinaigrette and roasted red pepper ranch dressing

#### Flower Salad

Fire roasted cauliflower, broccoli and carrot lime chili vinaigrette

### MAINS

- Fit roasted pulled pork enhanced by strawberry margarita barbeque sauce
- Honey citrus soy seared chicken breast and edamame chow chow
- Image: Image
  - · Spanish rice
- Iceal early spring ratatouille

#### DESSERTS

- · Bittersweet chocolate mousse cake
- · Berry crostata, Mexican cinnamon crema
- $\cdot\,$  Pecan tartlets with sweet spiced cream

A dedicated server is required for all hot food services.

### LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply. All lunch buffets include iced tea.

# Green Valley Backyard 45

#### SALADS

#### 📵 Backyard Salad

Assorted baby greens, tomato gems, cucumbers, carrots, beets and side of spiced pecans. Served with red wine vinaigrette and ancho ranch dressing

#### 💩 Basque Salad

Peppers, cucumbers, red onions, roasted cauliflower, enhanced with lemon herb vinaigrette

#### MAINS

- Image: Image
- Ancho rubbed roasted chicken breast with tarragon velouté
  - Roasted poblano pepper and three cheese mac and cheese
- 🛞 · Brown rice pilaf
- 🚯 · Las Vegas mache choux

#### DESSERTS

- $\cdot\,$  Chipotle dark chocolate tart with orange cream
- $\cdot\,$  Carrot cake with cream frosting
- $\overline{\mathbf{k}}$  · Mango and prickly pear mousse shots

A dedicated server is required for all hot food services located on the show floor.

# **Reception Menus**



### **COLD HORS D'OEUVRE**

Prices listed are per piece. Minimum order of 50 pieces.

Tropicana Jumbo Shrimp Cocktail Sauce and Lemon	6	Beef Medallion Horseradish Cream, and Blue Cheese on Short Bread	7.25
Antipasto Brochettes and Pesto Drizzle	6	Bresaola, Baby Arugula, Herbed Goat Cheese,	
Stuffed Piquillo Pepper, Hearts of Palm, Watercress		Asiago on Crostini	6.50
and Wheat Toast	5.50	Scottish Style Smoked Salmon, Crepe, Lemon, Dill,	
Southwest Corn Black		Crème Fraiche and Tobiko	6.50
Salad Encased in Taco	5.75	Las Vegas Spicy Tuna	_
Smoked Chicken, Cotija Cheese, Pepper Jelly and		Tartar Cannoli	7
Jalapeño Biscuit	5.75	Cold Water Lobster Roll, Romaine Lettuce, Tarragon,	
Five Spice Duck Breast, Cucumber, Red Pepper		Fennel, Mango and Sauce Americaine	7.50
on Bao Buns	6		





### **HOT HORS D'OEUVRE**

Prices listed are per piece. Minimum order of 50 pieces.

Large Tempura White Shrimp Hand Battered and Thai Sweet Chili Sauce	5	Barbacoa Beef Taquito and Ancho Crema	6.
	5	Lobster Indian Corn	~
Crispy Chicken Bites and Ranch Dip	4.25	Empanada and Lime Crema	6
Chorizo Arepas and Chimichurri Aioli	5.75	Coconut Crusted Shrimp and Pino Colada Crema	7
Artichoke Beignets and Meyer Lemon Crema	6.25	Chili Lime Chicken Kabob and Cilantro Greek Yoghurt Dip	6
Southwestern Style Bacon Wrap Scallop and Lime		Raspberry and Brie Poufette	5
Chile Glaze	6.50	A dedicated server is required for all hot food services.	
Four Corner Chicken Spring Roll and Cilantro Aioli	4.75		



6.50

# **RECEPTION DISPLAYS & STATIONS**

#### Imported and Domestic Cheese Board 300 Garnished with fresh and dried seasonal fruit, sliced baguette and assorted crackers

Gluten free crackers and breads available upon request. Serves 25

#### Carved Seasonal Fruit and Berries Display 102 Served with Greek yogurt honey dipping sauce Serves 12

# Local Farmer's Market Vegetable Crudité Display 181.25 Served with buttermilk ranch dip Serves 25

#### **Hummus Trio Display** 337.50 Traditional, white bean and roasted garlic, served with edamame mint, crispy pita chips and flatbreads Serves 50

#### Charcuterie Board of Cured Meats and Marinated Vegetables Display 675

A selection grilled farmer's market vegetables, cured meats, flat breads, crostini and crackers Serves 50

#### Nacho Stand\* 600

Crisp corn tortilla chips, chicken tinga, refried pinto beans, jalapeño cheddar cheese sauce, pickled jalapeños, black olive rings, sour cream, pico de gallo and guacamole \*A dedicated server is required. Serves 50



### **RECEPTION DISPLAYS & STATIONS** continued

Prices listed are per guests. Minimums are listed below per each item. Labor fee of \$75+ will apply when minimum not met.

#### Bruschetta and Flat Bread Station 11.75

Assortment of toppings, toasted flatbreads, crostini and pita chips. Includes:

- · Fresh tomato, torn basil and garlic
- · Roasted cauliflower, artichoke and arugula tapenade
- · Classic olive tapenade
- $\cdot\,$  Classic hummus, red beet hummus and extra virgin olive oil

Minimum order of 50 guests

#### Pasta Station\*\*\*

Fresh four-cheese tortellini and penne rigate enhanced with breadsticks, crushed red pepper and parmesan cheese.

Select two sauces from the following: rosa sauce, pomodoro sauce, classic genovese pesto and ragout of estate extra virgin olive oil. Selections of asparagus, fresh tomato, assortment of mushrooms, garlic and sweet fresh basil

Chicken 16.50 per person Add Shrimp 17 per person Crabmeat or Lobster \*Market price - Ask your sales manager for current pricing

\*\*\*A culinary professional is required. 180 per station. Minimum order of 50 guests. A dedicated server is required for all hot food services.



# **CULINARY ATTENDED ACTION STATIONS**

Prices listed are per guests. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply.

#### Four Corner Slider Station\* 13.50

Las Vegas bakery buns, side of prickly pear cole slaw, house pickled vegetables and peppers

Choice of three:

- · Black angus slider with jalapeño jack cheese
- · Pulled wood fired rotisserie chicken tinga
- Buffalo slider with caramelized onions and western blue cheese
- Black bean chipotle burger with chayote slaw and spiced avocado purée

#### Las Vegas Street Vendor Taco\* 16

Choice of corn or flour tortillas, enhanced by prickly pear cabbage salad, sour cream, guacamole and choice of salsa roja, verde or roasted corn pico de gallo Choice of three:

- · Agave and prickly pear pork carnitas
- · Chipotle and tequila flame grilled angus skirt steak
- $\cdot\,$  Ancho chili and lime grilled chicken
- · Margarita marinated grilled catch of the day
- · Salsa verde and garlic grilled portobello mushroom

#### Looking West to the Far East\* 30

A dedicated butler pass server is required. \$120 per server. Tray passed, choice of two:

- $\cdot\,$  Dungeness crab rangoon with apricot sweet and sour sauce
- · Winter curry vegetable dumpling ponzu glaze

#### Small Plates:

- Steamed Bao station with choice of gingered beef short rib, poached lobster, dungeness crab salad, stir fry of vegetables and barbeque pork, enhanced by pickled vegetable salad, sriracha mayo and house plum sauce
- Five spiced smoked pork belly, forbidden rice cake with slaw of fennel, pineapple and tart cherries drizzled with caramel cappuccino gastrique
- Charsiu of gingered, free-range duck breast of sweet and sour, eggplant, crispy house granola red rice cake. Served with cilantro asian vegetable slaw and peanut ponzu vinaigrette

\*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

# **CARVED TO ORDER STATIONS**

#### 6 Bone-In Turkey Breast\* 230

#### (serves 25 guests)

High desert herb rubbed and roasted turkey breast, prickly pear orange chutney, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

#### Slow Roasted Whole Sirloin of Beef\* 390

(serves 25 guests)

Chimichurri, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

#### Gevent Herb Crusted Beef Tenderloin\* 550

(serves 25 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

#### Tri Color Pepper Crusted Heirloom Pork\* 375 (serves 25 guests)

Charred stone fruit and orange chutney, tarragon mustard aioli, chimichurri and Las Vegas bakery cocktail rolls

# Herb and Pepper Crusted Baron of Beef\* 550 (serves 75 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

\*A culinary professional is required. \$180 per station. A dedicated server is required for all hot food services.

Gluten free rolls available on request.



### **DESSERT STATIONS**

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75+ labor fee will apply. Based on an event duration of 90 minutes. Served with freshly brewed regular coffee.

#### Ice Cream Social 12

Premium vanilla ice cream, served with assorted parlor toppings:

- · Nuts
- · Cherries
- · Whipped cream
- · Shredded toasted coconut
- · Chopped assorted candy bars
- · Cookies
- \*Requires freezer Ice cream freezer rental fee: 250

#### Build Your Own Shortcake Station 14.50

- · Fresh local seasonal berries
- · Pound cake
- · Angel food cake
- · Agave caramel sauce
- · Spiced chocolate sauce
- · Whipped cream
- · Mixed berry sauce

#### Las Vegas Pastry Shop Window 16

A selection of mini pastries, petit fours, chocolates and tarts

#### Four Corner Sweet Street Taco Station\* 16

- · Crispy almond taco shells
- $\cdot$  Crispy cinnamon taco shells
- · Prickly pear mousse
- · Avocado agave mousse
- · Margarita mousse
- · Fresh mixed fruit and berry salsa
- · Agave caramel sauce
- · Spiced chocolate sauce
- · Whipped cream
- · Mixed berry sauce

\*A culinary professional is required. \$180 per station.



# Beverage Menus



### **HOSTED BEVERAGES**

All beverages are purchased by the host. Charges are based on consumption. One bartender per 100 guests is recommended. Please select premium or deluxe package.

Premium Spirits 8.50 By the cocktail Ketel One Vodka Tanqueray Gin Bacardi Superior Rum Camarena Silver Tequila Herradura Tequila Bulleit Bourbon Woodford Reserve Bourbon Seagram's VO Whisky Hennessy V.S.O.P. Cognac Crown Royal Whisky Glenfiddich 12 Scotch Sweet Vermouth Dry Vermouth Deluxe Spirits 7.75 By the cocktail New Amsterdam Vodka Bombay Original Gin Bacardi Superior Rum Jose Cuervo Especial Tequila Dewar's White Label Scotch Jack Daniel's Whiskey Seagram's 7 Crown Whiskey Hennessy V.S. Cognac Triple Sec

Please select one category of spirits per event.

We are proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$650<sup>++</sup> per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually.



### HOSTED BEVERAGES continued

#### **Premium Wine**

By the glass 7.25 Los Vascos DBR Lafite Cabernet Sauvignon Chateau Ste. Michelle Chardonnay Ecco Domani Pinot Grigio Fetzer Merlot, California

#### **Deluxe Wine**

By the glass 6.75 Canyon Road Chardonnay Cavit Pinot Grigio Frontera Cabernet Sauvignon Two Vines Merlot Imported BeerBy the bottle/can7.50By the case180Corona ExtraStella ArtoisOther options available by the case

#### American Premium Beer

By the bottle/can 7 By the case 144 Sierra Nevada Bud Light

#### Draft Beer By the keg\*

American Premium Imported

Contact your sales manager for keg pricing.

\*Please note we are not able to serve kegs on the second floor of an exhibit booth.

Malt	
By the case	168
Truly Hard Seltzer High Noon Hard Seltzer	
Las Vegas Logo Bottled Water (each)	2.25

Soda (each)	3.25
Assorted Pepsi® products	

Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender will be applied per 4-hour period.



### **RETAIL BAR SERVICE**

All beverages are purchased using a credit card by each guest. One bartender per 100 guests is recommended. Please select Premium or Deluxe package.

Premium Spirits 8.50 By the cocktail Ketel One Vodka Tanqueray Gin Bacardi Superior Rum Camarena Silver Tequila	<b>Deluxe Spirits</b> 8 By the cocktail New Amsterdam Vodka Bombay Original Gin Bacardi Superior Rum Jose Cuervo Especial Tequila	<b>Premium Wine</b> By the glass Los Vascos DBR Lafite C Chateau Ste. Michelle Cl Ecco Domani Pinot Grigi Fetzer Merlot, California	hardonnay	American Premium Beer By the bottle/can Budweiser Bud Light Malt By the bottle/can	5.75 7
Herradura Tequila Bulleit Bourbon Woodford Reserve Bourbon Seagram's VO Whisky Hennessy V.S.O.P. Cognac	Dewar's White Label Scotch Jack Daniel's Whiskey Seagram's 7 Crown Whiskey Hennessy V.S. Cognac Triple Sec	<b>Deluxe Wine</b> By the glass Canyon Road Chardonna Cavit Pinot Grigio Frontera Cabernet Sauvig Two Vines Merlot		Truly Hard Seltzer High Noon Hard Seltzer Las Vegas Logo Bottled Water (each)	2.25
Crown Royal Whisky Glenfiddich 12 Scotch Sweet Vermouth Dry Vermouth		Imported Beer By the bottle/can Corona Extra Stella Artois	7.50	Soda (each) Assorted Pepsi <sup>®</sup> products Items listed a la carte pricing a accompany a bar, not purchas	

Professional licensed bartenders

will be applied per 4-hour period.

with your event's beverage menu.

A bartender fee of \$180+ per bartender

Please do not hesitate to contact your

Catering Sales Manager for assistance

are required.

Please select one category of spirits per event.

We are proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$950++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

### WINES

Chardonnay	Bottle
Canyon Road, <i>California</i>	29
Bonterra, Mendocino, California	54
Pinot Grigio	
Ecco Domani, Delle Venezie, Italy	36
Bertani Velante, Italy	65.50
Dertain velante, nary	05.50
Sauvignon Blanc	
Liquid Light, Washington	55.50
Whitehaven Marlborough, New Zealand	48
Bonterra, Mendocino, California	54
Riesling	
Chateau St Michelle, Columbia Valley, Washingto	on 35
Sparkling Wine · Champagne	
Wycliff Brut, <i>California</i>	28
Lunetta Prosecco, Veneto, Italy	48
LaMarca Prosécco, Treviso, Italy	48
Ferrari Brut DOC, Trentino, Italy	91.50
Rosé	
Vanderpump, Côtes de Provence, France,	70

Cabernet Sauvignon	Bottle
Dark Horse, <i>California</i>	28
Los Vascos, <i>Chile</i>	54.25
Fetzer Valley Oaks, <i>California</i>	29

#### Merlot

Walnut Crest Select, Chile	29
14 Hands Merlot, Columbia Valley, Washington	40
Bonterra, Mendocino, California	45

#### **Pinot Noir**

Erath Resplendent, Oregon	70.75
Mon Frère, <i>California</i>	50
Erath, <i>Oregon</i>	70

#### Malbec

Trivento Reserve, Mendoza, Argentina		
Zinfandel		

1000 Stories Bourbon Barrel Aged, California	50
Bonterra, Mendocino, California	58

Wines are subject to change based upon availability.



### **POLICIES AND PROCEDURES**

# PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

The Las Vegas Convention Center is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, our culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.

#### EXCLUSIVITY

We maintain the exclusive right to provide all food and beverage in the Las Vegas Convention Center and Visitors Authority. All food and beverages, including water, must be purchased from us.

#### FOOD AND BEVERAGE PRICING

A good faith estimate of food and beverage prices will be provided 6 months in advance of the event's start date and will be confirmed at the signing of the contract. However, certain environmental factors may affect pricing such as the Nevada drought. Prices are based on current market availability and cost, which fluctuate and are subject to change. Your catering manager will work with you to make product substitutions due to any of the above listed scenarios, or any other scenario which dramatically affects the price of the food and beverage for the event.

#### SERVICE CHARGES AND TAX

A 19% service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

A service charge of 19% is added to your bill for this catered event/function (or comparable service). 19% of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. 90% of the total amount of this service charge is distributed to the employees providing the service as a gratuity. You are free, but not obligated, to add or give an additional gratuity directly to your servers.

### POLICIES AND PROCEDURES continued

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to us satisfactory evidence of such exemption 30 days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

#### **PAYMENT POLICY**

100% payment is due in advance. A 90% deposit and signed food and beverage contract is due 30 days prior to your event or upon receipt of the preliminary invoice. The remaining balance will be due 5 business days prior to the start of your event. The balance and any additional charges incurred during the event, is required within 15 days following receipt of the final invoice. We will begin to accrue 1.5% interests from the date of the invoice if not paid within 15 days. Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the customer. The preferred method of payment is by wire transfer or company check. In addition, we require a credit card on file for all onsite orders and additional charges.

For social events (non-convention related), a 25% deposit is required upon signing the contract. An additional deposit of 50% of the total estimated food and beverage is required 45 days in advance of the event. The remaining balance of payment is required 72 business hours prior to the event by either Cashier's Check or Credit Card. Any additional charges incurred during the function will be due upon completion of the event.

#### **CHINA SERVICE**

In all carpeted meeting rooms and ballrooms, china service will automatically be used for all plated meal services.

If china is preferred for food and beverage events located in the exhibit halls, Sails Pavilion or Outdoor Terraces, the following fees will apply:

- Breakfast, lunch, receptions and dinners: \$6+ per person, per meal period.
- Refreshment or coffee breaks: \$3++ per person, per break.

In our continued determination to further our green efforts, we use a compostable, biodegradable and sustainable set of disposable ware. Please speak to your catering sales manager for additional disposable options.

#### LINEN SERVICE

We provide in-house linen for meal functions with our compliments, excluding break services. Additional linen fees will apply to specialty linens. Our catering sales manager will be happy to offer suggestions for your consideration and quote corresponding linen fees.

#### **CONCESSION SERVICE**

Appropriate operation of concession outlets will occur during show hours. We reserve the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. For additional concession carts/fixed outlets, a minimum guarantee in sales is required per cart/outlet or customer will be responsible for the difference in sales per cart/outlet.

### POLICIES AND PROCEDURES continued

#### DELIVERY

Due to the magnitude of our catering events, all service will be delivered within a window of one hour based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated server is required and applicable labor fee's apply. A \$35 delivery charge or trip charge will apply to each food and beverage delivery for all exhibit booths inside of the convention center. All booths located outside of the convention center will have a \$50 delivery charge or trip charge for each food and beverage delivery. Please allow a minimum of two hours for all on-site and unscheduled replenishment requests during the show.

#### DELAYED OR EXTENDED SERVICE

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge of 1.50+ per attendee will apply, per each  $\frac{1}{2}$  hr.

Should your event require extended service time, often necessitated by high-security functions, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour of additional service.

All meal pricing includes a maximum of two hours of service time per function. Should your event require extended service time, an additional labor charge of 1.50+ per attendee will apply, per each  $\frac{1}{2}$  hour.

#### HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the event(s), we will notify the customer of estimated labor fees based on the information supplied by the customer.

#### **GUARANTEES**

The customer shall notify us, no less than fifteen (15 business days (excluding holidays and weekends prior to the event, the minimum number of persons the customer guarantees will attend the event (the "guaranteed attendance"). There may be applicable charges for events with minimal attendance.

If customer fails to notify us of the guaranteed attendance within the time required, (a) we shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

We will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of 30 meals (the overage). Overage applies to plated meal services only.

### POLICIES AND PROCEDURES continued

- If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the guaranteed attendance plus the overage, we will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your catering sales manager and our executive chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility in which the event will be held.

#### SECURITY

At the discretion of the Las Vegas Convention Center and Visitors Authority, in order to maintain adequate security measures, the customer may be required to provide security for certain functions. Security personnel will be at the customer's sole expense. Please consult your event manager for details.

#### ALLERGIES

We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person's sensitivity or allergy to any food item provided in our facility.

#### LABOR

All labor is scheduled at four hour minimum. After eight hours, the hourly labor rate increases to time and one-half. After twelve hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

- Food Server, Runner, Bus Person, or Attendant:
   \$120 (4-hr minimum)
   \$30 per additional hour
- Culinary Attendant or Bartender:
   \$180 (4-hr minimum)
   \$45 per additional hour
- Booth/Meeting Room Manager:
   \$600 per 8 hours
   \$75 per additional hour
- Personal Chef: \$600 per 8 hours

### POLICIES AND PROCEDURES continued

#### ALCOHOL

As the exclusive provider of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority, we take very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

All hosted bars are based on consumption, unless otherwise contracted. For hosted bars, a guaranteed minimum sales threshold of \$650(++) per bar per four hours is required.

For retail bars and ticketed/retail bars, a guaranteed minimum sales threshold of \$950(+) per bar per four hours is required.

For ticketed bars, a guaranteed minimum sales threshold of \$650(++) per bar per four hours is required.

All bar services lasting more than four hours will incur an increased minimum sales threshold. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. The requirements and expectations of any customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, we follow a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the Las Vegas Convention Center and Visitors Authority at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- · All spirits must be served by our catering personnel.

Las Vegas destination pictures credit of the Las Vegas Convention and Visitors Authority News Bureau.



# **Catering Order Form**

Centerplate holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water.

#### Centerplate requires that an LVCC bartender dispense all alcoholic beverages.

Company Name	Show Event Name:
	Booth Location (Hall or Lot/Booth or
Contact Name & Title:	Meeting Room Number)
Billing Address:	Onsite representative:
City, State, Zip:	Onsite Cell:
	Onsite Email:
Main Phone:	Estimated Number of Guests in
General Email:	Attendance:

Date of Service	Start Time Of Service	End Time of Service	Quantity	Description	Unit Price	Amount

Total

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page

Email: exhibitorcateringlvcc@centerplate.com or For More Information Call: 702-943-6779

A fee of \$35.00+ will apply for each food and beverage delivery to booths in the exhibit halls - A fee of \$50.00+ will apply for each food and beverage delivery to booths



+ = Current State Tax, 8.375%

++ = 19% Service Fee and Current State Tax, 8.375%





# Food and Beverage Sampling Policy and Guidelines



Centerplate is the exclusive catering company at the Las Vegas Convention Center and is looking forward to serving all your catering needs. As such Centerplate is responsible for the safety of all food and beverage consumed, prepared and dispensed on property. At times specific business needs will require an exception to this exclusivity therefore the following guidelines have been provided.

- ✓ Outside food and beverage is prohibited unless the exhibitor is the owner, manufacturer or distributor of the product. The product must be germane to the show and be approved by Centerplate in advance. Outside food and beverage not approved by Centerplate is prohibited. This includes but is not limited to bottled water, bags of ice, alcoholic or non-alcoholic beverages, crew meals and packaged snacks etc.
- Southern Nevada Health Department requires the full set and use of a hand washing and sanitation station when sampling or preparing unwrapped food/beverage. You may provide your own station or purchase from Centerplate. {see page 2}
- A certificate naming Centerplate as additionally insured in the descriptions of operations box must be submitted to the Catering department at the Las Vegas Convention Center from each sampling client with the following:
  - General liability (\$1,000,000)
  - Workers Comp (\$1,000,000)
- ✓ Detailed information regarding sampled product must be communicated to Centerplate no later than 3 weeks prior to the show via the Food and Beverage Sampling/On Site Preparation Approval Form. {see page 2}

- ✓ Food preparation using heating/kitchen services must be disclosed to the Catering department and the Las Vegas Convention Centers Fire Prevention Team by the show deadline (refer to exhibitor kit for exact date). All heating elements are subject to approval. A description of size/equipment/processing procedure is required
- Cash handling and point of sale food and beverage transactions not operated by Centerplate are not permitted. Order taking is permitted.\*
- Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought into the facility. This includes product owned or donated product.\*
- The Southern Nevada Health District considers the use of CBD oil in food to be an adulterant, which is prohibited.

Thank you for your attention to the above guidelines. It is our pleasure to serve you!

\*Please contact your Catering Sales Representative for more information.



# Food and Beverage Sampling / On-Site Preparation Approval Form

DO NOT include any credit card or personal information with this form



Show Event Name:	
Booth Location (Hall or Lot/Booth or Meeting	╞
Room Number)	
Onsite representative:	
Onsite Cell:	┢
Onsite Email:	
Proprietary Product to be Sampled:	
Sampling products containing THC or CBD is	ł
prohibited*	

### **CHOOSE ONE:**

### **Food:** 2oz. portion

- □ Non Alcoholic Beverage: 3oz portion Alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Centerplate sales representative for further information.
- Demonstration: An exhibitor who does not manufacture, distribute or hold sole proprietorship of sampled product but wishes to use food and/ or beverage to demonstrate their proprietary product is considered a demonstration. Please check here and a Centerplate Sales representative will be in contact.

### HANDWASHING SANITATION KIT:

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.

Will you be purchasing a hand washing and sanitation kit from Centerplate?
Yes, A Centerplate Sales Representative will reach out
No, I will provide my own

Company Name	
Contact Name & Title:	
Billing Address:	
City, State, Zip:	
Main Phone:	
General Email:	

### WILL YOU BE COOKING OR HEATING FOOD

### 🛛 No

❑ Yes, an LVCVA Fire Prevention coordinator will be in contact
 ❑ Please list the heating or cooking equipment to be used:

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

#### Email completed form to: foodprepandsample@lvcva.com

Approval from both LVCC and Centerplate must be received prior to finalizing your plans.

#### DO NOT include any credit card or personal information with this form.

A Centerplate representative will follow up with you on any balance due. All policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health Department.





# HAND WASHING & SANITATION KIT

#### ALL APPROVED FOOD AND BEVERAGE SAMPLING EXHIBITORS ARE REQUIRED TO HAVE HAND

WASHING/SANITATION KITS.



Show/ Event Name:	
Company Name:	
Company Address:	
Location: (Booth or Meeting Room)	
Onsite Representative	
Onsite Cell:	
Onsite Email:	

## Hand Washing & Sanitation Kit: \$75.00+



### Includes:

- ✓ 1 Water Dispenser
- ✓ 2.5 Gallons of Hot Water
- 1 Roll of Paper Towels
- Hand Soap
- Disposable Bucket
- ✓ 100 Professional Grade Sanitizing Wipes
- Hot Water re-fill stations will be available on the show floor or at designated retail locations. Please contact your Catering Manager. For all deliveries, a \$35.00+ fee applies.

Date	Quantity	Select Delivery	Or Select Pick Up

Pre-payment is required. By signing, customer agrees to pay total charges as specified as well as any applicable charges for additional items ordered on-site. Centerplate will use this authorization for any additional charges incurred as a result of on-site orders placed by your representatives(s).

Place Orders or To Submit Payment: Email: exhibitorcateringlvcc@centerplate.com or For More Information Call: 702-943-6779

Authorized Signature:

A fee of \$35.00+ will apply for each food and beverage delivery to booths in the exhibit halls. A fee of \$50.00+ will apply for each food and beverage delivery to booths outside the building and lots





### Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event naming PRINTING United Alliance (10015 Main St., Fairfax VA 22013) as the certificate holder. The following must be listed as additional insured: PRINTING United Alliance, Las Vegas Convention Center, Shepard Exposition Services and NAPCO Media.

PRINTING United has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

### Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

#### Benefits of using this program:

- No Deductible unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online Already pre-filled with all the proper show information.
- Submitted to show management for you Once purchased, they automatically receive a copy

### Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance covering October 16-23, 2021 for \$99: https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=ae8df95819b7

Click the link below to purchase your Liability Insurance covering October 11-24, 2022 for \$139: https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=84fd95cede3b

#### **NON USA EXHIBITORS**

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 3150 Paradise Rd, Las Vegas, NV 89109 Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: sales@rainprotection.net.

> Are you worried about lost, stolen, or damaged merchandise? We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below: Click Here for the Instant Equipment Insurance Enrollment Form



# CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.															
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).															
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Name	Name					
Company	Company					
Address	Address					
Phone	Phone					
E-Mail	E-Mail					
Show & Booth Information Show Name	Show Dates/Times					
Show City/Venue	Booth Number					
Decorating Company	Exhibiting Company					
Onsite Contact Name/Phone Number						
<b>Order Details:</b> Number of views - enter a number fo	r the quantity of booth views					
Empty Booth Booth with staff Please provide best time for staff photos	For booth coverage, interaction, and crowd photography please contact us					

**Select Delivery Method** 

\$125 per view - includes (1) 8x10 print mailed USPS

\$30 per additional (1) 8x10 duplicate print mailed USPS
\$170 per view - digital file sent by e-mail via secure link

\$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS

In Booth giveaway with logo-please call us

Total Amount due

You will receive a link to pay by credit card. Confirm e-mail address below

E-Mail or Fax your order to:

**Christie's Photographic Solutions** Corporate Headquarters 2430 Sand Lake Rd Orlando, FL 32809 www.christiesphotographic.com photos@christiesphotographic.com fax: 407-852-0063

**Contact Phone Numbers** 

Florida - 407-345-1100 Las Vegas - 702-638-2711 Washington D.C. - 202-393-1699 Dallas/TX - 214-999-1149 Denver - 303-665-550

Image Processing time is 10-14 days following exhibit and receipt of payment

**Special Instructions** 

Event photography coverage, digital printing and green screen photography available - Call for pricing and availability

