



**Shepard Exposition Services**

1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Fax: (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: L111000910

**SHOW INFORMATION**

**Intergraph**

**August 30 - September 2, 2010**  
**Aria Resort at City Center**  
**Las Vegas, Nevada**

**BOOTH PACKAGE**

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

Show drape color(s): Black  
Aisle carpet color: Facility is carpeted wall to wall.

**EXHIBIT SHOW SCHEDULE**

General Exhibitor Move-in:	Monday, August 30, 2010	8:00 AM - 3:00 PM	
Exhibit Hours:	Monday, August 30, 2010	4:30 PM - 5:30 PM	Sponsor/Intergraph Networking Event
		5:30 PM - 7:30 PM	Welcome Reception
	Tuesday, August 31, 2010	7:00 AM - 8:00 AM	Breakfast
		9:30 AM - 10:30 AM	Break
		12:00 PM - 1:30 PM	Lunch
		2:30 PM - 3:30 PM	Break
		Wednesday, September 1, 2010	7:00 AM - 8:00 AM
	Thursday, September 2, 2010	9:00 AM - 10:00 AM	Break
		12:00 PM - 1:30 PM	Lunch
		2:30 PM - 3:30 PM	Break
Exhibitor Move-out:	Thursday, September 2, 2010	7:00 AM - 8:00 AM	Breakfast
		9:00 AM - 10:00 AM	Break
		12:00 PM - 1:30 PM	Lunch
Freight Re-route Time:	Thursday, September 2, 2010	4:30 PM	

**IMPORTANT DEADLINES**

Exhibitor appointed contractor notification deadline: Tuesday, August 3, 2010  
Discount price deadline for all Shepard orders: Tuesday, August 10, 2010  
First day for warehouse deliveries without a surcharge: Tuesday, August 3, 2010  
Last day for warehouse deliveries without a surcharge: Monday, August 23, 2010  
First day freight can arrive at show facility: Monday, August 30, 2010 at 8:00 AM

**SHIPPING ADDRESSES**

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]  
Intergraph  
c/o Shepard Exposition Services  
6615 Escondido Street, Ste C  
Las Vegas, NV 89119

**Direct Shipments Address**

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
Intergraph  
Aria Resort at City Center  
3730 Las Vegas Blvd S  
Las Vegas, NV 89109

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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## ONLINE ORDERING INSTRUCTIONS

Intergraph

August 30 - September 2, 2010





Aria Resort at City Center

Las Vegas, Nevada



### \*\*\*ATTENTION EXHIBITORS\*\*\*

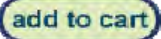
#### ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to [www.shepardes.com](http://www.shepardes.com)
2. Click on 
3. Click on [Intergraph](#)
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking   
If you do not have a password, you will need to do one of the following:
  - a. Create a profile with Shepard by clicking  and following the prompts.
  - OR
  - b. Get a previously generated password by clicking "[Forgot your password?](#)" and following the prompts.
6. Once you log in, you will be prompted to review your profile information.
  - a. If your information is correct, click 
  - OR
  - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Now you can begin your online ordering experience.

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on 

If you wish to delete an item from your shopping cart, click  next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

**Shepard Customer Service**

**(404) 720-8600**

[atlanta@shepardes.com](mailto:atlanta@shepardes.com)



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## PAYMENT AUTHORIZATION

**Intergraph**

**August 30 - September 2, 2010**

**Aria Resort at City Center  
Las Vegas, Nevada**

**Discount Deadline: August 10, 2010**

Please complete the information requested below and return this form with your orders. 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. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling 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.**

### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number 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 that you are attending - **Intergraph**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: Bank of America, Atlanta, Georgia USA

Routing Number: 0260-0959-3 Account Number: 3278494077

SWIFT CODE (US): BOFAUS3N SWIFT CODE (INTL): BOFAUS6S

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

### CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:   
Month Year

Billing Address: \_\_\_\_\_

Security Code:

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

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_



## PAYMENT POLICY

**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.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth 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.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**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.

**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 Payment Authorization 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.

**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.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

## 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.

## 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.

## 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 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 that 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.

## SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. 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 his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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# THIRD PARTY PAYMENT AUTHORIZATION

**Intergraph**

**August 30 - September 2, 2010**  
**Aria Resort at City Center**  
**Las Vegas, Nevada**

**Discount Deadline: August 10, 2010**

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

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.

## SERVICES TO BE COVERED BY THIRD PARTY

- |                                       |  |  |   |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> All services | <input type="checkbox"/> Rental Furniture              | <input type="checkbox"/> Signage                 | <input type="checkbox"/> Material Handling              |
|                                       | <input type="checkbox"/> Carpet                        | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Overhead Rigging/Labor         |
|                                       | <input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> Cleaning                | <input type="checkbox"/> Installation/Dismantling Labor |

## THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## THIRD PARTY CREDIT CARD INFORMATION

Type of Card:     

Credit Card #: 

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

 Expiration Date: 

Month	Year		

Billing Address: \_\_\_\_\_ Security Code: 

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

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



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Event Code: L111000910

**Deadline Date: August 3, 2010**

# EXHIBITOR APPOINTED CONTRACTOR

## Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

**Please read the following information entirely prior to signing form and returning to Shepard.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all usual trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum 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 as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**The following information must be completed and the form returned to Shepard by the deadline date.**

Name of Non-official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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Event Code: L111000910

**Discount Deadline: August 10, 2010**

# EXPO FURNISHINGS

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01)      Gold (04)      Burgundy (07)  
 Green (02)    Blue (05)      Grey (10)  
 White (03)    Black (06)      Teal (13)

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	128.35	166.85	
50046			6'L X 30"H	149.90	194.85	
50050			8'L X 30"H	185.40	241.00	
50043			4'L X 42"H	141.95	184.55	
50047			6'L x 42"H	185.40	241.00	
50051			8'L x 42"H	213.90	278.05	
50052			4th Side 30"	68.50	89.05	
50171			4th Side 42"	68.50	89.05	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	70.65	91.85	
50044		6'L X 30"H	82.70	107.50	
50048		8'L X 30"H	99.50	129.35	
50041		4'L X 42"H	79.50	103.35	
50045		6'L x 42"H	99.50	129.35	
50049		8'L x 42"H	111.85	145.40	

## RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	42.80	55.65	
50084		6'L X 6"H	54.50	70.85	
50086		8'L X 6"H	69.05	89.75	
50083		4'L X 12"H	86.55	112.50	
50085		6'L x 12"H	107.75	140.10	
50087		8'L x 12"H	120.40	156.50	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	20.60	26.80	
50078		6'L X 6"H	28.85	37.50	
50080		8'L X 6"H	37.40	48.60	
50077		4'L X 12"H	39.90	51.85	
50079		6'L x 12"H	57.05	74.15	
50081		8'L x 12"H	69.70	90.60	

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	63.30	82.30	
50021		Arm Chair	69.70	90.60	
50024		Stool w/back	82.35	107.05	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	19.10	24.85	
50094		Floor Easel	37.40	48.60	
50245		Literature Rack	199.95	259.95	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	143.60	186.70	
50092		Coat Rack	51.00	66.30	
50093		Garment Rack	143.60	186.70	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	42.05	54.65	
50102		Velvet Rope, 7'	81.15	105.50	
50095		Sign Holder, 22x28	120.40	156.50	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	14.25	18.55	
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Please choose color from skirted table section.

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

Total Expo Furnishings:	\$
8.100% Tax:	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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**Discount Deadline: August 10, 2010**

## CARPETING

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

### EXPO CARPET - 16 OZ.

**Choose Color:**

Red (01) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Blue (05) <input type="checkbox"/>	Teal (13) <input type="checkbox"/>
Grey (10) <input type="checkbox"/>	Burgundy (07) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	169.50	220.35	
50256	10' x 20'	330.50	429.65	
50257	10' x 30'	491.55	639.00	
50258	10' x 40'	661.10	859.45	

Variation in dye lot may occur when ordering more than one cut of carpet.

#### SPECIAL CUT EXPO CARPET

50006	Per Square Foot	3.55	4.60	
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In order to protect special cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

### PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

**Choose Color:**

Red (01) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Deep Navy (22) <input type="checkbox"/>	Charcoal (17) <input type="checkbox"/>
Silver Cloud (18) <input type="checkbox"/>	Peacock (32) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	4.95	6.45	
46003	Rental 1000+/sq.ft	4.25	5.55	
46002	Purchase/sq.ft.	11.45	14.90	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.75	1.00	
50008	1" Padding	1.45	1.90	
50010	Visqueen	0.45	0.60	

### BOOTH DIMENSIONS

What is your booth size (ft.)?

X  =  sq. ft.

Total Carpeting	\$
8.10% Tax:	\$
Amount Due:	\$

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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Shepard Exposition Services

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Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: L111000910

**Discount Deadline: August 10, 2010**

# SPECIALTY FURNISHINGS/ACCESSORIES

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

## SPECIALTY CHAIRS AND TABLES



18" H

Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	65.90	85.65	
51090	Director's Stool	117.90	153.25	
50032	Ped. Table,30"	228.80	297.45	
51089	Ped. Table,42"	259.85	337.80	
50030	Rnd Side Table	78.60	102.20	
50031	Sq. Side Table	78.60	102.20	

## SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	614.70	799.10	
50068	Full View 6'	678.05	881.45	
50069	Quarter View 4'	614.70	799.10	
50070	Quarter View 6'	678.05	881.45	

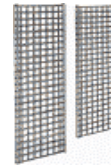
Colors and styles of showcases may vary depending on location and availability.

## MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	31.65	41.15	
50098	Refrigerator	411.95	535.55	
50088	8' Upright	19.05	24.75	
50089	8' Crossbar	12.65	16.45	

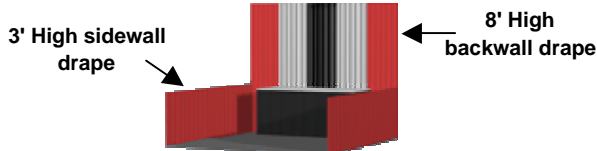
## GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'X8' w/legs, each	146.95	191.05	
50237	2'X8' w/o legs, each	110.30	143.40	
50242	7-Ball Waterfall	10.10	13.15	

Other accessories available, please call customer service for more information.

## 1/4" PERFBORAD & VELCRO TACK BOARD



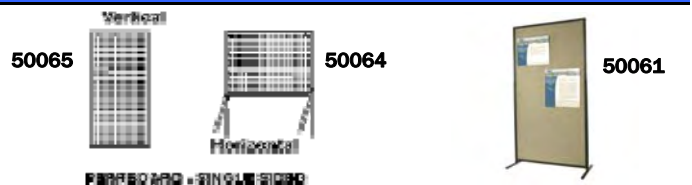
## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	16.15	21.00	
50074	3' High	12.75	16.60	

Choose Color: Minimum 4' panel rental required.

- Red (01)   
  Blue (05)   
  Grey (10)  
 White (03)   
  Black (06)   
  Burgundy (07)



Qty.	Item	Discount	Regular	Amount
50065	4'X8' Vert., 1/4"holes	198.40	257.90	
50064	4'X8' Horz., 1/4"holes	198.40	257.90	
50104	6" Hooks (12)	32.65	42.45	
50060	4' X 8' Horz.	199.00	258.70	
50061	4' x 8' Vert.	199.00	258.70	

Total Specialty Furnishings/Accessories	\$
8.100% Tax:	\$
Amount Due:	\$

Please complete the following:

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# EXECUTIVE FURNITURE

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

## COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
<b>Key West - Black</b>				
	SOM	597.50	776.75	
	LSM	529.70	688.60	
	OCB	434.25	564.55	
<b>Lisbon - Charcoal Leather</b>				
	SOC	785.35	1020.95	
	LSC	708.35	920.85	
	CHC	520.50	676.65	
<b>Memphis</b>				
	MPS	562.05	730.65	
	MPC	398.80	518.45	
<b>Astro</b>				
	SOQ	731.40	950.80	
	CHQ	483.50	628.55	
<b>Newport</b>				
	SED	1527.55	1985.80	
	LSD	682.20	886.85	
	CHD	375.70	488.40	
<b>Miscellaneous Seating</b>				
	SO1	677.50	880.75	
	OCU	417.30	542.50	
	OCW	816.15	1061.00	
	OCY	203.25	264.25	
<b>Ottomans</b>				
	OSA	323.40	420.40	
	OTP	360.30	468.40	
	OTM	403.40	524.40	
	OTH	123.15	160.10	
	OTD	113.95	148.15	



## COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
<b>Cocktail Tables</b>				
	C1E	286.40	372.30	
	C1F	261.80	340.35	
	C1C	269.45	350.30	
	C1M	261.80	340.35	
<b>End Tables</b>				
	E1E	269.45	350.30	
	E1F	244.85	318.30	
	E1C	252.55	328.30	
	E1M	226.30	294.20	
<b>Lamps</b>				
	LA1-floor lamp	160.15	208.20	
	LA2-table lamp	160.15	208.20	



Subtotal	\$
8.100% Tax	\$
Amount Due	\$

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# EXECUTIVE FURNITURE

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

## CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
<b>Geo Tables - 29" High</b>				
	CE2 (60"L)	437.35	568.55	
	CF2 (60"L)	421.95	548.55	
	CE1 (42"L)	301.80	392.35	
	CF1 (42"L)	286.40	372.30	
<b>Graphite Nebula - 29" High</b>				
	CB2 (6'L)	471.20	612.55	
	CB3 (8'L)	571.25	742.65	
	CB1 (42"RND)	386.50	502.45	
<b>Mahogany - 29" High</b>				
	CC6 (6'L)	437.35	568.55	
	CC7 (8'L)	538.95	700.65	
	CC8 (10'L)	857.65	1114.95	
	CC5 (42"RND)	386.50	502.45	
<b>Miscellaneous Conf. Table - 29" High</b>				
	CG1 (42"RND)	311.10	404.45	



## CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Panton</b>				
	OTO	461.95	600.55	
	SC9	203.25	264.25	
<b>Luxor - Black Leather</b>				
	XC3	378.80	492.45	
	XC2	411.15	534.50	
	XC1	437.35	568.55	
<b>Altura - Black Crepe</b>				
	XC6	337.25	438.45	
	XC5	371.10	482.45	
	XC4	403.40	524.40	
<b>Brewer</b>				
	SC3	180.15	234.20	
	SC2	180.15	234.20	
<b>Miscellaneous Chairs</b>				
	SC8	167.85	218.20	
	SC1	192.50	250.25	
	SC4	192.50	250.25	
	SC6	235.65	306.35	



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8.100% Tax	\$
Amount Due	\$

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# EXECUTIVE FURNITURE

## Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

### BAR TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 42" High</b>				
	VTN	261.80	340.35	
	VTM	261.80	340.35	
<b>30" Round x 42" High</b>				
	VTK	252.55	328.30	
	VTJ	252.55	328.30	
	VTF	286.40	372.30	
	VTC	252.55	328.30	
	WTJ	320.30	416.40	
	WTF	352.65	458.45	



### BARS

Qty.	Item	Discount	Regular	Amount
<b>Martini Bars - 47" High</b>				
	BR1	1467.45	1907.70	
	BRC	4223.85	5491.00	



### BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Ohio - Chrome, 31" High</b>				
	BS3	192.50	250.25	
	BS2	192.50	250.25	
	BS1	192.50	250.25	
<b>Banana - Chrome, 30" High</b>				
	BST	258.70	336.30	
	BSS	258.70	336.30	
<b>Oslo - 30" High</b>				
	BSD	269.50	350.35	
	BSC	269.50	350.35	
<b>Miscellaneous</b>				
	BSL (29"H)	204.80	266.25	
	BSN (29"H)	291.05	378.35	
	BCE (32"H)	238.70	310.30	



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**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
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# EXECUTIVE FURNITURE

## Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 29" High</b>				
	ZTP	243.30	316.30	
	ZTN	243.30	316.30	
	ZTM	243.30	316.30	
	XTP	328.00	426.40	
	XTN	328.00	426.40	
	XTM	328.00	426.40	
<b>30" Round x 29" High</b>				
	ZTK	218.65	284.25	
	ZTJ	218.65	284.25	
	XTK	301.80	392.35	
	XTJ	301.80	392.35	
	XTF	332.60	432.40	



### STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
<b>Stacking Chair, 37" High</b>				
	CS8	117.00	152.10	
	CS9	117.00	152.10	
<b>Altura - Black Crepe</b>				
	SY1	210.95	274.25	
	DF1	312.55	406.30	



### PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
<b>Product Display</b>				
	PDF	421.95	548.55	
	PDH	437.35	568.55	
	PDK	471.20	612.55	
	PDL	481.95	626.55	
	BC6	360.30	468.40	
	BC7	352.65	458.45	
	ET1	360.30	468.40	
	ET2	360.30	468.40	
<b>Training Room</b>				
	CP5	421.95	548.55	
	PO3	505.10	656.65	
	PO1	320.30	416.40	
	WD2	371.10	482.45	
	CO4	320.30	416.40	
<b>Lateral Files</b>				
	L26	446.60	580.60	
	L27	421.95	548.55	
<b>Refrigerator</b>				
	R1Q	294.10	382.35	



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Exhibit Solutions Sales Fax: 404-720-8757  
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Event Code: L111000910

**Discount Deadline: August 10, 2010**

# EXHIBIT SOLUTIONS BOOTH RENTALS

**Intergraph**  
**August 30 - September 2, 2010**  
**Aria Resort at City Center**  
**Las Vegas, Nevada**

EXHIBIT BOOTH RENTALS						EXHIBIT BOOTH RENTALS					
Code	Qty.	Description	Discount	Regular	Amount	Code	Qty.	Description	Discount	Regular	Amount
<b>The San Diego</b>						<b>The Los Angeles</b>					
66250		10' x 10'	2471.45	3212.90		66259		10' x 10'	1640.55	2132.70	
66251		10' x 20'	4055.70	5272.40		66260		10' x 20'	3041.80	3954.35	
66252		10' x 30'	7604.50	9885.85		66261		10' x 30'	4594.35	5972.65	
<b>The Chicago</b>						<b>The New York</b>					
66253		10' x 10'	2376.40	3089.30		66262		10' x 10'	2154.65	2801.05	
66254		10' x 20'	3326.95	4325.05		66263		10' x 20'	4214.20	5478.45	
66255		10' x 30'	4514.55	5868.90		66264		10' x 30'	6210.35	8073.45	
<b>The Salt Lake City</b>											
66256		10' x 10'	1520.90	1977.15		<b>Salt Lake City</b>					
<b>The Saint Louis</b>											
66265		10' x 10'	1324.45	1721.80		<b>Saint Louis</b>					
<b>The Las Vegas</b>											
66268		20' x 20' Island	8865.60	11525.30		<b>Las Vegas</b>					
<b>The Phoenix</b>											
66269		10' x 10'	2788.30	3624.80		<b>Phoenix</b>					
<b>The Detroit</b>											
66257		10' Truss Unit	6330.75	8230.00		<b>Detroit</b>					
<b>The Memphis</b>											
66258		10' Pop-up	1204.05	1565.25		<b>Memphis</b> 87.56"H x 118"W					
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> Blue (05)											
<b>The Savannah</b>						<b>Savannah</b> 87.56"H x 217.75"W					
66266		20' Pop-up	3301.65	4292.15							
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> Blue (05)						<b>Providence</b> 59.375"H x 73"W					
<b>The Providence</b>											
66267		2m Tabletop	570.35	741.45							
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> Blue (05)											

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.100% Tax: \$
<b>Authorized Signature:</b> _____		Amount Due: \$

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# EXHIBIT SOLUTIONS ACCESSORIES

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

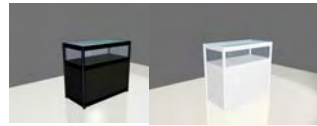
Las Vegas, Nevada

**Discount Deadline: August 10, 2010**

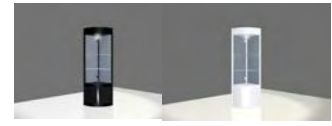
## ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Showcases</b>					
66270		Quarterview	880.85	1145.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	804.85	1046.30	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	950.60	1235.80	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
<b>Reception Counters</b>					
66274		RC1	1889.30	2456.10	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	697.05	906.15	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1514.55	1968.90	
<b>Computer Stands</b>					
66285		CS1	880.85	1145.10	
66286		CS2	513.30	667.30	
<b>Literature and Product Display</b>					
66277		Gondola	466.40	606.30	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	823.80	1070.95	
66279		GL2	779.45	1013.30	
66280		LS1	248.75	323.40	
66281		LS2	164.70	214.10	
<b>Locking Cabinets</b>					
66282		LC1	652.75	848.60	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	792.10	1029.75	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	481.60	626.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

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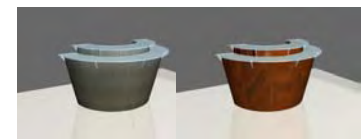
Quarterview Showcase



Triangular Showcase



Square Showcase



RC1



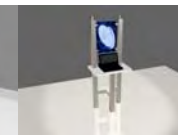
RC2



RC3



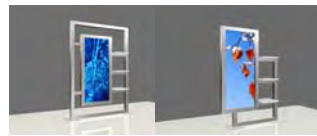
CS1



CS2



Gondola



GL1



GL2



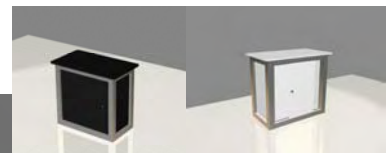
LS1



LS2



LC1 - 1 meter wide



LC3



LC2 - 1.5 meters wide

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

Subtotal	\$
8.100% Tax	\$
Amount Due	\$

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# UNION JURISDICTION IN LAS VEGAS

To assist you in planning for your participation on the show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the show site rules, we ask that you read the following.

## **EXHIBIT INSTALLATION AND DISMANTLING**

Teamsters Union Local #631 has jurisdiction via a labor agreement with Shepard Exposition Services for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

## **MATERIAL HANDLING**

Teamsters Union Local #631 has jurisdiction via a labor agreement with Shepard Exposition Services for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Shepard Exposition Services has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Shepard Exposition Services will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight areas.

## **GRATUITIES**

Shepard Exposition Services requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of Shepard Exposition Services.

## **IN GENERAL**

Craftsman at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a Shepard Exposition Services management representative.



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Fax: (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: L111000910

# LABOR ORDER FORM

**Intergraph**  
**August 30 - September 2, 2010**  
**Aria Resort at City Center**  
**Las Vegas, Nevada**

**Discount Deadline: August 10, 2010**

## INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

Are you requesting this labor for assembling your hanging sign?  Yes  No  
How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling  
Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_  
Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

I will need Shepard Supervised Labor for (please check one):  
 Installation  Dismantling  Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):  
 Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	80.25	104.35	30% **	
68067		OT	120.35	156.45	30% **	
68068		DT	160.50	208.65	30% **	

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	80.25	104.35	
68061		OT	120.35	156.45	
68062		DT	160.50	208.65	

\*\*Supervisory fee is 30% of total cost or \$60, whichever is greater.

Dismantle: 68063/68064/68065  
Sup install: 68069 Sup dismantle: 68073

**Labor Hours**

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM  
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight  
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	160.50	208.65	

Booth size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_  
Carpet install date/time: \_\_\_\_\_

**Please note:** - Hours are based on estimates, you will be invoiced for actual time incurred. Subtotal \$ \_\_\_\_\_  
- Requested times are not guaranteed and are based on availability. N/A Tax: \$ \_\_\_\_\_  
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments. Amount Due: \$ \_\_\_\_\_

## SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

**Inbound Freight Information**

Carrier Company Name: \_\_\_\_\_  
# of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_  
Is shipment?  Crated  Uncrated  
Tracking/Pro #: \_\_\_\_\_  
Estimated arrival date: \_\_\_\_\_  
Shipment to arrive at:  Warehouse  Show site

**Outbound Freight Information**

Carrier Company Name: \_\_\_\_\_  
Deliver Shipment To: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Type of Service (air, van line, ground, etc.): \_\_\_\_\_  
*If for any reason your shipment is not picked up by your carrier, please choose one of the following options:*

**Set-up Information for Installation**

Please check all that apply and provide information where requested.  
Booth Size: [ ] x [ ]  
Forklift required?  Yes  No  
Carpet is?  owned  rented from Shepard  
Carpet padding?  Yes  No  
Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

Force freight through preferred carrier:   
Send shipment back to Shepard warehouse:  (\$400 min. fee)

**Services You Have Ordered** (please check all that apply)

Electrical  Furniture  A/V Equipment  
 Booth Cleaning  Telephone/Internet  
*Electrical Information:*  
 Electrical should go under the carpet (diagram is attached)  
 Electrical drawings are attached  
 Electrical drawings are with exhibit in crate number  
 Electrical drawings were sent to the official contractor

**On-site Exhibitor Contact Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Hotel: \_\_\_\_\_  
Arrival date/time: \_\_\_\_\_  
Departure date/time: \_\_\_\_\_

Please complete the following: **Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.  
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.  
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

Event Code: L111000910

# SHEPARD LOGISTICS SERVICES

## Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### EXHIBIT MATERIALS TRANSPORTATION

#### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

#### SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
Crates	
Cartons (cardboard)	
Cases/Trunks (fiber) (color)	
Skids/Pallets	
Carpet (color)	
Other	
<b>Total Pieces</b>	<b>Total Wt.</b>

Declared Value \$ \_\_\_\_\_  
Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock  Yes  No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

#### SHIP TO

I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)  
**Intergraph**  
c/o Shepard Exposition Services  
6615 Escondido Street, Ste C  
Las Vegas, NV 89119

Warehouse Deadline August 23, 2010  
Date

I will be shipping to **SHOW SITE**  
c/o Shepard Exposition Services  
(Company Name, Booth#)  
**Intergraph**  
Aria Resort at City Center  
3730 Las Vegas Blvd S  
Las Vegas, NV 89109

Delivery date: August 30, 2010

#### OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

**Ship to Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

#### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground  Other (Truck Load, Specialized)

#### TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card \_\_\_\_\_ ending in \_\_\_\_\_ (last 4 digits)

**FAX COMPLETED FORM TO 404-720-8733**

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

# SHIPPING LABELS

Intergraph

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ <b>c/o Shepard Exposition Services</b> <b>6615 Escondido Street, Ste C</b> <b>Las Vegas, NV 89119</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Intergraph</b>  First day freight can arrive w/o a surcharge: <b>August 3, 2010</b> Last day freight can arrive w/o a surcharge: <b>August 23, 2010</b>

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ <b>c/o Shepard Exposition Services</b> <b>6615 Escondido Street, Ste C</b> <b>Las Vegas, NV 89119</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Intergraph</b>  First day freight can arrive w/o a surcharge: <b>August 3, 2010</b> Last day freight can arrive w/o a surcharge: <b>August 23, 2010</b>

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ <b>C/O: SHEPARD EXPOSITION SERVICES</b> <b>Aria Resort at City Center</b> <b>3730 Las Vegas Blvd S</b> <b>Las Vegas, NV 89109</b>
	For: <b>Intergraph</b>  <b>MUST NOT BE DELIVERED PRIOR TO:</b> <b>August 30, 2010 @ 8:00 AM</b>

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ <b>C/O: SHEPARD EXPOSITION SERVICES</b> <b>Aria Resort at City Center</b> <b>3730 Las Vegas Blvd S</b> <b>Las Vegas, NV 89109</b>
	For: <b>Intergraph</b>  <b>MUST NOT BE DELIVERED PRIOR TO:</b> <b>August 30, 2010 @ 8:00 AM</b>



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 Event Code: L111000910

# MATERIAL HANDLING AUTHORIZATION

Intergraph

August 30 - September 2, 2010  
 Aria Resort at City Center  
 Las Vegas, Nevada

## SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to:  Advance Warehouse  Direct to Show Site  
 We plan to ship on (date): \_\_\_\_\_  
 Our materials should arrive on (date): \_\_\_\_\_  
 Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_  
 Origin of Shipment (city, state): \_\_\_\_\_  
 Please provide a contact name and number for any questions Shepard may have in regards to this shipment:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

## MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

### COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling				
Weight	Description		Price	Total
<b>Direct Shipments to Showsite</b>				
	\$99.00	\$148.50	\$128.75	
	Crated	Uncrated	Special Handling	
	35030 / 35033	35043	35038	
<b>Advance Shipments to Warehouse</b>				
	\$105.00	\$136.50		
	Crated	Special Handling		
	35010 / 35013	35036		
<b>Pieces</b>	<b>Specialized Carrier Shipment (small packages under 50 lbs.)</b>			
	\$52.50	\$105.00		
	Each carton	Min. per shipment		
	35048	35045		

Signature Series Material Handling				
Weight	Description		Price	Total
<b>Direct Shipments to Showsite</b>				
	\$89.00	\$133.50	\$115.75	
	Crated	Uncrated	Special Handling	
	35390 / 35395	35391 / 35399	35394 / 35402	
<b>Advance Shipments to Warehouse</b>				
	\$94.50	\$122.75		
	Crated	Special Handling		
	35393 / 35397	35392 / 35401		
<b>Overtime</b>				
	Overtime: 30% fee for every overtime application		30%	

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax	\$
Amount Due	\$

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.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.



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 Event Code: L111000910

# MATERIAL HANDLING INFORMATION

Intergraph

August 30 - September 2, 2010

Aria Resort at City Center

Las Vegas, Nevada

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on 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.

### LATE SHIPMENTS

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.

### UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization 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: 15%

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.

### PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

A padded van surcharge 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.

### MARSHALING YARD

Surcharge: Maximum \$25.00

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 fee per shipment processed through the marshaling yard.

### REWEIGH OF SHIPMENTS

Surcharge: \$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

Surcharge: \$10.00 per piece, Minimum \$40.00

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.

### ENVELOPE DELIVERIES

Surcharge: \$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.

### SECURED STORAGE

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handle to or from storage. There is no charge to return materials to your booth at the close of the show.

### ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

### WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

#### Return to Warehouse Service Fee

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

#### Storage per month

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

### MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



## MATERIAL HANDLING Q&A

### 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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance 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, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, 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.

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For 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.

## SPECIALIZED CARRIER (SMALL CARTON CARRIER)

### What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

### How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special 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 delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### What is the difference between material handling and shipping?

**Shipping** is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift 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, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### 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 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.

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

## LIABILITY INSURANCE

### 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 SHIPMENTS

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 with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

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

# ARIA EXPOSITION SERVICES

## EXHIBIT POLICIES AND PROCEDURES

These policies and procedures are being enclosed in the ARIA Exposition Services brochure to help ensure that all guests of ARIA Resort & Casino receive consistent excellent service and are provided with a safe working environment. In the event that a subcontractor is providing services in your behalf, you must provide them with this information. The exhibitor is ultimately responsible and liable for their subcontractors. Please review these policies and procedures carefully.

### AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Exhibitor agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

### ARIA EXPOSITION SERVICES

ARIA Exposition Services is the EXCLUSIVE provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Computer Rentals, Booth Cleaning and Electronic Media placement.

### FOOD & BEVERAGE

ARIA Resort & Casino is the EXCLUSIVE provider for all food & beverage requirements.

### EXHIBIT SPECIFIC POLICIES

1. A **no-smoking** policy exists in the exhibit hall during the setup, show hours and tear down of the exhibition, tradeshow, convention or special event.
2. During move in and move out when heavy equipment i.e. forklifts, furniture and steel dollies etc are being used by the decorator, they must provide their own orange safety / caution cones to mark and identify ALL the AV / Electrical floor pockets within the ballrooms so as to not run over them and damage the floor pocket doors.
3. Utilizing chairs and tables as ladders is **PROHIBITED** within ARIA Resort and Casino. Failure to adhere to this rule may cause serious injury and an incurred charge for damages.
4. NOTHING is to be leaned against, supported by, taped or otherwise adhered to the walls within ARIA Convention Area, Ballrooms and the Meeting Rooms. All crates, exhibit panel and pallets must at all times be kept away from the walls and off the floor when empty for safety reasons. Nothing is to be attached to the moveable wall tracks at any time. Exhibitors may be liable for damages occurred for non-compliance to this regulation.
5. Two way carpet tape, clear transparent packing tape, and duct tape are NOT permitted to come into direct contact with facility carpet as an installation method of installing booth and aisle carpet. Only low adhesive vinyl tape is allowed on any Ballroom and Exhibit Hall carpeted floors of the ARIA Resort & Casino.

6. All covered or enclosed areas in excess of 100 SF must be equipped with smoke detectors and fire extinguishers.
7. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant. Oilcloth, tarpapers, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is PROHIBITED. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME-RETARDANT CERTIFICATE.
8. Combustible materials shall not be attached or hung on the sides or dividers of booths.
9. Combustible materials must not be stored beneath displays (vehicles or otherwise).
10. Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.
11. Exhibit construction plans must bear the stamp of a structural engineer for double-deck exhibits.
12. The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
13. Booth construction must meet all applicable local building codes.
14. All internal combustion engine driven vehicles or equipment displayed in ARIA Resort & Casino must have fuel filler caps locked or taped, batteries disconnected, and no more than approximately 1/8 tank of fuel. Additionally, there will be a protective covering over the carpet where the vehicle rests and at NO TIME should vehicle tires have direct contact with ARIA carpeting, that includes move in and move out.
15. Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked ONLY if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible and or in accordance with the Fire Marshal approved floor plan.
16. No Open Flames are allowed in ARIA Resort & Casino Convention Area and its Meeting Rooms.
17. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash.
18. Under NO circumstances may mylar balloons be brought into the function space or onto the company property.
19. If your computer device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.

20. You may not bring your own wireless access points into the convention halls or meeting rooms. Unauthorized wireless equipment can cause significant problems with the existing equipment.
21. ARIA Resort & Casino does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. ARIA is not responsible for customer use that is illegal or violates copyright protection laws. Customers should have a basic Exposition knowledge and the ability to independently set up their own computer and operate the same. Assistance from ARIA Exposition Service technicians may be arranged for an hourly fee.

**NO OUTSIDE AUDIO VISUAL COMPANIES ARE ALLOWED**

## **ARIA EXPOSITION SERVICES – SCOPE OF WORK**

Scope of work provided as an exclusive service through ARIA Exposition Services is as follows:

1. Assembly, installation and removal of all overhead electrical signs, trusses, motors or apparatus. Installation and removal of freestanding electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and various related applications and the operation of such equipment. This also includes any apparatus that hangs from the ceiling of ARIA Ballrooms.
2. All special lighting for display areas, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, presentations, productions, and entertainment that takes place within the confines of the facility and the operation of such equipment.
3. Installation of all ceiling attachments and wall attachments to include chain motor hoists, dead hang points for such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling, projection, audio and video equipment.
4. Assembly of all truss systems. This includes assembling, attaching rigging, and running cables through truss.
5. Attachment of all equipment and cabling to truss systems. This includes lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners and signage.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house lighting control system.
7. Installation, handling and moving of all electrical equipment.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operation of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. All electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the display, exhibit or structures.
11. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be created to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside the building to inside of building to the exhibitor from booth to booth excluding interconnecting of computer type equipment with service connections between components.
12. Portable generators, motor generators, converter transformers and hook up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panes to secondary distribution.
13. Installation of communication cable, audio visual, data and telephone cable from booth to booth, outside to inside, inside to outside, excluding interconnects from exhibitors equipment within the confines of their exhibit.
14. Portable plumbing service, air, water, gas and drains for all areas whether in the exhibit area or not. Air compressors, pumps and sumps and hook-up of same. Final distribution of plumbing service to equipment whether overhead or under the carpet.
15. The use of individual air compressors or pumps are prohibited, however, if they are an integral part of the exhibited products, exceptions may be made.



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 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
 NUMBER

Order Online at [www.exposervicesk.com](http://www.exposervicesk.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL **Required for Receipt**		

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

## AUDIO VISUAL SERVICES

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

**All rates are based on a per day rate**

EQUIPMENT DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DA YS	TOTAL
<b>PROJECTORS &amp; PRESENTATION</b>					
SPACE NOT USED					
2500 LCD LUMEN PROJECTOR	435.00	522.00			
5000 LCD LUMEN PROJECTOR	860.00	1032.00			
FLIP CHART W/ MARKERS	55.00	66.00			
LASER POINTER	35.00	42.00			
6'X6' TRIPOD SCREEN	35.00	42.00			
8'X8' TRIPOD SCREEN	60.00	72.00			
32" ROLLING CART	35.00	42.00			
42" ROLLING CART	40.00	48.00			
54" ROLLING CART	46.00	55.00			
<b>DATA (COMPUTER) MONITORS – Only data monitors can be used with computers</b>					
19" LCD FLAT SCREEN / TBL TP	150.00	225.00			
32" LCD FLAT SCREEN / TBL TP	345.00	414.00			
40" LCD FLAT SCREEN / TBL TP	430.00	516.00			
*46" LCD FLAT SRN W/STAND	575.00	690.00			
*42" PLASMA SCREEN	500.00	750.00			
*50" PLASMA SCREEN	600.00	800.00			
**65" PLASMA SCREEN	1200.00	1500.00			
SINGLE POLE PLASMA STAND	100.00	125.00			
<b>PLASMA SCREEN HANGING HARDWARE EXTRA! CALL FOR QUOTE</b>					
<b>LABOR – IN BOOTH TECHICIAN</b>					
ONE TIME PICK UP & DEL	\$ 75.00				
STRAIGHT TIME	\$ 75.00				
OVERTIME**		\$112.50			

EQUIPMENT DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
<b>AUDIO</b>					
FLOOR MIC STAND	Inc.				
8 CHANNEL MIXER	\$ 50.00	\$ 60.00			
POWERED SPEAKER JBL	100.00	120.00			
CASSETTE PLAYER	60.00	72.00			
CD PLAYER	60.00	72.00			
MULTI CD PLAYER	60.00	72.00			
*WIRED MIC LAV OR HH	35.00	42.00			
*WIRELESS MIC LAV OR HH	145.00	174.00			
<b>*Wired and Wireless microphones require the use of a sound system. Call for Quote</b>					
<b>CD / VCR'S / DVD'S</b>					
1/2" VHS REC/PLAY	60.00	72.00			
1/2" SVHS REC/PLAY	70.00	84.00			
CD PLAYER	60.00	72.00			
CD RECORDER	80.00	92.00			
DVD PLAYER	60.00	72.00			
DIRECT CABLE FEED	85.00	95.00			

<b>TOTAL EQUIPMENT</b>		
ONE TIME PICK UP & DELIVERY (1 HOUR MIN. REQUIRED)		<b>\$ 75.00</b>
*REQUIRES TWO (2) DELIVERY / **REQUIRES (4) DELIVERY		
<b>TOTAL AUDIO VISUAL</b>		
DELIVERY DATE REQUESTED:	DELIVERY TIME:	
BOOTH CONTACT:		

**\*\*NOTE: STRAIGHT TIME LABOR IS FROM 8 A.M. TO 5 P.M., OVERTIME LABOR IS FROM 5 P.M. TO 8 A.M.**

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks**  
**ADDITIONAL EQUIPMENT IS AVAILABLE FOR RENTAL – CALL (702) 309-8326 FOR DETAILS**  
 Audio Visual services are an exclusive service of ARIA Resort & Casino.  
 Charges will appear on statements as "TEAM CO"



MAIL OR FAX FORMS WITH PAYMENT TO:  
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 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
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BOOTH  
NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

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## BANNERS / HANGING SIGNS

### TERMS AND CONDITIONS – HANGING SIGNS

- ♦ **AES** is responsible for hanging of all signage within ARIA Convention Area and Ballrooms.
- ♦ Display or Exhibitor's on site representative may supervise these activities. Signs should be delivered to AES a minimum of 72 hours prior to the scheduled event start time. Signs that require assembly should be delivered fully assembled.
- ♦ Signs must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, assembly instructions, height to bottom of sign, weight of sign and be submitted a minimum of 72 hours prior to scheduled event start time.
- ♦ Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Hanging points on signs must conform to standard rigging practices. Signs must also be accompanied by an official flame-retardant certificate.
- ♦ **Banner installation and removal will be strictly on a time and material basis with a one-hour minimum.**
- ♦ **Electrical charges are NOT included in Banner / Hanging Sign Prices.**

All Banners / Hanging Signs not picked up after function will be held by AES for 24 hours, after which, they will be disposed of properly. Note: You should contact your general service contractor for shipping instructions for all hanging signs. **A 30% surcharge will apply to on-site orders.**

### SIGN SIZE / CONFIGURATION

TYPE		SHAPE		# OF PICK PTS.	WEIGHT
Electric	Non – Electric	1. Round			1. Under 25 lb.
<b>ELECTRIC SIGN REQUIREMENTS **</b> (must fill out electrical form)		2. Square			2. 25 – 50 lb.
Amps / Watts:	Voltage:	3. Rectangle			3. 50 – 100 lb.
<b>HEIGHT FROM FLOOR TO BOTTOM OF SIGN</b>		4. Triangle			4. 100 – 150 lb.
					5. 150 – 200 lb.

**LABOR:** Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. \*A minimum charge of one (1) hour will apply to all rigging work required. Labor to remove equipment will be based on one-half of the installation time and will be automatically applied to your invoice. **STRAIGHT TIME: \$ 70.50 (8a-5p) - OVERTIME: \$130.00**

### PRICE LIST OF PRODUCTS

Standard Rigging Package per pick point (2 Ton)	\$ 150.00	Box Truss 12' x 12'x 10'	\$ 50.00	Motorized Hoist	\$ 250.00
Standard Rigging Package per strut point (100lb)	\$ 75.00	Box Truss 20' x 20' x 10'	\$ 75.00	Scissors 26'	\$50.00/hr
Boom Lift <b>**Does not include Operator**</b>	\$75.00 / hr	Corner block for Truss	\$ 50.00		

Neither ARIA Resort & Casino nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for ARIA should make installation connections to facility. Rigging Contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 Banners & Hanging Sign Services are an exclusive service of ARIA Resort & Casino.  
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Order Online at [www.exposervicedesk.com](http://www.exposervicedesk.com)



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## BROADBAND INTERNET & NETWORKING

Description of Service	Quantity X Price	Total
<b>1. Standard Line Services ( 10-Base-T ):</b>		
Shared Ethernet Service (DHCP –one computer.)	X \$1,300.00	
A. Additional Users (Labor at \$75.00/hr applies to all installs of more than one computer)	X \$ 50.00	
B. Multi-Mode / Room to Room Fiber Run	X \$ 900.00	
C. Multi-Mode / Inside Room Fiber Run	X \$ 100.00	

**ARIA Resort & Casino is not responsible for viruses brought in by outside equipment. Every effort is made to secure all connections; however, due to the nature of the show network that is established for individual events, computers that are affected may pass on their virus to other members on the show floor. If you are unsure of your computer's virus protection, for a nominal fee, the AES office can scan your computer to ensure that it is virus free.**

<b>2. Special Line Services and Equipment Rental</b>		
A. LAN / VPN Connection Outside of Building	(Call 702-309-8326 for quote)	
B. T-1 Service (Off ARIA T-1)	X \$ 5550.00	
C. T-1 Service "Last Mile" from outside provider	X \$ 2000.00	
D. Special Configurations / Engineering	(Call 702-309-8326 for quote)	
E. 50 Foot Patch cable – Cat 5 (Rental)	X \$ 25.00	
<b>3. Expedite Charge - \$250.00 per line (If ordered less than 21 days prior to show move-in.)</b>		

**Under NO CIRCUMSTANCES are users allowed to directly attach their own DHCP server to AES Connectivity.**

**TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-309-8328**

- |   |  |
|---|--|
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</li> <li>AES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). <i>Make all checks payable to: AES</i></li> <li>Installations are due 24 hours prior to show opening.</li> <li>Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide AES with circuit Number and provider's name.</li> </ol> | <ol style="list-style-type: none"> <li>Attach any required additional floor plans / diagrams.</li> <li>Rates listed include a single DHCP address, bringing the service to the booth in the most convenient manner and does not include computer equipment.</li> <li>Due to the nature of the Internet, AES cannot guarantee any level of performance or accessibility beyond our gateway.</li> <li>The choice of Internet Service Provider (ISP) is at the sole discretion of AES.</li> <li>10Mbps and lower services are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.</li> <li>T-1 orders must be placed 45 days prior to move-in date.</li> </ol> |
|---|--|

**Payment for services must be in US Funds, Drawn on US Banks.  
 Broadband Internet & Networking Services are an exclusive service of ARIA Resort & Casino.  
 \*\*Charges will appear on statements as "TEAM Co."\*\***

Order Online at [www.exposervicedesk.com](http://www.exposervicedesk.com)



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## BOOTH CLEANING SERVICES

FOR CALCULATION PURPOSES, MULTIPLY YOUR BOOTH DIMENSIONS TO OBTAIN APPROPRIATE SQUARE FOOTAGES. FOR EXAMPLE, A 10 X 10 BOOTH IS 100 SQUARE FEET, TIMES RATE, NUMBER OF DAYS. e.g. 100 X .25 X 3 = \$75.00

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

BOOTH SIZE	TYPE OF SERVICE	ADVANCE RATE	REGULAR RATE	DAYS	TOTAL
<b>VACUUMING – 100 SQ. FOOT MINIMUM ORDER</b> (Includes emptying your wastebasket nightly)					
	One time vacuum per square foot	\$ .35	\$ .45		
	0-2000 square feet / per square foot <b>(per day)</b>	.28	.32		
	2000 and larger / per square foot <b>(per day)</b>	.25	.30		
<b>TRASH CONTAINERS</b>					
	20 Gallon containers	20.00	25.00		
	5 Gallon containers	5.00	10.00		
<b>PORTER SERVICE - Rates are per day</b> (Includes trash removal, clean ashtrays on two hour interval)					
	Periodic 0-500 square feet	55.00	80.00		
	Periodic 501-1500 square feet	80.00	110.00		
	Periodic 1501-3000 square feet	110.00	135.00		
	Periodic 3001 and larger	135.00	175.00		
	**Full Time Porter Service <b>Per Hour</b> (Straight Time)	20.00			
	**Full Time Porter Service <b>Per Hour</b> (Over Time)	35.00			
<i>(Full Time Porter Service includes ice removal, wipe down, dusting, general cleaning etc.)</i>					
	<b>Straight Time:</b> 8:00 AM to 5:00 PM Monday thru Friday (4 Hour minimum labor call)				
	<b>Over Time:</b> Before 8:00 AM, After 5:00 PM, all day Saturday, Sunday and Holidays				
<b>TOTAL ALL SERVICES</b>					

**\*\*Please provide schedule and number of persons required.**

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
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## KIOSK RENTAL SERVICES

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

*Prices based on daily rate*



Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>Computer Kiosks</b>				
15" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$395.00	\$445.00		
17" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$495.00	\$545.00		
19" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$595.00	\$645.00		
Wireless Network Card	\$25.00	\$50.00		
___MS-Office 2003 or ___MS-Office 2007	\$25.00	\$25.00		
<b>**5 DAY RENTAL OR MORE CALL FOR QUOTE</b>				
<b>LOGO Branding – Full color vinyl logo application</b>				
Small Area: above screen and below screen		\$100.00		
Large Area: below keyboard		\$300.00		
Logo files must be sent at least 14 working days prior to delivery				

<b>TOTAL EQUIPMENT</b>		
<b>Delivery / Set up</b>	<b>STRAIGHT TIME: \$100.00 / OVER TIME: \$150.00</b>	
Delivery Date & Time: ___/___@___:___	Tax 8.10%	
Pickup Date & Time: ___/___@___:___	<b>TOTAL ORDER</b>	
Booth Number		
Booth Contact:		

**\*\*NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS**

**Cancellation of equipment must be received 48 hrs. Prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.**

**Computer Rental services are an exclusive service of ARIA Resort & Casino.  
 Charges will appear on statements as "TEAM CO"**



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CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

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## COMPUTER RENTAL SERVICES

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

*All rates are based on a Per Day rate*

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>PC Desktop Computers &amp; Notebooks</b>				
Desktop Core 2 Duo 2.66GHz 2GB/250GB, 10/100BT, DVD/CDRW, KB, Mouse.	\$ 200.00	\$ 250.00		
Desktop Core 2 Duo 2.4GHz 2GB/250GB, 10/100BT, DVD/CDRW, KB, Mouse.	\$ 175.00	\$ 219.00		
Pentium 4 3.0GHz 2GB/160GB, 10/100BT, Fdd, DVD, KB, Mouse	\$ 150.00	\$ 188.00		
Laptop Core 2 Duo 2.1GHz 4GB/120GB, 17" LCD DVD/CDRW, WLAN.	\$ 200.00	\$ 250.00		
Laptop Core 2 Duo 2GHz 2GB/120GB, 17" LCD DVD/CDRW, WLAN.	\$ 175.00	\$ 219.00		
Laptop 1.7GHz, 1GB/40GB, 15" LCD, DVD/CDRW, WLAN	\$ 150.00	\$ 188.00		
*Desktop Includes Key Board & Mouse Please Choose OS Vista ___ Win XP ___				
<b>LCD Computer Monitors and Displays</b>				
24" Dell Flat Panel Display ___PC___Mac	\$ 200.00	\$ 250.00		
23" Apple Flat Panel Display ___Mac Only	\$ 250.00	\$ 313.00		
20" Dell Flat Panel Display ___PC___Mac	\$ 125.00	\$ 175.00		
17" Dell Flat Panel Display ___PC___Mac	\$ 100.00	\$ 150.00		
LCD Monitor Wall Mount	\$ 50.00	\$ 75.00		
VGA Distribution Box 1 pc to 4 Monitors	\$ 95.00	\$ 125.00		
<b>LASER Printers / Fax Machine (laser printers up to 1000 pages free)</b>				
HP Color LaserJet 4700, 30ppm, up to 500 pages free, 25 cents per page thereafter	\$ 250.00	\$ 300.00		
HP Color Laser 3600, 17ppm, up to 500 pages free, 15cents per page thereafter	\$ 200.00	\$ 250.00		
HP LaserJet 4350N 55ppm, PC/MAC	\$ 175.00	\$ 219.00		
HP LaserJet 4250N 45ppm, PC / MAC	\$ 150.00	\$ 188.00		
Multifunction FAX, Copier, Printer	\$ 125.00	\$ 150.00		
<b>Application Software (Office 2003 or 2007)</b>				
MS Office (Word, Excel, Power Point) for PC	25.00	25.00		
MS Office (Word, Excel, Power Point) for MAC	25.00	25.00		

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>Computer &amp; Miscellaneous Accessories</b>				
3 Piece Mini Subwoofer Speaker System	\$ 35.00	\$ 50.00		
2 Piece PC Audio Speakers	\$ 25.00	\$ 25.00		
Wireless Keyboard & Mouse	\$ 50.00	\$ 75.00		
___101 USB Keyboard ___USB Mouse	\$ 20.00	25.00		
Wireless Ethernet Card	\$15.00	\$20.00		
USB Wireless LAN	\$ 20.00	\$45.00		
16 Port Ethernet Hub (10/100bt)	\$ 25.00	\$ 50.00		
Wireless Access Point/Router	\$ 50.00	\$ 75.00		
Auto Printer Switch Box 4PC's to 1 Printer	\$ 35.00	\$50.00		
<b>Macintosh Computers &amp; Notebooks</b>				
Mac Desktop Pro Dual Core 2.66GHz, 2GB/250GB	\$ 225.00	\$ 282.00		
MacBook Pro C2D 2.4GHz 2GB/120GB, 10/100bt, 17" LCD, WLAN	\$ 250.00	\$ 313.00		
Includes Keyboard & Mouse: SPECIFY OPERATING SYSTEM _____				

**Cancellation of equipment must be received 48 hrs. prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.**

<b>TOTAL EQUIPMENT</b>		
<b>Delivery / Set up STRAIGHT TIME: \$ 50.00 / OVER TIME: \$ 100.00</b>		
Delivery Date & Time: ___/___@___:___	Tax 8.10%	
Pickup Date & Time: ___/___@___:___	<b>TOTAL ORDER</b>	
Booth Number		
Booth Contact:		

**\*\*NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS**

**Computer Rental services are an exclusive service of ARIA Resort & Casino.  
Charges will appear on statements as "TEAM CO"**



MAIL OR FAX FORMS WITH PAYMENT TO:  
**ARIA Exposition Services**  
 6455 S. Dean Martin Dr. Suite C / Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) / Fax: (702) 309-8328 / Email: orders@exposervicedesk.com

**BOOTH NUMBER**

ORDER ONLINE AT WWW.EXPOSERVICEDESK.COM

**BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM.  
 PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

Event Name:		Event Dates:		Location:	
Exhibiting Company Name:					
Billing Name and Street Address:					
City:		State:		Zip Code:	
Telephone Number:			Fax Number:		
Ordered By:			Print Name:		
CC Type:		Expiration Date:		CC Number:	
Cardholders Signature:			Email Address <b>**Required for Receipt**</b> :		

## ELECTRICAL SERVICES

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total	TERMS AND CONDITIONS
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>					
	500 Watt or 5 Amps	\$ 89.50	\$ 134.00		ARIA Exposition Services (AES) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a AES technician. AES will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a AES technician.
	1000 Watt or 10 Amps	\$ 161.00	\$ 242.00		
	2000 Watt or 20 Amps	\$ 225.00	\$ 338.00		
	30 Amps <i>Requires Labor</i>	Call for Quote			

<b>208V 1 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	10 Amp	\$ 241.00	\$ 362.00	
	20 Amp	\$ 337.00	\$ 506.00	
	30 Amp	\$ 472.00	\$ 708.00	
	60 Amp	\$ 661.00	\$ 992.00	
	100 Amp	\$ 992.00	\$ 1,488.00	
	150 Amp	\$ 1,389.00	\$ 2,084.00	
	200 Amp	\$ 1,945.00	\$ 2,918.00	

**IMPORTANT:**

\*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use \* to indicate 24-Hr. Outlet(s).

\*To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.

**OUTLET LOCATION & DISTRIBUTION:**

\*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.

\*All electrical outlets for island booths will be dropped to one main location per the exhibitors' floor plan. If no plan is provided, the outlets will be installed at our discretion.

\*Any additional power drop or locations are chargeable on a time and material basis.

\*Distribution and connection of outlets are chargeable on a time and material basis.

<b>208V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	10 Amp	\$ 322.00	\$ 483.00	
	20 Amp	\$ 451.00	\$ 677.00	
	30 Amp	\$ 631.00	\$ 947.00	
	60 Amp	\$ 883.00	\$ 1,325.00	
	100 Amp	\$ 1,236.00	\$ 1,854.00	
	150 Amp	\$ 1,730.00	\$ 2,595.00	
	200 Amp	\$ 2,225.00	\$ 3,338.00	

\*No credits will be issued on unused outlets or lights installed as ordered.

\*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

**ELECTRICAL LABOR:**  
 \*Labor rates are subject to Union Contract effective at time of show:  
 ST \$79.50 OT \$135.00

**AES JURISDICTION:**  
*(REQUIRES LABOR AND OR MATERIAL)*

\*All under-carpet distribution of electrical wiring.

\*All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.

\*All motor and equipment hook-ups requiring wiring connections.

\*Installation and/or repair of electrical fixtures.

\*Installation of electrical motors and electrical apparatus to be energized.

\*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

\*Labor is required to inspect equipment pre-wired to plug into our system.

\*Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

<b>TRANSFORMER(S) TO BOOST 208V TO 230V</b>			
Total Amps	Circle Outlets Requiring Boost	\$3.50 / AMP	(\$75.MIN.)

\*Labor before 8:00 a.m. and after 5:00p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

<b>480V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	20 Amp	\$ 812.00	\$ 1,218.00	
	30 Amp	\$ 974.00	\$ 1,461.00	
	60 Amp	\$ 1,169.00	\$ 1,754.00	
	100 Amp	\$ 1,403.00	\$ 2,105.00	
	200 Amp	\$ 1,964.00	\$ 3,339.00	

\*All labor requests require a credit card on file.

\*Lift Rates: \$125.00 per hour (One hour minimum)

\*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

**Also available: 380V/220V/ 3 PHASE MOTOR & EQUIPMENT OUTLETS**

**LABOR REQUEST:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. Men: \_\_\_\_\_

*This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers on floorplan form included in this brochure.*

\_\_\_ AES Supervision (25% Supervision Fee) \_\_\_ Exhibitor and/or EAC Supervision (Assume Liability)

**Total Electrical Outlets**

Payment must be in US funds drawn on US banks.  
**Electrical Services are an exclusive service of ARIA Resort and Casino.**  
 Charges will appear on statements as "TEAM Co"

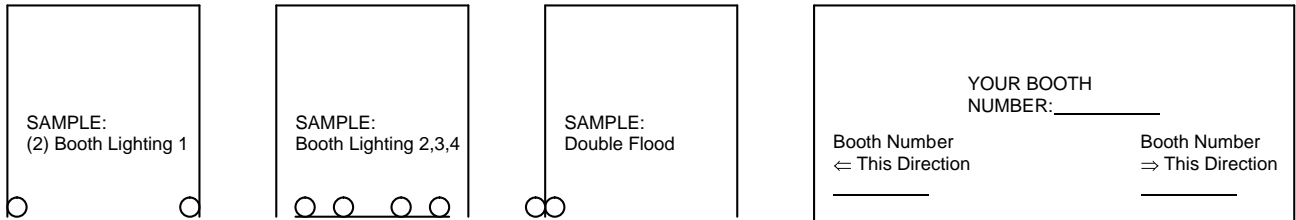
# TERMS AND CONDITIONS

## HOW TO ORDER YOUR ELECTRICAL REQUIREMENTS:

1. To order your lights you should total the wattage on the bulbs and multiple by the number of lights you are using.

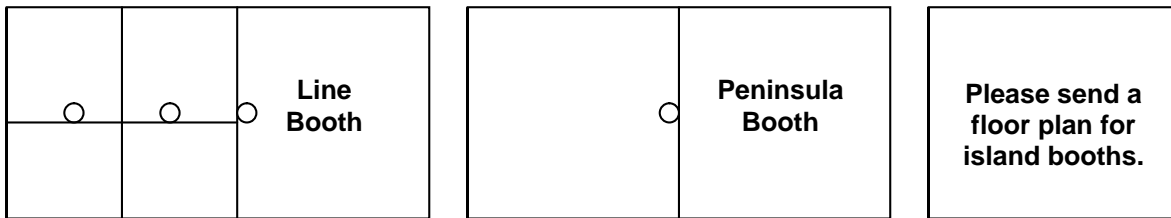
## HOW LIGHTING IS INSTALLED IN YOUR BOOTH:

1. Booth Lighting will be installed as indicated in the following diagrams. All other locations will require labor on a time and material basis.



## WHERE ELECTRICAL OUTLETS ARE LOCATED IN YOUR BOOTH:

1. As with Booth Lighting, Electrical Outlets will be installed only as indicated in the following diagrams. All other locations will require labor on a time and material basis.



## OTHER:

1. In order to receive advance rates, we must receive this form with payment, a minimum of fourteen (14) days prior to show opening. All other orders will be processed at the late order rate. No credits will be issued if services are installed, even though not used. Credits will not be issued after closing of event. Please review your invoice prior to leaving the event. All invoices are due and payable prior to show closing.
2. A \$35.00 service fee will be assessed on all returned checks.
3. Lighting prices listed on this rate sheet include power required for lighting only, light track, fixtures, installation, maintenance and removal. Rates listed do not include distribution of cords under carpet for lighting. Distribution to all other locations in a booth space requires labor and is done on a time and material basis. Peninsula booths require labor for lighting installation.
4. All material and equipment provided by the electrical contractor is for rental purposes only and remains the property of the electrical contractor. The contractor will remove it at the closing of an event.
5. Electrical requirements for an exhibit at the facility are for the safety of all exhibitors and are based on national, city and local code regulations. All wiring utilized for booth work must have a 3-wire grounded cord and be a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in convention facilities.
6. Please call (702) 309-8326 for any further information regarding your electrical installation; we are pleased to assist you.

**Charges will appear on statements as "TEAM CO"**



**MAIL OR FAX FORMS WITH PAYMENT TO:**  
**ARIA Exposition Services**  
 6455 S. Dean Martin Dr. Suite C. ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

**BOOTH  
NUMBER**

EVENT NAME:				EVENT DATES:				LOCATION:			
EXHIBITING COMPANY NAME:											
BILLING NAME AND STREET ADDRESS:											
CITY:				STATE:				ZIP CODE:			
TELEPHONE NUMBER:						FAX NUMBER:					
ORDERED BY:						PRINT NAME:					
CC TYPE:	EXP DATE:	CC #									
CARDHOLDERS SIGNATURE:						EMAIL **Required for Receipt**					

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PLEASE READ THIS FORM THOROUGHLY (BOTH SIDES) FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BOOTH LIGHTING SERVICE

ARIA nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for ARIA should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than their personnel.

**To receive advance prices AES must receive your order, with full payment, fourteen (14) working days prior to show opening, all other orders will be processed at the regular rate.**

LIGHTING DESCRIPTION	ADVANCE RATE	REGULAR RATE	QUANTITY	TOTAL
<b>Booth Lighting 1:</b> One 18" Track w/ One Fixture	\$ 89.50	\$ 134.00		\$
<b>Booth Lighting 2:</b> One 4' Track w/ Two Fixture	161.00	242.00		\$
<b>Booth Lighting 3:</b> One 4' Track w/ Three Fixture	225.00	338.00		\$
<b>Booth Lighting 4:</b> One 4' Track w/ Four Fixtures	281.00	386.00		\$
<b>Booth Lighting 5:</b> Additional MR16 Fixtures	40.00	45.00		\$
<b>Booth Lighting 6:</b> Source 4 PAR or Overhead Light	300.00	375.00		\$
<b>Booth Lighting 7:</b> Source 4 Ellipsoidal Banner Light	300.00	375.00		\$
<b>Booth Lighting 8:</b> Static Logo Light (Does not include gobo)	495.00	574.00		\$
<b>Booth Lighting 9:</b> Moving Logo Light (Does not include gobo)	700.00	840.00		\$
<b>ARTWORK FOR LOGO LIGHTS REQUIRED 3 WEEKS PRIOR TO EXHIBITOR SET-UP</b>				
<b>Booth Lighting 10:</b> 150 Watt Flood Light on 8' Pole	89.50	135.00		\$
<b>Booth Lighting 11:</b> Double Flood Light on 8' Pole	145.00	180.00		\$
<b>TOTAL ALL ROWS</b>				<b>\$</b>

**LABOR:** Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. **A minimum charge per booth of one hour for installation will apply to all booths requiring labor.** Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. Please indicate dates you would like work to commence.

**LABOR RATES: \$ 79.50 Straight Time / \$ 135.00 Overtime**

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 FOR ASSISTANCE IN ORDERING LIGHTING – CALL (702) 309-8326  
 Lighting Services are an exclusive service of ARIA Resort & Casino.  
 Charges will appear on statements as "TEAM Co"**

Order Online at [www.exposervicedesk.com](http://www.exposervicedesk.com)



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 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
NUMBER

Order Online at [www.exposervicedesk.com](http://www.exposervicedesk.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

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## FLORAL SERVICES

FOLIAGE PLANTS AND ARCHITECTURAL CONTAINERS ON RENTAL BASIS (Price includes: plant installation, containers, servicing throughout show, and removal at end of show.)	QTY	ADVANCE ORDER	REGULAR ORDER	TOTAL
3 FOOT PLANTS: Arb <input type="checkbox"/> Spath <input type="checkbox"/> Palm <input type="checkbox"/>		\$ 55.00	\$ 77.00	
4 FOOT PLANTS: Ficus <input type="checkbox"/> Palm <input type="checkbox"/> Other <input type="checkbox"/>		65.00	91.00	
5 FOOT PLANTS: Ficus <input type="checkbox"/> Majesty <input type="checkbox"/>		80.00	112.00	
6 – 7 FOOT PLANTS: Ficus <input type="checkbox"/> Majesty <input type="checkbox"/> Palm <input type="checkbox"/>		90.00	126.00	
8 – 9 FOOT PLANTS: Ficus <input type="checkbox"/> Palm <input type="checkbox"/>		117.00	165.00	
<b>TALLER PLANT MATERIAL IS AVAILABLE, PLEASE CALL IN ADVANCE FOR PRICING AND AVAILABILITY</b>				
POTTED MUMS – YELLOW - <i>Advance Order Necessary</i>		29.00	41.00	
POTTED MUMS – WHITE - <i>Advance Order Necessary</i>		29.00	41.00	
POTTED MUMS – LAVENDER - <i>Advance Order Necessary</i>		29.00	41.00	
POTTED AZALEAS: Red <input type="checkbox"/> Pink <input type="checkbox"/> White <input type="checkbox"/> <i>Advance Order Necessary</i>		33.00	62.00	
POTTED FERNS, SMALL		29.00	41.00	
POTTED FERNS, LARGE		40.00	56.00	
6" TABLE TOP PLANT		29.00	41.00	
HANGING PLANTS		60.00	84.00	
GREEN TABLE PLANT		29.00	41.00	
BROMELAID		35.00	49.00	
<b>SPECIAL PLANTS AND FLOWERS CAN BE OBTAINED UPON REQUEST</b>				
			Tax 8.10%	
			<b>TOTAL</b>	

CONTAINERS: (Please indicate choice)  WHITE  BLACK  BASKETS  OTHER  
 THEME GARDENS, WATERFALLS AND FOUNTAINS ARE OUR SPECIALTY!

OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS AT NO EXTRA CHARGE

Call \_\_\_\_\_ at (Telephone Number) \_\_\_\_\_  
 Contact \_\_\_\_\_ at Booth # \_\_\_\_\_ Date \_\_\_\_\_ AM / PM

*Payment for services must be in U.S. Funds, Drawn on U.S. Banks.*  
**FOR INFORMATION ON CUSTOM ARRANGEMENTS – CALL (702) 648-2755**  
*Floral rentals are a preferred service of ARIA Resort & Casino.*  
*Charges will appear on statements as "TEAM Co."*



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 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

**BOOTH  
 NUMBER**

Order Online at [www.exposervicesdesk.com](http://www.exposervicesdesk.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

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## PLUMBING SERVICE

**COMPRESSED AIR: 90-100 Pounds PSI** *Note: The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections contact S.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$ 367.00	\$ 550.00	\$
Each additional connection within 5 feet of 1 <sup>st</sup> outlet.		184.00	276.00	\$
<b>CFM required: Min. of 5 CFM</b> Size of connection: _____		6.50 / Each CFM	8.25 / Each CFM	\$

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

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		378.00	567.00	
Each additional connection within 5 feet of 1 <sup>st</sup> outlet.		189.00	284.00	
Size of connection required:	Number of connections:	GPM required:		

**DRAIN:** *Note: Floor drains exist in limited locations, please call to verify drain availability or supplemental charges which may be incurred.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		378.00	567.00	
Each additional connection within 5 feet of 1 <sup>st</sup> outlet.		189.00	284.00	
Size of connection required:	Number of connections:			

**LABOR: A Minimum charge for labor to install and dismantle of 1 1/2 hours is required. Rates listed below**

**Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m. Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate.**

**STRAIGHT TIME: \$ 67.50 - OVERTIME: \$ 130.00**

<b>LABOR IS REQUIRED FOR ALL CONNECTIONS</b>	<b>TOTAL OUTLET</b>	<b>\$</b>
	<b>TOTAL LABOR</b>	<b>\$</b>
	<b>TOTAL PLUMBING</b>	<b>\$</b>

*Payment for services must be in US Funds, Drawn on US Banks.  
 Plumbing is an exclusive service of ARIA Resort.*

## **COMPRESSED AIR \* WATER \* DRAIN INSTRUCTIONS AND CONDITIONS**

1. All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
2. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
3. All equipment must comply with state and local safety codes.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air outlets is a ¼" AMFLO-C1 connector, the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment are allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
6. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel. However, plumbing personnel must make the service connections to such equipment.
7. Equipment using water must have inlet and outlet properly marked and identified.
8. Unless otherwise directed, in writing by exhibitor or its representative, plumbing contractor personnel may be required to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets are at the back wall of line (in-line) and peninsula booths. For island booths outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
10. Due to the portable nature of the air lines to be used at ARIA Convention Area, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
11. Special supplies, such as: regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered within thirty (30) days written notice – every effort to assist you will be made to provide you with all special requirements.
12. All utility outlets include up to fifty feet (50') of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
13. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Form". You will also be charged for electrical outlets for any services, which require power for special plumbing needs, such as; pumps, ejectors and or compressor outlets.
14. Credits will not be given for outlets installed even though not used.
15. A separate connection fee will be made for each piece of equipment using connected service, whether connected Direct or Otherwise. The volume required will determine Service outlet size.
16. All work performed within a booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.

**To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to exhibitor arrival for move in, all other orders will be processed at the late order rate. Payment in full must be rendered prior to the close of show. NO EXCEPTIONS PLEASE!**

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Plumbing is an exclusive service of ARIA Resort.  
Charges will appear on statement as "TEAM Co."*



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 6455 S. Dean Martin Drive; Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

**BOOTH  
NUMBER**

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

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

## TELECOMMUNICATIONS SERVICE

SERVICE	QTY	ADVANCE RATE	REGULAR RATE	TOTAL <small>Quantity X Price</small>
Single Line Touch Tone Phone		\$ 300.00	\$ 450.00	\$
Digital to Analog Converter. Phone not Included <small>(i.e., fax, modem line, credit card machine, e tc.)</small>		\$ 300.00	\$ 450.00	\$
Multi-Line Touch Tone Phone w/ Display – Analog to Digital <small>Installed with up to two rollovers. (i.e., you receive one number w/ six roll over line ability)</small>		\$ 300.00	\$ 450.00	\$
Poly Com Speaker Phone		\$ 420.00	\$ 560.00	\$
SPACE NOT USED				
SPACE NOT USED				
SPACE NOT USED				
<b>FOR BROADBAND INTERNET AND NETWORKING SERVICES: SEE: BROADBAND INTERNET &amp; NETWORKING FORM</b>			<b>TOTAL</b>	<b>\$</b>

**ADDITIONAL CHARGES / FEES:**

- **Call Detail Charges** – Local call, operator assisted and 800 calls will be charged at a minimum of \$1.00 per minute for the first 30 minutes and .15 for each additional minute after. All long distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the AES Exhibitor Service Desk within one hour following the close of the event. Exhibitors who do not return their instruments will be charged: **\$200.00 for single line instruments and \$250 for multi line instruments and \$2500 for Poly Com.**
- **Labor Charges** – Labor between the hours of 8:00 a.m. and 5:00 – Monday through Friday (except holidays) will be at the straight time labor rate, all other hours will be at the overtime rates. Exhibitors will be charged a minimum \$100.00 relocation fee to move lines, program exhibitor’s equipment or for damage to telephone lines which occurs in the booth and is caused by exhibitor, exhibitor’s employees or any appointed representatives will be charged on a labor and material basis for these occurrences. Labor Rates: Straight Time - \$79.50 Overtime - \$135.00
- **Cancellation Notice** – All orders are subject to a \$25.00 handling fee if canceled within ten (10) calendar days prior to show opening date. No refund will be given for services canceled after they have been installed. All prices are subject to change without prior notice.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks**  
**ADDITIONAL SERVICES ARE AVAILABLE – CALL (702) 309-8326 FOR DETAILS**  
**Telecommunication services are an exclusive service of ARIA Resort & Casino.**  
**Charges will appear on statement as “TEAM Co.”**

Order Online at [www.exposervicedesk.com](http://www.exposervicedesk.com)



MAIL OR FAX FORMS WITH PAYMENT TO:  
**ARIA Exposition Services**  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

**BOOTH  
NUMBER**

Order Online at [www.exposervicesdesk.com](http://www.exposervicesdesk.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			Email: <b>**Required for Receipt**</b>		

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## VIDEO SIGNAL & INHOUSE ELECTRONIC MEDIA

Description of Service	Quantity X Price + Equipment Deposit	Total
<b>1. Standard Cable TV Drop:</b>		
Advanced Rage	X \$ 325.00	
Show Site Rate	X \$ 487.00	
<p>The antenna drop includes all cable, adapters, service fees and amplification to deliver one feed into the booth. One feed can be distributed throughout the booth on a time and material basis. If you are requesting distribution for your cable feed, please send a floor plan indicating the locations where you will require antenna feeds.</p>		
<b>2. Distribution Labor</b>		
Technical Labor – Straight Time	X \$ 75.00	
Technical Labor – Over Time	X \$ 112.50	
<p>All orders are subject to a \$25.00 handling fee if canceled within twenty-one (21) calendar days prior to show opening date. No refunds will be issued for services canceled after they have been installed. All prices are subject to change without prior notice.</p> <p>All locating of satellite dishes for outside access is done by AES personnel. Please call if you plan on bringing your own satellite dish or up-link vehicles. We will advise you of the areas where they may be located. Consideration will be given to direction from which signal is relayed.</p>		
<b>3. In-House Electronic Media</b>		
ARIA rooms per-day	X \$ 500.00	
Multiple Properties (\$500.00 per Property)	X \$ 500.00	
Production Labor	Call for Quote	
<p><b>TOTAL PAYMENT MUST ACCOMPANY ORDER.</b> Credit Card users may fax order to <b>702-309-8328</b></p>		

- Notes:**
1. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
  2. AES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: AES*
  3. Installations are due 24 hours prior to show opening.
  4. Attach any required additional floor plans / diagrams.

**Payment for services must be in US Funds, Drawn on US Banks.**  
**Video Signal & In-House Electronic Media Services are an exclusive service of ARIA Resort & Casino.**  
**Charges will appear on statement as "TEAM Co."**



Mail or Fax forms to:  
ARIA EXPOSITION SERVICES  
6455 S. Dean Martin Dr. Suite C  
Las Vegas, NV 89118  
Phone: 702.309.TEAM (8326)  
Fax: 702.309.8328

# Exhibitor Worksheet

## Total Cost Worksheet

Service	Total Cost
Audio Visual	\$ _____
Banners & Hanging Signs	\$ _____
Booth Cleaning	\$ _____
Booth Lighting	\$ _____
Broadband Internet & Networking	\$ _____
Catering Equipment Rental	\$ _____
Computer Rental	\$ _____
Decorative Truss	\$ _____
Electrical	\$ _____
Floral	\$ _____
Furniture Rental	\$ _____
Plumbing	\$ _____
Staging	\$ _____
Telecommunications	\$ _____
Video Signal Services	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

### Service Form Check List:

- I have read all of the applicable instructions and restrictions carefully
- I have filled out all required information, including **Company Name, Booth Number, Show Name and Credit Card Information.**
- I have included or have sent separately all detailed plans of my exhibit or meeting space that will be required for ARIA Exposition Services.



Mail or Fax forms to:  
**ARIA EXPOSITION SERVICES**  
 6455 S. Dean Martin Dr. Suite C  
 Las Vegas, NV 89118  
 Phone: 702.309.TEAM (8326)  
 Fax: 702.309.8328

# Order Confirmation Sheet

AES does not automatically provide order confirmation. If you would like to have your order confirmed, please submit this form with your order.

Audio Visual

Broadband

Floor Plans

Floral

Video Signal

Banners & Signs

Interactive Stations

Electrical

Telecommunications

Catering Supplies

Cleaning

Computer

Lighting

Furniture

Order Received On \_\_\_\_\_

Received by: \_\_\_\_\_

Issues or Missing Information if any: \_\_\_\_\_

\_\_\_\_\_

Confirmed on: \_\_\_\_\_

## LEAD RETRIEVAL

Intergraph 2010 is quickly approaching. Thank you for exhibiting at this year's event. Validar will supply lead capture services again this year and Intergraph has chosen to provide you a complimentary QuickScan device during the show. If you would like to add notes, qualify leads with custom questions or use additional QuickScans, please follow the link below to our online order form.



The QuickScan is the smallest data collector on the market today. It's a revolutionary device at only 28 grams with all the power of conventional barcode scanners and single-button operation.



We can also load your custom questions onto a Pocket PC device (*see image at left*). This will allow you to rank and categorize your leads based on economic value.

[Download the Custom Questions PDF](#) ↗

[http://support.validar.com/sites/default/files/Custom\\_Questions.pdf](http://support.validar.com/sites/default/files/Custom_Questions.pdf)

[Order Validar Lead Retrieval Online](#) ↗

<https://portal.validar.com/PortalSite/opportunities/>

## FAQ'S

Q .	A .
Where do I pick-up my lead retrieval device(s)?	<i>The units will be available at the sponsorship desk.</i>
How will you know to whom to release the device(s)?	<i>They will be released to the first representative from your company who visits the lead retrieval desk for pick-up. It is not necessary to have a specific contact at this time.</i>
Are any additional expenses associated with the units?	<i>No.</i>
Do I need batteries?	<i>No.</i>
Are there other electrical needs?	<i>No.</i>
When will I receive a receipt for expenses?	<i>A receipt will be emailed once your credit card has been processed. This could take a couple of days, once your order has been placed.</i>
How do I get my leads?	<i>We will email you a username and password to login and view your leads online as they come in for each show. From there you will be able to sort and export them in a spreadsheet format such as csv, xls or xml.</i>

*We are excited to provide you with this service, and we wish you all the best at the show!*

## EXHIBITOR INSURANCE PROGRAM

### EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

**Show Management** requires that all exhibitors carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. **Show Management and the venue** shall be named as Additional Insured. This insurance must be in force during the lease dates of the event:

**August 30 - September 2, 2010**

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is **\$125** per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

### ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family or even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the cost ranges from \$250 to \$750 per event.

### IT'S EASY TO APPLY...

- Go to <http://www.buttine.com/eventExhibitor.html> to complete our online applications
- We accept Visa or MasterCard
- Deadline to apply for these insurance programs is **Monday, August 23, 2010**

### QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC  
Attn: Kendra Reilly  
Phone: 212-697-1010 ext.49  
Email: [kar@buttine.com](mailto:kar@buttine.com)