

# RULES & REGULATIONS

C O - L O C A T E D



LAS VEGAS



September 23–25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

# POWERING INNOVATION



Healthcare<sup>+</sup>  
PACKAGING  
EXPO

Exhibitors understand and agree that the PACK EXPO Las Vegas/Healthcare Packaging EXPO Rules and Regulations are an integral and binding part of the Show and contracts. Following these guidelines will help lead to a successful show for all PACK EXPO Las Vegas/Healthcare Packaging EXPO exhibitors.



**SPACE RATE:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Las Vegas Convention Center by 2:00 pm on your assigned targeted move-in date. See the Exhibitor Service Manual for the Targeted Move-in Schedule.

A special assessment will apply to any inbound shipments which arrive after 2:00 pm Monday–Friday, all day Saturday (inbound only), and on any advanced warehouse shipments. See the Exhibitor Service Manual for pricing of special assessments.

The space rate will include a one-time spot of equipment and display material. Any additional rigging or booth work will be at the exhibitor's expense—see the Exhibitor Service Manual for pricing. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

**NOTE: Space rate includes drayage for the Primary Exhibitor's\* display material and equipment only. Any additional product or equipment is subject to additional billing.**

**\*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application.**

## RULE CHANGES

The following rules have been revised and/or added to the Rules and Regulations since

**PACK EXPO Las Vegas/Healthcare Packaging EXPO 2017:**

**REVISED. Exhibiting Products or Machinery Not of Your Manufacture (page 3):** As a general rule, exhibitors may display products (equipment, machinery, etc.), whether new or used, only of their own manufacture, unless they have prior written approval of the OEM. Should an exhibitor require the use of machines or materials that are not of their own manufacture in order to demonstrate properly the product(s) being exhibited, then additional rules apply. See page 3 for more information.

**REVISED. CANCELLATION OR REDUCTION OF SPACE (page 4):** Exhibitors may cancel from the show or reduce their space subject to the following conditions and restrictions:

A. The exhibitor shall give Show Management notice in writing of his intention to cancel or withdraw from the show and shall forfeit his 25% non-refundable deposit fee, **with a maximum forfeiture of \$10,000\***.

B. In the event the said notice of cancellation is received by PMMI after March 15, 2019, and prior to May 24, 2019 the exhibitor will forfeit any monies paid to date up to 75% of the total booth cost, **with a maximum forfeiture of \$10,000\***.

C. In the event a notice of cancellation is received after May 24, 2019, the exhibitor shall be obligated and agrees to pay the total cost of space assigned.

**\* Payments made above the \$10,000 forfeiture fee will be reserved as a credit towards a future show within 24 months. In the event that the exhibitor does not participate in a PACK EXPO/PMMI show within 24 months, the credit will be forfeited.**

**REVISED. Admission (page 5):** No one under **14** years of age (including infants) will be permitted onto the exhibit floor at any time during move-in, show days, or move-out.

**REVISED. Booth Height Restrictions for in-line, aisle-to-aisle, peninsula, and island booths (pages 6-7):** Booths under **599 sq. ft.** are allowed a maximum height of **12'** for all display material including logos and graphics. Hanging signs are **NOT** permitted. Booths **600 - 1,499 sq. ft.** are allowed a maximum height of **14'** for all display material including logos, graphics and hanging signs, and booths **1,500 sq. ft. and over** are allowed a maximum height of **18'** for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least **1'** from all aisles.

**NEW. HARASSMENT (page 14):** PMMI wishes to create a welcoming environment at PACK EXPO Las Vegas/Healthcare Packaging EXPO and expects all participants to refrain from harassing behavior and speech. Any person who has been subjected to harassment, or who has witnessed harassment, is encouraged to notify PMMI staff. PMMI reserves the right to take any action it deems appropriate in response to such conduct by any person, including removal of that person from PACK EXPO Las Vegas/Healthcare Packaging EXPO and prohibiting attendance at future events.

*Note: All text in bold indicates new revisions to pre-existing rules.*

**1. SHOW MANAGEMENT** – PACK EXPO Las Vegas/ Healthcare Packaging EXPO is the property of PMMI—The Association for Packaging and Processing Technologies, Incorporated, hereinafter referred to as PMMI or Show Management. Both PACK EXPO and Healthcare Packaging EXPO are produced by PMMI and hereinafter are referred to collectively as the “Show.” PMMI will provide all show management functions and establish all show policies. Rulings by Show Management (PMMI) shall, in all instances, be final with regard to use of any exhibit space.

Each prospective exhibitor is required to submit an **Exhibit Space Application**. By doing so, the exhibitor subscribes to the **PACK EXPO Las Vegas/Healthcare Packaging EXPO Rules and Regulations**, which is a part of the **Exhibit Space Application**.

Each exhibitor will be provided access to the online Exhibitor Service Manual, which will also be considered an extension of the Exhibit Space Application.

**2. DIGNITY** – It is intended that **all PACK EXPO/ Healthcare Packaging EXPO Shows** be a serious and dignified offering of products and services of value to the packaging and processing industries.

Further, Show Management (PMMI) may take any action it deems appropriate (including, but not limited to, expulsion from a show and/or suspension or elimination of seniority) against an exhibitor for conduct detrimental to the show, as determined in the sole discretion of Show Management.

**3. WHAT MAY BE EXHIBITED** – The show is designed for display and demonstration of processing and packaging machinery, packaging-related converting machinery, packaging materials used with such machinery, materials used for protective purposes, contract packaging, containers that hold a product for industrial or consumer distribution, material handling equipment that is of a “fixed installation” nature, processing and packaging related publications, and certain machinery sub-assemblies and/ or sub-systems (including computer hardware/software) which will be demonstrated in a significant processing and packaging application. The phrase “demonstrated in a significant processing and packaging application” means that the product(s) must be displayed at the show as an integral part of the processing and packaging related equipment that the product(s) was designed for, or must be shown on a demonstrating unit illustrating the processing and packaging function. This may be accomplished by demonstrating the function on a monitor providing the plans comply with Item 19.

**REVISED. Exhibiting Products or Machinery Not of Your Manufacture:** As a general rule, exhibitors may display products (equipment, machinery, etc.), whether new or used, only of their own manufacture, unless they have prior written approval of the OEM. Should an exhibitor require the use of machines or materials that are not of their own manufacture in order to demonstrate properly the product(s) being exhibited, for instance, to demonstrate a wrapping machine, an exhibitor may need to use materials he does not himself manufacture or sell; conversely, a film manufacturer may need to use a machine he does not manufacture or sell, then under such conditions the following rules shall apply:

**A. Equipment** – Equipment being shown may not be displayed for comparison purposes (such as retrofitting the machine with new parts to show improved operating efficiency, etc.) without the approval of the OEM.

**B. Machines** – Machines used to demonstrate a product must, if possible, be obtained from another exhibitor in the show. If no machine is available from another exhibitor, a machine obtained from a non-exhibitor may be used. In no case will promotion of the non-exhibitor machine be permitted in any way, nor shall personnel of the non-exhibiting company be allowed to work in the exhibitor’s booth.

**C. Materials** – Exhibitors shall use materials manufactured by other exhibitors wherever possible. Non-exhibitor materials may not be promoted in any way other than an imprint of the manufacturer’s name on the material.

**D. Other Items** – Some exhibitors demonstrate machines or materials by wrapping candy, gum, food products, clothing, etc. No special permission is required for such items. Only products that fall under a PMMI Product Category can be admitted and exhibited. Exhibitors may not write-in text or a new product category code on the listing form, as these entries will not be considered approved. Show Management and the Eligibility Committee reserve the right to determine the eligibility of all exhibit space applicants and individual products to be exhibited.

Show Management reserves the right to group certain products in specific areas or pavilions.

(Also see Rule 6, SUBLETTING OF SPACE.)

**4. SPACE ALLOWANCE** – Minimum booth size is 100 sq. ft. per exhibitor, except where Show Management has developed a booth of lesser size. Show Management will cooperate with each exhibitor to provide the desired type of booth, but cannot guarantee the availability of any particular booth size or configuration.

**NOTE: A booth may have a main aisle frontage of not more than 3 times its depth.**

Combinations of two or more of the spaces shown in the space diagram may be selected to make up one booth subject to limitations set forth above. Where the utility core is included in the booth, such as in a three-sided booth, the total area occupied will be charged at the regular space rate and the utility core footage should be included under "Total Square Feet" in the Exhibit Space Application.

**Non-Contiguous Space:** No exhibitor may choose more than one space using their own priority number if the booths are not contiguous. To choose additional space, PMMI members have to wait until all PMMI members have had the opportunity to choose and non-members have to wait until all non-members have chosen space. (Note: The committee defines contiguous space to mean a booth that is adjoining or can cross a cross aisle but not a main aisle.)

**5. COST OF SPACE** – The cost of booth space is set annually by the PMMI Board of Directors. The cost of booth space includes: \$3.75/sq. ft. paid to PACK EXPO Services for drayage/material handling; attendance promotion and publicity; customer invitations; printed show guide listing, online directory listing; Exhibitor Service Manual; perimeter guard service; and general illumination.

Exhibit space rental fees will be paid as follows:

- 25% non-refundable deposit to accompany Exhibit Space Application.
- 50% payment due by March 15, 2019.
- Final payment due May 24, 2019.

Show Management will provide pipe and drape of a standard color not to exceed 8' in height for back walls and 3' side dividers only. Those exhibitors desiring pipe and drape of a different color or size, other than what Show Management deems "standard," shall do so at their own expense.

In the event that an exhibitor has any overdue or outstanding balance on any other PMMI product or service, PMMI reserves the right to apply any payments made by the exhibitor toward any Show to satisfy those outstanding past due balances.

**6. SUBLETTING OF SPACE** – The exhibitor **agrees not to assign, sublet, share**, or apportion space or any part thereof allotted to the exhibiting company, nor to exhibit, advertise, or offer for sale goods other than those manufactured or sold by the exhibiting company in the regular course of business.

Exhibitors are not allowed to trade booth spaces. The original contract on file with Show Management denotes which exhibitor is entitled to any given space.

(Also see Rule 3, WHAT MAY BE EXHIBITED.)

## **REVISED. 7. CANCELLATION OR REDUCTION**

**OF SPACE** – Exhibitors may cancel from the show or reduce their space subject to the following conditions and restrictions:

**A.** The exhibitor shall give Show Management notice in writing of his intention to cancel or withdraw from the show and shall forfeit his 25% non-refundable deposit fee, with a maximum forfeiture of \$10,000\*.

**B. In the event the said notice of cancellation is received by PMMI after March 15, 2019, and prior to May 24, 2019 the exhibitor will forfeit any monies paid to date up to 75% of the total booth cost, with a maximum forfeiture of \$10,000\*.**

**C. In the event a notice of cancellation is received after May 24, 2019, the exhibitor shall be obligated and agrees to pay the total cost of space assigned.**

*\* Payments made above the \$10,000 forfeiture fee will be reserved as a credit towards a future show within 24 months. In the event that the exhibitor does not participate in a PACK EXPO/PMMI show within 24 months, the credit will be forfeited.*

**D. In the event of cancellation, Show Management has the right to use this space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor.** Show Management assumes no responsibility for having included the name of the canceled exhibitor or descriptions of his products in the printed show guide, online exhibitor directory, brochures, news releases, website or other materials.

**E.** In the event any exhibitor requests a **space reduction** from the originally assigned space (this includes mergers, acquisitions, or other similar scenarios whereas one exhibitor reduces or releases originally assigned space to co-locate with another exhibitor), the reduction will be treated as a cancellation and the exhibitor will be subject to the same conditions and restrictions set forth in Rule 7 A, B and C above.

**F. Any exhibitor requesting a reduction in space is subject to reassignment.**

**8. DEFAULT OF OCCUPANCY** – Any exhibitor failing to occupy by noon, Sunday, September 22, 2019, the space contracted for but not canceled is obligated to pay the full cost of such space. In that event, Show Management shall have the right to regard the space as canceled and have the privileges described in Rule 7D.

**9. OUTSIDE ACTIVITIES AND EXHIBITS** – Exhibitors agree, subject to expulsion of their exhibit from the show, not to exhibit their products outside the Las Vegas Convention Center in the City of Las Vegas during the exposition. Exhibitors also agree not to conduct any activity that would induce visitors to leave the exhibit building during show hours.

Exhibitors are not permitted to hand out promotional items in aisles or common areas inside and/or immediately surrounding the Las Vegas Convention Center.

**10. BUILDING OCCUPANCY/CANCELLATION OF EVENT** – In case the premises of the Las Vegas Convention Center are destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or by Show Management, or for any other reason, this contract may be terminated by PMMI. In the event of such termination, the exhibitor waives any and all damages and claims for damages, and agrees that the sole liability of PMMI shall be to return to each exhibitor his space payment, less his pro-rata share of all costs and expenses incurred and committed by PMMI.

**11. EXHIBIT HOURS** – Each exhibitor is required to keep at least one attendant in his booth during all show hours, subject to removal of his exhibit from the show at his expense. The official show schedule is as follows:

**September 23, 2019, Monday, 9:00 am – 4:00 pm**

**September 24, 2019, Tuesday, 9:00 am – 4:00 pm**

**September 25, 2019, Wednesday, 9:00 am – 4:00 pm**

**REVISED. A. Admission** – No one under 14 years of age (including infants) will be permitted onto the exhibit floor at any time during move-in, show days, or move-out.

**B.** No one will be permitted in any exhibitor's booth at any time during installation or dismantling of the show or during the hours the show is not open to visitors on

show days, unless he himself is, or is accompanied by, a person able to identify himself positively as an employee or authorized representative of the exhibitor **and is badged accordingly**. Violators will be subject to expulsion for the balance of the show, and subject to be ruled ineligible for the next Show.

**12. INSTALLATION AND DISMANTLING** – Exhibitors will be assigned a targeted move-in date on which their shipment must be delivered to the Las Vegas Convention Center. Penalties will be assessed for failure to meet this schedule. Show Management reserves the right to schedule deliveries. All exhibits must be installed by 2:00 pm, Sunday, September 22, 2019, for inspection by the PMMI Show Committee. If installation of exhibit has not been started by 2:00 pm, Sunday, September 22, 2019, Show Management reserves the right to authorize the official contractor to affect the necessary installation of the exhibit at the exhibitor's expense.

**NOTE: Crates must be kept within the confines of the exhibitor's booth and may not stand in the aisle or service core.**

Dismantling will start only after the close of the show at 4:00 pm, Wednesday, September 25, 2019. Penalties may be invoked for violation of this provision. Exhibitors will be notified of the date and time by which their exhibit materials must be removed from the Las Vegas Convention Center. Show Management reserves the right to schedule removal of all exhibit materials from the Las Vegas Convention Center.

**NOTE: In the event any exhibitor fails to remove his exhibit in the allotted time, Show Management reserves the right to authorize the official contractor to ship the exhibit materials through a carrier of Show Management's choosing, or to a storage warehouse, subject to the exhibitor's disposition, or make such other disposition on this property as it may deem desirable without any liability to Show Management.**

**13. SERVICE ORGANIZATION** – Show Management and the Las Vegas Convention Center will designate contractors to perform work at the exhibitor's expense. Where union personnel are required by the Las Vegas Convention Center or by contractors involved, it shall be the exhibitor's responsibility to comply with such requirements. In no event shall PMMI be responsible for the conduct of contractors or their employees. PMMI assumes no responsibility for failure to perform by contractors, their charges, or any other matter relating to contractors or the Las Vegas Convention Center. The foregoing includes

services rendered to the exhibitor including but not limited to drayage, machinery moving and erecting, rental of furniture, booth and floral decorating, photography, drinking water, telephone service, electricians, plumbers, carpenters, special sign work, etc.

**14. ARRANGEMENT OF EXHIBITS** – All exhibitors shall arrange their displays so they utilize only the booth area contracted for, and in such manner as to recognize the rights of other exhibitors and show visitors, and to conform to the overall pattern developed by Show Management.

**There are two types of aisles:**

- **Main Aisles:** Aisles that are perpendicular to the main entrance of any given hall.
- **Cross Aisles:** Aisles that are non-parallel to the main aisles.

**There are five types of booths:**

- **In-Line Booth:** A booth facing a main aisle with another exhibitor on each side or an exhibitor on one side and a cross aisle on the other (a corner booth).
- **Perimeter Wall Booth:** A booth that backs against a wall of the exposition hall.
- **Aisle-to-Aisle Booth:** A combination of in-line booths back-to-back, facing two aisles but not on cross aisles.
- **Peninsula Booth:** A booth facing two main aisles and a cross aisle with two exposed corners.
- **Island Booth:** A single block of space facing two main aisles and two cross aisles with four exposed corners.

**A. Height Regulations:**

**REVISED. a.1. In-Line Booth:** Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibits. (See illustration on page 8 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjacent exhibit. All back walls over 8' and all sidewalls must be finished and**

**free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 8.)**

(Also see Rule 14.a.6 NOTE GOVERNING ALL EXHIBITS.)

**a.2. Perimeter Wall Booth:** Back wall cannot be more than 12' high. All display material and machinery must be set back at least 1' from the main aisle so as not to obstruct the sightline of adjoining booths.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibits. (See illustration on page 9 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjacent exhibit. All sidewalls over 8' must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 9.)**

(Also see Rule 14.a.6 Note Governing All Exhibits.)

**REVISED. a.3. Aisle-to-Aisle Booth:** Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from both main aisles and 10' from the adjoining exhibits. (See illustration on page 10 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjoining exhibits. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 10.)**

(Also see Rule 14.a.6 NOTE GOVERNING ALL EXHIBITS.)

**REVISED. a.4. Peninsula Booth:** Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibit. (See illustration on page 10 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjoining exhibit.**

**All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 10.)**

(Also see Rule 14.a.6 NOTE GOVERNING ALL EXHIBITS.)

**REVISED. a.5. Island Booth:** Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles. (See illustration on page 11.)

(For double-decking privileges and for note governing all exhibits, see Rule 14.a.6)

#### **a.6. Note Governing All Exhibits:**

- 1.** Exhibitors are required to provide carpet and/or alternative **floor covering** in their booth.
- 2.** All **hanging signs** will be governed by the same height restrictions as display material and the size of the booth. Hanging signs are not permitted in booths 599 sq. ft. and under. (See Height Regulations 14.a.1 to 14.a.5.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set back at least 10' from the adjacent booth.**

**All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit.**

- 3.** Any back walls/dividers/fixtures facing adjoining in-line displays shall be "finished" or draped at the exhibitor's expense and shall not carry any lettering, logo, or promotional material that would obviously detract from a neighbor's display.
- 4.** Permission to double-deck may be granted by Show Management provided the exhibitor is in compliance with ALL of the following:
  - Only those exhibits which are 2,000 sq. ft. or over in total rented space provided ceiling height allows sufficient clearance in any given area.
  - Double-decking (viewing platforms) must not be placed

within 10 linear feet of any main aisle, cross aisle, or neighboring exhibit.

- The top of the platform deck including guardrails, chairs, tables, umbrellas, streamers, logos, signs, advertising, or display materials may not exceed 18'.
- Elevated platforms must have guardrails and toe boards so as to prevent injury to persons working on or below such platforms. Railings must consist of a top rail, intermediate rail, and posts, and must have a vertical height of at least 42" from the upper surface of the top rail and the floor. The intermediate rail must be approximately halfway between the top rail and the floor. Openings between the top rail surface and any other surface (such as an intermediate rail or a toe board) shall not exceed 19". Toe boards 4" high shall be installed on each platform unless the space between the top rail and platform floor is enclosed with some type of material (such as Plexiglas) that provides protection from falling objects to persons working or walking below the platform.
- A detailed exhibit plan must be signed by a structural engineer and must be submitted to Show Management 60 days prior to move-in of the show, and must follow the Clark County fire ordinances. In addition, this drawing must be available for inspection on-site.
- A sign or signs must be clearly posted indicating the maximum number of people the structure will hold.
- Fire extinguishers and smoke detectors must be placed on lower level in each sectionalized area or each area that is covered.
- The exhibit must have 2 stairways leading to the viewing platform if there are 10 or more people at any given time, and must be 3' in width and cannot spiral or wind.
- If the exhibit structure is over 1,000 sq. ft., a fire guard watch must be hired.
- Builder of exhibit must be able to supply documentation that the structure passes the NFPA Standard 703 Class A Code.

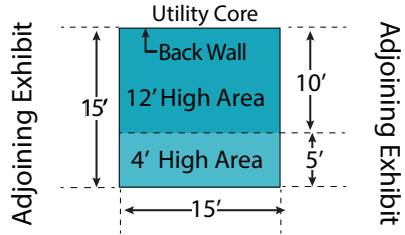
**B. Display Material:** Defined as any item other than the exhibitor's product used in the booth. This especially refers to such items as **hanging signs, graphics**, light standards, signs, mirrors, display racks, counters, display cases, planters and plants, and similar items which are not normally sold by the exhibitor. (See Rule 19 for DVDs, motion pictures, or sound system restrictions.)

**C. Machines:** Machines may be exhibited in their normal commercial form, regardless of height, but no portion of any machine or skid may be closer than one foot (1') from any aisle. **(See rule governing size of booth.)** The height may not be artificially increased except that the machines may be on skids or platforms of a reasonable size. However, all companies that display machines **over 4' in height must place said machines 5' from the main aisle**

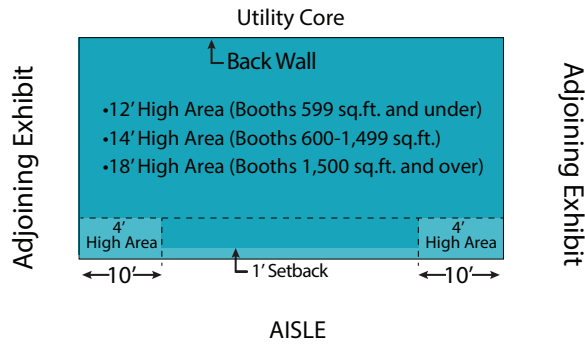


## SAMPE IN-LINE BOOTHS

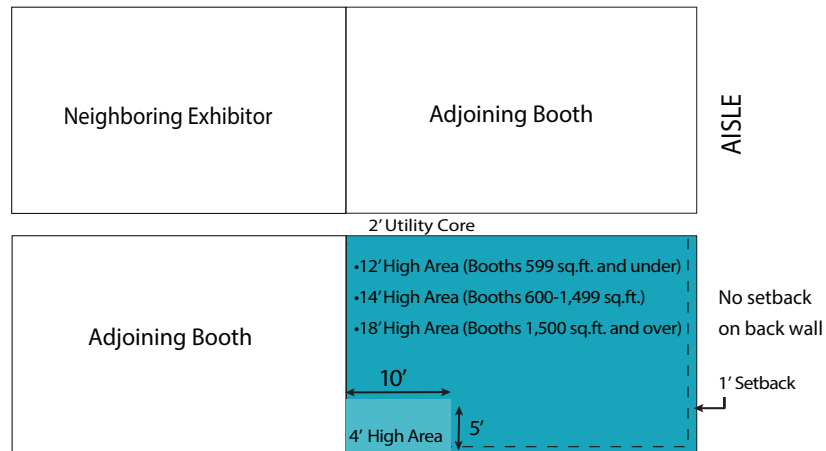
SAMPLE IN-LINE BOOTH 14.A.1\*  
(20' WIDTH OR LESS)



SAMPLE IN-LINE BOOTH 14.A.1\*  
(MORE THAN 20' IN WIDTH)

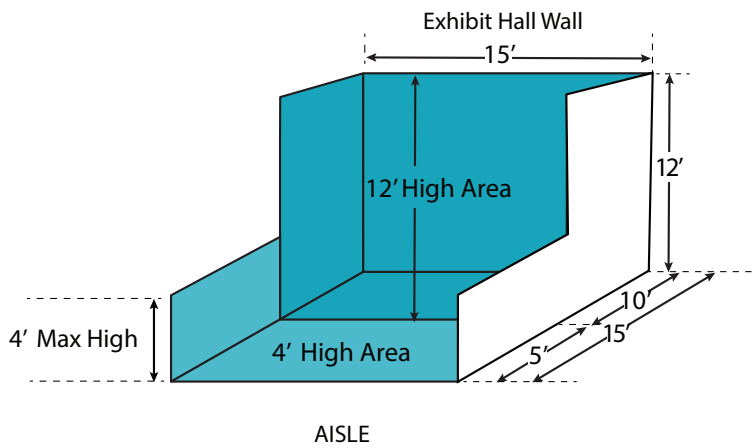


SAMPLE IN-LINE CORNER BOOTH 14.A.1\*

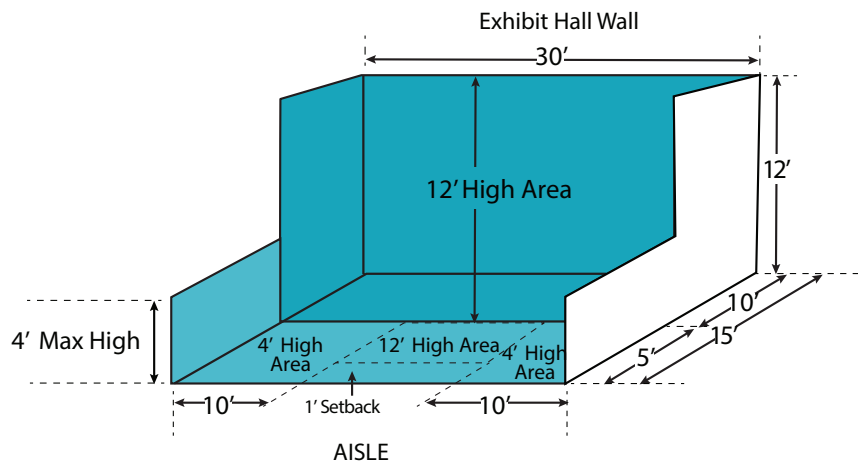


• See Rule 14.a.1 on page 6 •

SAMPLE PERIMETER WALL BOOTH 14.A.2\*  
(15' X 15' BOOTH)

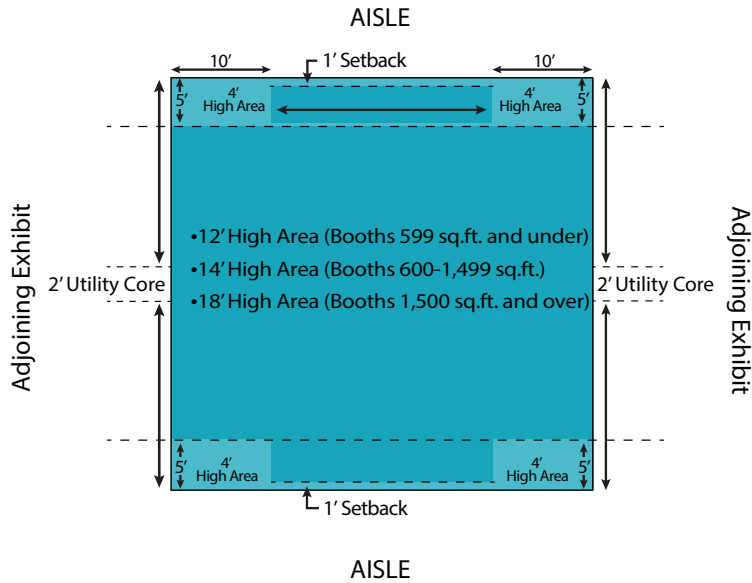


SAMPLE PERIMETER WALL BOOTH 14.A.2\*  
(30' X 15' BOOTH)

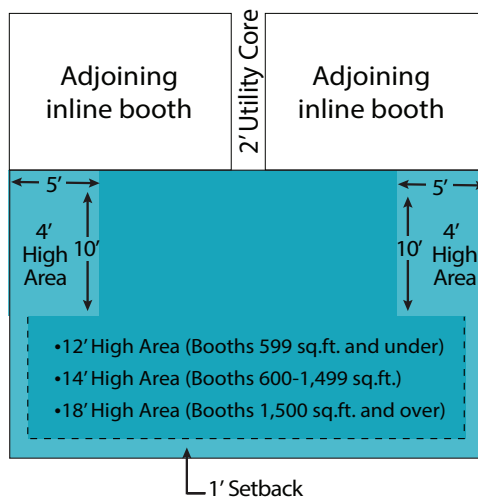


• See Rule 14.a.2 on page 6 •

## SAMPLE AISLE-TO-AISLE BOOTH 14.A.3\*

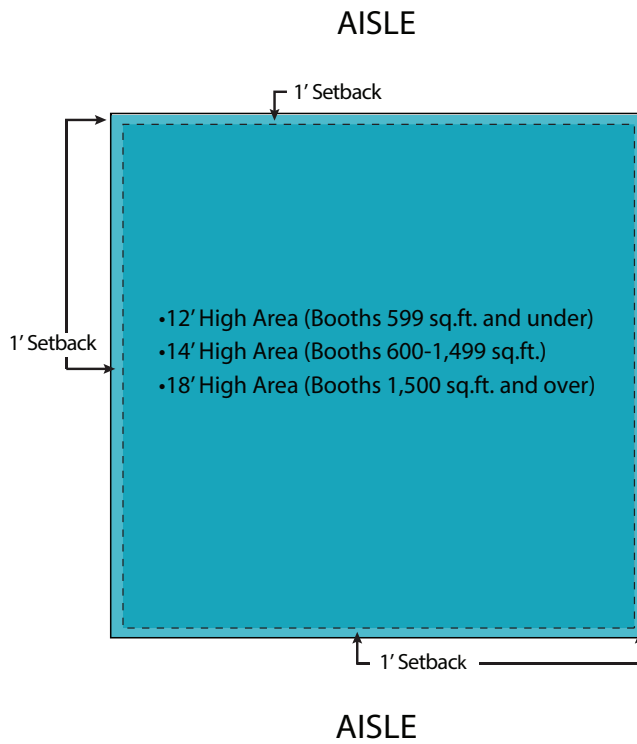


## SAMPLE PENINSULA BOOTH 14.A.4\*



- See Rule 14.a.3 on page 6 •
- See Rule 14.a.4 on page 6 •

## SAMPLE ISLAND BOOTH 14.A.5\*



• See Rule 14.a.5 on page 7 •

and 10' from any adjoining exhibits to avoid blocking the view of a neighboring booth. Show Management will review the location of these machines in the exhibitor's booth prior to or during the show.

**D. Building Columns:** If a building column falls within the exhibit area that is restricted to 4' height, it may be decorated or used for display purposes, provided:

1. The decorative or display material is not over 12' high, (otherwise the column will be governed by the same height restrictions as display material), and;
2. The diameter of the column is not increased by more than 24".

**REVISED. E. Lighting:** Show Management reserves the right to restrict the use of glaring or irregular lighting effects, including track lights. Light bulbs or other intense light sources must not be visible from aisles. **The use of halogen lights, strobe lights or other flashing signs is not permitted. The use of neon, fiber optic, and rotating signs are permitted as long as they are not flashing or a distraction to neighboring booths.**

All lights/standards shall be governed by the same height restrictions as display material.

**REVISED. F. Appearance:** An exhibitor is responsible for keeping his booth sightly. Displaying an unfinished surface to neighboring booths is not permitted. Surfaces facing neighboring booths must be single color with no exposed ribbing. Exhibitors must arrange to remove excessive amounts of trash or waste materials during show hours.

**G. Aisles:** Aisles belong to the show and may not be used by an exhibitor. All business must be conducted within the booth and equipment must be so arranged that show visitors do not stand in the aisle while examining equipment or watching demonstrations. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor. **No exhibitor's product, equipment, or booth construction may be so placed as to exclude the view of the neighboring exhibits from visitors passing through the aisles, as determined by Show Management.**

**H. Utility Core:** Utility cores belong to the show and may not be used by the exhibitor for any purpose except connecting equipment to utilities. Any property found in the utility core before, during, or after the show will be removed without notice at the exhibitor's expense.

**I. Fire Regulations:** All booth materials shall be fire resistant. No exhibitor shall have more than one day's supply of materials in booth or storage area. This is in compliance with the Clark County laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. Compliance with such laws is mandatory and the sole responsibility of the exhibitor.

**J. Storage:** Exhibitors shall provide needed storage within their own booths. Supplies for more than one day's requirements may be stored in the special area provided by Show Management (See Rule 20, Supplies or Operating Equipment. Also see above fire regulations.)

**K. Attire:** In keeping with the business-like atmosphere, all booth personnel shall wear acceptable business attire or corporate identity uniforms. Show Management considers as inappropriate apparel and/or costumes not normally worn by most business people in offices or factories. This rule applies to company personnel and any exhibit personnel hired for the show period. Decision of Show Management is final in this regard.

**L. Approval:** All exhibitors are required to submit their plans in advance for approval by Show Management if such plans include the use of unusual effects or methods of presentations of the product.

**15. GAMES, ATTENTION-GETTERS** – The purpose of the show is to present a serious, business-like atmosphere for the promotion or display of exhibitor products. Activities such as games, on-site drawings/giveaways, motorcycles, automobiles, putting games, and animated devices are allowed but must be conducted so as to not be disruptive to attendees and neighboring exhibitors. All attention-getting activities must be set back into the booth a minimum of 5' from all aisles and neighboring exhibitors in order to allow sufficient room for viewing, and under no circumstances can such activities block aisles or a neighboring booth. Exhibitors are responsible for the cleaning of any excessive amount of trash or garbage in or around the exhibitor's booth and the exhibit hall caused by such activities.

Any device or activity that Show Management considers to be objectionable, unsafe, or disruptive to neighboring exhibitors or attendees is prohibited and will be halted. It is impossible to list every conceivable idea which would fall under this proscription, but included, and not limited to, would be live performances, magicians, well-known personalities not regularly employed by the exhibitor, photographic facilities, popcorn machines, fortune tellers, dart games, live music, live animals, fish tanks, golf simulators, strobe lights, and any other activities which creates an excessive or disruptive amount of noise. Show Management, at its sole discretion, may take any action it deems appropriate (including, but not limited to, expulsion from a show and/or suspension or elimination of priority/seniority) against an exhibitor for conduct detrimental to the show.

**16. SALES SOLICITATIONS** – An exhibitor shall not solicit sales from another exhibitor except within his own booth. Any exhibitor found to be in violation of this rule would be subject to expulsion of his exhibit from the show.

An exhibitor shall not be permitted to solicit sales from another exhibitor or visitor on a “cash and carry” basis. Exhibitors shall be permitted to take written orders for a sale within the confines of their booths. Items can be shipped following the show.

**17. SIGNS** – Every exhibitor must identify his booth by company name and location in a manner readily visible from the aisle. Lighted signs must conform to the requirements of Rule 14, Arrangement of Exhibits. “Sold To” signs are limited to a size of 8 1/2 x 11 inches. If a machine or other items in a booth have been borrowed from another exhibitor, visitors may be referred to that other exhibitor by a sign, not over 8 1/2 x 11 inches. This sign may give the name of the machine, the words “Loaned By” or “Supplied By” and the name and booth number of the other exhibitor. Products of a non-exhibitor may not be so identified. All other signs shall conform to the height limitations applicable to display material in the area of the booth in which the sign is used. (See Rule 14.a.6. Note Governing All Exhibits, paragraph 2).

**18. HEADROOM, UTILITIES** – See space diagram for information on headroom. Utilities such as electricity, compressed air, water, drain, internet, and telephone are available from the Las Vegas Convention Center, but Show Management makes no guarantees as to the availability of such utilities and the exhibitor agrees not to hold Show Management responsible for any failure or unavailability of utilities or installation personnel.

**19. DVDs, MOTION PICTURES, SOUND SYSTEMS, NOISE** – All sound systems used with demonstrations, motion pictures, and product presentations, etc., **must be constructed to contain the sound.** Motion pictures relating to the exhibitor’s product will be permitted, as will DVDs and self-contained audio visual devices, but the sound systems **must not** be audible in a neighboring booth or from the aisle. **Machines or devices that create excessive noise may be restricted to periodic operation. The decision of Show Management in this regard shall be final.**

All motion pictures, sound systems, DVDs and audiovisual devices shall be governed by the same height restrictions as display materials (see Rule 14.a.1. - a.5., Height Restrictions), **and** must be set back 5’ from any aisle.

Any oversized multimedia/image devices presentation must be 10 linear feet from a cross aisle or neighboring booth.

**Music Performance:** The exhibitor acknowledges that any live or recorded performance of copyrighted music,

which occurs in their booth, must be licensed from the appropriate copyright owner or agent. The exhibitor undertakes full responsibility for obtaining any necessary licenses and agrees to indemnify and hold harmless PMMI from any damages or expenses incurred by PMMI due to the exhibitor’s failure to obtain such licenses. Devices that create excessive noise may be restricted to periodic operation. The decision of Show Management in this regard shall be final.

**20. SUPPLIES OR OPERATING EQUIPMENT** – Arrangements must be made with the official Show Contractor before September 22, 2019, for delivery, during non-show hours, of supplies such as flexible materials, cartons, and products to be packaged. No deliveries may be made during the show hours.

**21. DELIVERY AND REMOVAL DURING SHOW** – Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show unless permission is first secured in writing from Show Management.

**22. SOUVENIRS AND REFRESHMENTS** – Exhibitors may dispense promotional items such as sales literature, buttons, stickers, lapel pins, etc., but only from within the confines of their booth.

Refreshments, including alcoholic beverages, may be distributed and served from within an exhibitor’s booth at the exhibitor’s own risk and expense. The serving of all refreshments must be confined within the exhibitor’s booth so as not to block aisles or a neighboring exhibitor.

Exhibitors must comply with all applicable Federal, State, and Local Sanitary and Safety laws and must comply with the Las Vegas Convention Center’s Catering Department’s food and beverage distribution and sampling regulations.

Exhibitors are responsible for the cleaning of any excessive amount of trash or garbage in or around the exhibitor’s booth and the exhibit hall caused by such activities. **The serving of popcorn and shell peanuts and the use of a popcorn machine are prohibited.**

**23. PHOTOGRAPHY AND SKETCHING** – Cameras or recording equipment\*, including cell phone cameras, may be carried in exhibit area by exhibitors or their official representatives, but under no circumstances may photographs or videos\* be taken without express authority of the exhibitor concerned in each case. Sketching or drawing of machinery on display is prohibited. Use

of photographic equipment with tripod or other aisle obstruction will not be permitted during show hours.

\* Additional recording guidelines will be provided in your Exhibitor Service Manual, formulated to specify required labor and to monitor electrical safety as specified by the Clark County electrical code.

**24. SAFETY, FIRE AND HEALTH** – The exhibitor must comply with all safety, fire, and health ordinances regarding installation and operation of equipment. All display, exhibit materials, and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. All product demonstrations involving any moving or potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. The decision of Show Management in this regard shall be final.

**Rejected Displays:** Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on compliance with the Rules and Regulations herein specified. Show Management reserves the right to reject, eject, or prohibit any exhibit in whole or in any part, or exhibitor or his representatives, for non-compliance with these Rules and Regulations.

**25. CARE OF BUILDING** – No exhibitor may allow an article to be brought into, or permit any act to be done in the Las Vegas Convention Center, which will increase the premiums or void policies of insurance held by PMMI. No exhibitor may permit any act by its employees by which the premises shall in any manner be marred or defaced. Exhibitor must surrender the space occupied by him in the same condition as at the commencement of occupation. Any damage done to the premises by the exhibitor shall be made good to PMMI or the building owners, as their interests may appear.

**26. THIRD-PARTY BILLING** – All exhibitors who request third-party billing for any services will receive a copy of their final invoice post-show. This will apply to the PACK EXPO Exposition Services (PES) and Las Vegas Convention Center billing.

**27. EXHIBITOR BADGES** – Show Management will provide exhibitors with one free exhibitor badge for each 75 sq. ft. of contracted exhibit space, or fraction thereof. Example: 100 sq. ft. = 2 badges; 200 sq. ft. = 3 badges, etc.

Exhibitor badges in excess of the free allotment and received by PMMI before the designated cut-off date will

be at a cost determined by PMMI, pre-paid only. Badge requests received after the designated cut-off date will be handled on-site and will be charged a fee with payment due at that time. These badges are only for personnel assigned by the exhibitor to staff his booth and are not transferable. Pre-registered exhibitor badges may not be replaced or exchanged on-site. No refunds will be made on badges ordered.

Exhibitor badges will admit wearer to hall during set-up, show days, and teardown. Special buttons or badges will be issued to other individuals properly identified as authorized to work in the hall during installation and dismantling. Badges must be worn in the hall at all times.

**28. REGISTRATION AND ADMISSION** – The show is not open to the general public. A registration fee will be charged for all visitors. An official badge, issued upon registration and not transferable, entitles the wearer to unlimited attendance during scheduled show hours and must be worn at all times in the hall.

Show Management shall have sole control of all admission policies at all times.

Visitor registration will be conducted in advance and at the Las Vegas Convention Center starting no later than 8:00 am, Monday, September 23, 2019.

**29. HOUSING** – The designated Housing Agent for the show, Expovision, will accept requests for advance hotel reservations and assignment. A reservation form and website containing a list of cooperating hotels will be furnished to exhibitors.

**30. INSURANCE** – PMMI and the Las Vegas Convention Center may take precautions to safeguard exhibitor's property by means of regular perimeter guard service. However, they will not be liable for damage or loss to exhibitor's property through theft, fire, accident, or any other cause. Exhibitor should insure his own exhibit and display materials. PMMI will not assume liability for any injury that may occur to show visitors, exhibitors, or their agents and employees, or others.

The exhibitor shall maintain at all times during the show the following insurance coverage and shall furnish a certificate of insurance to PMMI as proof of same.

**A.** Commercial General Liability of at least \$1,000,000;

**B.** Worker Compensation which meets all requirements of the State of Nevada including Employers Liability of not less than \$100,000;

- C.** Commercial Automobile Liability of at least \$1,000,000 combined single limit for all owned, non-owned, hired and rented vehicles operating in or near the facility;
- D.** PMMI and the Las Vegas Convention Center are named as additional insured on all policies, coverage to apply as primary and noncontributory;
- E.** Exhibitors general liability insurance carrier agrees to waive its right of subrogation against PMMI and the Las Vegas Convention Center;
- F.** Exhibitor insurance carriers must currently maintain a minimum AM Best rating of AVIII;
- G.** Exhibitor's insurers will provide PMMI with thirty days written notice in the event of cancellation or material reduction in coverage.

PMMI reserves the right to refuse setup to an exhibitor that does not provide evidence of appropriate coverage.

**31. LIABILITY** – PMMI shall not be liable to the exhibitor in any respect for any claims, losses, expenses, injuries, or damages arising out of or related to the event or the exhibitor's participation in the event due to any act or omission of PMMI or their respective employees or agents, or any third person, whether based on breach of contract or warranty, negligence or other tort, or strict liability, unless directly and solely caused by the gross negligence or willful misconduct of PMMI. PMMI disclaims all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. PMMI shall not be liable to the exhibitor for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if PMMI is aware of the possibility thereof. Notwithstanding any other provision of this agreement, the maximum liability of PMMI to the exhibitor will in no event exceed the lesser of (i) the amount of exhibit fees paid by the exhibitor to PMMI or (ii) \$5,000; recovery of such amount shall be the exhibitor's sole and exclusive legal remedy. Any claim against PMMI by the exhibitor not submitted to, as applicable, PMMI within thirty (30) days of the close of the event shall be forever waived, and no suit or action shall be brought against PMMI more than one (1) year after the event.

**32. INDEMNIFICATION** – The exhibitor shall indemnify and hold harmless PMMI and their respective officers, directors, agents and employees from and against any and all liabilities, damages, actions, losses, claims, costs, and expenses (including reasonable attorney's fees) on account of personal injury, death, or damage to or loss of property arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the

exhibitor, its employees, agents, contractors, members, exhibitors, patrons, or invitees. The foregoing shall not apply with respect to any liability, damage, or loss directly and solely caused by the gross negligence or willful misconduct of the entity or person seeking indemnification.

**33. GENERAL** – All matters and questions not covered by the Rules and Regulations are subject to the decision of Show Management. Rules and Regulations may be amended at any time by Show Management, and all amendments or additions that may be so made shall be as equally binding on all parties affected as the original General Information, Rules and Regulations. Each exhibitor will be provided access to the Exhibitor Service Manual, which will also be considered an extension of the Exhibit Space Application.

**34. CONFORMITY WITH CONVENTION CENTER LEASE** – This agreement is subject to all the terms and conditions that PMMI and/or exhibitors, either individually or as a result of being sub-lessees of PMMI, must comply with as a lessee of the Las Vegas Convention Center. In the event of any conflict between the rights or obligations granted or imposed on exhibitors by the Rules and Regulations and PMMI's lease with the Las Vegas Convention Center, the terms of PMMI's lease with the Las Vegas Convention Center shall take precedence and govern.

**35. PATENT INFRINGEMENTS** – PMMI does not involve itself in patent infringements or trademark disputes before, during, or after the Show. Exhibitors should seek their own legal counsel to resolve such issues.

**NEW. 36. HARASSMENT** – PMMI wishes to create a welcoming environment at PACK EXPO Las Vegas/ Healthcare Packaging EXPO and expects all participants to refrain from harassing behavior and speech. Any person who has been subjected to harassment, or who has witnessed harassment, is encouraged to notify PMMI staff. PMMI reserves the right to take any action it deems appropriate in response to such conduct by any person, including removal of that person from PACK EXPO Las Vegas/Healthcare Packaging EXPO and prohibiting attendance at future events.



C O - L O C A T E D



September 23–25, 2019 • Las Vegas, Nevada USA

FOR QUESTIONS ON THE **RULES & REGULATIONS**, OR TO  
SUBMIT YOUR BOOTH LAYOUT FOR APPROVAL, CONTACT:

Merideth Newman  
mnewman@pmmi.org  
571-612-3208

Jeremy Adams  
jadams@pmmi.org  
571-266-4407

Find more information and up-to-date floor plans at:  
[packexpolasvegas.com/exhibiting](http://packexpolasvegas.com/exhibiting)  
[hcpelasvegas.com/exhibiting](http://hcpelasvegas.com/exhibiting)



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- Aerosol cans □
- Animals □
- Balloons □
- Booth Setup □
- Business Center □
- Chemicals □
- Contractor □ Vendor Requirements □
- Drones/Unmanned Aerial Vehicles □
- Emergency Procedures □
- Food Preparation within Exhibits □
- Food Sampling Information □
- Fire Prevention Exhibit Guidelines □
- Halogen Lamp Restrictions □
- Lift and Carry □
- Meeting Rooms □
- Multi-level and/or Covered Exhibits □
- Outdoor Exhibits □
- Parking □
- Permits □
- Personal Mobility Devices □□
- Roof Access □□
- Shipping and Receiving of Exhibitor Materials/Products □□
- Vehicles □□
- Weapons □□
- Worms □□

## Aerosols

- Aerosol cans for display purposes must be properly identified and empty.
- Containers of flammable liquids are prohibited from display or use within the facility.
- The use of aerosol cans is prohibited within the Gas Regas Convention Center.

## Animals

- Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management then by the Convention Services Manager (CSM).
- The animal must have something to do with the booth or show (i.e. a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage including broad form contractual liability naming the Gas Regas Convention and Visitors Authority as additional insured.
- With the exception of fish animals are not allowed in the building overnight.
- A trainer must accompany animals at all times.

## Balloons

Show management and your Convention Services Manager (CSM) must approve the use of balloons.

### Helium

- Helium balloon columns and arches are permitted in the exhibit halls, public space or meeting room areas as long as balloons are properly anchored.
- Helium balloons may not be used for handouts.
- Air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Storage of helium gas or compressed air cylinders in the building is prohibited.

### Moorings

Moorings (to include hot air balloons) and sites are permitted on the camps of the Gas Regas Convention Center with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM) before placing.
- Balloons/sites must be moored and can only be used for displays. Must submit mooring plan to the Gas Regas Convention Center.
- Balloons/sites must not protrude higher than the building structure of the Gas Regas Convention Center.

### Hot Air Balloons

- Any hot air balloon that is inflated and standing must have a FAA certified pilot with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on Gas Regas Convention Center camps due to the proximity to the local airports. This is an FAA regulation. McArran International Airport is less than 10 miles from the Gas Regas Convention Center.
- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of NFPA.

**Unmanned Aerial Vehicles**

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned free balloon must report the runaway balloon to air traffic control with the estimated position of the balloon and the time it escaped its mooring.

**Booth Setup**

If approved by show management an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full time employees of the exhibiting company and provide credentials.

**Business Center**

ESCA operates the business center for the Las Vegas Convention Center. There are three locations throughout the facility. The business center is open 8am – 6pm, 7 days a week. They are the exclusive provider for scooter rentals and bag/coat check. Additional services are office equipment rentals, printing, copying, faxing, office supplies, various graphics, packing and shipping. Contact ESCA.

**Chemicals**

- All chemicals brought into the facility must be labeled and accompanied by the applicable MSDS – Safety Data Sheet (formerly Material Safety Data Sheets). A list of chemicals must be included with your booth plan submittal to [boothplans.lvcva.com](http://boothplans.lvcva.com).
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sewer lines or drains of the facility.

**Permits**

- Any show-appointed and/or exhibitor-appointed contractor (EAC's) providing a service during conventions, trade shows and events at the Las Vegas Convention Center must obtain an annual permit prior conducting any work on property.
- To apply for an AEP permit have your contractor contact the Las Vegas Convention Center at [AEPpermit.lvcva.com](http://AEPpermit.lvcva.com).

**Access**

- All contractors must have the AEP Exhibition Industry Worker Identification System (AWIS) badge in order to gain access to the property.
- All trade union workers and contract security employees are exempt from obtaining the AWIS badge. However, they must have trade issued photo identification displayed at all times.
- Show staff, exhibitors and attendees must have the show issued credential.
- To obtain identification badges for full or part-time employees and to obtain Temporary Access badges for new employees and workers, please follow the link here to start the process. <https://wis.esca.org/>

**Unmanned Aerial Vehicles**

Unmanned Aerial Vehicles (UAVs) are permitted, however the following guidelines must be strictly adhered to:

- Must have approval from show management and your Convention Services Manager (CSM) before flying any device.
- Complete the Unmanned Aerial Vehicles Drone approval form.
- Must provide UAV manufacturer's guidelines for the specific aircraft to the Las Vegas Convention Center Fire Prevention office.
- Must adhere to all Federal Aviation Administration (FAA) and Department of Homeland Security guidelines.

- UAVs carrying weapons are prohibited.
- May not be flown in lobbies, restaurants or other common areas.
- Must weigh less than 55 pounds.

**Exhibit Booths**

- UAVs are only allowed to fly in defined exhibit booth space or meeting rooms
- Public must be protected from UAVs with the use of netting, plastic or another approved safety feature.
- UAVs are prohibited from flying over populated areas.
- UAVs are prohibited from flying within 18" of any building structure including sprinklers.
- In the meeting rooms, drones are not allowed to fly over people. The UAV must be tethered by an approved safety device.

**General Rules**

- UAVs are prohibited from flying outside on the grounds of the Las Vegas Convention Center due to the proximity of active airports.
- The current FAA regulations require UAVs to be flown at least 5 miles from any active airport. The Las Vegas Convention Center is less than five miles from McCarran International Airport.

**Emergency Procedures**

The Las Vegas Convention Center security staff is trained to handle emergency situations. To report an emergency, please call our 24-hour Control Center at 702.735.7000

**Food Service and Preparation**

Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form must be completed and forwarded to your Convention Services Manager. See attached application. Upon receipt of this form, your Convention Services Manager will forward the information to the Las Vegas Convention Center Fire Prevention Office and Aramar for review and approval.

**Temporary Exhibition and Display Cooking**

Temporary exhibition and display cooking is only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 24 square inches or 2 square feet that produces grease laden vapors must have a fire extinguishing system installed according to NFPA and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers) operations using combustible oils or solids shall meet all of the following criteria:
  - Metal lids sized to cover the horizontal cooking surface are to be provided.
  - The cooking surface is limited to 24 square inches or 2 square feet.
  - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire resistance treated plywood. The noncombustible surface must extend three feet in front of the fryer.
  - The fryer is to be separated from all other equipment by a distance not less than 36 inches.
  - These cooking displays must be separated from all other combustibles by a distance not less than 3 feet.
  - The volume of cooking oil per appliance is not to exceed 5 gallons.
  - The volume of cooking oil per booth is not to exceed 10 gallons.
  - Deep fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 24 square inches or 2 square feet in area. Examples are induction cooktops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of Class B fire extinguisher shall be located within 3 feet of each deep fat fryer and each grill or other appliance producing grease laden vapors.

- A minimum of one class A fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sautéing, stir fry, convection cooking, warming of food and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

**AM**

An event coordinator permit must be obtained by show management for any shows sampling food. Contact Aramar at [redacted] or at [sales@aramar.com](mailto:sales@aramar.com) for the permit application.

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshow. If sampling of open food or beverage is conducted at a booth both hand sanitizing wipes and a sanitizing station will be required. A booth may provide them or they may purchase them from Aramar. If purchased from Aramar exhibitors are required to pick up their hand sanitizing and sanitation station from a retail location set up on the show floor. Hot water must be ordered through Aramar. If an exhibitor is providing their own hand sanitizing wipes and sanitizing station refer to [southnvdistrict.org](http://southnvdistrict.org) website for requirements.

If you have any questions contact Aramar at [redacted] or at [sales@aramar.com](mailto:sales@aramar.com)

[redacted]

- Exhibit booth construction shall meet all building requirements.
- All means of entrance and exit must be clear and free from obstruction at all times.
  - No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within booth cannot be stored behind the booth.
  - Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space additional signage indicating fire equipment location (extinguisher, etc.) will be necessary along with accessibility being maintained at all times.
  - Compressed gas cylinders including propane and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
  - Outdoor use of propane must be preapproved by the Gas Regas Convention Center Fire Prevention Department and the Convention Services Manager.
  - Only the official service contractor has authorization for use of motorized equipment (for lifts, man lifts, boom lifts, etc.) in support of the show.
  - All booths greater than 100 square feet must submit a booth plan to [boothplans@lvca.com](http://boothplans@lvca.com).
  - The travel distance within a booth to an exit access aisle shall not exceed 60 feet.
  - Exhibitors who plan to demonstrate flammable appliances in the Gas Regas Convention Center must have approval from the Convention Services Manager 30 days prior to the event.
  - Enclosed fireplaces must be approved for burning by the Gas Regas Convention Center Fire Prevention Department.
  - Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement code for permanent fireplace installation.

**AM**

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer
- Wattage may not exceed 60 watts.

See examples on following page.

A A 5 A MA



A A



EXHIBITOR VEHICLES

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pickup truck and full size van.
- Trailers of any kind, box trucks or vehicles larger than a full size van or pickup truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts or dollies is not permitted.

Four wheel dollies

Two wheel dollies

Four wheel push carts



MEETING ROOMS

- Floor coverings can be laid over building carpet in the meeting rooms with permission from the Convention Services Manager. Disinfectant must be laid between the building carpet and the covering being installed using only non-residue tape.
- Air walls must be configured prior to laying covering over building carpet.
- Movement of meeting room air walls must be handled by Las Vegas Convention Center personnel.
- Exhibitor crates and pallets must be placed on rollers or disinfectant.
- No signs, banners, crossing, lights, etc. may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls, air walls or doors.
- No structures erected in these rooms may have any type of ceiling. All structures must be 6 inches below automatic fire sprinkler heads.
- When constructing any wall units, facility system controls must remain accessible.
- Closet and utility rooms are for the Las Vegas Convention Center use only.
- Electrical service is limited to the existing power within the room.

MEETING ROOMS AND BOOTH PLANS

**Booth Plans**

- All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 1000 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 30 days prior to the show.
- Plans must be submitted in .dwf, .dwg or .pdf format via email to [boothplans@lvcca.com](mailto:boothplans@lvcca.com).
- Previously approved plans must be resubmitted each year.
- Multi-level or covered contiguous areas in excess of 1000 square feet are required to have a fire sprinkler system installed by a Nevada state licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply.



- The exhibit is used in an event where the duration is 14 calendar days or longer.
  - The exhibit contains display vehicles.
  - The exhibit contains open flame.
  - The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
  - Multi-level areas that are greater than 1000 square feet or which will occupy more than nine persons shall have at least two means of egress.
  - Spiral stairways are not an approved means of egress.
  - Multi-level covered or roofed areas exceeding 1000 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
  - Any covered area that is also enclosed regardless of the size of the area will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.

**10.10.1.1 A**

Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

10.10.1.2 A

**10.10.1.2 A**

- Parking lots used for exhibits that have tents, pavilions, trailers or spring structures must have 10-foot clearance around it for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or spring structures must have a 4-foot wide aisle.
- Temporary Assembly Structures are structures that have either membrane or solid hard shell or glass sides that exceed 1000 square feet have additional requirements set by Clark County. Refer Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 1/4" pass through) or have wind pockets to allow for air to flow through.
- The use of pipe and drape or modular wall systems must have advanced approval from the COM. However, pipe and drape or modular wall systems can be used inside fully enclosed structures.
- If pouring a slab floor made of concrete onto the asphalt is seen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- See Food Preparation within Exhibits for information on exhibition and display cooking.
- See Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 20 gallons of gasoline or 20 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit
- COMA management reserves the right to make changes on site that is deemed necessary without advanced notification for safety concerns.
- Power for any exhibit structure must be provided by the official electrical company.

**10.10.1.3 A**

- Temporary use of portable generators must be installed/operated by the official electrical contractor and a Clark County permit is required where applicable.
- Vehicle mounted generators (i.e. car haulers, etc. as part of an exhibit or utilized during move-in) are not permitted.
- Generators being displayed or part of a product line may be operated with approval from the Convention Services Manager. Specific refueling and fuel storage rules must be followed and the generator may not power the booth.

**10.10.1.4 A**

- Exhibitors must have a Nevada Fire Extinguisher that has a current Nevada State inspection tag.
  - Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed Contractor (AAC)

- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 10 days prior to show open. Submit staking plans to [conventionservices.lvcva.com](http://conventionservices.lvcva.com) See additional staking rules below.
- All tents (a structure that is covered with a soft top and soft sides) greater than 100 square feet require a Clark County Building and Fire Prevention permit.
- All canopies (covered with a soft top but no sides) greater than 100 square feet require a Clark County Building and Fire Prevention permit.
- Self-installed pop-up canopies require either weights or stakes must be lowered every evening at close of show and depending on weather conditions may need to be taken down – to be determined by facility on site.

**ANCHORING**

- All staking must be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- The asphalt must be returned back to its original condition. ASFA standards are
  - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
  - Fill rest of hole(s) within 1/2" of surface with fine aggregate type patching asphalt, tamp until solid.
  - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 24 hours.

**TRUSS STRUCTURES**

- All truss structures require plans to be submitted to Fire Prevention at [boothplans.lvcva.com](http://boothplans.lvcva.com) 10 days in advance and must meet American National Standards Institute (ANSI) regulations 101.1. Depending on the size of attachments and weight facility may require a 3rd party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense.
- If an exhibitor has their own ballast weight but it is deemed insufficient by the facility they must procure additional ballast from a local source and/or the show's general contractor at their own expense.

**ADMISSION**

- The current parking fee is \$10.00 (cash or credit cards accepted) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 739-3333.

**RESTRICTIONS**

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 739-3333 or [boothplans.lvcva.com](http://boothplans.lvcva.com)

Permits from Clark County Building and Fire Prevention are required for

- Temporary outdoor tents and membrane structures over 100 square feet
- Canopies over 100 square feet
- Outdoor temporary structures over 1000 square feet
- Hot work
- Spray and dipping booths
- Pyrogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches





MA A A

Name of event Date of event

Booth Meeting Room

Name of exhibiting company

Contact person title

Phone email

Make Model

Primary use of A during show

Submitted drone specs

Lead drone guidelines

This is an initial form of contact only. Once received the Las Vegas Convention and Visitor's Authority will contact you and advise you if your request is approved. You will then work with the A to finalize the details.

Please complete this form and email it to conventionservices@lvca.com for approval.

Approved

Declined

Contact Signature

Fire Prevention Coordinator

Convention Services Manager

Notes:

Visit conventionservices@lvca.com

or info phone

A reserves the right to update or change this policy with written notice



**Application for Approval to Prepare Food in a Booth**

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth.

Name of event \_\_\_\_\_

Dates of event \_\_\_\_\_ Booth number \_\_\_\_\_

Name of exhibiting company \_\_\_\_\_

Contact person title \_\_\_\_\_

Phone \_\_\_\_\_ mail \_\_\_\_\_

Please indicate the food items you wish to prepare

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Is your company a manufacturer of the food items you wish to distribute? Yes  No   
If you are not the distributor of the products used in your stand and you are not the manufacturer of the products used in your stand

Please indicate the process equipment that would be used

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No open flames will be permitted.  
A 1A1 portable fire extinguisher will be required for each approved device.  
A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Someone from Aramar will be contacting you soon to discuss your Nevada health department procedures additional forms and fee information.

For more information

Convention Services Manager  
[conventionservices@lvca.com](http://conventionservices@lvca.com)

You may finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved  Denied



## Roof Access for Equipment Installation

Name of Show: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_ Exhibit hall: \_\_\_\_\_

Exhibitor  EAC  EAC company: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Removal Date: \_\_\_\_\_ Removal Time: \_\_\_\_\_

Description of equipment to be installed:

All equipment placed on the roof must be labeled with the contractor's name, booth number, and show name.

**Will you require cabling?** Yes  No

Cox Business is the exclusive provider of transport services for the LV Convention Center. They can extend or provide cabling from the roof pad to your booth or exhibit area. Please contact them directly for pricing: [Orders@coxlvcc.com](mailto:Orders@coxlvcc.com) or (855) 519-2624

Cox order #: \_\_\_\_\_

Please complete this form and email it to [conventionservices@lvca.com](mailto:conventionservices@lvca.com) for approval.

Approved:

Declined:

### RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited.
- Fall protection is required for all persons accessing the roof:
  - hen on a sloped roof
  - hen within  feet of the edge of a flat roof
  - hen within  feet of an nprotected s<sub>ky</sub>light or
  - hen otherwise re<sub>qu</sub>ired by  A   part M.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.

C O - L O C A T E D



# EAC Registration Information

September 23–25, 2019 • Las Vegas, Nevada USA

Click the link below to register your Exhibitor Appointed Contractor (EAC). If you are an EAC, please contact the exhibitor you are working with for registration credentials. Show Management will not provide login information directly to EAC's.

**LINK:** <https://app.eacashows.com/app/signin/>

Select PACK EXPO Las Vegas and Healthcare Packaging EXPO 2019

Enter your company's Exhibitor ID for User ID

Enter the primary show contact email address

Enter your company's exhibitor password (Example dfiwqk)

If you have questions, please email [expo@pmmi.org](mailto:expo@pmmi.org) or call (571) 612-3200 and ask to speak with the Show Department.

## Exhibitor Sign In

Event

PACK EXPO Las Vegas and Healthcare Packaging

User ID

[Email](#)

Password

**SIGN IN**



# Insurance Information

September 23–25, 2019 • Las Vegas, Nevada USA

## ATTENTION EXHIBITORS IMPORTANT INSURANCE INFORMATION

Per the space rental agreement between PMMI, the sponsor and producer of PACK EXPO, and the Las Vegas Convention Center, PACK EXPO and Healthcare Packaging EXPO exhibiting companies are *required* to provide a certificate of insurance to PMMI as proof that you meet the following insurance coverage:

1. Commercial General Liability of at least \$1,000,000;
2. Worker compensation which meets all requirements of the State of Nevada including Employers Liability of not less than \$100,000; **Contact your Broker/Carrier as to how your Home State coverage applies to this event.**
3. Commercial Automobile Liability of at least \$1,000,000 combined single limit for all owned, non-owned, hired or rented vehicles operating in or near the facility;
4. PMMI, the Las Vegas Convention Center and PACK EXPO Services are named as additional insured on all policies, except worker's compensation, coverage to apply as primary and noncontributory;
5. Exhibitors general liability insurance carrier agrees to waive its rights of subrogation against PMMI, the Las Vegas Convention Center and PACK EXPO Services;
6. Exhibitor insurance carriers must currently maintain a minimum AM Best rating of AVIII;
7. Exhibitor's insurers will provide PMMI with thirty days written notice in the event of cancellation or material reduction in coverage.

PMMI reserves the right to refuse setup to an exhibitor that does not provide evidence of appropriate coverage. Please refer to the PACK EXPO Las Vegas/Healthcare Packaging EXPO 2019 Rules and Regulations page 14 for further information.

If you have not done so already, please forward a copy of your insurance coverage to:

Reception / Insurance Coverage  
PMMI  
11911 Freedom Drive, Suite 600  
Reston, VA 20190  
Email: [kqueen@pmmi.org](mailto:kqueen@pmmi.org)  
Fax: 703-243-8556

**The areas of coverage mentioned above may not be the only ones to be considered. Therefore, we advise you to consult with your insurance carrier to make sure you have the protection you need. You should consult your Insurance Advisor with regards to any specific coverage that you may need while attending this event.**





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# Affiliated Company(ies) Listing Order Form

**Deadline: July 15, 2019**

**There is a U.S. \$750.00 charge for each additional listing requested for affiliated\* companies. (See sample scenario below.)**

## Affiliated Company(ies) Listings

### Exhibitors with Affiliated\* Company(ies) requesting Multiple Show Listings:

Booth occupants would be listed as separate entities in the same booth location. The rate for this listing would be U.S. \$750.00. \*Affiliated companies are defined as two or more companies that are legally related entities, e.g. a parent and a subsidiary, subsidiaries of the same parent, a corporation and a division. Affiliated companies do not receive priority points for participating in the show.



**Affiliated Company(ies) Listing forms will not be processed without payment.  
NOTE: Affiliated Company(ies) are not entitled to a booth sign.**

**Primary Company**  
*The undersigned represents that he/she is authorized to sign on behalf of the Affiliated Company(ies) and agrees that the Affiliated Company(ies) is subject to the PACK EXPO/Healthcare Packaging EXPO Rules and Regulations.*

Primary Exhibitor Company \_\_\_\_\_  
Name/Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Booth Number \_\_\_\_\_  
Signature \_\_\_\_\_

**# of additional listings at \$750.00 each**  
**METHOD OF PAYMENT (Check One):**

Total Payment Amount \$ \_\_\_\_\_

Check or money order payable to PMMI must be in \$US drawn on U.S. Bank only.  
 VISA     MasterCard     AMEX     DISCOVER

Credit card number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Cardholder name \_\_\_\_\_

**Affiliated Company Information**

Affiliated Company \_\_\_\_\_  
Name/Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Web \_\_\_\_\_

**Once you submit the affiliated company(ies) listing order form with full payment you will receive a password to enter the product information for each company online.**

Please submit form to expo@pmmi.org or to our secure fax line, 571-222-1163.

### Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

### Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

### Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

### Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

---

**Once you submit the affiliated company(ies) listing order form with full payment you will receive a password to enter the product information for each company online.**

---

Please submit form to [expo@pmmi.org](mailto:expo@pmmi.org) or to our secure fax line, 571-222-1163.



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Quick Facts

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

# 1 Exhibit Hall Carpet/ Drape

**Please contact your Customer Account Manager (CAM) if you have any questions on your Booth Drape or Aisle Carpet colors.**

All exhibitors will be provided a 7" x 44" Identification Sign with company name and booth number (at No Charge).

All in-line booth spaces will be automatically set with 8' high back drape and 36" high side dividers.

- Island Booths  
 Booth Drape will NOT be automatically set for Island Booths. If drape is required, please use the Furniture and Accessories forms to order.
- Peninsula Booths  
 Booth Drape will automatically be set at 8' high along the backwall for all peninsula booths according to the show rules and regulations. Setbacks apply to peninsula-end cap booths.
- See Rules and Regulations for setback guidelines.

For planning purposes, aisle carpet and booth drape will be color coded as follows:

North Hall	100 - 899	Tuxedo Carpet	Black Drape
Central Hall	1000 - 5699	Tuxedo Carpet	Grey Drape
Lower South Hall	5800 - 6999	Tuxedo Carpet	Grey Drape
Upper South Hall	7100 - 8499	Tuxedo Carpet	Grey Drape

Pavilions will be color coded as follows:

Association Pavilion	Tuxedo Carpet	Hardwall
Education Pavilion	Tuxedo Carpet	Hardwall
The Confectionary Pavilion	Red Pepper Carpet	White Drape
The PACKage Printing Pavilion	Midnight Blue Carpet	White Drape
The Containers and Materials Pavilion	Midnight Blue Carpet	Black Drape
The Reusable Packaging Pavilion	Green Carpet	White Drape

**(NOTE: In the Showcase of Packaging Innovations® the whole area is in Black.)**

# 2 Booth Setup

In-Line Booths are set with backwall and sidewall drape as shown below. Carpeting is required and is the responsibility of the exhibitor. If you wish to upgrade your booth with a hardwall exhibit or additional furniture, please review the exhibiting packages information, furniture order forms or our Modular System offerings.



**Please note: If you are bringing your own carpet/flooring for your booth, it is your responsibility to remove it from the show floor at the close of show. If you leave your flooring behind and PACK EXPO Services disposes of it, you will be charged Excess Trash Removal at a 2 hour minimum.**

**If you are using an Exhibitor Appointed Contractor (EAC) please notify your EAC of the rules regarding any excess trash left behind in the booth.**



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## Quick Facts

**Discount Deadline:**  
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 (excludes labor)

### 3 Discount Deadline Date

One deadline to remember for all services! Mark your calendar now. Place your order and payment by **August 12, 2019** to take advantage of discounted prices for all services excluding labor and material handling.

### 4 Show Schedule

<b>Exhibitor Move-In</b>		<b>Central Hall</b>	<b>Booths 1000 - 5699</b>
		<b>Lower South Hall</b>	<b>Booths 5800 - 6999</b>
		<b>Upper South Hall</b>	<b>Booths 7100 - 8499</b>
Tuesday	September 17, 2019		12:00 pm - 8:00 pm
Wednesday	September 18, 2019		8:00 am - 4:30 pm
Thursday	September 19, 2019		8:00 am - 4:30 pm
Friday	September 20, 2019		8:00 am - 4:30 pm
Saturday	September 21, 2019		8:00 am - 4:30 pm
Sunday	September 22, 2019		8:00 am - 2:00 pm
		<b>North Hall</b>	<b>Booths 100 - 899</b>
Wednesday	September 18, 2019		8:00 am - 4:30 pm
Thursday	September 19, 2019		8:00 am - 4:30 pm
Friday	September 20, 2019		8:00 am - 4:30 pm
Saturday	September 21, 2019		8:00 am - 4:30 pm
Sunday	September 22, 2019		8:00 am - 2:00 pm

**See Target Move-In Schedule in Section 6 for your target day and time.**

**IMPORTANT:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.

All exhibits must be fully installed by Sunday, September 22, 2019 at 2:00 pm.

If the installation of an exhibit has not started by 2:00 pm on Sunday, September 22, 2019, Show Management reserves the right to authorize PACK EXPO Services to begin the installation process at the exhibitor's expense.

**Any special equipment needed for unloading will be charged separately including cranes and 15,000 pound fork trucks.**



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## Quick Facts

**Discount Deadline:**  
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 (excludes labor)

# 4 Show Schedule (continued)

<b>Exhibit Hours</b>		<b>All Halls</b>
Monday	September 23, 2019	9:00 am - 4:00 pm
Tuesday	September 24, 2019	9:00 am - 4:00 pm
Wednesday	September 25, 2019	9:00 am - 4:00 pm

<b>Exhibitor Move-Out</b>		<b>All Halls</b>
Wednesday	September 25, 2019	4:00 pm - 8:00 pm
Thursday	September 26, 2019	8:00 am - 4:30 pm
Friday	September 27, 2019	8:00 am - 4:30 pm
Saturday	September 28, 2019	8:00 am - 2:00 pm

The **Exhibit Halls** must be cleared by 2:00 pm on Saturday, September 28, 2019.

The return of empty crates will take approximately seven (7) to nine (9) hours. If riggers were used to remove machinery from crates or skids, these items will not be returned automatically. Your dismantle rigging crew will return empty skids and machinery crates.

All outbound carriers must check-in no later than 2:00 pm on Friday, September 27, 2019, at PACK EXPO Services Marshalling Yard. If your outside carriers do not check-in prior to 2:00 pm on Friday, September 27, 2019, PACK EXPO Services will reroute the shipment via the most convenient manner available. The exception to this rule are exhibitors with an outbound target date of Saturday, September 28, 2019. Trucks for Saturday outbound targets must be checked-in by 9:00 am on Saturday, September 28, 2019. Please refer to Sections 6 and 7 for more shipping and target time information.

**NOTE TO EXHIBITORS:** If the carrier's name listed on the outbound Material Handling Agreement (Bill of Lading) DOES NOT MATCH the name of the carrier that checks into the Marshalling Yard to pick up your company's freight - **THE FREIGHT WILL NOT BE RELEASED.** Please make sure there is a phone number where we can reach you to help solve this problem, or keep a company representative onsite through move-out to ensure freight is successfully picked up.



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## Quick Facts

**Discount Deadline:**  
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 (excludes labor)

## 5 Warehouse Shipments

### **Advance Receiving at the Warehouse**

Warehouse Shipping Address:

PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o GES and PACK EXPO Services  
 7000 Lindell Road  
 Las Vegas, NV 89118

PACK EXPO Services will accept crated, boxed or skidded materials beginning on Monday, August 12, 2019, at the above address. To avoid additional charges, materials must arrive to the warehouse by Wednesday, September 11, 2019. The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm.

**Please note that the warehouse will be closed Monday, September 2, 2019 for the Labor Day holiday.**

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information.

1. Warehouse Dock Door size: 9' wide x 10' high
2. Dimensions of freight should not exceed 8'-4" wide x 8'-5" high
3. Heaviest piece should not exceed 5,000 lbs.
4. Only crated, boxed, or skidded shipments will be accepted at the warehouse. NO loose or uncrated shipments or bulk carpet shipments.
5. All carpet must be skidded and separated by booth.

Any shipments that are unable to meet these guidelines will need to ship direct to show site.

**NOTE: Cranes cannot be used at the warehouse. If you need special equipment to unload your materials at the warehouse, please contact PACK EXPO Services at 972-751-9400.**

**IMPORTANT:** All warehouse shipments will be charged a special assessment of \$15.00/ cwt with a \$150.00 minimum. See Material Handling Information forms in Section 3.

## 6 Show Site Shipments

### **Show Site Shipments**

Show Site Shipping Address:

PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 Las Vegas Convention Center  
 c/o PACK EXPO Services  
 3150 Paradise Road  
 Las Vegas, NV 89109

- Show site freight must be delivered on the assigned target date. Reference target move-in floor plans in Section 6.
- All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- All vehicles, including privately owned vehicles (POVs), with materials for delivery must check-in at the Marshalling Yard located at the corner of Ensworth Street and West Post Road. (See map in Section 6 for more information.)



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## Individual Booth Layout Request

To order an individual scaled layout of your booth, please supply the following information:

Booth Number:	
Booth Size:	
Company Name:	
Street Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	
Return to the Attention of:	

Individual booth layouts will be emailed to the address above.

Return form to:           PACK EXPO Services  
 5931 W. Campus Circle Drive  
 Irving, TX 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500



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C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

# Order Summary

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

## PACK EXPO Services Order Forms

FORM NAME	FORM	ORDER TOTAL
Exhibitor Data	2	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
Payment Information	3a-b	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
Terms and Conditions	4	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
Third Party Authorization	5	\$ _____
Exhibiting Packages	6a-f	\$ _____
Carpet - Custom	7a-b	\$ _____
Carpet - Standard and Special Cut	7c-d	\$ _____
Cleaning Service	8a-b	\$ _____
Standard Furniture and Accessories	9a-l	\$ _____
Custom Furniture and Accessories	9a-l	\$ _____
Specialty Services/Illuminated Showcases	9m-n	\$ _____
Modular Rental Exhibits	10a-c	\$ _____
Design Your Own Rental Booth	10d-e	\$ _____
Basic Digital Graphics and Signs	11a-d	\$ _____
Fabric Graphics and Signs	11e	\$ _____
Material Handling Rates	12a-c	\$ _____
Hanging Sign Labor, Placement Grid, Label	14a-l	\$ _____ <b>(Floorplan required.)</b>
Labor Planning	15a	\$ _____
Rigging Labor	15b	\$ _____
Rigging Questionnaire	15c-d	\$ _____
Millwright/Machine Assembly Labor	16	\$ _____
Exhibitor Supervised Labor	17a	\$ _____
PACK EXPO Services Supervised Labor	17b-c	\$ _____
Electrical Service	19a-r	\$ _____ <b>(Floorplan required.)</b>
Lighting	19m-r	\$ _____
Telephone Service	20a-e	\$ _____ <b>(Floorplan required.)</b>
Internet Service	21a-e	\$ _____ <b>(Floorplan required.)</b>
Air and Water Service	22a-g	\$ _____ <b>(Floorplan required.)</b>
Audio Visual/Computers	23a-f	\$ _____
Meeting Room Audio Visual/Computers	24a-b	\$ _____
Floral	25	\$ _____
Hostess/Booth Talent	26a-c	\$ _____
Photography	27a-g	\$ _____
Booth Security Services	28	\$ _____

**Total Amount Due:** \$ \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





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 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Exhibitor Data

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM  
 REGARDLESS IF NOTHING IS ORDERED.**

**REQUIRED FORM**

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

### Company Information

Exhibiting Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I consent to allow PACK EXPO Services and parties involved in the production of this show to send facsimiles and email communications to the fax numbers and email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

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

### Company Contact Information

#### Pre-Show

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

#### On-Site

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Contact Hotel: \_\_\_\_\_  
 Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

### Booth Information

Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet



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## Payment Options and Policy

**Discount Deadline:**  
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### Payment Options

*Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.*

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit PACK EXPO Services's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

- **Payment by Company Check**

Please mail your check along with your order forms to PACK EXPO Services. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact PACK EXPO Services directly for wire payment details.

- **Payment by Third Party**

If PACK EXPO Services will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to PACK EXPO Services for all amounts due in USD funds prior to show closing. If payment has not been received or arranged, your material handling form will be withheld from you causing your carrier not to be able to pick up your freight. Your freight will be shipped back to the advance warehouse and held there until payment has been made. All shipping costs and storage fees will be at exhibitors expense.

### Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at the PACK EXPO Services Service Desk for your review at show site. No order will be processed without a credit card on file and this will cause a delay in processing your order which may cause you to miss the advanced rates on your orders.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Billing Discrepancies**

**All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

**All Labor Types** - Two days notice is required for cancellation of all labor services. If such notice is not provided, a (1/2) half-hour minimum per laborer ordered will be charged the applicable rate.

**Standard Furniture and Carpet** - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

**Custom Furniture** - Items ordered and cancelled one week prior to the scheduled move-in dates will be charged 100% of the applicable price.

**Custom Exhibits and Accessories** - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled within 14 days of the show move-in will be charged 100% of the original price.

**Exhibitor Graphics** - Orders cancelled after production will be charged 100% of the original price.



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# Credit Card Authorization

**Discount Deadline:**  
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 (excludes labor)

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM REGARDLESS IF NOTHING IS ORDERED.**

**REQUIRED FORM**

**Company Information**

Exhibiting Company: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Credit Card Payment**

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at a PACK EXPO Services Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- PACK EXPO Services will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.

**Credit Card Authorization**

- Please complete the information below and submit with your initial order. Incomplete and/or unsigned forms cannot be accepted.

**A check is being sent to cover all expenses, use card only for show-site services**  
 **Use credit card for all services ordered**

**Card Type**

Visa®     MasterCard®     American Express     Discover®     Debit Card

**Credit Card Number**

**Expiration Date**

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

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

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

\_\_\_\_\_  
 TELEPHONE EMAIL

**PLEASE SIGN**

X \_\_\_\_\_



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# Terms and Conditions

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.**

The terms and conditions set forth below become a part of the Contract between PACK EXPO SERVICES, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO PES'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH PES IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH PES, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. Customer and Exhibitor are used interchangeably and shall refer one to the other. PACK EXPO SERVICES and PES are also used interchangeably and shall be deemed to refer one to the other. Show refers to the event referenced above, with location, facility and date.

2. Payments are due prior to delivery of services or equipment to Customer unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express, and Discover credit cards, or check, provided there is sufficient customer credit in the Customer's form of payment to completely satisfy the amount owed by Customer to PES. Undersigned authorizer acknowledges that all applicable charges for services rendered to the Exhibitor will be applied to the credit card on file in the event another form of payment is not tendered prior to the close of the trade show. In no instance shall any Customer be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by the Customer to PES which have not been paid 30 days after the close of the Show, then these shall bear an interest rate of 1-1/2% per month (18% per annum).

3. **Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the PES Service Center at the Show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in Customer's account will be made at that time, and approved by the PES Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on specific service form.**

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

4. PES reserves the right to discontinue one or all services or equipment delivery to Customer for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release Customer from payment on the other remaining services upon presentation of invoice.

Should it become necessary after all discrepancies are resolved to employ a collection agency, then Customer agrees that all reasonable and customary collection fees shall be borne by Customer. Furthermore, should litigation ensue, the Customer and PES agree that all reasonable attorney's fees shall be borne by the non-prevailing party.

5. **PES shall not be liable to Exhibitor in any respect for any claims, losses, expenses, injuries, or damages arising out of or related to the Show or Exhibitor's participation in the Show, due to any act or omission of PES, its employees or agents, or any third person, whether based on breach of contract or warranty, negligence or other tort, or strict liability.** PES disclaims all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. PES shall not be liable to Exhibitor for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if PES is aware of the possibility thereof. Notwithstanding any other provision of this Agreement, the maximum liability of PES to Exhibitor will in no event exceed the lesser of (i) the amount of exhibit fees paid by Exhibitor to PES for the Show or (ii) \$5,000; recovery of such amount shall be Exhibitor's sole and exclusive legal remedy. Any claim against PES not submitted to PES within thirty (30) days of the close of the Show shall be forever waived, and no suit or action shall be brought against PES more than one (1) year after the Show.

6. **Insurance and liability against theft and property damage or any costs for repair or neglect for the full replacement cost of equipment or exhibit material owned or rented by the Customer remain the complete and sole responsibility of the Customer.** Insurance and liability against theft, property damage, or bodily injury occurring within the confines of the Exhibitor's booth remain the sole and complete responsibility of the Exhibitor. Without limiting the foregoing, to the extent that the performance of PES is impeded by Acts of God, fire, flood, weather, strikes or labor disruptions, civil unrest, public health risks, governmental law or action, third party conduct, or other circumstances beyond PES's reasonable control, PES shall be excused from such performance.

7. **Without limiting the provisions contained in Section 5, PES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage, nor shall PES be responsible in any manner for loss, theft or disappearance of Exhibitor's materials while Exhibitor's materials are in Exhibitor's possession or are located within or near the confines of the Exhibitor's booth.** PES's liability shall be limited to any loss or damage which results solely from PES's negligence in the actual physical handling of the Exhibitor's materials and not for any other type of loss or damage. PES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged while in the possession of PES, and, in any event, PES's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability, of \$50.00 per item or \$1,000.00 per shipment.

Exhibitor recognizes that PES provides services as Exhibitor's agent and not as bailee or shipper unless Exhibitor contracts with PES Transportation. If any employee or subcontractor of PES shall sign a delivery receipt bill-of-lading, or other document, Exhibitor agrees that these signatories will do so as Exhibitor's agent, and Exhibitor accepts the responsibility thereof. PES or its subcontractors are authorized to note the quantities or condition of items on the Exhibitor's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by exhibitor. Correct weights with Weight Certificate must be provided, otherwise PES's or its subcontractor's estimate shall prevail in the event of any weight discrepancy.

PES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from Exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished to PES by Exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

8. Exhibitor shall indemnify and hold harmless, PES and its employees and affiliated companies and organizations from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and/or expenses of any kind or nature whatsoever (including costs of defense, settlement, and reasonable attorneys' fees) on account of injuries to or death of any person or damage to any property occurring directly or indirectly from the acts or omissions of Exhibitor or its employees, agents, or contractors, however such injuries or death or damage to property may be caused. Upon the request of PES, Exhibitor shall promptly defend any such demand, claim, cause of action, or suit.

9. In the case of bills submitted to parties other than the Customer, Exhibitor, or Exhibiting Company (Third Parties): such arrangements in no way release Customer, Exhibitor, or Exhibiting Company from any and all of the terms and conditions outlined herein.

10. **REFUNDS:** In the event that the Show is not held for any reason, Customer shall receive a refund of the exhibitor services payment, less Customer's pro-rata share of all costs and expenses incurred and committed by PES in connection with the Show. Customer shall receive full and complete refund of overpayments following final audit after the close of the Show. PES will remit refunds to Customer at the name and address indicated on the Exhibitor Data Sheet. Customer will receive a refund for any extra overpayment above and beyond the amount which Customer owes to PES. Also provided for the Customer with the final refund shall be a final accounting showing the services or equipment ordered.

11. **CREDIT CARD:** We are pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the 30% discount offered.

12. **Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.**

13. **PES does not involve itself in patent infringement or trademark disputes before, during, or after the Show. Exhibitors should seek their own legal counsel to resolve such issues. Nevertheless, PES reserves the right to remove any equipment that is the subject of a patent or trademark challenge.**

14. **These terms and conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without regard to conflicts principles. Any litigation between the parties shall, at the option of PES, be filed and prosecuted exclusively in a State or federal court in or for Fairfax County, Virginia.**

15. If any provision in these Terms and Conditions is held to be invalid or unenforceable, that provision shall be construed, limited, modified or, if necessary, severed, to the extent necessary to eliminate its invalidity or unenforceability, and the other provisions shall remain unaffected.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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September 23-25, 2019 • Las Vegas, Nevada USA

# Third Party Authorization

Use this form if you authorize a third party to invoice for some or all services.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

## Third Party Information

Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Third Party Payment Policy

- The payment record of the Third Party must be acceptable to PACK EXPO Services.
- Form is completed and signed by both parties and returned to PACK EXPO Services at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

## Services to be Invoiced to Third Party

All Services       Furniture/Carpet       Forklift Labor       Booth Labor  
 Hanging Sign Labor       Booth Cleaning       Material Handling  
 Other: \_\_\_\_\_

## Card Type

Visa®       MasterCard®       American Express       Discover®       Debit Card

## Credit Card Number

## Expiration Date

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

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

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

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PLEASE SIGN** X \_\_\_\_\_

### Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to PACK EXPO Services prior to the close of the show. (Authorized Firms Representative's signature required below.)

**PLEASE SIGN** X \_\_\_\_\_



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C O - L O C A T E D



Healthcare<sup>+</sup>  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Online Ordering Instructions

**Discount Deadline:**  
**August 12, 2019**  
**(excludes labor)**

**If you have a third party managing this show for you, please contact your Customer Account Manager and they will provide a separate password.**

### **To order your show services: CLICK ON**

- Order Services
- Continue
- Add Item
- Select Service
- Select an Item
- Quantity (select)
- Option (if requested choose)
- Add this Item
- Add Item (for more ordering)
- Repeat the above steps

### **Completing your order: CLICK ON**

- Select Payment
- Insert Your Name
- Check Agree (terms and conditions)
- Payment - New Credit Card

### **If ordering Utilities:**

- If Custom Placement is required you must order (1) outlet at a time.
- Follow ordering process above
- After you click Add Item PLEASE READ THE RULES AND REGULATIONS FOR SERVICES
- Select an Item
- Quantity
- For Custom Placement: choose either:
  - Customer Floor Plan and Upload Floor Plan
  - OR
  - Custom Placement - X Feet Back and X Feet Over
- Add this Item
- Continue until order is completed and payment is selected

If you need help with any steps of the ordering process please contact your Customer Account Manager at 972-751-9400.



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C O - L O C A T E D



Healthcare+  
 PACKAGING  
 EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Contact Info

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

### PACK EXPO Services

972-751-9400 (Main Phone)

972-751-9500 (Main Fax)

### Email Contacts

2019 Customer Account Managers (CAM)				
Role	Name	Booths	Direct Phone	Email
<b>NORTH HALL</b>		<b>100 - 899</b>		
TL	Janessa Jones		972-751-9429	<a href="mailto:jjones@packexposervices.com">jjones@packexposervices.com</a>
CAM	Janet Morgan	100-499	972-751-9446	<a href="mailto:jmorgan@packexposervices.com">jmorgan@packexposervices.com</a>
CAM	Madonna Hanna	500-899	972-751-9425	<a href="mailto:mhanna@packexposervices.com">mhanna@packexposervices.com</a>
<b>CENTRAL HALL</b>		<b>1000 - 5699</b>		
TL	Robert Richardson		972-751-9437	<a href="mailto:rrichardson@packexposervices.com">rrichardson@packexposervices.com</a>
BUTL	Brittany Laster		972-751-9401	<a href="mailto:blaster@packexposervices.com">blaster@packexposervices.com</a>
CAM	Nancy Martin	1000-2199	972-751-9175	<a href="mailto:nmartin@packexposervices.com">nmartin@packexposervices.com</a>
CAM	Rachel Pierson	2200-3499	972-751-9449	<a href="mailto:rpierson@packexposervices.com">rpierson@packexposervices.com</a>
CAM	Donna Sandoval	3500-4499	972-751-9426	<a href="mailto:dsandoval@packexposervices.com">dsandoval@packexposervices.com</a>
CAM	Maricela Vega	4500-5699	972-751-9430	<a href="mailto:mvega@packexposervices.com">mvega@packexposervices.com</a>
<b>LOWER SOUTH HALL</b>		<b>5800-6999</b>		
TL	Missy Cass		972-751-9144	<a href="mailto:mcass@packexposervices.com">mcass@packexposervices.com</a>
BUTL	Derrick Rippatoe		972-751-9439	<a href="mailto:drippatoe@packexposervices.com">drippatoe@packexposervices.com</a>
BUTL	Carrie Cobb		702-660-9272	<a href="mailto:ccobb@packexposervices.com">ccobb@packexposervices.com</a>
CAM	Tim Morris	5800-6099	972-751-9434	<a href="mailto:tmorris@packexposervices.com">tmorris@packexposervices.com</a>
CAM	Robbie Ellis	6100-6399	972-751-9436	<a href="mailto:rellis@packexposervices.com">rellis@packexposervices.com</a>
CAM	Jake Laster	6400-6699	972-751-9453	<a href="mailto:jlaster@packexposervices.com">jlaster@packexposervices.com</a>
CAM	Emily Puccio	6700-6999	702-660-9273	<a href="mailto:epuccio@packexposervices.com">epuccio@packexposervices.com</a>
<b>UPPER SOUTH HALL</b>		<b>7100-8499</b>		
TL	Staci Davidson		972-751-9407	<a href="mailto:sdavidson@packexposervices.com">sdavidson@packexposervices.com</a>
BUTL	Carrie Cobb		702-660-9272	<a href="mailto:ccobb@packexposervices.com">ccobb@packexposervices.com</a>
CAM/BU	Matt Sinclair	7100-7199	972-751-9404	<a href="mailto:msinclair@packexposervices.com">msinclair@packexposervices.com</a>
CAM	Emma Boose	7200-7599	972-751-9180	<a href="mailto:eboose@packexposervices.com">eboose@packexposervices.com</a>
CAM	Kelly Bolger	7600-7899	972-751-9452	<a href="mailto:kbolger@packexposervices.com">kbolger@packexposervices.com</a>
CAM	Meghan Villarreal	7900-8199	972-751-9443	<a href="mailto:mwillarreal@packexposervices.com">mwillarreal@packexposervices.com</a>
CAM	Victoria Heindl	8200-8499	972-751-9419	<a href="mailto:vheindl@packexposervices.com">vheindl@packexposervices.com</a>



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C O - L O C A T E D



Healthcare<sup>+</sup>  
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## Contact Info

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### Target Date Questions and Change Requests

[jroche@packexposervices.com](mailto:jroche@packexposervices.com)

### Rigging Questions

[rigging@packexposervices.com](mailto:rigging@packexposervices.com)

### Custom Exhibit Design and Quotes

[PES.custombooths@packexposervices.com](mailto:PES.custombooths@packexposervices.com)

### Organizer Web Address

PACK EXPO

[www.packexpointernational.com](http://www.packexpointernational.com)




# Attention PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019 Exhibitors **225 Square Feet and Under:**


## **PACK EXPO Services (PES) has just made EXHIBITING EASY FOR YOU!**

We created three new comprehensive booth packages especially for booths 225 square feet and under. All of your booth needs are now bundled together in one, easy to order, package. Now you don't have to read and complete multiple forms, simply contact your Customer Account Manager (CAM) select a package and you are done!

Enclosed are the new packages including furniture, drape or hardwall display, company identification sign, carpet, cleaning and basic electrical. For booths 225 square feet or less, this could be the perfect solution.



**BASIC PACKAGE** has the furniture and booth setup that you need to hit the ground running when you arrive at the Las Vegas Convention Center.



**TURNKEY PACKAGE** adds hard wall rental exhibit options to enhance your booth space.

These Packages will be set up and ready for you by 5:00 P.M. on your company's inbound target date.

Contact your CAM today to select the package that best suites your needs and budget. Then you can focus on pre-show promotion to increase your company's return on investment.

We look forward to helping you have a **SUCCESSFUL PACK EXPO Las Vegas/Healthcare Packaging EXPO 2019.**

Call PES today at **972-751-9400**  
or Email your CAM team by hall

Please  
**PLACE YOUR ORDER**  
with your CAM  
by Monday,  
August 12th,  
2019

PES.Central@packexposervices.com  
PES.South@packexposervices.com  
PES.North@packexposervices.com



C O - L O C A T E D



Healthcare<sup>+</sup>  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas, Nevada USA



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Basic Furniture Packages

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

### Basic Furniture Package

Complete and return this form to take advantage of the Basic Furniture Package for booths 225 sq. ft. and under. To upgrade your Basic Package with a Modular Rental Exhibit, please complete the Turnkey Package Form.

The Basic Furniture Package includes the following items:

- 8' high backwall drape
- 3' high sidewall drape
- 7" x 44" company identification sign
- 9' x 10', 9' x 15', 9' x 20' or 15' x 15' - 16oz Standard Cut Carpet as appropriate for your booth (indicate carpet color choice below)
 

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Green	<input type="checkbox"/> Latte
<input type="checkbox"/> Midnight Blue	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Red Pepper	<input type="checkbox"/> Tuxedo
- Daily Booth Vacuuming
- One 6' (30" high) draped table (indicate table drape color choice below)
 

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	<input type="checkbox"/> Flax
- Two Black Diamond Side Chairs
- One Wastebasket
- One 120 volt 500 watt electrical outlet (standard placement)

**Additional outlets, electrical labor and materials are not included in these packages.**

**If applicable, the electrical package credit will be applied to your final invoice. See form 19a for details.**

Prices below include tax.

1 Basic Furniture Package		Advance Price	Standard Price	Total
		10' x 10'	\$ 764.75	\$1,092.45
10' x 15'	\$ 892.90	\$1,275.60	=	
10' x 20'	\$1,021.25	\$1,470.75	=	
15' x 15'	\$1,239.60	\$1,770.80	=	

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal of Basic Furniture Package \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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- Designating Custom Placement  
 will incur additional  
 electrical labor costs.

# Furniture Package Electrical Floor Plan Template

Discount Deadline:  
**August 12, 2019**  
 (excludes labor)

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_



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## Turnkey Exhibit Packages

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

### Turnkey Packages

Complete and return this form to take advantage of the Turnkey Package for booths 225 sq. ft. and under. The Turnkey Package includes all of the items from the Basic Furniture Package as well as one of the Modular Rental Exhibits listed below. The Modular Rental Exhibits are available in both Basic and Designer (Digital Graphics) versions. For a more detailed description and pictures of each rental booth, please review the Exhibit Solutions brochure at the end of this section.

The Basic Furniture Package includes the following items:

- 8' high backwall drape
- 3' high sidewall drape
- 7" x 44" company identification sign
- 9' x 10', 9' x 15', 9' x 20' or 15' x 15' - 16oz Standard Cut Carpet as appropriate for your booth (indicate carpet color choice below)

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Green	<input type="checkbox"/> Latte
<input type="checkbox"/> Midnight Blue	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Red Pepper	<input type="checkbox"/> Tuxedo

- Daily Booth Vacuuming
- One 6' (30" high) draped table (indicate table drape color choice below)

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	<input type="checkbox"/> Flax

- Two Black Diamond Side Chairs
- One Wastebasket
- One 120 volt 500 watt electrical outlet (standard placement)
- One Modular Rental Exhibit (indicate panel color choice for Basic units)

<input type="checkbox"/> White	<input type="checkbox"/> Blue	<input type="checkbox"/> Black
--------------------------------	-------------------------------	--------------------------------

**Additional outlets, electrical labor and materials are not included in these packages.**

**If applicable, the electrical package credit will be applied to your final invoice. See form 19a for details.**

**To further enhance a Basic version booth, consider upgrading to a custom graphic header. Please contact your Customer Account Manager for details and pricing. Information for this item is also located in the Modular Rental section.**

**TURNKEY PACKAGE PRICING NOT AVAILABLE AFTER AUGUST 26, 2019.**



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## Turnkey Exhibit Packages

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

These prices include tax.

		Advance Price	Standard Price	Total
<b>1</b> 10 x 10 Turnkey Package	A100 Basic Version	\$ 2,601.85	\$ 3,735.05	=
	A100 Designer Version	\$ 4,054.90	\$ 5,825.25	=
	B100 Basic Version	\$ 2,688.95	\$ 3,860.35	=
	B100 Designer Version	\$ 4,142.00	\$ 5,950.55	=
	C100 Basic Version	\$ 3,714.40	\$ 5,335.45	=
	C100 Designer Version	\$ 5,484.15	\$ 7,881.20	=
	D100 Basic Version	\$ 3,116.55	\$ 4,475.45	=
	D100 Designer Version	\$ 4,826.95	\$ 6,935.80	=
	F100 Light Box	\$ 4,312.25	\$ 6,195.40	=
<b>2</b> 10 x 15 Turnkey Package	A150 Basic Version	\$ 3,502.05	\$ 5,028.80	=
	A150 Designer Version	\$ 5,830.10	\$ 8,377.60	=
	B150 Basic Version	\$ 3,779.20	\$ 5,427.45	=
	B150 Designer Version	\$ 5,959.95	\$ 8,564.40	=
	C150 Basic Version	\$ 5,319.35	\$ 7,642.90	=
	C150 Designer Version	\$ 7,975.20	\$11,463.30	=
	D150 Basic Version	\$ 4,420.60	\$ 6,350.10	=
	D150 Designer Version	\$ 6,986.20	\$10,040.60	=
	E150 Basic Version	\$ 4,420.60	\$ 6,350.10	=
E150 Designer Version	\$ 6,986.20	\$10,040.60	=	
<b>3</b> 10 x 20 Turnkey Package	A200 Basic Version	\$ 4,695.45	\$ 6,755.95	=
	A200 Designer Version	\$ 7,601.50	\$10,936.25	=
	B200 Basic Version	\$ 4,869.65	\$ 7,006.55	=
	B200 Designer Version	\$ 7,775.70	\$11,186.85	=
	C200 Basic Version	\$ 6,920.50	\$ 9,965.65	=
	C200 Designer Version	\$10,460.10	\$15,057.25	=
	D200 Basic Version	\$ 6,054.05	\$ 8,710.30	=
	D200 Designer Version	\$ 8,908.05	\$12,815.70	=
	F200 Light Box	\$8,116.20	\$11,676.55	=

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal of Turnkey Package \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## Turnkey Exhibit Packages

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

These prices include tax.

4	15 x 15 Turnkey Package		Advance Price	Standard Price	Total
		A150 Basic Version	\$ 3,848.75	\$ 5,524.00	=
		A150 Designer Version	\$ 6,176.80	\$ 8,872.80	=
		B150 Basic Version	\$ 4,125.90	\$ 5,922.65	=
		B150 Designer Version	\$ 6,306.65	\$ 9,059.60	=
		C150 Basic Version	\$ 5,666.05	\$ 8,138.10	=
		C150 Designer Version	\$ 8,321.90	\$11,958.50	=
		D150 Basic Version	\$ 4,767.30	\$ 6,845.30	=
		D150 Designer Version	\$ 7,332.90	\$10,535.80	=
		E150 Basic Version	\$ 4,767.30	\$ 6,845.30	=
		E150 Designer Version	\$ 7,332.90	\$10,535.80	=

Consider adding a Custom Header to Basic Version Booths — See Modular Rental forms for details.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal of Turnkey Package \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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- Designating Custom Placement  
 will incur additional  
 electrical labor costs.

# Turnkey Package Electrical Floor Plan Template

Discount Deadline:  
**August 12, 2019**  
 (excludes labor)

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

# Exhibit Solutions



PACK EXPO Services can provide you a complete rental exhibit in a style that fits your needs and at a price that fits your budget. You pay no design fees, no shipping fees, no material handling fees and no repair or refurbishing fees. Make a bigger splash and order the Designer version which includes graphics designed just for you.

Each rental includes the header, lights, and installation and dismantle labor. Designer versions include custom graphics. See item descriptions for more details. If you should have any questions or to place an order, please feel free to contact your Customer Account Manager for additional assistance.

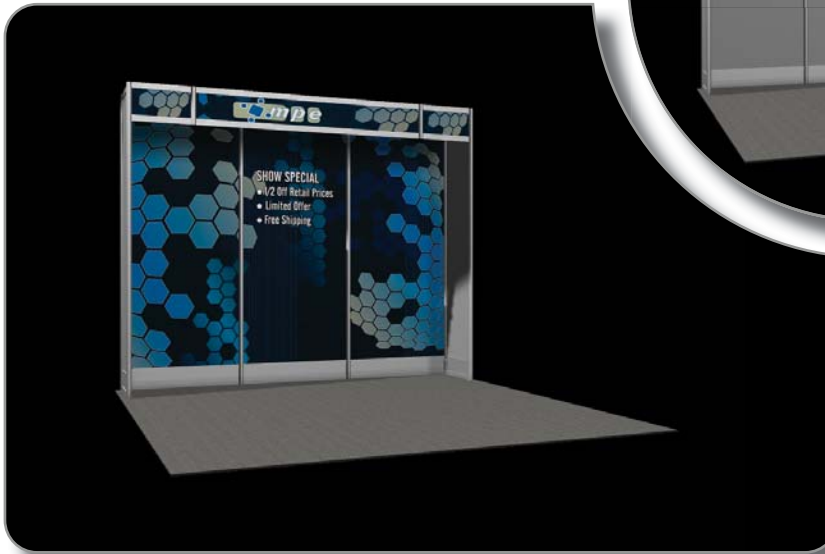
You may combine any rental booth with a PES Exhibiting Package to create a true turnkey exhibit.



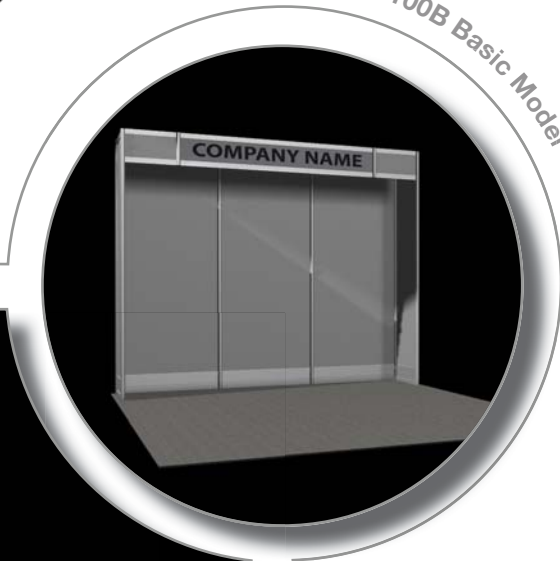
# 8' High – 10' Wide Units

exhibit solutions

A100D Designer Model



A100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B100D Designer Model



B100B Basic Model



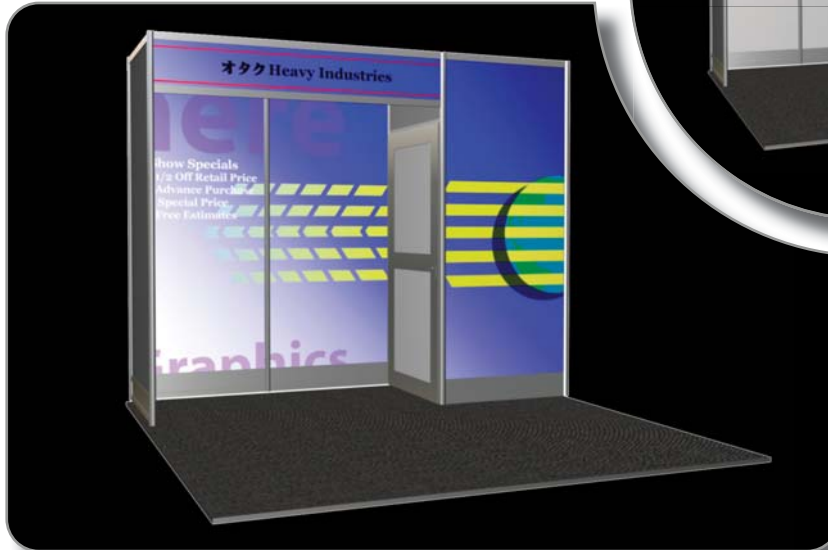
**Rental Includes:**

- Flat Surface Backwall
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

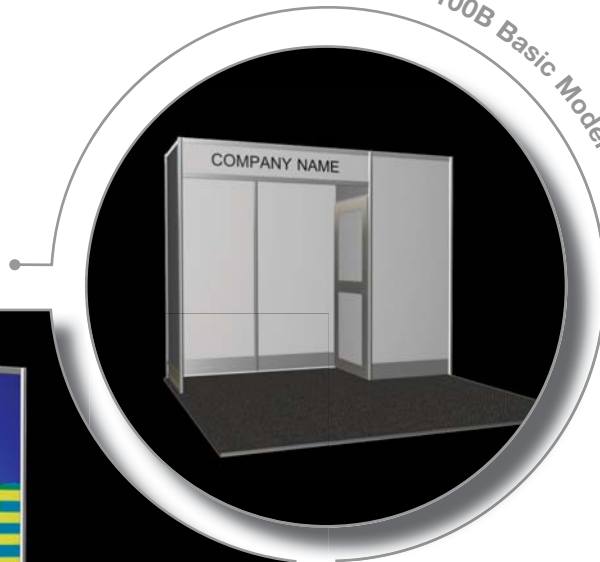
# 8' High – 10' Wide Units

exhibit solutions

D100D Designer Model



D100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (2) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F100 Model

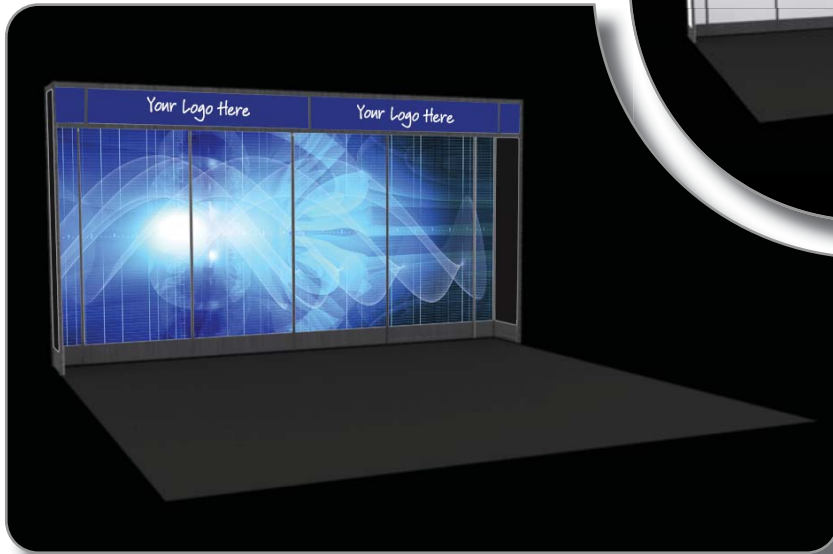


**Rental Includes:**

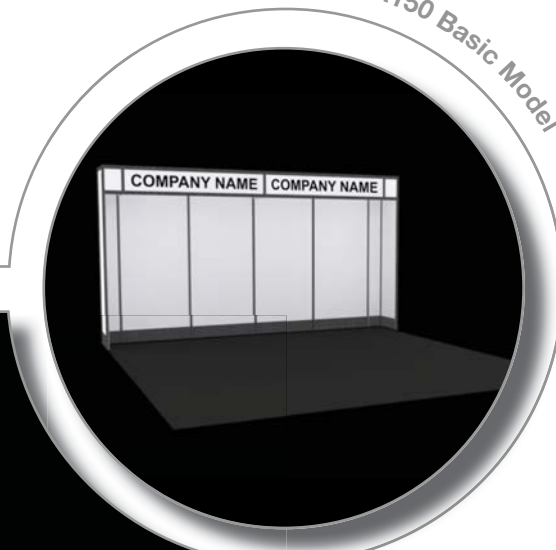
- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 15' Wide Units

A150 Designer Model



A150 Basic Model

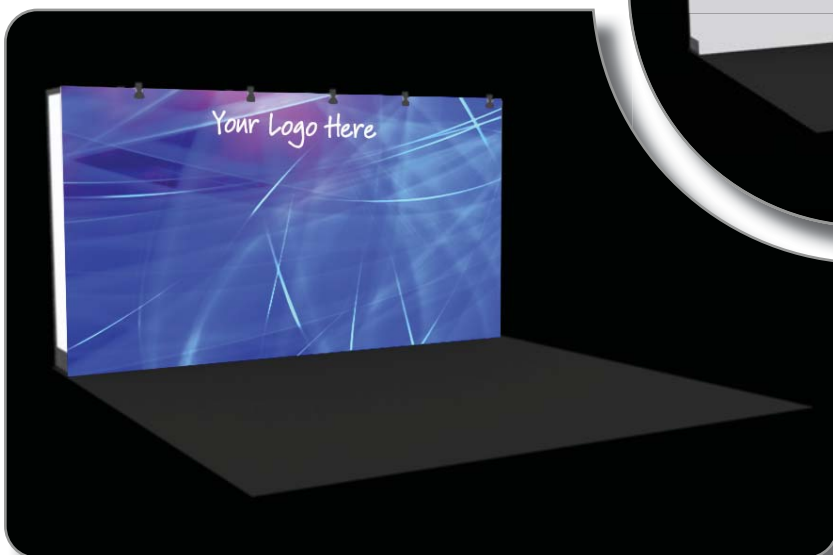


**Rental Includes:**

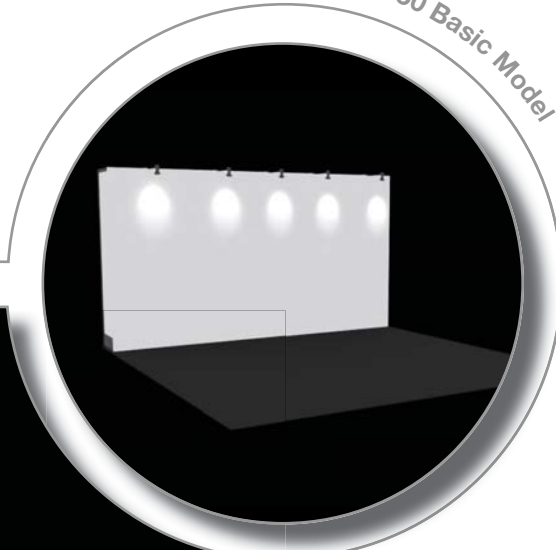
- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B150 Designer Model



B150 Basic Model



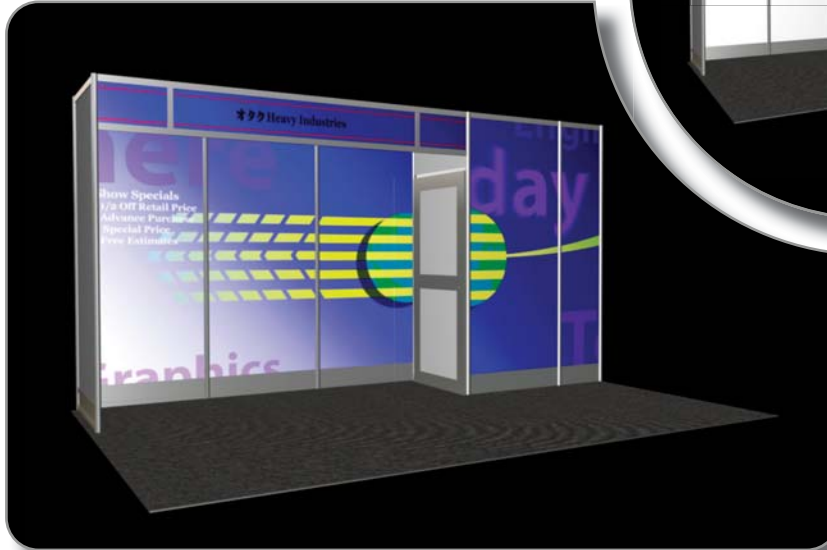
**Rental Includes:**

- Flat Surface Backwall
- (5) Spot Lights
- Custom Graphics (Designer Only Option)

# 8' High – 15' Wide Units

exhibit solutions

D150D Designer Model

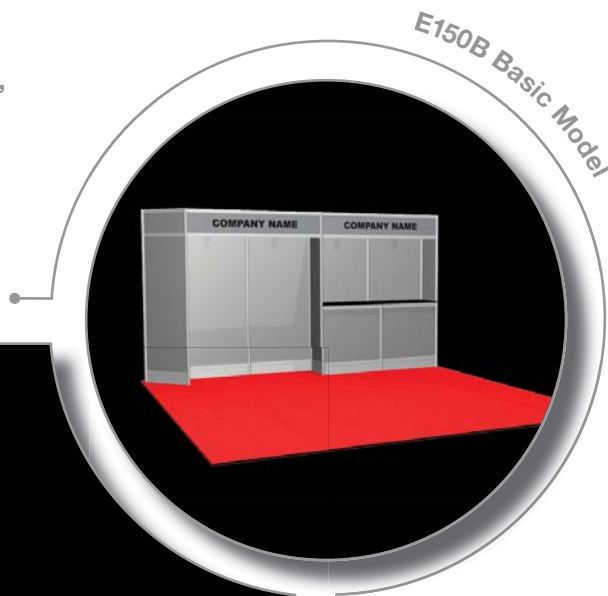


**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

E150D Designer Model



**Rental Includes:**

- (2) Headers (Custom Headers Additional Cost)
- (4) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 8' High – 20' Wide Units

exhibit solutions

B200B Basic Model



B200D Designer Model

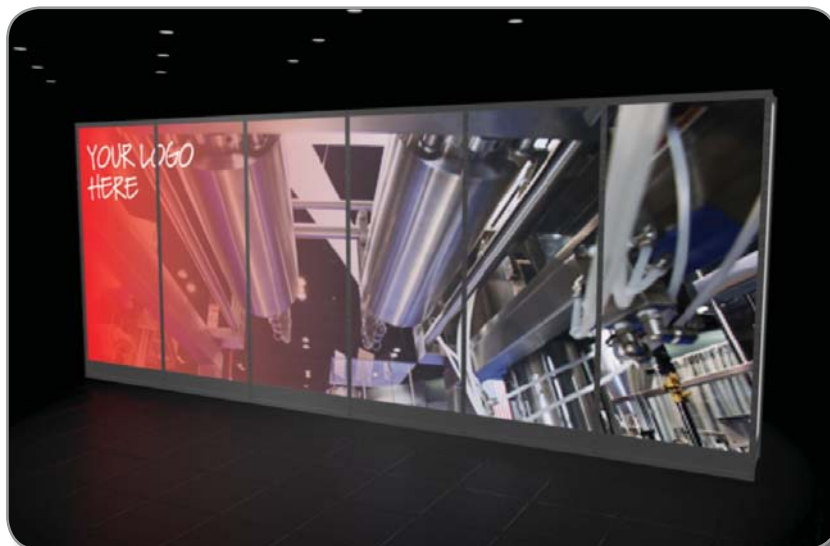


**Rental Includes:**

- Flat Surface Backwall
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F200 Designer Model



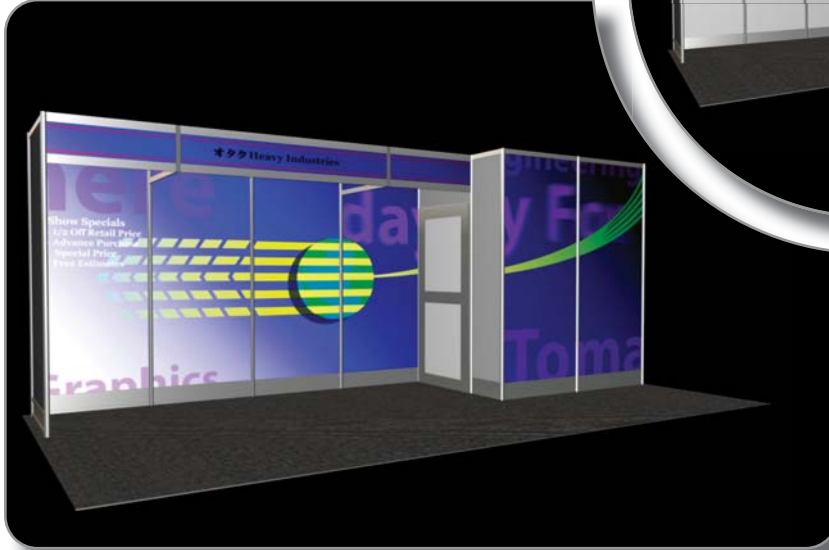
**Rental Includes:**

- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 20' Wide Units

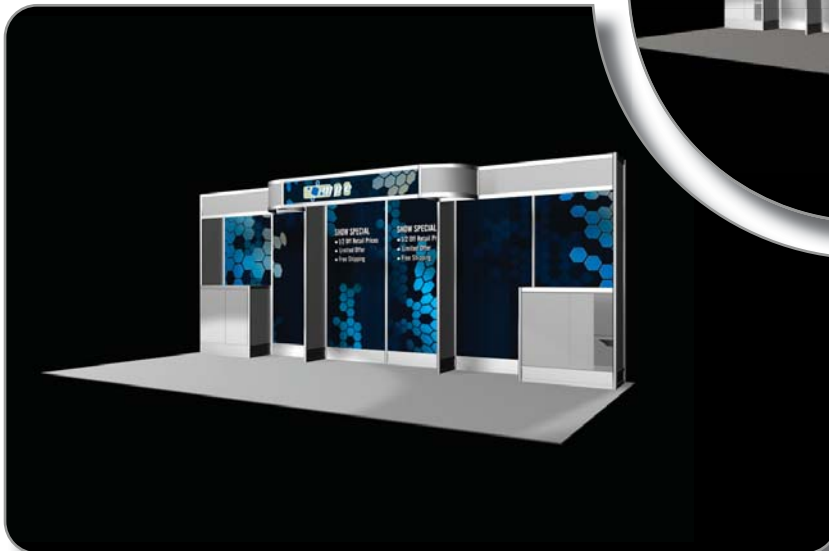
exhibit solutions

D200D Designer Model

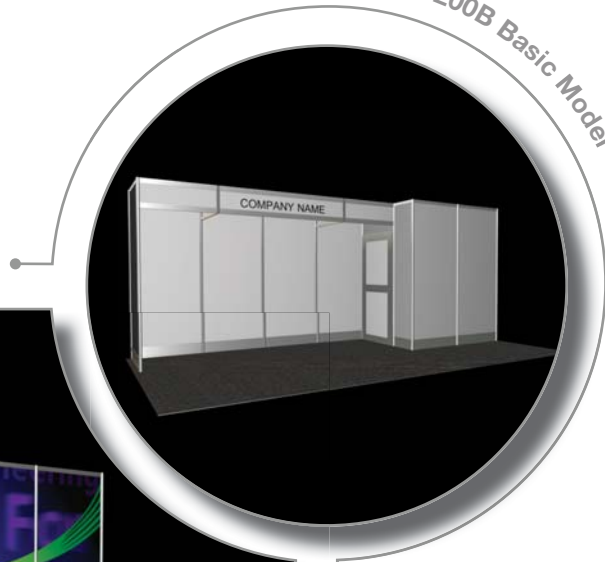


Refer to page 11 & 12 for various counters, shelves, and other accessories.

A200D Designer Model



D200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (4) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

A200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (6) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 12' High Options

C100 Designer Model (10' Wide)



C100 Basic Model

**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

C150 Designer Model (15' Wide)



C150 Basic Model

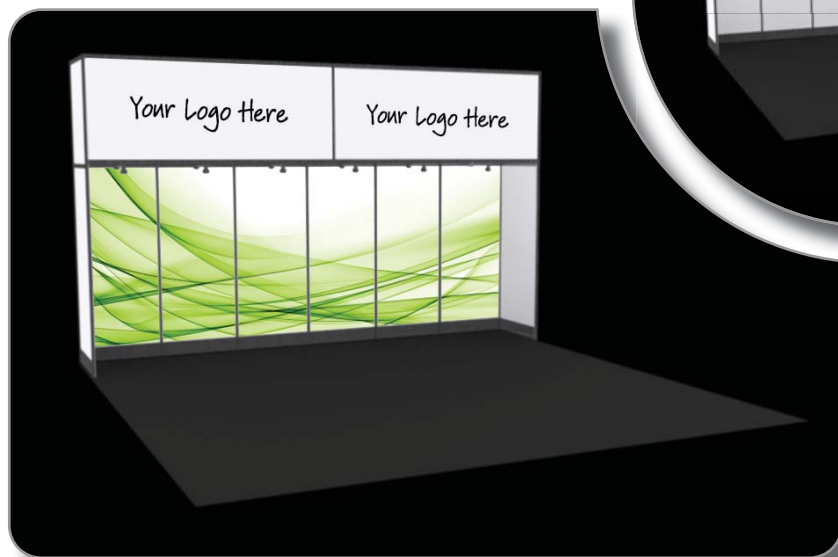
**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

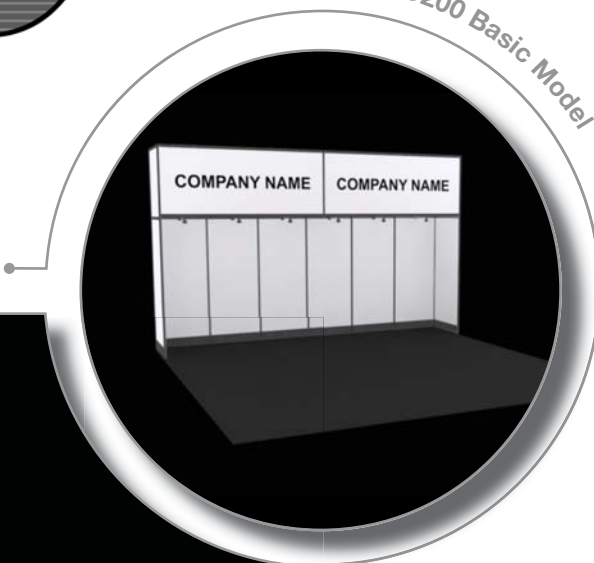
# 12' High Options

exhibit solutions

C200 Designer Model (20' Wide)



C200 Basic Model



### Rental Includes:

- 2 Headers (Custom Header Additional Cost)
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

## Custom Headers:

Add a custom graphic header to any booth rental for a fraction of the cost of a full designer option rental. Logos and company branding will add that custom look without breaking your budget. See order forms for pricing and contact your CAM to finalize your graphic look.



# Have your own idea?

We can help you design your own booth.

It's easy!

Configure a booth to meet your specific needs.

Our design department will bring it to life.



Using the same materials as the drawings in the previous pages, you can design your own booth layout. Reference the order form on the following pages, sketch out your idea and submit your order. Your Customer Account Manager will review the drawing for any questions and quote you a cost...it's that easy!

Once you approve the quote, a detailed drawing will be created and reviewed by a Modular Systems Expert. This expert will confirm the booth design is structurally sound and follows all Show Management

guidelines. The drawings are sent to you for one last review and you're done. The next time you see the design again will be when it's standing in your booth.

It's a quick and easy option providing exactly what you want at an affordable price. You design it, we build it. Order it today.

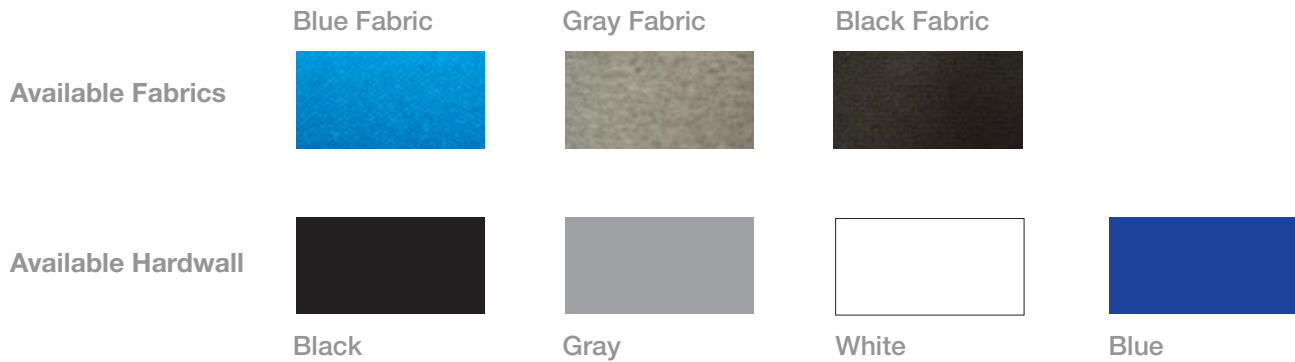


PACK Expo Services  
5931 W. Campus Circle Dr.  
Irving, TX 75063  
Ph: 972-751-9400

# Color Selections

exhibit solutions

Rental options and accessories can help attract attention on the show floor. Different panel and carpeting colors emphasize your marketing message. Shelving, credenzas, and display cases help you showcase the products or literature you want attendees to notice.



## Standard Header Font Styles

**Arial Black**

**Cooper Black**

**Times New Roman Bold**

**Castle T Bold**

Header fonts available in red, blue, and black.  
Custom headers are available.

# Accessories

exhibit solutions



**ACC11**  
Stem Light



**ACC33**  
Straight White Laminate Shelf  
Size: 39" wide x 12" deep



**ACC13**  
Straight White Laminate Shelf  
Size: 39" wide x 8" deep



**ACC14**  
Straight Black Laminate Shelf  
Size: 39" wide x 8" deep



**ACC15**  
Straight Clear Shelf  
Size: 39" wide x 8" deep



**ACC34**  
12" Straight Black Laminate Shelf  
Size: 39" wide x 12" deep

## ACC22

Information Station Credenza  
Size: 58 1/4" wide x 34 3/4" x 42" high  
Comes with lockable door.  
Black only.

## ACC23

Information Station Tower with  
Digital Graphics  
Size: 58 1/4" wide x 34 3/4" x 11' high  
Comes with lockable door.  
Black only.



ACC22

## ACC24

Freestanding Panel with  
Digital Graphics  
Size: 40" wide x 8' high



# classic CARPET

## custom cut

PES classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly.*

## questions?

*Call customer service at 972-751-9400.*

# Accessories

exhibit solutions

All accessories on this page (ACC1-ACC10) can be ordered with Digital Graphics and are available in your choice of fabric or hardwall color. Refer to the Color Selections page for examples of panel colors.



**ACC1**  
Curved Reception Counter with Open Back  
Size: 60 1/2" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC6**  
Contemporary Credenza with Standoff Sign  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



**ACC2**  
Essential Credenza  
Size: 40" wide x 30" deep x 42" high  
Comes with lockable door and a shelf.

**ACC8**  
Essential Pedestal  
Size: 30" wide x 30" deep x 42" high  
Pedestal only - closed back.



**ACC3**  
Cosmopolitan Credenza  
Size: 66" wide x 40" deep x 42" high  
Comes with lockable door and a shelf.

**ACC9**  
Reception Counter with Open Back  
Size : 78" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC5**  
Contemporary Credenza  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.

**ACC10**  
Essential Extended Credenza  
Size : 78" wide x 20" deep x 42" high  
Comes with lockable door and a shelf.

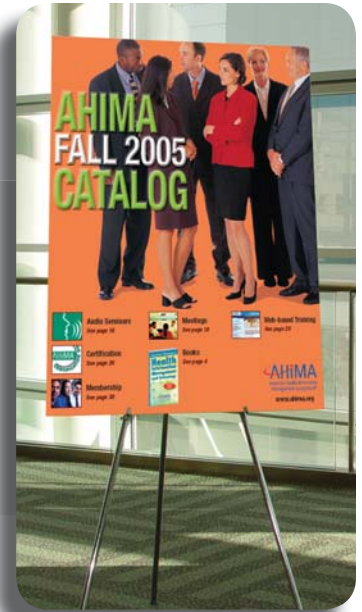


# Graphics

exhibit solutions

## Signs

In addition to the panels that line your exhibit, you might also need a specific sign promoting your latest product, announcing a giveaway, or an invitation to a demonstration. Popular sizes are 22"x 28" and 28"x 44"; these sizes work best on easels. Small signs measuring 7"x 11" are also great on tabletops. Large signs also can be made, measuring 40"x 60" or more.



## Headers

Each modular Rental Exhibit includes a standard header with your company name. When upgrading to a custom header, our design team can assist you in visually attracting the attention your booth deserves.



## Graphic Panels

Standard graphic panels can be created to fit any modular rental exhibit, or custom panels can be built. PES also offers backlit graphic panels. A perfect way to capture the attention of potential business.



## Banners

Another way to promote your company and your products are wide banners across your booth, or perhaps in a sponsored conference room. Vinyl, cloth, and foamcore banners are available at any size.



# The all-new Perspective™ Series from PACK EXPO Services



Exhibit  
Catalog



# Change your Perspective™

**The way you look at rental exhibits is about to change forever.**

The Perspective™ Series line of exhibit rentals for PACK EXPO Services offers you unmatched quality, price and flexibility to effectively and affordably meet your exhibit goals.

An exhibit rental can be a great choice if you are a new exhibitor, exhibit only occasionally, or change your look often. You can also add Perspective™ rental elements to your existing exhibit for a larger presence on the show floor.

The Perspective™ Series from PACK EXPO Services can provide you with the exhibits of all sizes and designs. With custom modular components, your exhibit can be built up to 12' in height and expanded to any width to fit your booth.

**No longer are you boxed into the same configuration.** Powered by the beMatrix system, these exhibit options have the look and design of a custom-build exhibit, while having the modularity and possibilities of a system.

The underlying structure is hardly visible, leaving more space for graphics and giving you a near-seamless design. Imagine: the polished look of custom for the price of a rental.

**It's time to change your rental exhibit Perspective™**







Enable close-up networking around fresh looking counters or launch your product demo to new heights with a sleek and curvy configuration. Every Perspective™ Series exhibit can be customized to your specific needs.

Pricing before the PACK EXPO discount deadline begins as low as \$3800 for 10'x10' units and includes backwall unit with custom graphics printing, along with counters and shelves as shown. Call your Customer Account Manager to discuss adding carpet, cleaning, furniture, electrical and AV services.

Questions? Contact Philip Ramirez at 972-580-9000 or [pramirez@packexposervices.com](mailto:pramirez@packexposervices.com)



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[www.packexpolasvegas.com](http://www.packexpolasvegas.com)

C O - L O C A T E D



Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Custom Booths

Discount Deadline:  
**August 12, 2019**  
(excludes labor)



PACK EXPO Services is offering several **NEW** options for your booth design that may suit your needs. However, if you are still uncertain on the best way to brand your company and product, give us a call or email [pes.custombooths@packexposervices.com](mailto:pes.custombooths@packexposervices.com). A PACK EXPO Custom Booth representative will work with you to design a custom rental booth specifically for you at a cost that will fit within your budget.

Here are the advantages to working with PES:

1. **Show Experience.** We are PES. We are familiar with the show, its special requirements, the facility, local personnel and show logistics. Other companies don't have this inside view and experience, which are invaluable to saving you money.
2. **Onsite Personnel.** Your booth team is onsite from move-in through move-out, and with you every step of the way.
3. **Shipping.** Several customers have already confirmed, which means that you will save money on shipping because we'll have multiple exhibits on our trucks.
4. **Access.** All the vendors, personnel, materials and show equipment are at your disposal, so any onsite change can be managed without worry. Only we can make you a VIP Exhibitor providing you with special attention throughout the show.
5. **Flexible Custom Exhibit Designs.** Showcase your products and services in a customized fashion, not with a package design you might see in your competitor's booth a few aisles over. Your objectives and your ROI remain at the top of our agenda.



**So, let us help you.** Call 972-751-9400 and ask for a PACK EXPO Custom Booth representative or email [pes.custombooths@packexposervices.com](mailto:pes.custombooths@packexposervices.com) for assistance. We look forward to working with you to save you time and money.



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**Floor covering is required for all exhibitors in the show.**  
**Standard visqueen is included with all 26oz. and 40oz. carpet rentals.**  
**\*Exhibitors must remove their own visqueen prior to show open or PES will do it at a cost.**

## Custom Carpet

**Discount Deadline:**  
**August 12, 2019**  
**(excludes labor)**

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet     
  Shipping to Warehouse     
  Shipping Direct to Show Site  
 Using a material other than carpet. It is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

Custom Carpet Orders placed after September 9, 2019 will incur a 30% surcharge.

\*Additional carpet colors are available. Please contact your CAM for offerings and price quotes.

\*Custom inlays and designs are available. Please contact your CAM for design and price quotes.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

<h3>1 Custom Carpet Ultra 40oz. Plush</h3>	Rental includes installation, standard visqueen covering and pick up at close of show. You may upgrade the visqueen covering for your custom carpet by ordering mesh poly in section 3.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Carpet - Rental	_____	X \$3.50 per sq. ft.	\$5.00 per sq. ft. =	_____
<b>Check color.</b> <input type="checkbox"/> Cobalt Blue <input type="checkbox"/> Dove <input type="checkbox"/> Navy <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White** <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Cement <input type="checkbox"/> Charcoal					
**Add 30% for White Carpet					

<h3>2 Custom Carpet Premium 26oz. Plush</h3>	Rental includes installation, standard visqueen covering and pick up at close of show. You may upgrade the visqueen covering for your custom carpet by ordering mesh poly in section 3.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Carpet - Rental	_____	X \$2.91 per sq. ft.	\$4.15 per sq. ft. =	_____
<b>Check color.</b> <input type="checkbox"/> Cobalt Blue <input type="checkbox"/> Dove <input type="checkbox"/> Navy <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White** <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Cement <input type="checkbox"/> Charcoal					
**Add 30% for White Carpet					

**Excessive channeling into rented padding after the first man hour will result in additional labor fees.**

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	30% Surcharge if Ordered and Paid after 9/9/19 _____
	Add 8.25% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



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**Floor covering is required for all exhibitors in the show. Standard visqueen is included with all 26oz. and 40oz. carpet rentals.**

## Custom Carpet

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet     
  Shipping to Warehouse     
  Shipping Direct to Show Site  
 Using a material other than carpet. It is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

Custom Carpet Orders placed after September 9, 2019 will incur a 30% surcharge.

\*Additional carpet colors are available. Please contact your CAM for offerings and price quotes.

\*Custom inlays and designs are available. Please contact your CAM for design and price quotes.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

<h3>3 Custom Carpet 40oz. &amp; 26oz Visqueen &amp; Padding</h3>	Exhibitors are responsible for removing visqueen for their Carpets. All visqueen must be removed by 2:00 pm, Sunday, September 22, 2019. If not removed, show management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense. To order visqueen removal, see the Cleaning Service form.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Upgrade to mesh poly reinforced visqueen	_____ X	\$0.39 per sq. ft.	\$0.55 per sq. ft. =	_____
	Padding for Custom Carpet	_____ X	\$1.12 per sq. ft.	\$1.60 per sq. ft. =	_____
Double Padding for Custom Carpet	_____ X	\$2.24 per sq. ft.	\$3.20 per sq. ft. =	_____	

<h3>4 Custom Vinyl Wood Grain Flooring</h3>	Flooring is available in 12 ft. Widths. Partial booth coverage is available. Please contact your CAM to confirm desired coverage and layout within your booth space.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Vinyl Wood Grain Flooring - Rental	_____ X	\$3.92 per sq. ft.	\$5.60 per sq. ft. =	_____
	Vinyl Padding - Rental	_____ X	\$2.35 per sq. ft.	\$3.35 per sq. ft. =	_____
<b>Check color.</b> <input type="checkbox"/> Dark Maple <input type="checkbox"/> Light Maple <input type="checkbox"/> White Washed <input type="checkbox"/> Rain Cloud <input type="checkbox"/> Charred Oak					

**Excessive channeling into rented padding after the first man hour will result in additional labor fees.**

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	30% Surcharge if Ordered and Paid after 9/9/19 _____
	Add 8.25% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Create a great first impression with quality rental carpet ordered directly from PACK EXPO Services.

**10 colors available in 40oz. or 26oz. weights.** No other carpet provider can offer the superior customer service and one-invoice, one-payment features of PACK EXPO Services.

**Please make your selections on the corresponding order form.**  
Actual carpet colors may vary.



### Vinyl Flooring





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**Floor covering is required for all exhibitors in the show.**  
**Standard visqueen is included with all 16oz. Custom Cut carpet rentals.**

## Standard Carpet

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet     
  Shipping to Warehouse     
  Shipping Direct to Show Site  
 Using a material other than carpet, it is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

**Please Choose Your Color:**  
 Black     Blue     Gray     Green     Latte  
 Midnight Blue     Plum     Red     Red Pepper     Tuxedo

Description		Qty	Advanced Price	Standard Price	Total
1	10' Deep 16oz. Standard Carpet & Padding				
	10' x 10' Carpet	X	\$ 234.50	\$ 335.00	=
	10' x 20' Carpet	X	\$ 469.00	\$ 670.00	=
	10' x 30' Carpet	X	\$ 703.50	\$1,005.00	=
	10' x 40' Carpet	X	\$ 938.00	\$1,340.00	=
	10' x 10' Carpet Padding - Single Layer	X	\$ 76.83	\$ 109.75	=
	10' x 20' Carpet Padding - Single Layer	X	\$ 204.05	\$ 291.50	=
	10' x 30' Carpet Padding - Single Layer	X	\$ 230.48	\$ 329.25	=
	10' x 40' Carpet Padding - Single Layer	X	\$ 307.30	\$ 439.00	=
	10' x 10' Carpet Padding - Double Layer	X	\$ 153.65	\$ 219.50	=
	10' x 20' Carpet Padding - Double Layer	X	\$ 307.30	\$ 439.00	=
	10' x 30' Carpet Padding - Double Layer	X	\$ 460.95	\$ 658.50	=
	10' x 40' Carpet Padding - Double Layer	X	\$ 614.60	\$ 878.00	=

2	9' Deep 16oz. Standard Carpet & Padding				
	(9' Carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.)				
	9' x 10' Carpet	X	\$ 160.72	\$ 229.60	=
	9' x 15' Carpet	X	\$ 240.97	\$ 344.24	=
	9' x 20' Carpet	X	\$ 321.41	\$ 459.15	=
	9' x 25' Carpet	X	\$ 401.56	\$ 573.65	=
	9' x 30' Carpet	X	\$ 482.13	\$ 688.75	=
	9' x 40' Carpet	X	\$ 642.71	\$ 918.15	=
	9' x 10' Carpet Padding - Single Layer	X	\$ 69.13	\$ 98.75	=
	9' x 20' Carpet Padding - Single Layer	X	\$ 138.25	\$ 197.25	=
	9' x 30' Carpet Padding - Single Layer	X	\$ 207.38	\$ 296.25	=
	9' x 40' Carpet Padding - Single Layer	X	\$ 276.50	\$ 395.00	=
	9' x 10' Carpet Padding - Double Layer	X	\$ 138.25	\$ 197.50	=
9' x 20' Carpet Padding - Double Layer	X	\$ 276.50	\$ 395.00	=	
9' x 30' Carpet Padding - Double Layer	X	\$ 414.75	\$ 592.50	=	
9' x 40' Carpet Padding - Double Layer	X	\$ 553.00	\$ 790.00	=	

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Add 8.25% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Floor covering is required for all exhibitors in the show.**  
**Standard visqueen is included with all 16oz. Custom Cut carpet rentals.**

## Standard Carpet

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet       Shipping to Warehouse       Shipping Direct to Show Site  
 Using a material other than carpet, it is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

**Please Choose Your Color:**  Black     Blue     Gray     Green     Latte  
 Midnight Blue     Plum     Red     Red Pepper     Tuxedo

	Description	Qty	Advanced Price	Standard Price	Total
<b>3</b>	Custom Cut 16oz. Standard Carpet (price per sq. ft.)	_____ X	\$2.24	\$3.20	= _____
	Booth Dimensions: _____ x _____				
<b>4</b>	Visqueen/ Padding for 16oz. Carpets Only	Exhibitors are responsible for removing visqueen from their carpets. All visqueen must be removed by 2:00 pm, Sunday, September 22, 2019. If not removed, show management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense. To order visqueen removal, see our Cleaning Service form.			
	Visqueen Plastic Covering (price per sq. ft.)	_____ X	\$0.21	\$0.30	= _____
	Carpet Padding (price per sq. ft.)	_____ X	\$1.12	\$1.60	= _____
	*Carpet Padding - Large Quantity (price per sq. ft.)	_____ X	\$0.91	\$1.30	= _____
	Double Carpet Padding (price per sq. ft.)	_____ X	\$2.24	\$3.20	= _____
	*Double Carpet Padding - Large Quantity (price per sq. ft.)	_____ X	\$1.82	\$2.60	= _____

\* "Large quantity" is defined as 701 sq. ft. and greater. Available on 16oz. standard carpet rentals only.

**Excessive channeling into rented padding after the first man hour will result in additional labor fees.**

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Add 8.25% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

# classic CARPET

## custom cut

PES classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly.*

## questions?

*Call customer service at 972-751-9400.*





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**Booth Cleaning is calculated on a  
 100 sq. ft. minimum.**

## Cleaning Service

**Discount Deadline:  
 August 12, 2019**

<b>1 Booth Cleaning</b>	IF ORDERED, A ONE TIME CLEANING WILL BE DONE THE NIGHT PRIOR TO SHOW OPENING.				
	PES is the exclusive cleaning service provider for PACK EXPO International/ Healthcare Packaging EXPO 2019 and as such will provide vacuuming, floor care and cleaning services as well as all labor to remove refuse and/or excess material created by machines in production. Full-time employees of the exhibiting company are allowed to clean their own booth. Third party vendors, display houses and EAC's are prohibited from providing this service.				
		<b>Booth Sq. Ft.</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	One Time Vacuuming	X	\$0.30 per sq. ft.	\$0.42 per sq. ft. =	_____
	Daily Vacuuming	X	\$0.82 per sq. ft.	\$1.18 per sq. ft. =	_____
	One Time Shampooing	X	\$0.37 per sq. ft.	\$0.53 per sq. ft. =	_____
	Daily Shampooing	X	\$1.08 per sq. ft.	\$1.54 per sq. ft. =	_____
	One Time Anti-Static	X	\$0.21 per sq. ft.	\$0.30 per sq. ft. =	_____
	Daily Anti-Static	X	\$0.61 per sq. ft.	\$0.87 per sq. ft. =	_____
	One Time Non-Carpet Cleaning*	X	\$0.37 per sq. ft.	\$0.53 per sq. ft. =	_____
Daily Non-Carpet Cleaning*	X	\$1.08 per sq. ft.	\$1.54 per sq. ft. =	_____	
One Time Spot Cleaning	X	\$23.10	\$33.00 =	_____	
<b>*Indicate Type</b>		<input type="checkbox"/> Wood	<input type="checkbox"/> Tile	<input type="checkbox"/> Laminate	
	<input type="checkbox"/> Vinyl/ Linoleum	<input type="checkbox"/> Rubberized Flooring			

<b>2 Visqueen Removal</b>	Exhibitors are responsible for removing visqueen for their Carpets. All visqueen must be removed by 2:00 pm, Sunday, September 22, 2019. If not removed, show management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense.				
	Visqueen Removal (No Discount)	<table border="1" style="margin-left: auto; margin-right: 0;"> <tr> <td style="text-align: center;"><b>Price</b></td> <td style="text-align: center;"><b>Total</b></td> </tr> <tr> <td style="text-align: center;">\$100.00</td> <td style="text-align: center;">= _____</td> </tr> </table>	<b>Price</b>	<b>Total</b>	\$100.00
<b>Price</b>	<b>Total</b>				
\$100.00	= _____				

<b>3 Excessive Trash Removal</b>	Exhibitors are responsible for removal of their exhibits, product and floor covering. If they are not removed, show management reserves the right to charge the exhibitor for labor to remove the excess trash.				
	Excess Trash Removal (2-hour minimum)	<table border="1" style="margin-left: auto; margin-right: 0;"> <tr> <td style="text-align: center;"><b>Price per Hour</b></td> <td style="text-align: center;"><b>Total</b></td> </tr> <tr> <td style="text-align: center;">\$ 50.00</td> <td style="text-align: center;">= _____</td> </tr> </table>	<b>Price per Hour</b>	<b>Total</b>	\$ 50.00
<b>Price per Hour</b>	<b>Total</b>				
\$ 50.00	= _____				

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

<b>ADDITIONAL INFORMATION</b>	<b>CALCULATING YOUR TOTAL</b>
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____ (Transfer Subtotal to Form 8b)

Exhibiting Company: _____	Booth Number: _____
Print Name: _____	Date: _____
Authorizer's Signature: _____	<b>8a</b>



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**Booth Cleaning is calculated on a  
 100 sq. ft. minimum.**

## Cleaning Service

**Discount Deadline:  
 August 12, 2019**

<b>4 Single Day Porter Service</b>	Porter Service (empty wastebaskets, clean floor area at two hour intervals during show hours). Vacuuming not included. If your machinery produces excessive debris you must order Full Time Porter Service.			
	INDICATE DAYS: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday			
	<b>Number of Days</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	0 - 500 sq. ft.	X \$ 52.68	\$ 75.75	=
	501 - 1500 sq. ft.	X \$ 60.76	\$ 86.80	=
	1501 - 2500 sq. ft.	X \$ 77.81	\$111.15	=
	2501 - 3500 sq. ft.	X \$ 96.43	\$137.75	=
	3501 - 5000 sq. ft.	X \$117.04	\$167.20	=
5001 sq. ft. or Greater	X \$149.87	\$214.10	=	

<b>5 Daily Porter Service</b>	Porter Service (empty wastebaskets, clean floor area at two hour intervals during show hours). Vacuuming not included. If your machinery produces excessive debris you must order Full Time Porter Service.			
		<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	0 - 500 sq. ft.	\$141.79	\$202.55	=
	501 - 1500 sq. ft.	\$166.11	\$237.30	=
	1501 - 2500 sq. ft.	\$210.67	\$300.95	=
	2501 - 3500 sq. ft.	\$259.28	\$370.40	=
	3501 - 5000 sq. ft.	\$314.37	\$449.10	=
5001 sq. ft. or Greater	\$405.13	\$578.75	=	

<b>6 Full Time Porter Service</b>	Porter Service (empty wastebaskets, clean floor area by full time attendant during show hours). Vacuuming not included. If your machinery produces excessive debris you must order Full Time Porter Service.				
		<b>Number of Workers</b>	<b>Daily Hours</b>	<b>Total Hours</b>	
	Monday, 9/23	X	7	=	
	Tuesday, 9/24	X	7	=	
	Wednesday, 9/25	X	7	=	
		<b>Number of Hours</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	Full Time Porter Service	X	\$26.71/ Hour	\$38.15/ Hour	=
Full Time Porter Service-OT (2 hour minimum)	X	\$40.05/ Hour	\$57.22/ Hour	=	

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal Form 8a _____
	Subtotal Porter Service _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

		Description	Qty	Advanced Price	Standard Price	Total
<b>1 Seating</b>	810119	Naples Chair - Black Vinyl	X	\$ 384.02	\$ 548.60	=
	830120	Naples Loveseat - Black Vinyl	X	\$ 515.90	\$ 737.00	=
	830119	Naples Sofa - Black Vinyl	X	\$ 570.96	\$ 815.65	=
	810150	Munich Corner Chair - Gray Fabric	X	\$ 387.73	\$ 553.90	=
	810151	Munich Armless Chair - Gray Fabric	X	\$ 339.08	\$ 484.40	=
	830200	Munich Armless Loveseat - Gray Fabric	X	\$ 569.45	\$ 813.50	=
	830201	Munich 3 Piece Sectional - Gray Fabric	X	\$1,296.30	\$1,851.85	=
	81050	Baja Chair - White Vinyl	X	\$ 631.26	\$ 901.80	=
	83020	Baja Loveseat - White Vinyl	X	\$ 402.05	\$ 574.35	=
	83019	Baja Sofa - White Vinyl	X	\$ 549.43	\$ 784.90	=
	8301	South Beach Sofa - Platinum Suede	X	\$ 661.22	\$ 944.60	=
	8151	South Beach Ottoman - Platinum Suede	X	\$ 288.89	\$ 412.70	=
	830950	Key Largo Loveseat - Black Fabric	X	\$ 591.75	\$ 845.35	=
	830951	Key Largo Sofa - Black Fabric	X	\$ 653.49	\$ 933.55	=
	810950	Key Largo Chair - Black Fabric	X	\$ 465.75	\$ 665.35	=
	81019	Allegro Chair - Blue Fabric	X	\$ 385.28	\$ 550.40	=
	83015	Allegro Sofa - Blue Fabric	X	\$ 614.99	\$ 878.55	=
	810949	Fairfax Chair - White Vinyl	X	\$ 392.74	\$ 561.05	=
	830949	Fairfax Sofa - White Vinyl	X	\$ 628.01	\$ 897.15	=
	810140	Hopi Chair - Gray Linen	X	\$ 252.49	\$ 360.70	=
830150	Hopi Loveseat - Gray Linen	X	\$ 323.51	\$ 462.15	=	
810118	Tangiers Chair - Beige Fabric	X	\$ 341.32	\$ 487.60	=	
830220	Tangiers Loveseat - Beige Fabric	X	\$ 479.33	\$ 684.75	=	
830118	Tangiers Sofa - Beige Fabric	X	\$ 476.32	\$ 680.45	=	

		Description	Qty	Advanced Price	Standard Price	Total
<b>2 Casual Seating</b>	<b>Ottomans</b>					
	815122	Endless Square - White Vinyl	X	\$ 246.72	\$ 352.45	=
	815123	Endless Square - Black Vinyl	X	\$ 246.72	\$ 352.45	=
	815953	Endless Curve - White Vinyl	X	\$ 487.24	\$ 696.05	=
	815952	Endless Curve - Black Vinyl	X	\$ 487.24	\$ 696.05	=
	815119	Half Bench Ottoman - White Vinyl	X	\$ 401.24	\$ 573.20	=
	81518	Vibe Cube - Blue Vinyl	X	\$ 109.59	\$ 156.55	=
	81519	Vibe Cube - Red Vinyl	X	\$ 109.59	\$ 156.55	=
	81525	Vibe Cube - Orange Vinyl	X	\$ 109.59	\$ 156.55	=
	81520	Vibe Cube - Pink Vinyl	X	\$ 109.59	\$ 156.55	=
	81517	Vibe Cube - Yellow Vinyl	X	\$ 109.59	\$ 156.55	=
	81530	Vibe Cube - Black Vinyl	X	\$ 109.59	\$ 156.55	=
	81531	Vibe Cube - White Vinyl	X	\$ 109.59	\$ 156.55	=

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### ADDITIONAL INFORMATION

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Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

Description		Qty	Advanced Price	Standard Price	Total
2	<b>Casual Seating (cont.)</b>				
	<b>Ottomans (continued)</b>				
	81532	Vibe Cube - Steel Blue Vinyl	X	\$ 109.59	\$ 156.55 =
	81533	Vibe Cube - Silver Vinyl	X	\$ 109.59	\$ 156.55 =
	81534	Vibe Cube - Purple Vinyl	X	\$ 109.59	\$ 156.55 =
	815151	Marche Swivel Ottoman - Gray Fabric	X	\$ 148.79	\$ 212.55 =
	815154	Marche Swivel Ottoman - Red Fabric	X	\$ 148.79	\$ 212.55 =
	815159	Marche Swivel Ottoman - Blue Fabric	X	\$ 148.79	\$ 212.55 =
	815152	Marche Swivel Ottoman - Linen Fabric	X	\$ 148.79	\$ 212.55 =
	815157	Marche Swivel Ottoman - Meadow Green	X	\$ 148.79	\$ 212.55 =
	815158	Marche Swivel Ottoman - Pear Yellow	X	\$ 148.79	\$ 212.55 =
	815156	Marche Swivel Ottoman - Plum Fabric	X	\$ 148.79	\$ 212.55 =
	815153	Marche Swivel Ottoman - Raspberry Fabric	X	\$ 148.79	\$ 212.55 =
	815155	Marche Swivel Ottoman - Rose Quartz	X	\$ 148.79	\$ 212.55 =
	815150	Marche Swivel Ottoman - White Vinyl	X	\$ 148.79	\$ 212.55 =
	815160	Marche Swivel Ottoman - Orange Fabric	X	\$ 148.79	\$ 212.55 =
	81526	Edge LED Cube Ottoman	X	\$ 157.29	\$ 224.70 =
	<b>Banquettes</b>				
	8506	Banquette Center Cone - Powered - White	X	\$ 675.75	\$ 965.35 =
	8507	Banquette Quarter Curve Ottoman - White	X	\$ 446.50	\$ 637.85 =
<b>Ottomans</b>					
81550	Beverly Bench Ottoman - Black Vinyl	X	\$ 289.03	\$ 412.90 =	
81551	Beverly Bench Ottoman - Brown Fabric	X	\$ 289.03	\$ 412.90 =	
81552	Beverly Bench Ottoman - Gray Fabric	X	\$ 289.03	\$ 412.90 =	
81553	Beverly Bench Ottoman - Linen Fabric	X	\$ 289.03	\$ 412.90 =	
81554	Beverly Bench Ottoman - Ocean Blue	X	\$ 289.03	\$ 412.90 =	
81555	Beverly Bench Ottoman - Red Fabric	X	\$ 289.03	\$ 412.90 =	
81556	Beverly Bench Ottoman - White Vinyl	X	\$ 289.03	\$ 412.90 =	
<b>Accent Chairs</b>					
71089	Black Diamond Side Chair	X	\$ 104.02	\$ 148.60 =	
71090	Black Diamond Arm Chair	X	\$ 127.12	\$ 181.60 =	
810861	Laguna Chair - Maple, Chrome	X	\$ 154.00	\$ 220.00 =	
210108	Limerick® Chair by Herman Miller - Gray	X	\$ 52.96	\$ 75.65 =	
8102	Madrid Chair - Black Vinyl	X	\$ 615.97	\$ 879.95 =	
810816	Madrid Chair - White Vinyl	X	\$ 615.97	\$ 879.95 =	
810948	Meeting Chair - White Vinyl	X	\$ 323.02	\$ 461.45 =	
810835	Meeting Chair - Espresso Vinyl	X	\$ 166.01	\$ 237.15 =	
810836	Meeting Chair - Taupe Microfiber	X	\$ 217.63	\$ 310.90 =	
8103	Key West Chair - Black Fabric	X	\$ 414.09	\$ 591.55 =	

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

Description		Qty	Advanced Price	Standard Price	Total	
2	<b>Casual Seating (cont.)</b>					
	<b>Accent Chairs (cont.)</b>					
	810164	Marina Chair - White Vinyl	X	\$ 95.87	\$ 136.95 =	
	810160	Marina Chair - Black Vinyl	X	\$ 95.87	\$ 136.95 =	
	810161	Marina Chair - Brown Fabric	X	\$ 95.87	\$ 136.95 =	
	810162	Marina Chair - Ocean Blue Fabric	X	\$ 95.87	\$ 136.95 =	
	810163	Marina Chair - Red Fabric	X	\$ 95.87	\$ 136.95 =	
	810131	Malba Chair - Gray Molded Plastic	X	\$ 111.27	\$ 158.95 =	
	810130	Malba Chair - Green Molded Plastic	X	\$ 108.75	\$ 155.35 =	
	810846	Christopher Chair - White Vinyl	X	\$ 96.39	\$ 137.70 =	
	810851	Zenith Chair - White Vinyl	X	\$ 174.51	\$ 249.30 =	
	810841	Rustique Chair - Gunmetal	X	\$ 96.39	\$ 137.70 =	
	810837	Razor Armless Chair - White Plastic	X	\$ 44.80	\$ 64.00 =	
	810875	Swanson Swivel Chair - White Vinyl	X	\$ 307.27	\$ 438.95 =	
	81083	Blade Chair - Sky Blue	X	\$ 52.96	\$ 75.65 =	
	81082	Blade Chair - Red	X	\$ 52.96	\$ 75.65 =	
	810810	Berlin Chair - White/Black	X	\$ 118.79	\$ 169.70 =	
	81093	Lucent Chair - Frosted Acrylic	X	\$ 133.07	\$ 190.10 =	
	810145	Wentworth Chair - Brown Vinyl	X	\$ 170.28	\$ 243.25 =	
	<b>Conference Chairs</b>					
	71046	Gray Gaslift Chair with Arms	X	\$ 208.01	\$ 297.15 =	
	71045	Gray Gaslift Chair without Arms	X	\$ 174.62	\$ 249.45 =	
	810874	La Brea Swivel Chair - Charcoal	X	\$ 360.01	\$ 514.30 =	
	81063	Altura Guest Chair - Black Fabric/Blk. Steel	X	\$ 330.61	\$ 472.30 =	
	810844	Pro Executive High Back Chair - Wh. Vinyl	X	\$ 217.63	\$ 310.90 =	
810946	Pro Executive High Back Chair - Blk. Vinyl	X	\$ 217.63	\$ 310.90 =		
810945	Pro Executive Mid Back Chair - White Vinyl	X	\$ 400.75	\$ 572.50 =		
810944	Pro Executive Mid Back Chair - Black Vinyl	X	\$ 388.75	\$ 555.35 =		
810947	Pro Executive Guest Chair - Black Vinyl	X	\$ 419.51	\$ 599.30 =		
<b>Barstools</b>						
71088	Black Diamond Bar Stool	X	\$ 154.70	\$ 221.00 =		
71048	Gray Gaslift Stool with Arms	X	\$ 217.00	\$ 310.00 =		
71047	Gray Gaslift Stool without Arms	X	\$ 201.64	\$ 288.05 =		
810860	Laguna Barstool - Maple/Chrome	X	\$ 111.62	\$ 159.45 =		
210109	Limerick® Stool by Herman Miller - Gray	X	\$ 89.99	\$ 128.55 =		
810872	Lift Barstool - Gray Vinyl	X	\$ 117.92	\$ 168.45 =		
810873	Lift Barstool - Red Vinyl	X	\$ 117.92	\$ 168.45 =		
810871	Lift Barstool - Black Vinyl	X	\$ 117.92	\$ 168.45 =		
810870	Lift Barstool - White Vinyl	X	\$ 117.92	\$ 168.45 =		

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### ADDITIONAL INFORMATION

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

Description		Qty	Advanced Price	Standard Price	Total
<b>2</b> Casual Seating (cont.)	<b>Barstools (cont.)</b>				
	810951 Apex Barstool - Black Vinyl	X	\$ 234.26	\$ 334.65	=
	810952 Apex Barstool - Blue Ultra Suede	X	\$ 234.26	\$ 334.65	=
	810953 Apex Barstool - Red Vinyl	X	\$ 234.26	\$ 334.65	=
	810954 Apex Barstool - White Vinyl	X	\$ 234.26	\$ 334.65	=
	810103 Banana Barstool - White Vinyl	X	\$ 197.44	\$ 282.05	=
	810104 Banana Barstool - Black Vinyl	X	\$ 197.44	\$ 282.05	=
	810850 Zenith Barstool - White Vinyl	X	\$ 174.51	\$ 249.30	=
	810840 Zoey Barstool - White Vinyl	X	\$ 237.37	\$ 339.10	=
	810834 Zoey Barstool - Black Vinyl	X	\$ 237.37	\$ 339.10	=
	810848 Christopher Barstool - White	X	\$ 239.51	\$ 342.15	=
	810202 Shark Barstool - White Plastic/Chrome	X	\$ 258.20	\$ 368.85	=
	810839 Rustique Barstool - Gunmetal	X	\$ 96.39	\$ 137.70	=
	810201 Oslo Barstool - White Plastic/Chrome	X	\$ 248.78	\$ 355.40	=
	81080 Blade Barstool - Red	X	\$ 105.88	\$ 151.25	=
	81081 Blade Barstool - Sky Blue	X	\$ 105.88	\$ 151.25	=
	81092 Lucent Barstool - Frosted Acrylic	X	\$ 141.65	\$ 202.35	=
	810135 Task Stool - Black Fabric	X	\$ 117.32	\$ 167.60	=

<b>3</b> Tables	<b>Draped and Undraped Tables and Counters</b>				
	<b>Check color.</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White				
	<b>Draped Tables and Counters - 24" wide</b>				
	124330 3'L x 30"H Draped Table	X	\$ 96.57	\$ 137.95	=
	124430 4'L x 30"H Draped Table	X	\$ 120.61	\$ 172.30	=
	124630 6'L x 30"H Draped Table	X	\$ 144.24	\$ 206.05	=
	124830 8'L x 30"H Draped Table	X	\$ 164.29	\$ 234.70	=
	12404630 4th Side Drape for 6'L x 30"H Table	X	\$ 40.25	\$ 57.50	=
	12404830 4th Side Drape for 8'L x 30"H Table	X	\$ 40.25	\$ 57.50	=
	124342 3'L x 42"H Draped Counter	X	\$ 130.45	\$ 186.35	=
	124442 4'L x 42"H Draped Counter	X	\$ 149.10	\$ 213.00	=
	124642 6'L x 42"H Draped Counter	X	\$ 168.32	\$ 240.45	=
	124842 8'L x 42"H Draped Counter	X	\$ 188.48	\$ 269.25	=
	12404642 4th Side Drape for 6'L x 42"H Counter	X	\$ 46.62	\$ 66.60	=
	12404842 4th Side Drape for 8'L x 42"H Counter	X	\$ 46.62	\$ 66.60	=

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### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

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Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

Description		Qty	Advanced Price	Standard Price	Total				
<b>3</b> Tables (cont.)	<b>Undraped Tables and Counters</b>								
	125330	3'L x 30"H UNDRAPED Table	X	\$ 38.22	\$ 54.60 =				
	125430	4'L x 30"H UNDRAPED Table	X	\$ 46.62	\$ 66.60 =				
	125630	6'L x 30"H UNDRAPED Table	X	\$ 54.01	\$ 77.15 =				
	125830	8'L x 30"H UNDRAPED Table	X	\$ 61.15	\$ 87.35 =				
	125342	3'L x 42"H UNDRAPED Counter	X	\$ 65.49	\$ 93.55 =				
	125442	4'L x 42"H UNDRAPED Counter	X	\$ 70.28	\$ 100.40 =				
	125642	6'L x 42"H UNDRAPED Counter	X	\$ 83.55	\$ 119.35 =				
	125842	8'L x 42"H UNDRAPED Counter	X	\$ 90.23	\$ 128.90 =				
	<b>Drape for EXHIBITOR OWNED Tables and Counters</b>								
<b>Check color.</b>									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Flax	<input type="checkbox"/>	Gold
<input type="checkbox"/>	Gray	<input type="checkbox"/>	Green	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red	<input type="checkbox"/>	White
	Drape for EXHIBITOR OWNED 3'L x 30"H Table	X	\$ 79.77	\$ 113.95 =					
	Drape for EXHIBITOR OWNED 4'L x 30"H Table	X	\$ 101.12	\$ 144.45 =					
	Drape for EXHIBITOR OWNED 6'L x 30"H Table	X	\$ 123.31	\$ 176.15 =					
	Drape for EXHIBITOR OWNED 8'L x 30"H Table	X	\$ 140.95	\$ 201.35 =					
	Drape for EXHIBITOR OWNED 3'L x 42"H Counter	X	\$ 88.76	\$ 126.80 =					
	Drape for EXHIBITOR OWNED 4'L x 42"H Counter	X	\$ 107.70	\$ 153.85 =					
	Drape for EXHIBITOR OWNED 6'L x 42"H Counter	X	\$ 115.85	\$ 165.50 =					
	Drape for EXHIBITOR OWNED 8'L x 42"H Counter	X	\$ 134.26	\$ 191.80 =					
<b>Table Top Risers - Risers are 8" wide</b>									
	1504100 Black 4'L x 7"H Corrugated Riser	X	\$ 42.14	\$ 60.20 =					
	1504101 White 4'L x 7"H Corrugated Riser	X	\$ 42.14	\$ 60.20 =					
	1506100 Black 6'L x 7"H Corrugated Riser	X	\$ 49.35	\$ 70.50 =					
	1506101 White 6'L x 7" H Corrugated Riser	X	\$ 49.35	\$ 70.50 =					
	1508100 Black 8'L x 7"H Corrugated Riser	X	\$ 56.91	\$ 81.30 =					
	1508101 White 8'L x 7"H Corrugated Riser	X	\$ 56.91	\$ 81.30 =					
	1504200 Black 4'L x 14"H Corrugated Riser	X	\$ 64.51	\$ 92.15 =					
	1504201 White 4'L x 14"H Corrugated Riser	X	\$ 64.51	\$ 92.15 =					
	1506200 Black 6'L x 14"H Corrugated Riser	X	\$ 78.89	\$ 112.70 =					
	1506201 White 6'L x 14" Corrugated Riser	X	\$ 78.89	\$ 112.70 =					
	1508200 Black 8'L x 14"H Corrugated Riser	X	\$ 93.31	\$ 133.30 =					
	1508201 White 8'L x 14"H Corrugated Riser	X	\$ 93.31	\$ 133.30 =					
<b>Pedestal Tables</b>									
	72069 Soho Black-Top Café Table 24"W x 30"H	X	\$ 145.81	\$ 208.30 =					
	72067 Soho Black-Top Café Table 36"W x 30"H	X	\$ 168.32	\$ 240.45 =					
	72066 Soho Black-Top Mini Table 18"W x 18"H	X	\$ 124.85	\$ 178.35 =					
	72070 Soho Black-Top Bistro Table 24"W x 42"H	X	\$ 210.39	\$ 300.55 =					
	72068 Soho Black-Top Bistro Table 36"W x 42"H	X	\$ 210.39	\$ 300.55 =					

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

Description		Qty	Advanced Price	Standard Price	Total
<b>3</b>	<b>Tables (cont.)</b>				
	<b>Pedestal Tables (cont.)</b>				
	72063 Chelsea Butcher Block Café Tbl 30"W x 30"H	X	\$ 158.55	\$ 226.50	=
	72064 Chelsea Butcher Block Café Tbl 36"W x 30"H	X	\$ 166.74	\$ 238.20	=
	720163 Chelsea Butcher Block Bistro 30"W x 42"H	X	\$ 212.84	\$ 304.05	=
	720164 Chelsea Butcher Block Bistro 36"W x 42"H	X	\$ 232.61	\$ 332.30	=
	8201208 Chrome Base Café Tbl, Maple 30"W x 29"H	X	\$ 224.63	\$ 320.90	=
	8201207 Chrome Base Bar Tbl, Maple 30"W x 45"H	X	\$ 234.64	\$ 335.20	=
	8201209 Chrome Base Café, Graphite 36"W x 29"H	X	\$ 248.96	\$ 355.65	=
	8201211 Chrome Base Bar, Graphite 36"W x 45"H	X	\$ 257.53	\$ 367.90	=
	8201206 Chrome Base Café Tbl, Maple 36"W x 29"H	X	\$ 254.70	\$ 363.85	=
	8201205 Chrome Base Bar Tbl, Maple 36"W x 45"H	X	\$ 254.70	\$ 363.85	=
	820126 Chrome Base Café, Wht Lam 36"W x 29"H	X	\$ 442.02	\$ 631.45	=
	820125 Chrome Base Bar, White Lam 36"W x 45"H	X	\$ 462.25	\$ 660.35	=
	820241 Madison Chrm Base Café, Gray 30"W x 29"H	X	\$ 346.01	\$ 494.30	=
	820240 Madison Chrm Base Bar, Gray 30"W x 45"H	X	\$ 346.01	\$ 494.30	=
	820265 Madison Black Base Café, Gray 30"W x 29"H	X	\$ 273.00	\$ 390.00	=
	820264 Madison Black Base Bar, Gray 30"W x 42"H	X	\$ 297.99	\$ 425.70	=
	8201220 Black Base Café, White Lam 30"W x 29"H	X	\$ 167.41	\$ 239.15	=
	8201221 Black Base Bar, White Lam 30"W x 42"H	X	\$ 180.29	\$ 257.55	=
	8201222 Chrome Base Bar, White Lam 30"W x 45"H	X	\$ 257.53	\$ 367.90	=
	8201223 Chrome Base Café, White Lam 30"W x 29"H	X	\$ 257.53	\$ 367.90	=
	820920 Chrome Base Bar Table, Red 30"W x 45"H	X	\$ 198.87	\$ 284.10	=
	820921 Chrome Base Café Table, Red 30"W x 29"H	X	\$ 198.87	\$ 284.10	=
	820922 Chrome Base Bar, Graphite 30"W x 45"H	X	\$ 198.87	\$ 284.10	=
	820923 Chrome Base Café, Graphite 30"W x 29"H	X	\$ 198.87	\$ 284.10	=
	820924 Chrome Base Bar Table, Silver 30"W x 45"H	X	\$ 243.22	\$ 347.45	=
	820925 Chrome Base Café Tbl, Silver 30"W x 29"H	X	\$ 243.22	\$ 347.45	=
	820930 Chrome Base Bar Tbl, Blue 30"W x 45"H	X	\$ 196.04	\$ 280.05	=
	820931 Black Base Bar Table, Blue 30"W x 42"H	X	\$ 155.51	\$ 222.15	=
	820932 Chrome Base Bar Tbl, Wood 30"W x 45"H	X	\$ 238.95	\$ 341.35	=
	820933 Black Base Bar Tbl, Wood 30"W x 42"H	X	\$ 165.97	\$ 237.10	=
	820940 Chrome Base Café Tbl, Blue 30"W x 29"H	X	\$ 140.21	\$ 200.30	=
	820941 Black Base Café Tbl, Blue 30"W x 29"H	X	\$ 140.21	\$ 200.30	=
	820942 Chrome Base Café Tbl, Wood 30"W x 29"H	X	\$ 238.95	\$ 341.35	=
820943 Black Base Café Tbl, Wood 30"W x 29"H	X	\$ 151.66	\$ 216.65	=	

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### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

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Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

Description		Qty	Advanced Price	Standard Price	Total
<b>3</b> Tables (cont.)	<b>Accent Tables</b>				
	82015 Silverado End Table, Glass/Steel	X	\$ 264.81	\$ 378.30	=
	82014 Silverado Cocktail Table, Glass/Steel	X	\$ 280.84	\$ 401.20	=
	820252 Alondra End Table, Glass/Chrome	X	\$ 252.49	\$ 360.70	=
	820250 Alondra Cocktail Table, Glass/Chrome	X	\$ 350.49	\$ 500.70	=
	820253 Alondra End Table, Wood/Chrome	X	\$ 252.49	\$ 360.70	=
	820251 Alondra Cocktail Table, Wood/Chrome	X	\$ 350.49	\$ 500.70	=
	8201224 Atomic 36" Round Table, Glass/Chrome	X	\$ 224.63	\$ 320.90	=
	8201225 Atomic 42" Round Table, Glass/Chrome	X	\$ 224.63	\$ 320.90	=
	82028 Geo End Table, Wood/Black	X	\$ 297.99	\$ 425.70	=
	82027 Geo Cocktail Table, Wood/Black	X	\$ 305.76	\$ 436.80	=
	82035 Geo End Table, Glass/Chrome	X	\$ 239.16	\$ 341.65	=
	82034 Geo Cocktail Table, Glass/Chrome	X	\$ 264.81	\$ 378.30	=
	82054 Sydney End Table, Black Lam/Brshd Steel	X	\$ 261.63	\$ 373.75	=
	82055 Sydney End Table, White Lam/Brshd Steel	X	\$ 261.63	\$ 373.75	=
	82052 Sydney Cocktail Table, Blk Lam/Brshd Stl	X	\$ 316.19	\$ 451.70	=
	82053 Sydney Cocktail Table, Wht Lam/Brshd Stl	X	\$ 325.75	\$ 465.35	=
	82079 Sydney End Table, Blue Lam/Brshd Steel	X	\$ 153.09	\$ 218.70	=
	82080 Sydney End Table, Wood Lam/Brshd Steel	X	\$ 153.09	\$ 218.70	=
	82077 Sydney Cocktail Table, Blue Lam/Brshd Stl	X	\$ 184.56	\$ 263.65	=
	82078 Sydney Cocktail Tbl, Wood Lam/Brshd Stl	X	\$ 184.56	\$ 263.65	=
	82075 Regis End Table, Brushed Metal	X	\$ 273.00	\$ 390.00	=
	82074 Regis Bench/Table, Brushed Metal	X	\$ 384.76	\$ 549.65	=
	820844 Aura Round Table, White Metal	X	\$ 101.85	\$ 145.50	=
	82057 Edge LED Cube Table, White / Clear Top	X	\$ 157.29	\$ 224.70	=
	82043 Geo Square-Round Table, Glass/Black	X	\$ 353.50	\$ 505.00	=
	82044 Geo Square-Round Table, Glass/Chrome	X	\$ 353.50	\$ 505.00	=
	82088 Oliver End Table, Walnut	X	\$ 265.27	\$ 378.95	=
82087 Oliver Cocktail Table, Walnut	X	\$ 297.99	\$ 425.70	=	
8201226 Rustique Square Metal Bar Table, Gray	X	\$ 197.44	\$ 282.05	=	

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	Description	Qty	Advanced Price	Standard Price	Total	
<b>3</b> Tables (cont.)	<b>Conference Tables</b>					
	82041	Geo Conference Table, Glass/Black Steel	X	\$ 446.18	\$ 637.40	=
	82051	Geo Conference Table, Glass/Chrome	X	\$ 446.18	\$ 637.40	=
	820260	Madison Conference Table, Gray Acajou	X	\$ 467.50	\$ 667.85	=
	820708	42" Round White Lam Conference Table	X	\$ 319.59	\$ 456.55	=
	820203	6' Oval Conference Table, Granite Nebula	X	\$ 625.77	\$ 893.95	=
	820261	Madison 5' Table, Gray Acajou	X	\$ 565.01	\$ 807.15	=
	820262	Madison 8' Table, Gray Acajou	X	\$1,129.00	\$1,612.85	=
	820263	Madison 10' Table, Gray Acajou	X	\$1,129.00	\$1,612.85	=
	820951	Ventura Bar Table w/ Grommets, Maple	X	\$ 463.58	\$ 662.25	=
	820952	Ventura Communal Bar Table, Black	X	\$ 479.33	\$ 684.75	=
	820953	Ventura Bar Table w/ Grommets, White	X	\$ 463.58	\$ 662.25	=
	820954	Ventura Communal Bar Table, Maple	X	\$ 463.58	\$ 662.25	=
	820956	Ventura Communal Bar Table, White	X	\$ 463.55	\$ 662.25	=
	820963	Ventura Communal Café Table, Maple	X	\$ 324.80	\$ 464.00	=
	820960	Ventura Café Table w/ Grommets, Maple	X	\$ 455.00	\$ 650.00	=
	820961	Ventura Café Table w/ Grommets, White	X	\$ 455.00	\$ 650.00	=
	820966	Ventura Communal Café Table, White	X	\$ 324.80	\$ 464.00	=
820962	Ventura Communal Café Table, Black	X	\$ 324.80	\$ 464.00	=	
<b>4</b> Office	84075	Madison Desk, Gray Acajou	X	\$ 679.00	\$ 970.00	=
	84077	Madison Credenza, Gray Acajou	X	\$ 568.26	\$ 811.80	=
	84078	Madison Bookcase, Gray Acajou	X	\$ 482.76	\$ 689.65	=
	820706	Computer Work Desk/Table, White Lam	X	\$ 275.00	\$ 392.85	=
	820707	Merlin Computer Desk/Table, Gray Lam	X	\$ 287.81	\$ 411.15	=
<b>5</b> Powered	<b>Powered Seating</b>					
	810120	Naples Chair, Powered, Black Vinyl	X	\$ 775.99	\$1,108.55	=
	830122	Naples Loveseat, Powered, Black Vinyl	X	\$1,044.75	\$1,492.50	=
	830121	Naples Sofa, Powered, Black Vinyl	X	\$1,201.52	\$1,716.45	=
	81021	Roma Chair, Powered, White Vinyl	X	\$ 775.99	\$1,108.55	=
83017	Roma Sofa, Powered, White Vinyl	X	\$1,201.52	\$1,716.45	=	

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## Furniture and Accessories

Discount Deadline:  
 August 12, 2019

	Description	Qty	Advanced Price	Standard Price	Total
<b>5</b> Powered (cont.)	<b>Powered Tables</b>				
	820950	Ventura Communal Bar Tbl, Powered, Blk	X	\$ 592.34	\$ 846.20 =
	820955	Ventura Communal Bar Tbl, Powered, Wht	X	\$ 537.99	\$ 768.55 =
	820964	Ventura Communal Café Tbl, Powered, Blk	X	\$ 403.48	\$ 576.40 =
	820965	Ventura Communal Café Tbl, Powered, Wht	X	\$ 403.48	\$ 576.40 =
	84083	Tech Desk w/ 3 Drawer Cabinet, Pwr'd, Blk	X	\$ 708.02	\$1,011.45 =
	84084	Tech Desk, Powered, Black Metal	X	\$ 623.49	\$ 890.70 =
	82076	Sydney Cocktail Table, Powered, Black	X	\$ 481.74	\$ 688.20 =
	82073	Sydney Cocktail Table, Powered, White	X	\$ 481.74	\$ 688.20 =
	<b>Powered Product Pedestals</b>				
	85060	36" Powered Locking Pedestal, Black	X	\$ 562.77	\$ 803.95 =
	85061	36" Powered Locking Pedestal, White	X	\$ 562.77	\$ 803.95 =
	85062	42" Powered Locking Pedestal, Black	X	\$ 675.75	\$ 965.35 =
	85063	42" Powered Locking Pedestal, White	X	\$ 675.75	\$ 965.35 =
	820710	Wireless Charging Table, Powered	X	\$ 321.93	\$ 459.90 =
	<b>Midtown Counters and Bars</b>				
	850103	Midtown Pwr'd Counter Unlighted, Pewter	X	\$1,030.16	\$1,471.65 =
	850102	Midtown Pwr'd Cntr Lght w/ Plug-In, Pewter	X	\$1,199.00	\$1,712.85 =
	850101	Midtown Bar Unlighted, Pewter	X	\$ 922.85	\$1,318.35 =
	850100	Midtown Bar Lighted w/ Plug-In, Pewter	X	\$1,095.96	\$1,565.65 =
<b>6</b> Storage	84080	3-Drawer File Cabinet on Castors, Black	X	\$ 215.99	\$ 308.55 =
	74082	Two-Drawer File Cabinet w/ Lock	X	\$ 208.53	\$ 297.90 =
	74081	Four-Drawer File Cabinet w/ Lock	X	\$ 286.90	\$ 409.85 =
	85020	Posh Shelving w/ Chrome Frame, White	X	\$ 360.57	\$ 515.10 =
<b>7</b> Refrigerators	75057	Small Refrigerator	X	\$ 335.76	\$ 479.65 =
	8503001	Refrigerator, 14.0 Cubic Feet	X	\$ 818.51	\$1,169.30 =
<b>8</b> Lighting	850707	Mason Table Lamp, White/Brushed Silver	X	\$ 120.16	\$ 171.65 =
	850708	Mason Floor Lamp, White/Brushed Silver	X	\$ 178.57	\$ 255.10 =
<b>9</b> Display	<b>Display Cylinders</b>				
	75020	Low Cylinder, Black, 30"W x 15"H	X	\$ 174.30	\$ 249.00 =
	75021	Medium Cylinder, Black, 18"W x 20"H	X	\$ 185.68	\$ 265.25 =
	75022	High Cylinder, Black, 24"W x 36"H	X	\$ 210.49	\$ 300.70 =

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## Furniture and Accessories

Discount Deadline:  
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	Description	Qty	Advanced Price	Standard Price	Total
<b>9</b> Display (cont.)	<b>Display Cubes</b>				
	75030 Display Cube, Black, 12" Small	X	\$ 197.05	\$ 281.50 =	
	75031 Display Cube, Black, 18" Medium	X	\$ 197.05	\$ 281.50 =	
	75032 Display Cube, Black, 24" Large	X	\$ 197.05	\$ 281.50 =	
	<b>Computer Desk</b>				
	75079 Orion Computer Kiosk, Black	X	\$ 354.34	\$ 506.20 =	
	<b>Display Counter</b>				
	72056 Display Counter, Black,	X	\$ 354.62	\$ 506.60 =	
<b>10</b> Boxwood Hedges	85030 7' Boxwood Hedge	X	\$ 457.84	\$ 654.05 =	
	85035 4' Boxwood Hedge	X	\$ 250.39	\$ 357.70 =	
<b>11</b> Accessories	220121 Chrome Stanchion w/ Retractable Belt	X	\$ 69.76	\$ 99.65 =	
	220118 Chrome Sign Holder	X	\$ 74.94	\$ 107.05 =	
	750135 Round Literature Rack	X	\$ 286.90	\$ 409.85 =	
	750136 Flat Literature Rack	X	\$ 248.29	\$ 354.70 =	
	220109 Chrome Coat Tree	X	\$ 48.90	\$ 69.85 =	
	220134 Aluminum Easel	X	\$ 52.12	\$ 74.45 =	
	220110 Chrome Bag Rack	X	\$ 105.63	\$ 150.90 =	
	10201484 Floor Standing Bulletin Board	X	\$ 182.49	\$ 260.70 =	
	220106 Corrugated Wastebasket	X	\$ 12.39	\$ 17.70 =	
<b>12</b> Drape	<b>Check color.</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Flax <input type="checkbox"/> Gold				
	<input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White				
	12103 Special Drape 3'h (per ft.)	X	\$ 17.22	\$ 24.60 =	
	12108 Special Drape 8'h (per ft.)	X	\$ 21.49	\$ 30.70 =	

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## Furniture and Accessories

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	Description	Qty	Advanced Price	Standard Price	Total
<b>13</b> Perfboard Bulletin Boards (See Form 9k for pictures.)	10201180 1m x 8'H Single Sided Vertical	_____	X \$ 204.96	\$ 292.80	= _____
	10201182 1/2m x 8'H Single Sided Vertical	_____	X \$ 155.09	\$ 221.55	= _____
	102040 4" Single Hook	_____	X \$ 2.91	\$ 4.15	= _____
	102060 6" Single Hook	_____	X \$ 2.91	\$ 4.15	= _____
	102080 8" Single Hook	_____	X \$ 2.91	\$ 4.15	= _____
	10307 7-Ball Waterfall	_____	X \$ 31.71	\$ 45.30	= _____
<b>14</b> Grids (See Form 9k for pictures.)	103028 Chrome Grid Panel 2' x 8'	_____	X \$ 164.50	\$ 235.00	= _____
	103010 Black Grid Panel 2' x 8'	_____	X \$ 164.50	\$ 235.00	= _____
	103040 Grid Legs - Chrome	_____	X \$ 25.76	\$ 36.80	= _____
	103041 Grid Legs - Black	_____	X \$ 25.76	\$ 36.80	= _____
	103030 Grid Connectors	_____	X \$ 31.71	\$ 45.30	= _____
	10303 3-Ball Waterfall (for grids)	_____	X \$ 26.78	\$ 38.25	= _____
	10305 5-Ball Waterfall (for grids)	_____	X \$ 28.32	\$ 40.45	= _____
	103044 4" Single Hook (for grids)	_____	X \$ 2.91	\$ 4.15	= _____
	103046 6" Single Hook (for grids)	_____	X \$ 2.91	\$ 4.15	= _____
	103048 8" Single Hook (for grids)	_____	X \$ 2.91	\$ 4.15	= _____
<b>15</b> Accessories	159011 Ticket Tumbler - Small	_____	X \$ 112.95	\$ 161.35	= _____
	10405 Garment Rack	_____	X \$ 123.13	\$ 175.90	= _____
	10403 2-way Straight Arm	_____	X \$ 122.82	\$ 175.45	= _____
	10404 4-way Straight Arm	_____	X \$ 154.39	\$ 220.55	= _____
<b>16</b> Gondolas (See Form 9k for pictures.)	174541 Single Sided Gondola-1 meter x 4' high	_____	X \$ 417.83	\$ 596.90	= _____
	174581 Single Sided Gondola-1 meter x 8' high	_____	X \$ 509.95	\$ 728.50	= _____
	<i>Double Sided Gondolas include Base and 2 shelves per side.</i>				
	174542 Double Sided Gondola-1 meter x 4' high	_____	X \$ 556.75	\$ 795.35	= _____
	174582 Double Sided Gondola-1 meter x 8' high	_____	X \$ 649.71	\$ 928.15	= _____
	<i>Shelves for Gondolas are adjustable.</i>				
	Additional Shelf for Gondola	_____	X \$ 68.99	\$ 98.55	= _____
<b>Circle Color:</b> Black Fabric Blue Fabric Grey Fabric White Perfboard White PVC					

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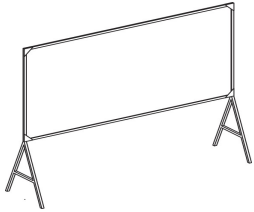
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## Furniture and Accessories

Discount Deadline:  
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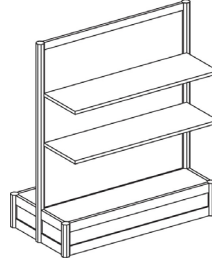
Perfboard



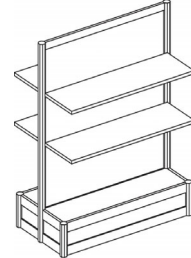
White Perfboard Shelves



Gondola - Single Sided



Gondola - Double Sided

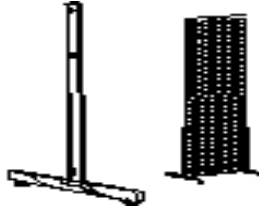


Includes Base and 2 shelves per side.

2 x 8 Grid Panels



Grid Legs



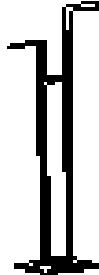
4-Way Connectors



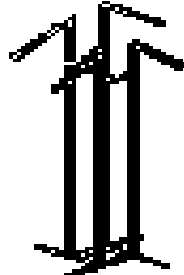
Grid Accessories



2-Way Straight Arm



4-Way Straight Arm



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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Add 8.25% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date: \_\_\_\_\_

*furnishings 2019*



# Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth



# Power Up In Style.

Denotes Powered Products 

**ROMA**   
**81021 Chair, Powered**  
(white vinyl) 37"L 31"D 33"H



**ROMA**   
**83017 Sofa, Powered**  
(white vinyl) 78"L 31"D 33"H

**HEDGE**  
**85035**  
**4' Boxwood Hedge**  
46"L 9"D 47"H



 **WIRELESS  
CHARGING TABLE,  
POWERED**  
**820710**  
(white, ac plug-in)  
20"L 20"D 18"H



## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

# Powered Seating



**A) 810120  
Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

**B) 830121  
Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

**C) 830122  
Naples Loveseat, Powered**  
(black vinyl)  
62"L 30"D 33.25"H

# Powered Tables



**Ventura Powered Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
**A) 820955** (white top)  
**B) 820950** (black top)

**Ventura Powered Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
**C) 820964** (black top)  
**D) 820965** (white top)



**Sydney Powered Cocktail Tables**  
48"L 26"D 18"H  
(brushed steel)  
**E) 82073** (white)  
**F) 82076** (black)

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Banquettes.



## Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.



POWERED  
DETAIL

Detail of Electrical  
Charging Outlet



**Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72"RND 51"H



**8506 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38"RND 51"H



**8507 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H




**Ottoman Ring**  
(4 curve ottoman seats)  
(white vinyl)  
72"RND 18"H



**815119 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H

# Powered Pedestals

Denotes AC and USB charging outlets 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

(Mobile devices must be compatible with Qi wireless charging pad.)

**Powered Locking Pedestal**  
(white)  
A) 85061 24"L 24"D 36"H  
B) 85063 24"L 24"D 42"H  
(black)  
C) 85060 24"L 24"D 36"H  
D) 85062 24"L 24"D 42"H

**Wireless Charging Table, Powered**  
E) 820710  
(white, AC plug-In)  
20"L 20"D 18"H

**Please Note:** Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Tech Desk



A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet  
(black metal, laminate)  
60"L 30"D 30"H

B) 84084 Tech Desk, Powered  
(black metal, laminate)  
60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors  
(black metal, laminate)  
16"L 20"D 28"H

# Soft Seating

*Create Engaging Booth Environments*

## HOPI

(gray linen)  
**810140, Chair**  
21"L 25"D 34"H  
**830150, Loveseat**  
48"L 25"D 34"H



## HEDGE

**85030**  
**7' Boxwood Hedge**  
36.5"L 12"D 84"H



## PEDESTAL

**85063**  
**Powered Locking**  
(white)  
24"L 24"D 42"H



## CAFÉ TABLE

**8201223**  
**Hydraulic Chrome Base**  
(laminated white top)  
30" Round 29"H



## REGIS

**82075 End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



## MARCHE

**815159 Swivel Ottoman**  
(blue fabric)  
17" RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 



## BAJA

**A) 81050 Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) 83019 Sofa**  
(white vinyl)  
86"L 28"D 30"H

**C) 83020 Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H



## FAIRFAX

**A) 830949 Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

**B) 810949 Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H



## NAPLES

**A) 810119 Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**810120** (Powered)

**B) 830119 Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**830121** (Powered)

**C) 830120 Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**830122** (Powered)

# Munich Collection

*Modular Seating to Design Custom Exhibits*

Denotes Powered Products



## MUNICH

**830201 Sectional 3pc.**  
(gray fabric)  
93.5"L 27"D 28.5"H



## HEDGE

**85035**  
**4' Boxwood Hedge**  
46"L 9"D 47"H



 **WIRELESS  
CHARGING TABLE,  
POWERED**  
**820710**  
(white, ac plug-in)  
20"L 20"D 18"H



**830200 Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H



**810150 Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



**810151 Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H

# Soft Seating Collections



A.



B.

## ALLEGRO

**A) 81019 Chair**  
(blue fabric)  
36"L 34.5"D 30"H  
**B) 83015 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

**A) 830118 Sofa**  
(beige textured)  
78"L 37"D 36"H  
**B) 810118 Chair**  
(beige textured)  
34"L 37"D 36"H  
**C) 830220 Loveseat**  
(beige textured)  
57.5"L 37"D 37"H



A.



B.



C.

## KEY LARGO

**A) 810950 Chair**  
(black fabric)  
35"L 35"D 34"H  
**B) 830950 Loveseat**  
(black fabric)  
57"L 35"D 34"H  
**C) 830951 Sofa**  
(black fabric)  
79"L 35"D 34"H



A.



B.

## SOUTH BEACH

(platinum suede)  
**A) 8301 Sofa**  
69"L 29"D 33"H  
**B) 8151 Ottoman**  
25"L 31"D 18"H



# Accent Chairs



## SWANSON

**810875 Swivel Chair**  
(white vinyl)  
28" L 25" D 30" H

## KEY WEST

**8103 Chair**  
(black)  
31" L 31" D 31" H



## LA BREA

**810874 Chair**  
(charcoal gray, fabric)  
35" L 27" D 40" H



## WENTWORTH

**810145 Chair**  
(brown vinyl)  
32.1" L 26" D 31.5" H

## AURA

**820844 Round Table**  
(white metal)  
15" Round 22" H



# Accent Chair Styles



A.



B.



C.



D.



E.



F.

**Madrid Chair**

**A) 810816**  
(white vinyl)  
30"L 30"D 31"H

**B) 8102**  
(black vinyl)  
30"L 30"D 31"H

**C) 810949**  
**Fairfax Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

**D) 810151**  
**Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H

**E) 810140**  
**Hopi Chair**  
(gray linen)  
21"L 25"D 34"H

**F) 810947**  
**Pro Executive Guest Chair**  
(black vinyl)  
24"L 22"D 36"H

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

**Marina Chair**

17.5"L 19.5"D 35"H  
**A) 810160** (black vinyl)  
**B) 810161** (brown fabric)  
**C) 810164** (white vinyl)

**Meeting Chair**

25.5"L 23.5"D 34"H  
**D) 810835** (espresso vinyl)  
**E) 810836** (taupe fabric)  
**F) 810948** (white vinyl)

# Group Seating

## ZENITH

**A) 810851 Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 820241  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30"RND 29"H



## LAGUNA

**C) 810861 Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 8201223  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



## MALBA

20"L 20"D 32"H  
**A) 810131 Chair** (gray)  
**B) 810130 Chair** (green)

## MARINA

17.5"L 19.5"D 35"H  
**A) 810164** (white vinyl)  
**B) 810160** (black vinyl)  
**C) 810161** (brown fabric)  
**D) 810162** (ocean blue fabric)  
**E) 810163** (red fabric)



# Styles & Shapes



**A) 810810  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) 810846  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

**C) 810841  
Rustique Chair w/arms**  
(gunmetal)  
20"L 18"D 31"H



**D) 81063  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

**E) 71089  
Diamond Side Chair**  
(black)  
21"W X 23" L X 32"H

**F) 71090  
Diamond Arm Chair**  
(black)  
20"W X 21"L X 33"H



**G) 810837  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**H) 81083  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

**I) 81082  
Blade Chair**  
(red)  
20.5"L 19"D 30.5"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

- J) 210108 LIMERICK® Chair BY HERMAN MILLER™**  
(gray) 18"W X 17.75"L X 33"H
- K) 81093 Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H



# Ottomans

## Vibe Cube

18"L 18"D 18"H

- A) 81531 (white vinyl)
- B) 81530 (black vinyl)
- C) 81532 (steel blue vinyl)
- D) 81534 (purple vinyl)
- E) 81533 (silver vinyl)
- F) 81519 (red vinyl)
- G) 81517 (yellow vinyl)
- H) 81520 (pink vinyl)
- I) 81518 (blue vinyl)
- J) 81525 (orange vinyl)



D.



E.



G.



I.



F.



H.



J.



# Styles & Shapes



C.



F.



L.



L.



N.



A.



D.



G.



J.



M.



O.



B.



E.



H.



K.

**Beverly Bench**  
60"L 20"D 18"H  
A) 81556 (white vinyl)  
B) 81550 (black vinyl)  
C) 81552 (gray fabric)  
D) 81555 (red fabric)  
E) 81554 (ocean blue fabric)  
F) 81553 (linen fabric)  
G) 81551 (brown fabric)

H) 815119 **Half Bench**  
(white vinyl)  
39"L 22"D 18"H

**ENDLESS Square**  
34"L 34"D 15"H

I) 815123 (black)

J) 815122 (white)

**ENDLESS Curved**

60.5"L 37.5"D 15"H

K) 815952 (black)

L) 815953 (white)

M) 8507 **Quarter Curve**  
(white vinyl)

53"L 22"D 18"H

**Ring** (4 ottoman seats)

(white vinyl)

72"RND 18"H

N) 81526 **Edge**

**LED Cube**

(white plastic)

19"L 19"D 19"H

A/C power only

O) 82074

**Regis Bench**

(brushed metal)

47"L 15.5"D 16"H

# Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

K.

**Marche Swivel Ottomans**  
17"RND 18"H

A) 815150 (white vinyl)

B) 815154 (red fabric)

C) 815158

(pear yellow fabric)

D) 815156 (plum fabric)

E) 815159 (blue fabric)

F) 815151 (gray fabric)

G) 815155

(rose quartz fabric)

H) 815152 (linen fabric)

I) 815153

(raspberry fabric)

J) 815157

(meadow green fabric)

K) 815160

(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

- A) 820250 (glass, chrome)
- B) 820251 (wood, chrome)



## ALONDRA

### End Table

20"L 20"D 20"H

- C) 820252 (glass, chrome)
- D) 820253 (wood, chrome)



## GEO

### Cocktail Table

50"L 22"D 16"H

- A) 82034 (glass, chrome)
- B) 82027 (wood, black)



## GEO


### End Table

26"L 26"D 20"H

- C) 82035 (glass, chrome)
- D) 82028 (wood, black)



# Styles & Shapes

Available in Power 



## 810816 Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) 82053 (white)
- 82073 (Powered)
- B) 82052 (black)
- 82076 (Powered)
- C) 82077 (blue)
- D) 82078 (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) 82055 (white)
- F) 82054 (black)
- G) 82079 (blue)
- H) 82080 (wood)

## Regis Tables

(brushed metal)

### I) 82074 Bench Table

47"L 15.5"D 16"H

### J) 82075 End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) 82015 End Table

24" Round 22"H

### L) 82014 Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) 82088 End Table

22" Round 22"H

### N) 82087 Cocktail Table

47"L 27"D 19"H

## Aura Round Table

### O) 82084

(white metal)

15" Round 22"H

## Edge LED Cube Table

### P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

## Wireless Charging

### Table, Powered

### Q) 820710

(white, AC plug-In)

20"L 20"D 18"H



# Café Tables

**A) 820940 Blue Hydraulic  
Café Table**  
(chrome base, blue top)  
30" RND 29"H

**B) 810131 Malba Chair**  
(gray)  
20"L 20"D 32"H



**85030  
7' Boxwood Hedge**  
36.5"L 12"D 84"H



**30" Round Café Table**  
**A) 820941**  
**Standard Black Base**  
(blue top) 30" RND 29"H

**B) 81093 Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H



**A) 820241 Madison  
Hydraulic Café Table**  
(chrome base, gray acajou top)  
30" RND 29"H

**B) 810130 Malba Chair**  
(green)  
20"L 20"D 32"H



# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



A.



B.



WHITE LAMINATE



GRAPHITE NEBULA



BLUE LAMINATE



MAPLE



MADISON/GRAY ACAJOU



RED



SILVER TEXTURED



WOOD LAMINATE

## Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



D.



C.

### C) 72063 Chelsea Butcher Block-Top Café Table

(oak) 30" RND 30"H  
also available  
72064 36" RND 30"H

### D) 810164 Marina Chair

(white vinyl) 17.5"L 19.5"D 35"H

### E) 72069 Soho Black-Top Café Table

(black) 24" RND 30"H  
also available  
72067 36" RND 30"H | 72066 18" RND 18"H

### F) 81082 Blade Chair

(red) 20.5"L 19"D 30.5"H



F.

E.

## Café Tables

**Standard Black Base**  
30" RND 29"H

A) 8201220 (white)  
also available  
820265 (Madison/gray  
acajou)  
820941 (blue)  
820943 (wood)

## Café Tables

**Hydraulic Chrome Base**  
30" RND 29"H

B) 820923 (graphite nebula)  
also available  
8201208 (maple)  
820921 (red)  
820940 (blue)  
820942 (wood)  
820925 (silver)  
8201223 (white)

36" RND 29"H  
820126 (white)  
8201209 (graphite nebula)  
8201206 (maple)

# Bar Tables

**A) 8201222**  
**30" Round Bar Table**  
 (white top, chrome  
 hydraulic base)  
 30" RND 45"H

**B) 810952**  
**Apex Barstool**  
 (blue ultra suede)  
 21"L 21"D 33"H



**C) 8201226**  
**Rustique Square Metal Bar Table**  
 (gunmetal)  
 23.75"L 23.75"D 41.25"H

**D) 810839**  
**Rustique Barstool**  
 (gunmetal)  
 13"L 13"D 30"H



**E) 820930**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30" RND 45"H

**F) 810860**  
**Laguna Barstool**  
 (maple, chrome)  
 18"L 20"D 47"H



**G) 820240 30"**  
**Round Bar Table**  
**w/ Hydraulic Chrome Base**  
 (Madison/gray acajou)  
 30" RND 45"H

**H) 810850**  
**Zenith Barstool**  
 (white, chrome)  
 19"L 20"D 44"H



# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



## Bar Tables

**Standard Black Base**  
30" RND 42"H

- A) 8201221 (white)  
also available
- 820264 (Madison/gray acajou)
- 820931 (blue)
- 820933 (wood)

## Bar Tables

**Hydraulic Chrome Base**  
30" RND 45"H

- E) 820922 (graphite nebula)  
also available
- 8201207 (maple)
- 820920 (red)
- 820930 (blue)
- 820932 (wood)
- 820924 (silver)

- 36" RND 45"H
- 820125 (white)
- 8201211 (graphite nebula)
- 8201205 (maple)

# Style & Design

Choose from a variety of table top colors and styles for the perfect look.



**C) 720163 Chelsea Butcher Block-Top Bistro Table**

(oak) 30"RND 42"H  
also available  
720164 36"RND 42"H

**D) 81092 Lucent Barstool**

(frosted, acrylic) 22"L 22.5"D 45.5"H

**E) 72070 Soho Black-Top Bistro Table**

(black) 24"RND 42"H  
also available  
72068 36"RND 42"H

**F) 810953 Apex Barstool**

(red vinyl) 21"L 21"D 33"H



# Barstools



## LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.



S.



T.

U.

## Mix & Match

T) 720163 Butcher Block-Top Bistro  
(oak) 30" L RND 42" H

also available 720164 36" RND 42" H

U) 210109 LIMERICK® Stool BY HERMAN MILLER™  
(white) 18" X 17.75" L X 44" H

### Apex Barstools

21" L 21" D 33" H

A) 810951 (black vinyl)

B) 810953 (red vinyl)

C) 810954 (white vinyl)

D) 810952 (blue ultra suede)

### Zoey Barstools

15" L 16" D 30-34.75" H

E) 810840 (white, chrome)

F) 810834 (black, chrome)

### Banana Barstools

21" L 22" D 41.75" H

G) 810104 (black, chrome)

H) 810103 (white, chrome)

### I) 810201 Oslo Barstool

(white)

17" L 20" D 45" H

### J) 810848 Christopher Barstool

(white vinyl, chrome)

19" L 15" D 41" H

### K) 810202 Shark Barstool

(white, chrome)

22" L 19" D 34-44" H

### L) 810850

Zenith Barstool

(white, chrome)

19" L 20" D 44" H

### M) 81092

Lucent Barstool

(frosted, acrylic)

22" L 22.5" D 45.5" H

### N) 810860

Laguna Barstool

(maple, chrome)

18" L 20" D 47" H

### Blade Barstool

20.5" L 20.125" D 40.5" H

O) 81080 (red)

P) 81081 (sky blue)

### Q) 71088

Black Diamond Stool

(black) 22" W X 18" L X 46" H

### R) Gas Lift Stool w/ arms

24" W X 20" L X 46" H

71048 (gray, adjustable)

also available

71047 w/o arms

### S) 810839

Rustique Barstool

(gunmetal) 13" L 13" D 30" H

# Conference Tables

A.



B.



**42" Round Conference Table**  
42" RND 29"H  
A) 820708 (white laminate)  
B) 820260 (Madison/gray acajou)

D.



C.



## MADISON

(Madison/gray acajou)  
C) 820261 5' Table  
60"L 48"D 29"H  
D) 820262 8' Table  
96"L 60"D 29"H  
E) 820263 10' Table  
120"L 48"D 29"H

E.



# Styles & Shapes

A. | B.



C.



## Atomic Round Tables

(glass, chrome)  
**A) 8201225** 42"RND 30"H  
**B) 8201224** 36"RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H  
**C) 82044** (glass, chrome)  
**D) 82043** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H  
**E) 82041** (glass, black)  
**F) 82051** (glass, chrome)

## G) 820707 Merlin

**Multi Use Table**  
 (gray laminate, black)  
 46"L 29"D 30"H

## H) 820706 Work Table

(white laminate, white)  
 48"L 24"D 30"H

## I) 820203

**6' Conference Tables**  
 (graphite nebula)  
 72"L 42"D 29"H

E.



D.



G.



F.



H.



I.



## Mix & Match

**J) 810946 Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable  
**K) 810945 Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable





# Executive Seating

## Task Stool

**810135**  
 (black fabric)  
 27.5"L X 27.5"D X 32.75"-40.25"H  
 Adjustable height



## Pro Executive High Back Chair

25"L X 24"D X 48"H  
**A) 810844** (white vinyl)  
**B) 810946** (black vinyl)  
 Adjustable height



## Pro Executive Guest Chair

24"L X 22"D X 36"H  
**810947** (black vinyl)



## Gas Lift Chair

26" X 20" L X 38" H  
**A) 71045** (gray, adjustable)  
**71046** w/ arms

## Gas Lift Stool

24" W X 20" L X 46" H  
**B) 71048** (gray, adjustable)  
**71047** w/o arms



## Pro Executive Mid Back Chair

24"L X 22"D X 40"H  
**A) 810945** (white vinyl)  
**B) 810944** (black vinyl)  
 Adjustable height



# Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets 



POWERED  
DETAIL



BLACK WHITE MAPLE

## Table Top Options

Colors not available in all table options. Please check options listed to the right.

## Bar Tables



**810860**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

**A) 820950** (black top)  
**820955** (white top)

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top  
**B) 820954** (solid)  
**820951** (grommets)  
White Top  
**C) 820953** (grommets)  
**820956** (solid)

Black Top  
**820952** (solid)

## Café Tables



### Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

**A) 820964** (black top)  
**B) 820965** (white top)

### Ventura Communal Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

Maple Top  
**C) 820963** (solid)  
**820960** (grommets)  
White Top  
**D) 820961** (grommets)  
**820966** (solid)

Black Top  
**E) 820962** (solid)

# Office Essentials

## MADISON

**A) 84075 Madison Executive Desk**

(gray acajou) 60"L 30"D 29"H

**B) 84077 Madison Credenza**

(gray acajou) 60"L 20"D 29"H

**C) 810135 Task Stool**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

**D) 810844 Pro Executive**


**High Back Chair**

(white classic vinyl)

25"L 24"D 48"H Adjustable



# Tech Powered Desk

Denotes AC and USB charging outlets 



A. 



C.

B. 



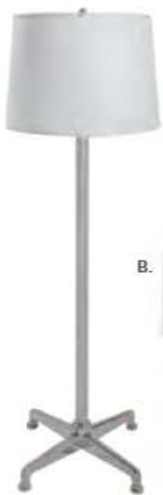
**A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H

**B) 84084 Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H

**C) 84080 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

# Lighting & Shelving

A.



B.



C.



D.



## ACCENT LAMPS

**Mason Lamps**  
(brushed silver)  
**A) 850708 Floor Lamp**  
18" RND 55"H  
**B) 850707 Table Lamp**  
16" RND 26"H

## SHELVING

**C) 85020**  
**Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H  
**D) 84078**  
**Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H

# Show Essentials

Denotes AC and USB charging outlets 



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.



**Midtown Powered Counter**  
60"L 18"D 42"H (pewter/glass)  
**850103** (unlighted)  
**850102** (lighted with plug-in)



**85030**  
**7' Boxwood Hedge**  
36.5"L 12"D 84"H



**810860**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

## Display Counter

**A) 72056**  
**Display Counter**  
(black)  
24"W X 49"L X 42"H

**B) 210109**  
**limerick Stool**  
BY HERMAN MILLER™  
(white)  
18" X 17.75" L X 44" H

B.

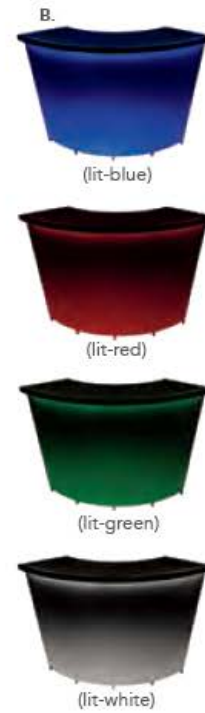


A.



# Midtown Bar

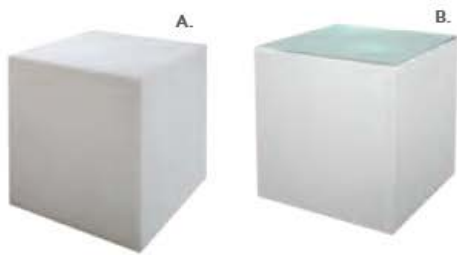
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



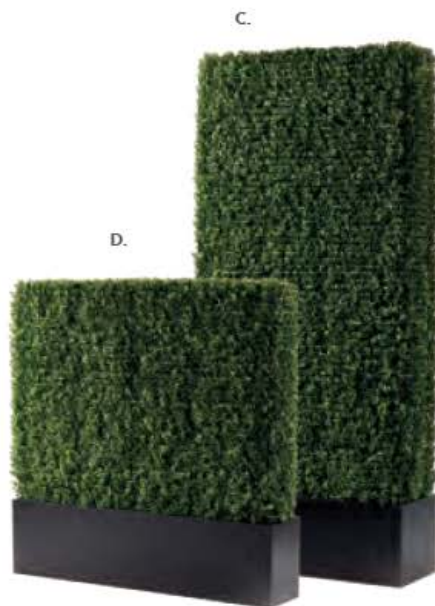
**Midtown Bar**  
60"L 18"D 42"H  
(pewter)  
**A) 850101**  
(unlighted)  
**B) 850100**  
(lighted with plug-in)

**Apex Barstool**  
**C) 810952**  
(blue ultra suede)  
21"L 21"D 33"H

# Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.

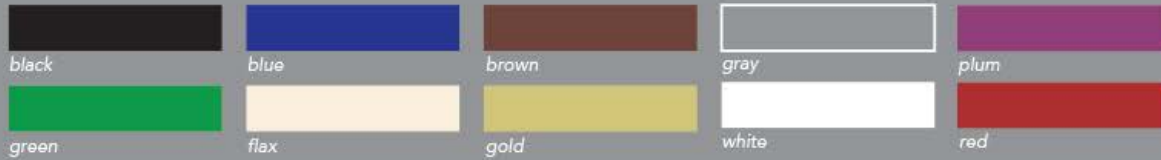


**A) 81526 Edge LED Cube Ottoman**  
(white plastic)  
20"L 20"D 20"H  
A/C power only  
**B) 82057 Edge LED Cube Table**  
(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

**C) 85030 7' Boxwood Hedge**  
36.5"L 12"D 84"H  
**D) 85035 4' Boxwood Hedge**  
46"L 9"D 47"H

# Draped or Undraped Tables & Counters

## Table-Drape Colors



**Special Draping:** Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at [freeman.com](http://freeman.com) for ordering and full product line



## Sizing Chart\*

\*Table and counter widths are available in select cities

### 24"D X 30"H | Tables Draped

<b>124330</b>	Tables Draped	<b>3'L</b> x 24"D x 30"H
<b>124430</b>	Tables Draped	<b>4'L</b> x 24"D x 30"H
<b>124630</b>	Tables Draped	<b>6'L</b> x 24"D x 30"H
<b>124830</b>	Tables Draped	<b>8'L</b> x 24"D x 30"H

### 24"D X 30"H | Tables Undraped

<b>125330</b>	Tables Undraped	<b>3'L</b> x 24"D x 30"H
<b>125430</b>	Tables Undraped	<b>4'L</b> x 24"D x 30"H
<b>125630</b>	Tables Undraped	<b>6'L</b> x 24"D x 30"H
<b>125830</b>	Tables Undraped	<b>8'L</b> x 24"D x 30"H

### 30"D X 30"H | Tables Draped

<b>130330</b>	Tables Draped	<b>3'L</b> x 30"D x 30"H
<b>130430</b>	Tables Draped	<b>4'L</b> x 30"D x 30"H
<b>130630</b>	Tables Draped	<b>6'L</b> x 30"D x 30"H
<b>130830</b>	Tables Draped	<b>8'L</b> x 30"D x 30"H

### 30"D X 30"H | Tables Undraped

<b>131330</b>	Tables Undraped	<b>3'L</b> x 30"D x 30"H
<b>131430</b>	Tables Undraped	<b>4'L</b> x 30"D x 30"H
<b>131630</b>	Tables Undraped	<b>6'L</b> x 30"D x 30"H
<b>131830</b>	Tables Undraped	<b>8'L</b> x 30"D x 30"H

### 24"D X 42"H | Counter Draped

<b>124342</b>	Counter Draped	<b>3'L</b> x 24"D x 42"H
<b>124442</b>	Counter Draped	<b>4'L</b> x 24"D x 42"H
<b>124642</b>	Counter Draped	<b>6'L</b> x 24"D x 42"H
<b>124842</b>	Counter Draped	<b>8'L</b> x 24"D x 42"H

### 24"D X 42"H | Counter Undraped

<b>125342</b>	Counter Undraped	<b>3'L</b> x 24"D x 42"H
<b>125442</b>	Counter Undraped	<b>4'L</b> x 24"D x 42"H
<b>125642</b>	Counter Undraped	<b>6'L</b> x 24"D x 42"H
<b>125842</b>	Counter Undraped	<b>8'L</b> x 24"D x 42"H

### 30"D X 42"H | Counter Draped

<b>130342</b>	Counter Draped	<b>3'L</b> x 30"D x 42"H
<b>130442</b>	Counter Draped	<b>4'L</b> x 30"D x 42"H
<b>130642</b>	Counter Draped	<b>6'L</b> x 30"D x 42"H
<b>130842</b>	Counter Draped	<b>8'L</b> x 30"D x 42"H

### 30"D X 42"H | Counter Undraped

<b>131342</b>	Counter Undraped	<b>3'L</b> x 30"D x 42"H
<b>131442</b>	Counter Undraped	<b>4'L</b> x 30"D x 42"H
<b>131642</b>	Counter Undraped	<b>6'L</b> x 30"D x 42"H
<b>131842</b>	Counter Undraped	<b>8'L</b> x 30"D x 42"H

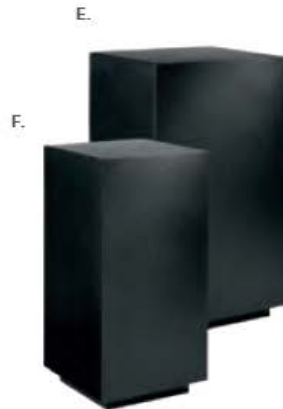
### 4th Side | Table Draped 30"

<b>12404630</b>	Drape Table 4th Side	<b>6' X 30"</b>
<b>12404830</b>	Drape Table 4th Side	<b>8' X 30"</b>

### 4th Side | Table Draped 42"

<b>12404642</b>	Drape Table 4th Side	<b>6' X 42"</b>
<b>12404842</b>	Drape Table 4th Side	<b>8' X 42"</b>

# Product Display



**A) 72056**  
**Display Counter**  
 (black)  
 24"W X 49"L X 42"H

**B) 75079**  
**Orion Computer Kiosk**  
 (black)  
 28"L X 28"D X 40.5"H  
 (computer not included)

**C) 810840**  
**Zoey Barstools**  
 (white, chrome)  
 15"L 16"D 30-34.75"H

**D) 75032**  
**Display Cube - Large**  
 (black)  
 24"W X 24"L X 42"H

**E) 75031**  
**Display Cube - Medium**  
 (black)  
 18"W X 18"L X 36"H

**F) 75030**  
**Display Cube - Small**  
 (black)  
 12"W X 12"L X 42"H

**G) 75022**  
**Display Cylinder - High**  
 (black)  
 24"W X 24"L X 36"H

**H) 75021**  
**Display Cylinder - Medium**  
 (black)  
 18"W X 18"L X 20"H

**I) 75020**  
**Display Cylinder - Low**  
 (black)  
 30"W X 12"L X 15"H  
 available in rectangle sizes

**J) 810947**  
**Pro Executive Guest Chair**  
 (black vinyl)  
 24"L 22"D 36"H



# Product Storage



## RACKS

**A) 750135**  
**Round Literature Rack**  
 (black)  
 17"W X 17"L X 57"H

**B) 750136**  
**Flat Literature Rack**  
 (black)  
 10"W X 55"H

## CABINETS

**C) 84080**  
**3 Drawer File Cabinet**  
**on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

**D) 74082**  
**2 Drawer File Cabinet**  
**w/Lock**  
 (tan metal)  
 15"W X 29"L X 28"H

**E) 74081**  
**4 Drawer File Cabinet**  
**w/Lock**  
 (tan metal)  
 15"W X 29"L X 50"H



## REFRIGERATORS

**F) 8503001**  
**Large Refrigerator**  
 (white) 14.0 cubic feet  
 28"W X 28"L X 64"H

**G) 75057**  
**Small Refrigerator**  
 4.0 cu feet  
 20"W X 22"L X 33"H

# Show & Office Accessories



**A) 10201484**  
**Floor Standing**  
**Bulletin Board**  
 (black)  
 48"W X 96"L X 78"H

**B) 71048**  
**Gas Lift Stool w/ arms**  
 (gray, adjustable)  
 24"W X 20"L X 46"H  
 also available  
**71047 w/o arms**



**C) 220121**  
**Chrome Stanchion**  
**w/ 8' Retractable Belt**  
 (black, belt) 42"H



**D) 220110**  
**Chrome Bag Rack**  
 (3" at center)  
 1"W X 41"H X 26"W



**E) 220109**  
**Chrome Coat Tree**  
 (21" w at the base)  
 8 1/4"W X 69 1/2"H



**F) 220118**  
**Chrome Sign Holder**  
 (sign holds)  
 22"W X 28"H



**G) 220143**  
**Brushed Aluminum Easel**  
 (open 5 1/4"W X 64 1/4"H)  
 26"W X 62"H



**H) 220106**  
**Corrugated Wastebasket**  
 (black)



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C O - L O C A T E D



Healthcare+  
 PACKAGING  
 EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Specialty Showcases

Discount Deadline:  
**August 12, 2019**  
 (excludes labor)

Description		Quantity	Advance Price	Standard Price	Total
<b>17 Showcases</b> (PES is not responsible for any damage or theft to any items left or stored in locked or unlocked showcases. See Form 9m for pictures.)	<b>FULL VISION Showcase</b> - includes (1) 8" and (1) 10" glass shelves with adjustable brackets, and 26" high front glass display section				
	4' Length	X	\$443.87	\$634.10	=
	5' Length	X	\$443.87	\$634.10	=
	6' Length	X	\$443.87	\$634.10	=
	<b>HALF VISION Showcase</b> - includes (1) 10" glass shelf with adjustable brackets, 18" high front glass display section				
	4' Length	X	\$443.87	\$634.10	=
	5' Length	X	\$443.87	\$634.10	=
	6' Length	X	\$443.87	\$634.10	=
	<b>QUARTER VISION Showcase</b> - with 12" high front glass display section				
	4' Length	X	\$443.87	\$634.10	=
	5' Length	X	\$443.87	\$634.10	=
	6' Length	X	\$443.87	\$634.10	=
	<b>CORNER VISION Showcase</b> - rear access, glass shelves				
	Full Vision	X	\$484.61	\$692.30	=
	Half Vision	X	\$484.61	\$692.30	=
	Quarter Vision	X	\$484.61	\$692.30	=
	<b>WALL Showcase</b> - 48"L x 20"D x 66"H, with (4) 12" glass shelves, adjustable brackets, lights, locks and a 60" high sliding glass door				
	Solid	X	\$549.61	\$785.15	=
	See-Thru	X	\$549.61	\$785.15	=
	<b>TOWER Showcases</b> - 20"L x 20"D x 80"H, with 3 glass shelves, lights, and locks				
20" x 20" Square	X	\$549.61	\$785.15	=	

- UNLESS SPECIFIED ABOVE, ALL SHOWCASES ARE 20"D X 38"H AND HAVE LIGHTS, LOCKS, SLIDING MIRROR DOORS, GREY EXTERIOR, OFF-WHITE INTERIOR ALUMINUM FRAMES. SHOWCASES ARE AVAILABLE WITH BLACK BASES BY REQUEST.
- A \$100.00 CHARGE PER SHOWCASE FOR ONSITE ORDERS AND CHANGES MADE AT SHOW SITE.
- ALL KEYS MUST BE LEFT WITH SHOWCASE OR A CHARGE OF \$10.00 WILL BE ASSESSED.
- ELECTRICAL OUTLETS AND ELECTRICAL LABOR FOR SHOWCASE LIGHTS ARE NOT INCLUDED. SEE OUR ELECTRICAL SERVICE FORMS TO ORDER ELECTRICAL.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Add 8.25% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**9m**

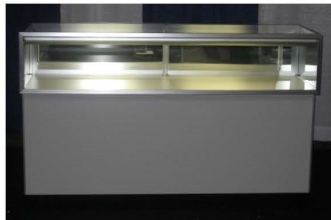
Full Vision Case

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-8" and 1-10" glass shelf with adjustable brackets with a 26" high front glass display section.



Quarter Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths, and has a 12" high front glass display section.



Half Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-10" glass shelf with adjustable brackets, with 18" high front glass display section.



Corner Vision Case:

Available in full, half, and quarter sizes. Includes rear access, and glass shelves as seen in the other vision cases.



Cases on sides not included.

Tower Case:

Available in a 20X20 square only. The dimensions are 20"LX20"D X 80"H. Includes 3 glass shelves, lights, and locks.



Wall Case:

Available in solid and see-thru (pictured). Dimensions are 48"LX20"D X 66"H. Includes 4-12" glass shelves, adjustable brackets, lights, locks, and 60" high sliding glass.





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**Submit Designer booth graphics to PES prior to 8/26/19 in order to avoid the 50% expedite fee on rental package.**

**A Digital Setup Fee of \$125 will be charged for all Designer Models.**

## Modular Rental Exhibits

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

Prices for Modular Rental Exhibits include the exhibit, stem lights, and labor to install and dismantle structure. To order a full turnkey exhibit, please review the PES exhibiting packages order forms and information. PES exhibiting packages include carpet, a wastebasket, electrical outlet, daily cleaning and furniture.

**Electrical outlets and electrical labor and materials are NOT included for Modular Rental Exhibits.**

	Description	Qty	Advance Price	Standard Price	Total
<b>1</b> 8 Ft. High x 10 Ft. Wide Units	A100B Essential Basic	X	\$ 1,697.08	\$ 2,424.40 =	
	A100D Essential Designer (includes graphics)	X	\$ 3,039.40	\$ 4,342.00 =	
	B100B Overlay Basic	X	\$ 1,777.55	\$ 2,539.35 =	
	B100D Overlay Designer (includes graphics)	X	\$ 3,119.87	\$ 4,456.95 =	
	D100B Storage Room Basic	X	\$ 2,172.56	\$ 3,103.65 =	
	D100D Storage Room Designer (includes graphics)	X	\$ 3,752.60	\$ 5,360.85 =	
	F100 Designer Light Box (includes graphics)	X	\$ 3,277.12	\$ 4,681.60 =	
<b>2</b> 8 Ft. High x 15 Ft. Wide Units	A150B Essential Basic	X	\$ 2,410.31	\$ 3,443.30 =	
	A150D Essential Designer (includes graphics)	X	\$ 4,560.92	\$ 6,515.60 =	
	B150B Overlay Basic	X	\$ 2,666.34	\$ 3,809.05 =	
	B150D Overlay Designer (includes graphics)	X	\$ 4,680.87	\$ 6,686.95 =	
	D150B Storage Room Basic	X	\$ 3,258.85	\$ 4,655.50 =	
	D150D Storage Room Designer (includes graphics)	X	\$ 5,628.91	\$ 8,041.30 =	
	E150B Storage Counter Basic	X	\$ 3,258.85	\$ 4,655.30 =	
E150D Storage Counter Designer (includes graphics)	X	\$ 5,628.91	\$ 8,041.30 =		
<b>3</b> 8 Ft. High x 20 Ft. Wide Units	A200B Essential Basic	X	\$ 3,394.16	\$ 4,848.80 =	
	A200D Essential Designer (includes graphics)	X	\$ 6,078.77	\$ 8,693.95 =	
	B200B Overlay Basic	X	\$ 3,555.09	\$ 5,078.70 =	
	B200D Overlay Designer (includes graphics)	X	\$ 6,239.70	\$ 8,913.85 =	
	D200B Storage Room Basic	X	\$ 4,649.26	\$ 6,641.80 =	
	D200D Storage Room Designer (includes graphics)	X	\$ 7,285.74	\$10,408.20 =	
	F200 Designer Light Box (includes graphics)	X	\$ 6,554.24	\$ 9,363.20 =	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 8/26/19. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 50% Expedite Fee if ordered after 8/26/19 \_\_\_\_\_  
 100% Expedite Fee if ordered after 9/1/19 \_\_\_\_\_  
 Add 8.25% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**A Digital Setup Fee of \$125 will be charged for all Designer Models.**

## Modular Rental Exhibits

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

Prices for Modular Rental Exhibits include the exhibit, stem lights, and labor to install and dismantle structure. To order a full turnkey exhibit, please review the PES exhibiting packages order forms and information. PES exhibiting packages include carpet, a wastebasket, electrical outlet, daily cleaning and furniture.

**Electrical outlets and electrical labor and materials are NOT included for Modular Rental Exhibits.**

Description		Qty	Advance Price	Standard Price	Total
<b>4</b> 12 Ft. High Options	C100B 12ft. High Basic (10ft. Wide)	X	\$ 2,724.86	\$ 3,892.65 =	
	C100D 12ft. High Designer (10ft. Wide)	X	\$ 4,359.74	\$ 6,228.20 =	
	C150B 12ft. High Basic (15ft. Wide)	X	\$ 4,089.09	\$ 5,841.55 =	
	C150D 12ft. High Designer (15ft. Wide)	X	\$ 6,542.55	\$ 9,346.50 =	
	C200B 12ft. High Basic (20ft. Wide)	X	\$ 5,449.68	\$ 7,785.25 =	
	C200D 12ft. High Designer (20ft. Wide)	X	\$ 8,719.48	\$12,456.40 =	

**5 Booth Details** Choose ONE Panel Type and Color.

Standard Laminate:  Black  Gray  White  Blue  
 Fabric:  Blue Fabric  Gray Fabric  Black Fabric

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)

**6 Booth Header Options**  Standard Header Copy (Please type or print.)

Letter Color:  Black  Red  Blue  
 Font Type:  Times New Roman Bold  Castle T Bold  Arial Black  Cooper Black

OR

Custom Header - See below to order and our Graphics Information form for sending artwork.

<b>7 Custom Headers</b>	10ft. Wide Custom Header Option (8ft. High Booths)	X	\$ 256.03	\$ 365.75 =	
	10ft. Wide Custom Header Option (12ft. High Booths)	X	\$ 435.26	\$ 621.80 =	
	15ft. Wide Custom Header Option (8ft. High Booths)	X	\$ 384.06	\$ 548.65 =	
	15ft. Wide Custom Header Option (12ft. High Booths)	X	\$ 651.04	\$ 930.05 =	
	20ft. Wide Custom Header Option (8ft. High Booths)	X	\$ 512.05	\$ 731.50 =	
	20ft. Wide Custom Header Option (12ft. High Booths)	X	\$ 870.49	\$ 1,243.55 =	

**Add a custom graphic header to any booth rental for a fraction of the cost of a full designer option rental. Logos and company branding will add the custom look without breaking your budget. See order forms for pricing and contact your CAM to finalize your graphic look.**

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 8/26/19. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 50% Expedite Fee if ordered after 8/26/19 \_\_\_\_\_  
 100% Expedite Fee if ordered after 9/1/19 \_\_\_\_\_  
 Add 8.25% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date: \_\_\_\_\_



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

**Use this page to add accessories to your rental booth or PES exhibiting package or as upgrades to your existing booth design.**

**A Digital Setup Fee of \$125 will be charged for all units with graphics.**

## Modular Rental Exhibits

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

PACK EXPO Services Exhibit Rental Division offers exhibitors a quick and cost effective solution for trade show participation. Price includes shipping, and installation and dismantle labor of your Modular Rental.

			Qty	Advance Price	Standard Price	Total
<b>8 Accessories</b> (Please see the following page for panel color and graphic options.)	ACC1	Curved Reception w/ Open Back	X	\$ 537.08	\$ 767.25 =	
	ACC1	Curved Reception w/ Open Back (graphics)	X	\$ 604.17	\$ 863.10 =	
	ACC2	Essential Credenza	X	\$ 380.42	\$ 543.45 =	
	ACC2	Essential Credenza (graphics)	X	\$ 447.55	\$ 639.35 =	
	ACC3	Cosmopolitan Credenza	X	\$ 581.81	\$ 831.15 =	
	ACC3	Cosmopolitan Credenza (graphics)	X	\$ 648.94	\$ 927.05 =	
	ACC5	Contemporary Credenza	X	\$ 447.55	\$ 639.35 =	
	ACC5	Contemporary Credenza (graphics)	X	\$ 492.00	\$ 702.85 =	
	ACC6	Contemporary Credenza w/ Standoff Sign	X	\$ 469.95	\$ 671.35 =	
	ACC6	Contemporary Credenza w/ Standoff Sign (graphics)	X	\$ 537.08	\$ 767.25 =	
	ACC8	Essential Pedestal	X	\$ 380.42	\$ 543.45 =	
	ACC8	Essential Pedestal (graphics)	X	\$ 447.55	\$ 639.35 =	
	ACC9	Reception Counter w/ Open Back	X	\$ 537.08	\$ 767.25 =	
	ACC9	Reception Counter w/ Open Back (graphics)	X	\$ 648.94	\$ 927.05 =	
	ACC10	Essential Extended Credenza w/ Shelf	X	\$ 581.81	\$ 831.15 =	
	ACC10	Essential Extended Credenza w/ Shelf (graphics)	X	\$ 716.07	\$1,022.95 =	
	ACC11	Additional Stem Light	X	\$ 71.09	\$ 101.55 =	
	ACC12	Floor Can Light	X	\$ 51.21	\$ 73.15 =	
	ACC13	8" Straight White Laminate Shelf	X	\$ 67.17	\$ 95.95 =	
	ACC14	8" Straight Black Laminate Shelf	X	\$ 67.17	\$ 95.95 =	
	ACC15	8" Straight Clear Shelf	X	\$ 67.17	\$ 95.95 =	
	ACC22	Information Station Credenza	X	\$ 714.98	\$1,021.40 =	
	ACC23	Information Station Tower	X	\$ 714.98	\$1,021.40 =	
	ACC23	Information Station Tower (graphics)	X	\$ 872.97	\$1,247.10 =	
	ACC24	Freestanding Meter Panel Graphic	X	\$ 521.43	\$ 744.90 =	
	ACC33	12" Straight White Laminate Shelf	X	\$ 67.17	\$ 95.95 =	
	ACC34	12" Straight Black Laminate Shelf	X	\$ 67.17	\$ 95.95 =	
	ACC35	12" Straight Clear Shelf	X	\$ 67.17	\$ 95.95 =	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 8/26/19. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 50% Expedite Fee if ordered after 8/26/19 \_\_\_\_\_  
 100% Expedite Fee if ordered after 9/1/19 \_\_\_\_\_  
 Add 8.25% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Use this page to add accessories to your rental booth or PES exhibiting package or as upgrades to your existing booth design.**

**A Digital Setup Fee of \$125 will be charged for all units with graphics.**

## Design Your Own Booth

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

PACK EXPO Services Exhibit Rental Division offers exhibitors a quick and cost effective solution for trade show participation. Price includes shipping, and installation and dismantle labor of your Modular Rental.

	Qty	Advance Price	Standard Price	Total
<b>9 Components</b>	Design Fee (Per Project)	X	\$130.65	\$130.65 =
	8' high 1/2 Meter Vertical Panel	X	\$274.33	\$391.90 =
	8' high 1/2 Meter Vertical Panel (with graphics) (single sided)	X	\$329.18	\$470.25 =
	8' high 1 Meter Vertical Panel	X	\$420.63	\$600.90 =
	8' high 1 Meter Vertical Panel (with graphics) (single sided)	X	\$519.37	\$741.95 =
	8' high Door and Frame	X	\$512.05	\$731.50 =
	8' high Door and Frame (with graphics)	X	\$603.51	\$862.15 =
	Sidewall (42" high x 6' wide)	X	\$292.60	\$418.00 =
	Sidewall with graphics (42" high x 6' wide) (single sided)	X	\$384.06	\$548.65 =
	1/2 Meter Low Wall	X	\$106.23	\$151.75 =
	Add Modular Header (call for quote)	X	Call for quote	Call for quote =
Increase to 12' height (call for quote)	X	Call for quote	Call for quote =	

**10 Panel Color** Choose ONE Panel Type and Color.

Hardwall:  Black  Gray  White  Blue

Fabric:  Blue Fabric  Gray Fabric  Black Fabric

**11 Graphic Options** Please send your logo and artwork to your CAM and include the Show Name, Exhibitor Name and booth number. For best results please send a vector image. See the Graphic Information form for specific setup instructions.

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 8/26/19. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.	50% Expedite Fee if ordered after 8/26/19 _____
	100% Expedite Fee if ordered after 9/1/19 _____
	Add 8.25% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_





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 Fax: (972) 751-9500  
 www.packexpolasvegas.com

**Use this page to request a design layout and quote for basic modular rental needs.**

**If you need a more complex design, please contact our Custom Booth Department at PES.custombooth@packexposervices.com**

## Design Your Own Booth

**Discount Deadline: August 12, 2019 (excludes labor)**


Please provide us with a top view sketch of what you would like your booth to be. Return this form to your CAM. A price quote and production drawing will be returned to you.

Don't forget to add accessories. See Form 10c for details.

**Prices include shipping, Installation and Dismantle of your exhibit.**

**A Digital Setup Fee of \$125.00 per project will apply.**

What is your target date and time:  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

1 Square = 1 Meter or 1 panel  
 Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 9/17/18. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal	_____
50% Expedite Fee if ordered after 8/26/19	_____
100% Expedite Fee if ordered after 9/1/19	_____
Add 8.25% Rental Tax	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

# Exhibit Solutions



PACK EXPO Services can provide you a complete rental exhibit in a style that fits your needs and at a price that fits your budget. You pay no design fees, no shipping fees, no material handling fees and no repair or refurbishing fees. Make a bigger splash and order the Designer version which includes graphics designed just for you.

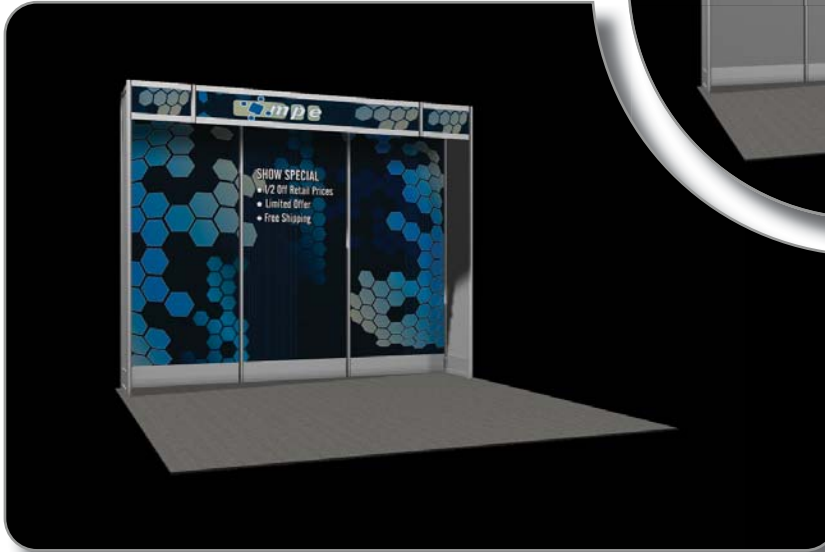
Each rental includes the header, lights, and installation and dismantle labor. Designer versions include custom graphics. See item descriptions for more details. If you should have any questions or to place an order, please feel free to contact your Customer Account Manager for additional assistance.

You may combine any rental booth with a PES Exhibiting Package to create a true turnkey exhibit.

# 8' High – 10' Wide Units

exhibit solutions

A100D Designer Model



A100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B100D Designer Model



B100B Basic Model



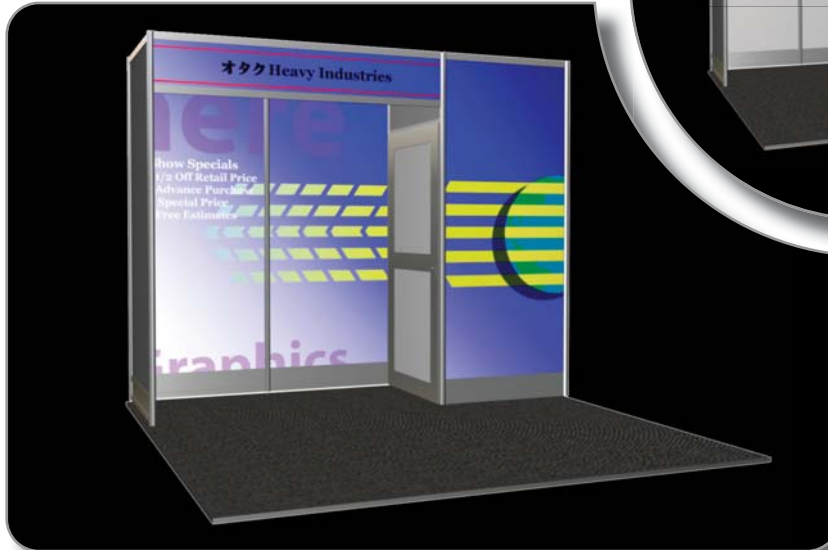
**Rental Includes:**

- Flat Surface Backwall
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

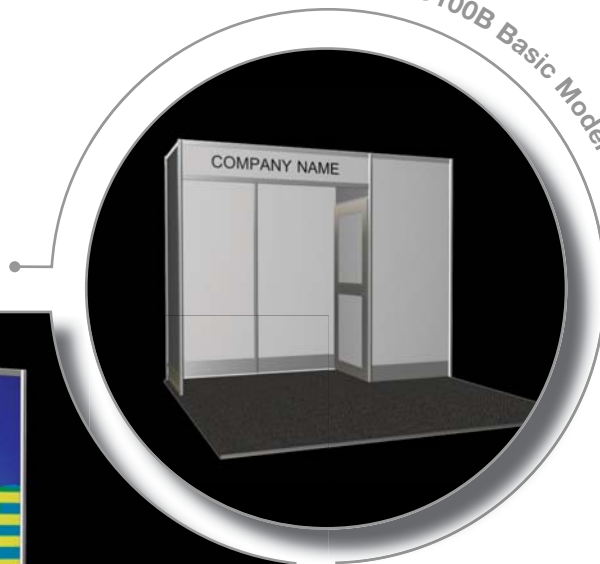
# 8' High – 10' Wide Units

exhibit solutions

### D100D Designer Model



### D100B Basic Model



#### Rental Includes:

- Header (Custom Header Additional Cost)
- (2) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

### F100 Model

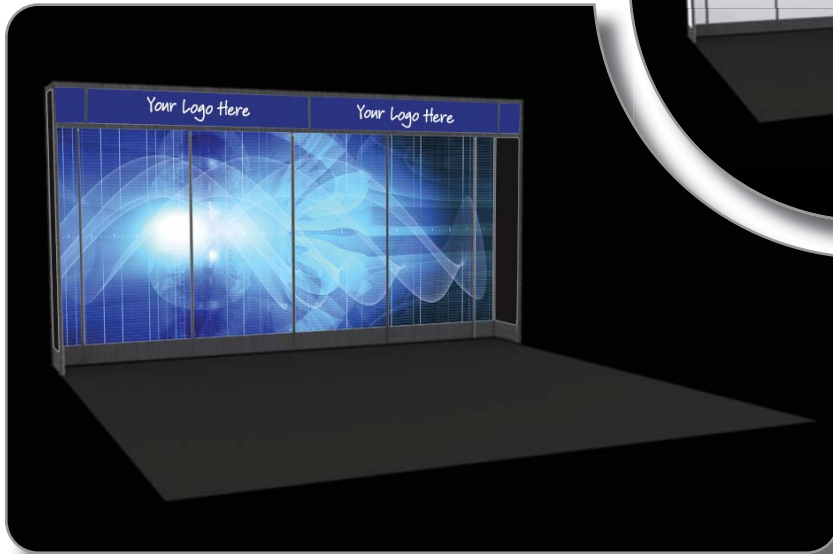


#### Rental Includes:

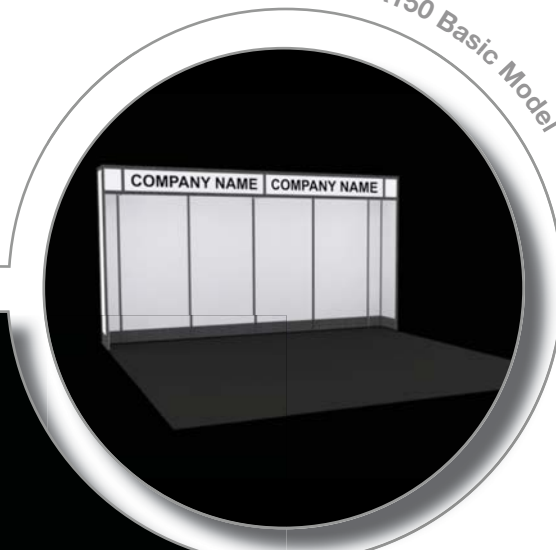
- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 15' Wide Units

A150 Designer Model



A150 Basic Model

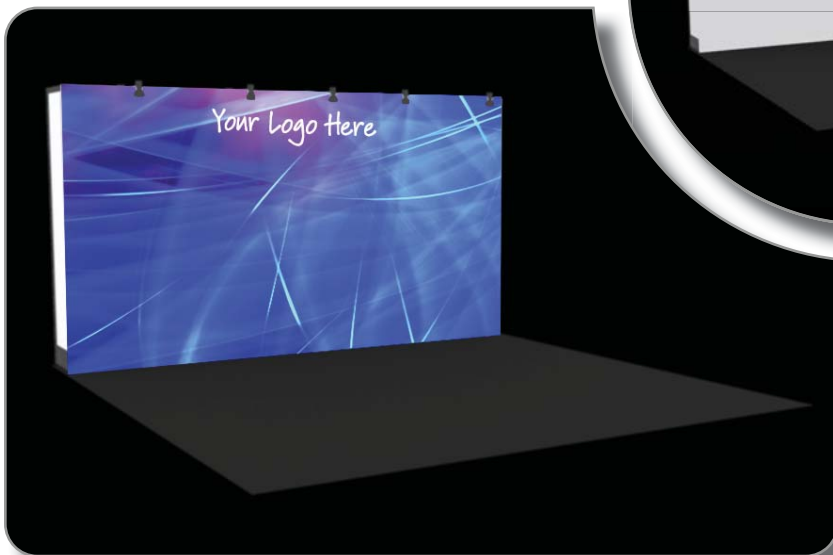


**Rental Includes:**

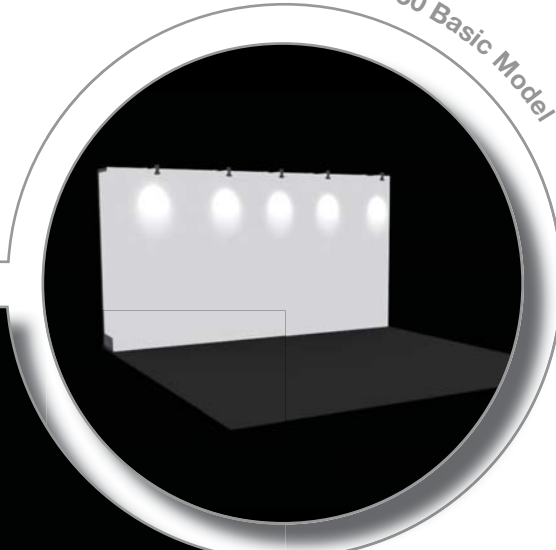
- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B150 Designer Model



B150 Basic Model



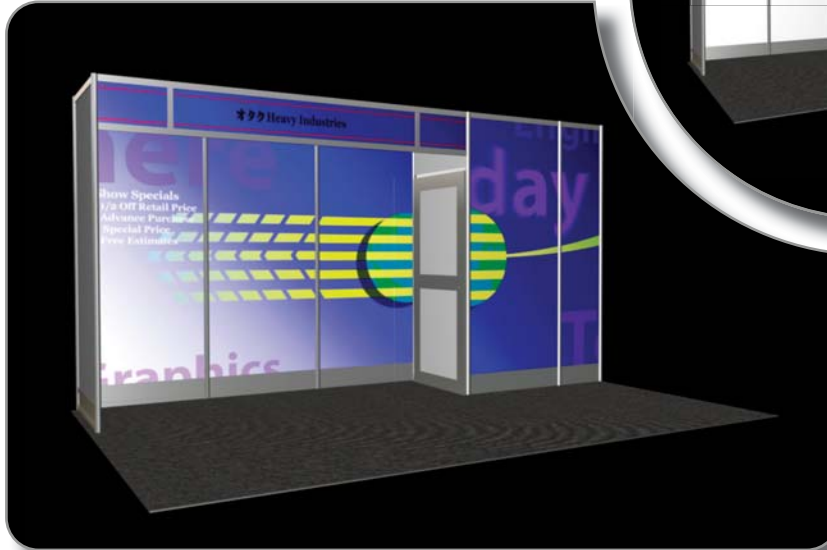
**Rental Includes:**

- Flat Surface Backwall
- (5) Spot Lights
- Custom Graphics (Designer Only Option)

# 8' High – 15' Wide Units

exhibit solutions

D150D Designer Model



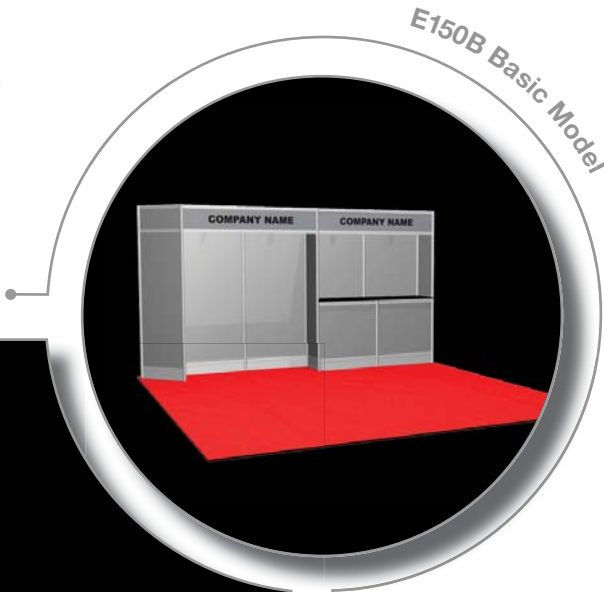
D150B Basic Model

**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

E150D Designer Model



E150B Basic Model

**Rental Includes:**

- (2) Headers (Custom Headers Additional Cost)
- (4) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 8' High – 20' Wide Units

exhibit solutions

B200B Basic Model



B200D Designer Model

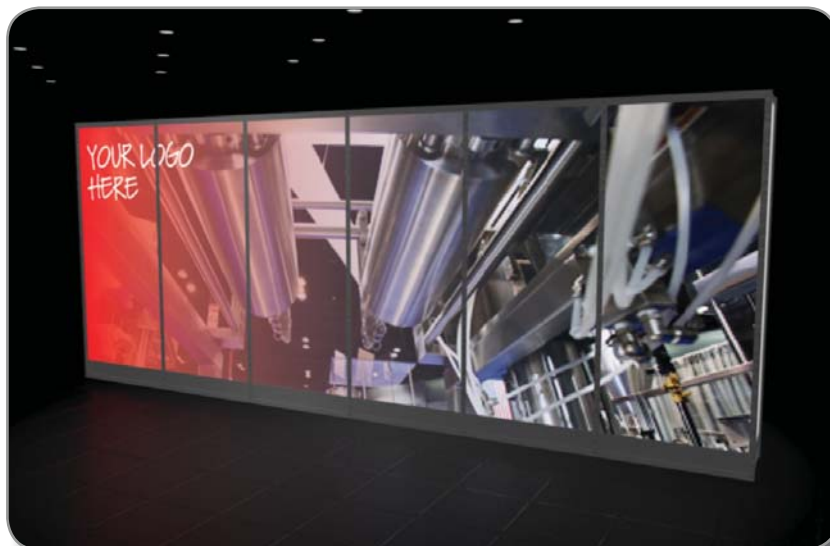


**Rental Includes:**

- Flat Surface Backwall
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F200 Designer Model



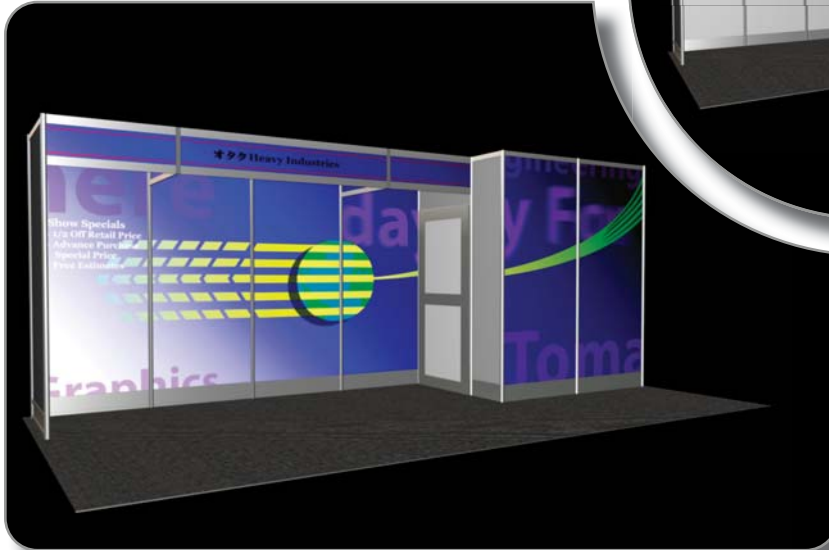
**Rental Includes:**

- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 20' Wide Units

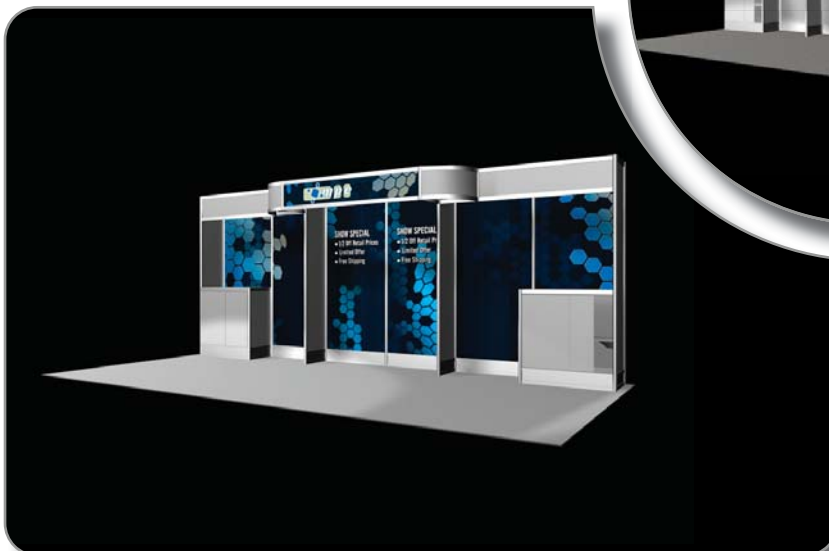
exhibit solutions

D200D Designer Model

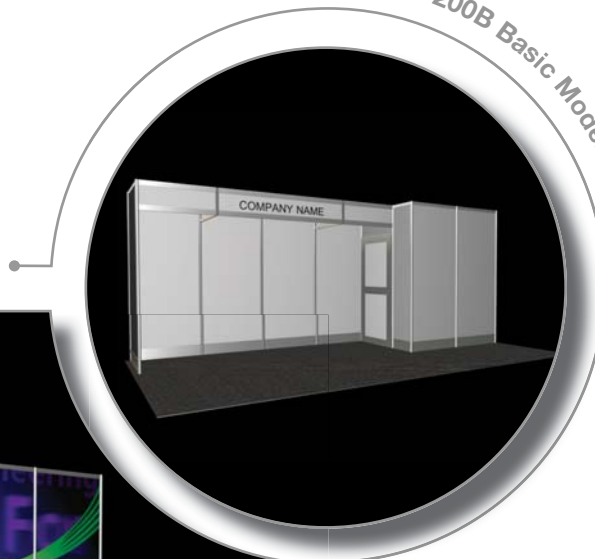


Refer to page 11 & 12 for various counters, shelves, and other accessories.

A200D Designer Model



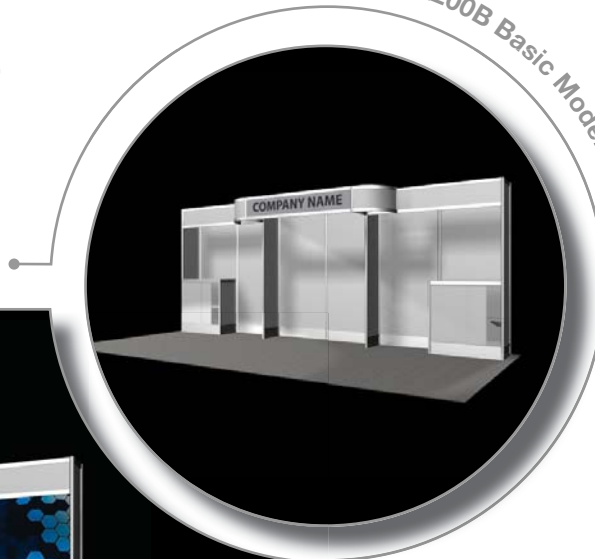
D200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (4) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

A200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (6) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)



# 12' High Options

C100 Designer Model (10' Wide)



C100 Basic Model

**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

C150 Designer Model (15' Wide)



C150 Basic Model

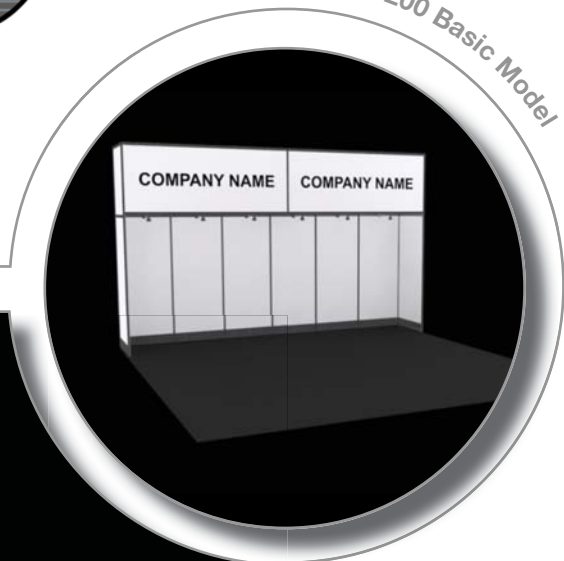
**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

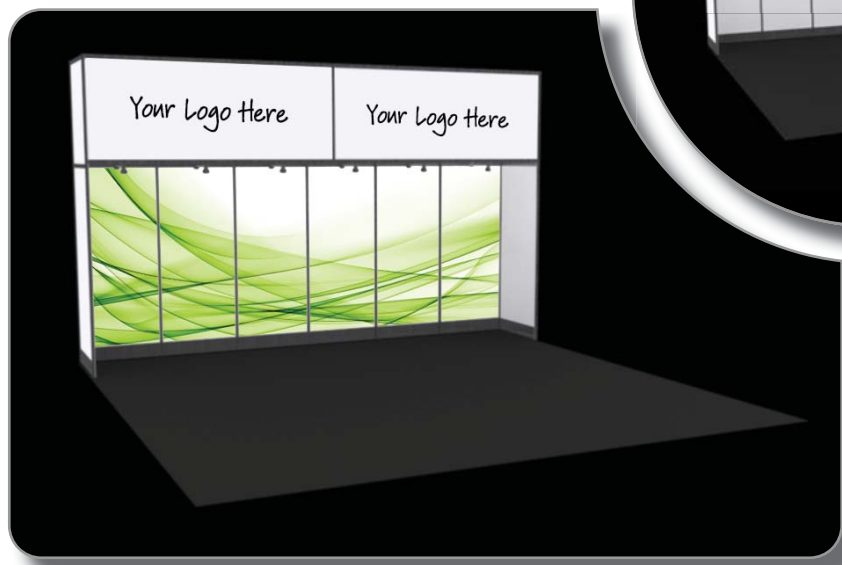
# 12' High Options

exhibit solutions

C200 Basic Model



C200 Designer Model (20' Wide)



**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

## Custom Headers:

Add a custom graphic header to any booth rental for a fraction of the cost of a full designer option rental. Logos and company branding will add that custom look without breaking your budget. See order forms for pricing and contact your CAM to finalize your graphic look.

# Have your own idea?

We can help you design your own booth.

It's easy!

Configure a booth to meet your specific needs.

Our design department will bring it to life.



Using the same materials as the drawings in the previous pages, you can design your own booth layout. Reference the order form on the following pages, sketch out your idea and submit your order. Your Customer Account Manager will review the drawing for any questions and quote you a cost...it's that easy!

Once you approve the quote, a detailed drawing will be created and reviewed by a Modular Systems Expert. This expert will confirm the booth design is structurally sound and follows all Show Management

guidelines. The drawings are sent to you for one last review and you're done. The next time you see the design again will be when it's standing in your booth.

It's a quick and easy option providing exactly what you want at an affordable price. You design it, we build it. Order it today.



PACK Expo Services  
5931 W. Campus Circle Dr.  
Irving, TX 75063  
Ph: 972-751-9400

# Color Selections

exhibit solutions

Rental options and accessories can help attract attention on the show floor. Different panel and carpeting colors emphasize your marketing message. Shelving, credenzas, and display cases help you showcase the products or literature you want attendees to notice.



## Standard Header Font Styles

**Arial Black**

**Cooper Black**

**Times New Roman Bold**

**Castle T Bold**

Header fonts available in red, blue, and black.  
Custom headers are available.

# Accessories

exhibit solutions



**ACC11**  
Stem Light



**ACC33**  
Straight White Laminate Shelf  
Size: 39" wide x 12" deep



**ACC13**  
Straight White Laminate Shelf  
Size: 39" wide x 8" deep



**ACC14**  
Straight Black Laminate Shelf  
Size: 39" wide x 8" deep



**ACC15**  
Straight Clear Shelf  
Size: 39" wide x 8" deep



**ACC34**  
12" Straight Black Laminate Shelf  
Size: 39" wide x 12" deep

## ACC22

Information Station Credenza  
Size: 58 1/4" wide x 34 3/4" x 42" high  
Comes with lockable door.  
Black only.

## ACC23

Information Station Tower with  
Digital Graphics  
Size: 58 1/4" wide x 34 3/4" x 11' high  
Comes with lockable door.  
Black only.



ACC22

## ACC24

Freestanding Panel with  
Digital Graphics  
Size: 40" wide x 8' high



# Accessories

exhibit solutions

All accessories on this page (ACC1-ACC10) can be ordered with Digital Graphics and are available in your choice of fabric or hardwall color. Refer to the Color Selections page for examples of panel colors.



**ACC1**  
Curved Reception Counter with Open Back  
Size: 60 1/2" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC6**  
Contemporary Credenza with Standoff Sign  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



**ACC2**  
Essential Credenza  
Size: 40" wide x 30" deep x 42" high  
Comes with lockable door and a shelf.



**ACC8**  
Essential Pedestal  
Size: 30" wide x 30" deep x 42" high  
Pedestal only - closed back.



**ACC3**  
Cosmopolitan Credenza  
Size: 66" wide x 40" deep x 42" high  
Comes with lockable door and a shelf.



**ACC9**  
Reception Counter with Open Back  
Size : 78" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC5**  
Contemporary Credenza  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



**ACC10**  
Essential Extended Credenza  
Size : 78" wide x 20" deep x 42" high  
Comes with lockable door and a shelf.

# The all-new Perspective™ Series from PACK EXPO Services



Exhibit  
Catalog



# Change your Perspective™

**The way you look at rental exhibits is about to change forever.**

The Perspective™ Series line of exhibit rentals for PACK EXPO Services offers you unmatched quality, price and flexibility to effectively and affordably meet your exhibit goals.

An exhibit rental can be a great choice if you are a new exhibitor, exhibit only occasionally, or change your look often. You can also add Perspective™ rental elements to your existing exhibit for a larger presence on the show floor.

The Perspective™ Series from PACK EXPO Services can provide you with the exhibits of all sizes and designs. With custom modular components, your exhibit can be built up to 12' in height and expanded to any width to fit your booth.

**No longer are you boxed into the same configuration.** Powered by the beMatrix system, these exhibit options have the look and design of a custom-build exhibit, while having the modularity and possibilities of a system.

The underlying structure is hardly visible, leaving more space for graphics and giving you a near-seamless design. Imagine: the polished look of custom for the price of a rental.

**It's time to change your rental exhibit Perspective™**







Enable close-up networking around fresh looking counters or launch your product demo to new heights with a sleek and curvy configuration. Every Perspective™ Series exhibit can be customized to your specific needs.

Pricing before the PACK EXPO discount deadline begins as low as \$3800 for 10'x10' units and includes backwall unit with custom graphics printing, along with counters and shelves as shown. Call your Customer Account Manager to discuss adding carpet, cleaning, furniture, electrical and AV services.

Questions? Contact Philip Ramirez at 972-580-9000 or [PRamirez@PACKExpoServices.com](mailto:PRamirez@PACKExpoServices.com)



5931 West Campus Circle Drive  
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Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpolasvegas.com](http://www.packexpolasvegas.com)

C O - L O C A T E D



Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Custom Booths

**Discount Deadline:  
August 12, 2019  
(excludes labor)**



PACK EXPO Services is offering several **NEW** options for your booth design that may suit your needs. However, if you are still uncertain on the best way to brand your company and product, give us a call or email [pes.custombooths@packexposervices.com](mailto:pes.custombooths@packexposervices.com). A PACK EXPO Custom Booth representative will work with you to design a custom rental booth specifically for you at a cost that will fit within your budget.

Here are the advantages to working with PES:

1. **Show Experience.** We are PES. We are familiar with the show, its special requirements, the facility, local personnel and show logistics. Other companies don't have this inside view and experience, which are invaluable to saving you money.
2. **Onsite Personnel.** Your booth team is onsite from move-in through move-out, and with you every step of the way.
3. **Shipping.** Several customers have already confirmed, which means that you will save money on shipping because we'll have multiple exhibits on our trucks.
4. **Access.** All the vendors, personnel, materials and show equipment are at your disposal, so any onsite change can be managed without worry. Only we can make you a VIP Exhibitor providing you with special attention throughout the show.
5. **Flexible Custom Exhibit Designs.** Showcase your products and services in a customized fashion, not with a package design you might see in your competitor's booth a few aisles over. Your objectives and your ROI remain at the top of our agenda.



**So, let us help you.** Call 972-751-9400 and ask for a PACK EXPO Custom Booth representative or email [pes.custombooths@packexposervices.com](mailto:pes.custombooths@packexposervices.com) for assistance. We look forward to working with you to save you time and money.

# SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, **PACK EXPO Services** brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. **PACK EXPO Services** has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

**PACK EXPO Services** can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more.

## SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- **PACK EXPO Services** offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing





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September 23-25, 2019 • Las Vegas, Nevada USA

## Graphics Information

**Discount Deadline:**  
**August 12, 2019**  
**(excludes labor)**

### CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images and proper color matching information and proofs to ensure accurate color reproduction.

## 1 Please Provide the Following When Submitting Art

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

**FONT AND LINKS:**

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines.
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

**COLOR:**

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

**ARTWORK IN THE STRUCTURE:**

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign and Photoshop.

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

## 2 Acceptable File Software



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## Graphics Information

**Discount Deadline:**  
**August 12, 2019**  
**(excludes labor)**

### CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images and proper color matching information and proofs to ensure accurate color reproduction.

## 3 Acceptable File Types and Support Files

#### NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts.
- EPS file with embedded links and outlined fonts.
- INDD file with Packaged supporting links and fonts.

#### PRINT FILES:

- High-res PDF-X/4 (preferred).
- AI with PDF content (choose this option when saving file).
- EPS files with embedded links and outlined fonts.

#### RASTER OF BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max. Quality JPG compression).
- PSD (make sure font layers are rasterized).
- TIFF, JPG (quality 8 and higher).

MAC users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts).

## 4 Ways to Send Artwork

Files below 10 MB can be delivered via email. Larger files may be posted to PACK EXPO Services' FTP site. You may get the password and other needed information from your Customer Account Manager in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please contact your Customer Account Manager for assistance.



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All Basic Graphics are  
 for purchase, not rental.

## Basic Graphics

Discount Deadline:  
**August 12, 2019**  
 (excludes labor)

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the previous page.

		Quantity	Advanced Price	Standard Price	Total
<b>1</b> Standard Sizes	File conversion, retouching, cloning or color correcting may incur an additional labor charge of \$82.75 per hour.				
	7" x 11"	X	\$ 70.70	\$101.00	=
	7" x 22"	X	\$ 72.49	\$103.55	=
	9" x 44"	X	\$ 78.72	\$112.45	=
	11" x 14"	X	\$ 86.77	\$123.95	=
	14" x 22"	X	\$ 89.15	\$127.35	=
	14" x 44"	X	\$106.44	\$152.05	=
	20" x 60"	X	\$220.43	\$314.90	=
	22" x 28"	X	\$111.69	\$159.55	=
	28" x 44"	X	\$134.96	\$192.80	=
<b>2</b> Digital Graphics	PACK EXPO Services has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.				
	_____ L x _____ W = _____ sq. ft.				
	<ul style="list-style-type: none"> <li>Round sq. ft. to next whole increment.</li> <li>Minimum order of 9 sq. ft. (1296 sq. in.)</li> <li>Double sq. ft. for double-sided graphics.</li> <li>File conversion, retouching, cloning or color correcting may incur additional labor charges.</li> </ul>				
	Digital Graphics up to 80 sq. ft.	X	\$16.14/ sq. ft.	\$23.05/ sq. ft.	=
Digital Graphics over 80 sq. ft.	X	Call for quote	Call for quote	=	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to sign fabrication. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Please fill out the Graphics Details form on the following page and return with your order.

A 10% Rush Fee will be added to the above standard rates for all signs ordered after Exhibitor Move-In has begun.

### CALCULATING YOUR TOTAL

Basic Graphics Subtotal \_\_\_\_\_

Add 8.25% Sales Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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# Graphics Details

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

## Graphics Details

Sign Layout:  Vertical  Horizontal

SPECIFY COPY AND LAYOUT BELOW

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

Size: \_\_\_\_\_

Backing Material:  Foamcore  Masonite  PVC  
 Plexi  Gatorfoam  Other: \_\_\_\_\_

**File Information:**

Electronic File Name: \_\_\_\_\_

Application: \_\_\_\_\_

PMS Colors: \_\_\_\_\_

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

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Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





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**All Fabric Graphics are  
 for purchase, not rental.**

## Fabric Graphics

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

### STANDARD PURCHASE - Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.) See forms 14a-f.
- Orders received after the deadline date are subject to availability and will be charged standard prices.

				Qty	Advanced Price	Standard Price	Total
<b>1</b> Square Signs	10' x 10'	3' High	40 linear ft. All Sides	X	\$ 5,742.84	\$ 8,204.05 =	
	10' x 10'	4' High	40 linear ft. All Sides	X	\$ 6,817.51	\$ 9,739.30 =	
	15' x 15'	3' High	60 linear ft. All Sides	X	\$ 8,118.11	\$11,597.30 =	
	15' x 15'	4' High	60 linear ft. All Sides	X	\$ 9,588.18	\$13,697.40 =	
<b>2</b> Rectangle Signs	10' x 15'	3' High	50 linear ft. All Sides	X	\$ 7,233.45	\$10,333.50 =	
	10' x 15'	4' High	50 linear ft. All Sides	X	\$ 8,400.53	\$12,000.75 =	
<b>3</b> Circle Signs	10' diameter	3' High	31.42' Circumference lin. ft.	X	\$ 5,070.00	\$ 7,243.00 =	
	10' diameter	4' High	31.42' Circumference lin. ft.	X	\$ 5,861.00	\$ 8,372.85 =	
	15' diameter	3' High	47.12' Circumference lin. ft.	X	\$ 7,146.16	\$10,208.80 =	
	15' diameter	4' High	47.12' Circumference lin. ft.	X	\$8,274.74	\$11,821.05 =	
<b>4</b> Triangle Signs	10' x 10'	3' High	30 linear ft. All Sides	X	\$ 4,420.50	\$ 6,315.00 =	
	10' x 10'	4' High	30 linear ft. All Sides	X	\$ 5,151.02	\$ 7,358.60 =	
	15' x 15'	3' High	45 linear ft. All Sides	X	\$ 6,825.25	\$ 9,750.35 =	
	15' x 15'	4' High	45 linear ft. All Sides	X	\$ 9,737.11	\$13,910.15 =	
<b>5</b> Serpentine Signs	15' long	3' High	30 linear ft. Double Sided	X	\$ 3,715.67	\$ 5,308.10 =	
	15' long	4' High	30 linear ft. Double Sided	X	\$ 4,657.98	\$ 6,654.25 =	
	20' long	3' High	40 linear ft. Double Sided	X	\$ 5,586.21	\$ 7,980.30 =	
	20' long	4' High	40 linear ft. Double Sided	X	\$ 6,577.45	\$ 9,396.35 =	
	30' long	3' High	60 linear ft. Double Sided	X	\$ 7,322.07	\$10,460.10 =	
	30' long	4' High	60 linear ft. Double Sided	X	\$ 8,860.15	\$12,657.35 =	

**Custom Purchase (Custom Framing, Various Custom Sizes, and Fabrics)-** Please check the box to have your Customer Account Manager contact you regarding FREE samples of materials and/or quotes.

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to sign fabrication. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

A 10% Rush Fee will be added to the above standard rates for all signs ordered after Exhibitor Move-In has begun.

### CALCULATING YOUR TOTAL

Fabric Graphics Subtotal \_\_\_\_\_

Add 8.25% Sales Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



## 1 What is Material Handling?

Material handling (drayage) is the process of receiving your materials or equipment, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading them for outbound shipping.

Material Handling charges are calculated per one hundred pounds (100 pounds = 1 cwt).

Each shipment will be rounded up to the next higher cwt (i.e. A 245lb. shipment will be counted as 3 cwts).

## 2 Standard Material Handling

- All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipments/trucks check-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitor must be in the booth in order to take advantage of the one-time spot.**
- Any freight which requires assembly, unskidding, uncrating, unbolting, stacking or special equipment for unloading (including 30,000 pound forklifts and cranes) and anything else which makes your machinery/freight non-show ready is **NOT** eligible for the one-time spot. Additional Rigging and Material Handling charges could apply — See forms in Section 3 for more details.
- All outbound material handling is included in the space rate and no overtime charges will apply.
- Special Assessment fees will only be applied in certain circumstances and they are defined below.

**NOTE: Special rate includes material handling for the Primary Exhibitor's display material and equipment only. Any additional product or equipment is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.**

## 3 Special Assessment Fees

- A special assessment may apply to any inbound shipment which checks-in after 2:00 pm Monday through Friday, or any off target shipments received Saturday or Sunday. The fee is \$15.00 per hundred weight (cwt) with a \$150.00 minimum.
- A special assessment will apply to all advance warehouse shipments which includes:
  - ⇒ 30 days storage prior to move-in (August 12, 2019 to September 11, 2019)
  - ⇒ Unloading and storage
  - ⇒ Reloading and delivery to show siteThe fee is \$15.00 per cwt with a \$150.00 minimum
- A special assessment will apply to any shipment returning to the warehouse at the conclusion of the show. The fee is \$15.00 per cwt, with a \$150.00 minimum.

## 4 Insurance

**It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your CAM for further information.**



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## Material Handling Information

# 5 Liability

### Exhibitor Liability

- PACK EXPO Services has Right of Preference into and out of the building to prevent tie-ups and provide an orderly operation of the show.
- PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Empty container labels will be available at all PACK EXPO Services Desks. Affixing the labels is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:
  - ⇒ Error to above procedures.
  - ⇒ Removal of containers with old empty labels and PACK EXPO Services labels.
  - ⇒ Improper information on empty labels.
  - ⇒ Materials stored in containers with empty labels.
- PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to PACK EXPO Services prior to the close of the Show. No suit or action shall be brought against PACK EXPO Services more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

### Shipping to PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019

- Shipments delivered or consigned direct to dock or warehouse address are subject to the following: PACK EXPO Services shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond control. Furthermore, PACK EXPO Services' maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Collect shipments will NOT be accepted. Send freight pre-paid.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- **TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY! Actual unloading can take many hours. PES is not liable for wait time charges for carriers.**

### Shipping from PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019

- To expedite removal of materials, PACK EXPO Services shall have authority to change designated carriers.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Material Handling Agreement (MHA) to a Service Desk. This prevents shipping out empty crates.
- Acceptance of MHAs by a PACK EXPO Services Desk does not represent acceptance of counts on the MHA. All outgoing freight will be counted by designated carrier at the booth, notifying PACK EXPO Services of any adjustments. PACK EXPO Services is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.



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- You can prepay for your estimated  
 Material Handling costs. Any  
 unused portion will be refunded.

## Material Handling Rates

Discount does not apply to  
 additional Material Handling Rates.

Use the following rates to estimate your special assessment fees. Use the grid provided on the bottom of the page to pre-pay for any expected fees. Material handling charges are calculated per one hundred pounds (100 pounds = 1cwt) (i.e. A 245lb. shipment will be counted as 3 cwts).

		Price	Minimum
<b>1</b> Advance Shipments to Warehouse	All inbound warehouse shipments	\$15.00/ CWT	\$150.00
	Returning to Warehouse - Materials returned to warehouse after the conclusion of the show	\$15.00/ CWT	\$150.00
	Receiving Dates: August 12, 2019 to September 11, 2019		
<b>2</b> Shipments Direct to Show-Site	Overtime - Any shipment arriving past 2:00 pm Monday - Friday or anytime on Saturday or Sunday	\$15.00/ CWT	\$150.00
	Returning to Warehouse - Materials returned to warehouse after the conclusion of the show	\$15.00/ CWT	\$150.00
<b>3</b> Accessible Storage	<b>AVAILABLE AT SHOW SITE ONLY -</b> Based on amount of trailer space used. Labor charges will apply (see Rigging Information and Labor Planning forms for labor rates):		
	• Minimum 1 hour - In		
	• 1/2 hour each time product is accessed		
	• Minimum 1 hour - Out		
	1 Skid (minimum order)	\$ 100.00	N/A
	1/8 Trailer	\$ 200.00	N/A
	1/4 Trailer	\$ 295.00	N/A
	1/2 Trailer	\$ 590.00	N/A
	3/4 Trailer	\$ 885.00	N/A
	Full Trailer	\$1,179.00	N/A
During show days storage will only be accessed before 9:00 am and after 5:00 pm (overtime rates will apply). During move-in and move-out storage may be accessed at any time. You will need to contact your CAM at a Service Center to clarify what delivery dates and times you will need. Typically a minimum of a 1/2 hour will be applied to your account each time you access your stored items.			

### CALCULATE YOUR ESTIMATED MATERIAL HANDLING SPECIAL ASSESSMENTS HERE

Number of CWT's (100 lbs. Rounded Up)	Applicable Rate	Amount
_____ X _____	_____	= _____
_____ X _____	_____	= _____
_____ X _____	_____	= _____
_____	_____	_____
Storage Amount	Estimated Labor	Amount
_____ + _____	_____	= _____
_____ + _____	_____	= _____
_____ + _____	_____	= _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## Exhibitor Information

### EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected PACK EXPO Services (PES) to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, PES has the responsibility for material handling, electrical, air and water, all suspended rigging, general decorating and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

PES requests that exhibitors do not tip its employees by giving money, merchandise or other special considerations for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when 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 PES. PES employees are paid an excellent wage and tipping is not an accepted company policy.

PES craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a PES management representative.

#### PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> <li>As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to “hand carry” they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> <li>Exhibitor must be in booth to take advantage of one time spot.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use PES material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>PES has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>PES has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will ensure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>PES has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>PES is not responsible for any material it does not handle.</li> <li>Any freight which requires assembly, labor, cranes or special equipment is not eligible for the one time spot. See Material Handling Information for more information.</li> </ul>
Plumbing	<ul style="list-style-type: none"> <li>Exhibitors should supply their own filter or other equipment to handle moisture or water in compressed air lines.</li> <li>Exhibitors are not allowed to bring air compressors on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All service connections must be made by “Qualified Plumbing Personnel”.</li> <li>See Plumbing Terms &amp; Conditions for more information.</li> </ul>
Telephone	<ul style="list-style-type: none"> <li>May plug and unplug their phones, modems, faxes or credit card readers.</li> </ul>	<ul style="list-style-type: none"> <li>Cox must distribute all concealed and under-carpet wiring.</li> </ul>



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## Exhibitor Information

### EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

#### PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Electrical	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> <li>• Plug in equipment into any receptacle up to 20A/120VAC.</li> <li>• May install their own lights attached to booth.</li> <li>• May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.</li> <li>• Mounting of monitors (to include plasma screens, LCD &amp; CRT) and the installation of hanging brackets.</li> <li>• Use of halogen lamps is restricted. Ask your CAM for details.</li> </ul>	<ul style="list-style-type: none"> <li>• All electrical distribution.</li> <li>• All under-carpet electrical distribution.</li> <li>• Any additional electrical requirement needs or changes to preorders.</li> <li>• Distribution and connection of all power in excess of 20A/120V.</li> <li>• Distribution and connection of all 208V and 480V power.</li> <li>• Distribution of all electrical equipment necessary to provide electrical service.</li> </ul>
Non-Electric Hanging Signs	<ul style="list-style-type: none"> <li>• Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and disassembly of hanging signs.</li> <li>• Hanging of non-electrical signs and decorative materials from the ceiling.</li> <li>• Installing chain hoist and attaching signs (over 200 lbs.).</li> </ul>
Rigging/ Electrical Hanging Signs and Truss	<ul style="list-style-type: none"> <li>• Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss.</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and disassembly of electrical hanging signs, including rotating and header signs.</li> <li>• Lighting without dimmers.</li> <li>• Programmable theatrical lighting, production, related rigging and audio-visual.</li> <li>• Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall.</li> <li>• Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical.</li> <li>• Suspended truss with motorized hoist and non-dimmable and non-programmable lights.</li> <li>• Installing chain hoist.</li> <li>• Special effects equipment.</li> <li>• Laser lighting.</li> <li>• Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.</li> </ul>
Ground Supported Truss and Lighting	<ul style="list-style-type: none"> <li>• Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by your full-time employee or by an approved EAC.</li> <li>• Truss which is not assembled by PES is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss.</li> </ul>	<ul style="list-style-type: none"> <li>• Installation and dismantle of self-climbing and/or mechanized truss systems.</li> <li>• Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss.</li> <li>• Meeting room ground supported truss for the purpose of audio, visual and theatrical lighting.</li> </ul>



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## Exhibitor Information

### EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

#### PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> <li>Full time employees of the exhibiting company are allowed to clean their own booth.</li> <li>Exhibitor Appointed Contractors (EAC's) are <u>not</u> permitted to vacuum or utilize floor cleaning equipment on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All booth vacuuming and porter service.</li> <li>Maintenance of aisle carpet and common areas.</li> </ul>
Booth Installation and Dismantle	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire PES to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> <li>Use of Halogen Lamps is restricted. Ask your CAM for details.</li> </ul>	<ul style="list-style-type: none"> <li>To secure PES labor, please utilize the labor forms enclosed. Skilled PES Labor is available to act as your EAC.</li> </ul>
Lift Labor	<ul style="list-style-type: none"> <li>Plan the layout of your machinery before you come to the show.</li> <li>Millwrights should be ordered in advance for machine assembly and confirmed upon arrival.</li> <li>Exhibitor should provide any special tools needed to pick up, uncrate or assemble your machinery.</li> </ul>	<ul style="list-style-type: none"> <li>Uncrate, un-skid, position and re-skid heavy machinery.</li> <li>Crews need not be ordered to unload and reload inbound and outbound freight carriers.</li> <li>Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.</li> </ul>
Cameras, Audio and Video Systems	<ul style="list-style-type: none"> <li>Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling.</li> <li>Plug in small sound devices.</li> <li>Install exhibitor's own manufactured cameras by exhibitor's full time employees.</li> <li>Exhibitors may elect to staff certain positions:               <ul style="list-style-type: none"> <li>⇒ Technical Director</li> <li>⇒ Lighting Designer</li> <li>⇒ Video Engineer or Audio Engineer</li> <li>⇒ Slow Motion Machine Operator</li> <li>⇒ Advance Projectionist</li> <li>⇒ Audio Board Operator</li> <li>⇒ Video Board Operator</li> <li>⇒ Live Camera Operator</li> <li>⇒ Lighting Board Operator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PES will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:               <ul style="list-style-type: none"> <li>⇒ Crane Operator</li> <li>⇒ Audio Technician</li> <li>⇒ TV Sound Boom Operator</li> <li>⇒ Character Generator</li> <li>⇒ Advanced Audio Visual Technician</li> <li>⇒ Tape Operator</li> <li>⇒ Audio Visual Technician</li> <li>⇒ Video Wall Technician</li> <li>⇒ Video Utility Person</li> <li>⇒ Assistant TV Audio Tech</li> <li>⇒ Projectionist</li> <li>⇒ High Rigger</li> <li>⇒ Ground Rigger</li> <li>⇒ Lighting Tech</li> </ul> </li> </ul>



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## Hanging Sign Information

**RETURN FORMS BY AUGUST 12, 2019**  
 Advance Warehouse Freight  
 Deadline: September 11, 2019

# REVISED HANGING SIGN RULES FOR 2019

## Booth Height Restrictions for in-line, aisle-to-aisle, peninsula and island booths:

- Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted.
- Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display materials including logos, graphics and hanging signs.
- Booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs.

## Hanging Sign Approval and Labor

All exhibitors must have approval from PES to install a hanging sign. Follow the steps below to ensure your sign(s) are approved and that your labor is ordered correctly.

1. Determine the type of sign that is being hung. Depending on the classification of sign, different labor unions may be required for assembly and hanging (See labor types on the following forms).
2. Fill out and submit forms 14e-g to PACK EXPO Services for approval.

Email: PRamirez@packexposervices.com  
 Mail to:  
 PACK EXPO Services  
 5931 W. Campus Circle Drive  
 Irving, TX 75063  
 Attn: Phillip Ramirez

\_\_\_\_\_  
 Company Name      Booth Number

3. Once your sign has been approved, fill out and submit the appropriate labor order form for assembly and hanging (see forms 14h-l).
4. Ship your sign to the advance warehouse prior to September 11, 2019 to receive advanced rates on labor for installation AND dismantle.

**\*You must clearly denote hanging sign elements using the hanging sign labels included in this manual.**





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## Hanging Sign Information

**RETURN FORMS BY AUGUST 12, 2019**  
Advance Warehouse Freight  
Deadline: September 11, 2019

### Hanging Sign / Truss Labor Types

#### Simple Hanging Sign/Banner Labor

Non-electrical hanging items under 200 pounds. Examples include banners and pipe-and-fabric signage that does not have lighting or rotators.

- Assembly/disassembly and install/dismantle done by laborers through PES only. See page 14h for assembly and condor crew labor rates.
- Advance pricing may apply. See page 14h for details.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by August 12, 2019.**

#### Complex/Electrical Hanging Sign Labor

Includes all electrical hanging signs and any non-electrical hanging sign 200 pounds or more in weight.

- Assembly/disassembly and install/dismantle for non-electrical signs done by laborers through PES only.
- Signs requiring electricity are assembled and disassembled, and installed and dismantled, by a PES Electrician condor crew only. Contact your CAM if you have questions regarding which labor to order.
- Advance pricing may apply. See page 14i for details.
- Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
- Requires PRIOR approval by Show Management. Requests must be submitted for approval by August 12, 2019.
- Will require sign to be hung using a chain motor—PES personnel will install chain hoist and attach sign to the hoist.
- Rotators are available. Please see Form 14j for pricing.

#### Truss (hanging and ground-supported) and Hoist Rental and Labor

- Assembly and hanging for all truss is done by Electricians through PES only.
- PES personnel must operate all chain motors, including the final trim.
- PES personnel only will be allowed in aerial lifts.
- PES personnel only will be allowed to operate mechanized equipment.
- PES personnel must assemble and disassemble any and all overhead rigging. This includes, but is not limited to the assembly of all truss; the attachment and disassembly of light fixtures to truss; the installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- PES personnel will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- PES personnel must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- PES Electricians will run all initial power sources and make all connections to the dimmable power sources.
- PES Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- See page 14l for assembly and condor crew pricing.
- Exhibitors may rent truss and hoists from PES, bring in from an outside vendor, or supply their own.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show prior to rigging.
- All lamps and fixtures attached to the truss must be in good working order and in compliance to the National Electrical Code. Place your order for overhead electrical services on the *Electrical Services Order Form*.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Requires PRIOR approval by Show Management. Requests must be submitted for approval by August 12, 2019.



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## Hanging Sign Information

**RETURN FORMS BY AUGUST 12, 2019**  
**Advance Warehouse Freight**  
**Deadline: September 11, 2019**

# All exhibitors must have prior approval from PACK EXPO Services to install a hanging sign. Complete forms 14e-g.

To ensure proper routing to the correct assembly and hanging crew tradesmen, please request labor for your sign using the following forms:

- Simple Hanging Signs - Form 14h
- Electrical / Complex Hanging Signs - Form 14i
- Truss and Hoist - Form 14j-l

All hanging sign labor requests must be submitted with a completed Structural Integrity Statement (Form 14e), Hanging Sign Information (Form 14f) and Hanging Sign Grid (Form 14g) or floor plan.

## 1 Important Information

Defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports. PES will be responsible for installation, assembly and removal of all hanging signs.

### **Non-Electrical Hanging Items Under 200 lbs.:**

- Assembly by PES.
- Hung by PES.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by August 12, 2019.**

### **Any electrical hanging signs and any non-electric hanging sign 200 lbs. or more:**

- Assembled and hung by PES.
- Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by August 12, 2019.**
- Will require sign to be hung using a chain motor.
- Rotators are available. Please contact your Customer Account Manager for information.

**Approval Procedures:** All requests for hanging items must be reviewed and approved PRIOR TO MOVE-IN by Show Management. Hanging item forms (**and stamped drawings when required**) must be sent to:

Email: PRamirez@packexposervices.com  
 Mail to:  
 PACK EXPO Services  
 5931 W. Campus Circle Drive  
 Irving, TX 75063  
 Attn: Phillip Ramirez

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

\_\_\_\_\_  
 Booth Number

**FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE SHOW OR A REFUSAL TO HANG REQUESTED ITEMS.**



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## Hanging Sign Information

RETURN FORMS BY AUGUST 12, 2019  
Advance Warehouse Freight  
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All exhibitors must have prior approval from PACK EXPO Services to install a hanging sign. Complete forms 14e-g.

## 2 Rules and Regulations

**These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.**

1. The top of the hanging material may not exceed the height limitation specific to your booth type, building, and/or specific show rules.
2. All hanging items, regardless of size, should be constructed of lightweight materials to allow greater flexibility and ease of installation.
3. Fire Retardant regulations also apply to hanging items.
4. Hanging material pick-points must be pre-fabricated and ready for use.
5. The exact placement of any hanging items shall be determined by PACK EXPO Services to ensure minimum stress to the supporting framework and avoid contact with fire retardant beams.
6. No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
7. All electrical and neon items must conform to the National Electrical Code and Local Electrical Code.
8. We reserve the right to refuse to hang any items that do not meet safety specifications. We will only hang items with approved hanging devices and cables that meet our hanging items guidelines.

## 3 Electrical General Information

**PES is responsible for supervision, installation and removal of all electrical hanging signs.** Supervision of the hanging of your sign will be accomplished by PES. If you wish to be present during installation, it is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign.

**Remember:**

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. Make sure your electrical hanging sign is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
4. Include exhibitor contact information with the order.
5. Include engineer-stamped assembly and hanging instructions with the order. PES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend PES and Show Management from any claims arising out of or related to the installation of any sign without approval drawings.
6. Setup instructions must be provided for signs needing assembly.
7. All electrical sign rigging must be approved by PES.

## 4 Pricing

**The guaranteed Advanced Rate will be applied rather than the standard rate if the following conditions ARE met:**

1. Hanging sign is received at the advanced warehouse by 9/11/19.  
PACK EXPO Las Vegas/Healthcare Packaging EXPO 2019  
Exhibiting Company Name and Booth #  
PACK EXPO Services c/o GES  
7000 Lindell Road  
Las Vegas, NV 89118
2. Sign must be separated and clearly labeled as a hanging sign using the show specific labels included in this manual to ensure it is added to the pre-show installation schedule.
3. **All required paperwork is submitted to PES (forms 14e-g) prior to 8/12/19.**
4. Your sign has been approved for install by show management.
5. For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply.



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## Hanging Sign Information

**Discount Deadline:**  
**August 12, 2019**  
(excludes labor)

# LAS VEGAS CONVENTION CENTER RIGGING REGULATIONS

**Please carefully read these regulations. The Las Vegas Convention Center will strictly enforce these rules.**

1. Any object over 200 lbs. or requiring chain motors must be submitted to PES for approval by the Las Vegas Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at PES 21 days prior to the start of rigging installation for group submittal to the LVCC.
3. All rigging plans must state the structure of rigging, weights and an overlay of the rigging within your booth space. PES is required to reflect the plot plan for all booths on the overall ceiling plan for each show. The exhibitor will be charged \$111.00 per hour straight time to transfer the plot plan to the overall ceiling grid that PES is required to submit to the Las Vegas Convention Center for approval. All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$111.00 per hour straight time.
4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Las Vegas Convention Center.
5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
7. PES cannot hang any object prior to approval from the Director of Engineering or his/her representative.
8. Weight on the catwalks will not exceed over 25 pounds per square foot.
9. There will be no rigging under the catwalk structures.



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# Structural Integrity Statement

**RETURN FORMS BY AUGUST 12, 2019**  
 Advance Warehouse Freight  
 Deadline: September 11, 2019

**REQUIRED IF SUBMITTING A HANGING SIGN LABOR FORM**

**REQUIRED FORM**

## STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

\_\_\_\_\_, the contracted exhibitor at **PACK EXPO Las Vegas/Healthcare Packaging EXPO 2019** and (if applicable) \_\_\_\_\_, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release **PACK EXPO Las Vegas/Healthcare Packaging EXPO 2019, PMMI, Las Vegas Convention Center, PACK EXPO Services**, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

**Exhibitor**, as a material part of the consideration to PACK EXPO Services for material handling and rigging services under this agreement, waives and releases all claims against PACK EXPO Services, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

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

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

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

Display House/Builder: \_\_\_\_\_  
 (if applicable)

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

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

Onsite Booth Contact: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_



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On-site contact: \_\_\_\_\_  
 On-site Cell Number: \_\_\_\_\_

## Hanging Sign Details

RETURN FORMS BY AUGUST 12, 2019  
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# 1 Signage Specifications

Invoicing for sign hanging will be done on actual time and materials used.

### Must Be Completed (Select one sign type per order)

- A.** Is PACK EXPO Services authorized to assemble and hang your sign before you arrive?  
 OK To Proceed       Wait For Exhibitor
- B.** Is your hanging sign electrical?  
 Yes       No  
 (If yes, please remember to order electricity for your hanging sign.)  
 Lighted       Rotary
- C. Type of Sign**  
 Banner  
 Grommets       Pockets       1-Sided       2-Sided  
 Structural  
 Wood       Systems       Metal  
 Other: \_\_\_\_\_
- Theatrical Truss  
 Manufacturer: \_\_\_\_\_  
 Triangle - size \_\_\_\_\_" x \_\_\_\_\_"       Box - size \_\_\_\_\_ x \_\_\_\_\_"  
 # of Structural Pick Points \_\_\_\_\_      Load @ Each Point \_\_\_\_\_ lbs/
- D. Total # of Signs in Booth**  
 Electrical \_\_\_\_\_  
 Non-Electrical \_\_\_\_\_
- E. Dimension & Weight of Sign**  
 Height \_\_\_\_\_      Length \_\_\_\_\_  
 Width \_\_\_\_\_      Weight \_\_\_\_\_ lbs.
- F. Shape of Sign**  
 Rectangle       Square       Triangle       Circle  
 Other: \_\_\_\_\_
- G. Number of Feet From Floor to Top of Sign**  
 (Must be in compliance with Show Rules and Regulations)  
 14' (Maximum for booths 600 sq. ft. to 1,499 sq. ft.)  
 18' (Maximum for booths 1500 sq. ft. and over)  
 Custom Height: \_\_\_\_\_ Feet  
 (Check above if you want your sign hung **lower** than the maximum height allowed.)
- H. Does Your Sign Require a Chain Motor?**  
 Yes       No
- I. Is Your Sign Fireproof?**  
 Yes       No
- J. Does Your Sign Require Assembly?**  
 (Please include detailed instructions with your request)  
 Yes       No

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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On-site Contact: \_\_\_\_\_  
 On-site Cell Number: \_\_\_\_\_

# Hanging Sign Details

RETURN FORMS BY AUGUST 12, 2019  
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## 2 Signage Location

**Must Be Completed** \*Please also review complete Rules and Regulations for the show.

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. (Placement subject to approval by Show Management. Please note Rules & Regulations prior to submitting this form).

Aisle or Booth # \_\_\_\_\_ (Back of Booth)  
 \_\_\_\_\_ Feet in from back aisle

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
20																						20
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5																						5
4																						4
3																						3
2																						2
1																						1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Aisle # \_\_\_\_\_ (Front of Booth)  
 \_\_\_\_\_ Feet in from front aisle

Adjacent Booth# \_\_\_\_\_  
 \_\_\_\_\_ Feet from left aisle

Adjacent Booth# \_\_\_\_\_  
 \_\_\_\_\_ Feet from right aisle

Feet Back ↑

Feet Over →

## 3 Inbound Shipping Information

Carrier: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_  
 Date to Arrive at Warehouse: \_\_\_\_\_  
 \*Must arrive at the advance warehouse by 9/11/19 to secure Advanced labor rate. See Forms 14a-14h.

## 4 Outbound Shipping Information

Ship To: \_\_\_\_\_  
 \_\_\_\_\_  
 Carrier: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

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# *RUSH HANGING OVERHEAD SIGN*

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

NORTH    CENTRAL    UPPER SOUTH    LOWER SOUTH  
\_\_\_\_\_  
(CIRCLE HALL)

PACK EXPO Services c/o GES  
7000 Lindell Road  
Las Vegas, NV 89118

Name of Convention:

PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019

Do NOT Deliver Prior to August 12, 2019

Must Arrive by September 11, 2019

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_





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# Simple Hanging Sign Labor

Use this form for hanging banners and signs under 200 lbs., that do not require electricity. Advance Rates apply only if the sign arrives at the Advance Warehouse by 9/11/19.

## ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

			Advanced Price	Standard Price	
<b>1</b>	Simple Hanging Sign Labor	Install/Dismantle	2 man condor crew	\$666.50	\$752.00
		Install/Dismantle	Additional Assembly	\$126.95	\$158.65

**Advanced Rates Apply:** If your sign is approved by show management and arrived to the advance warehouse and forms 14e-g are submitted prior to September 11, 2019, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

**Standard Rates Apply:** In the event that the order and sign are not received at the advance warehouse by September 11, 2019, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

## EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

## EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 5:00 pm

Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Las Vegas Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**14h**



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# Electrical/Complex Hanging Sign Labor

Use this form for signs over 200 lbs. and any sign that requires electrical services. Advance Rates apply only if the sign arrives at the Advance Warehouse by 9/11/19.

## ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

			Advanced Price	Standard Price
<b>1</b> Electrical/Complex Hanging Sign Labor	Install/Dismantle - ST	2 man condor crew	\$666.50	\$752.00
	Install/Dismantle - ST	Additional Assembly (Electrical)	\$108.65	\$213.95

**Advanced Rates Apply:** If your sign is approved by show management and arrived to the advance warehouse and forms 14e-g are submitted prior to September 11, 2019, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

**Standard Rates Apply:** In the event that the order and sign are not received at the advance warehouse by September 11, 2019, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs needing assembly.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

## EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

### EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 5:00 pm

Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Las Vegas Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

## ADDITIONAL INFORMATION

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

## CALCULATING YOUR TOTAL

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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September 23-25, 2019 • Las Vegas, Nevada USA

## Truss and Hoist

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

### 1 Truss and Hoist Information

PES is responsible for supervision, assembly, installation, and removal of all truss. If you wish your representative to be present during the assembly, installation and removal of your truss, please check the appropriate box on the Hanging Sign/Truss Order Form.

Remember:

1. All truss must be designed to comply with Show Management rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electrical Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by PES.

Description		Quantity	Advanced Price	Standard Price	Total
1 Truss and Motor Rental	One Ton Hoist	X	\$559.23	\$798.90	=
	Half Ton Hoist	X	\$535.78	\$765.40	=
	20.5" Box Truss (per foot) - Silver	X	\$ 26.85	\$ 38.35	=
	12" Box Truss (per foot) - Silver	X	\$ 17.36	\$ 24.80	=
	Corner Blocks	X	\$105.98	\$151.40	=
	Small Rotator under 100 lbs.	X	\$167.13	\$238.75	=
	Large Rotator	X	\$332.71	\$475.30	=

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

Subtotal \_\_\_\_\_  
 Add 8.25% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Truss/Lighting Packages

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

**By signing and delivering this form to PACK EXPO Services, Customer agrees to all terms and conditions printed in the service kit. To receive the discount, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.**

PES is responsible for assembling and hanging all truss. However, your Company may have a representative available at the time of installation. If no one is present at the pre-assigned time, PES will install your truss on your behalf with PES supervision. PES will operate all lifts.

- All rigging must comply with Las Vegas Convention Center (LVCC) and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled and installed and dismantled by PES. Exhibitor's display company and/or I&D representatives may supervise **only**. No one other than PES employees will be permitted in lifts.
- PES requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- Time will commence per exhibitor's request. Failure to start at the time requested will result in a four (4) hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four (4) hour minimum.
- During run of show, there will be a 2-hour turn on/2-hour turn off charge, based on the four hour minimum.
- PES Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre-Rigging: Please contact PES for availability.

**LIGHTING DESIGNER INFORMATION - NOTE: LVCC RIGGING REGULATIONS MUST BE ADHERED TO.**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Company Name: \_\_\_\_\_

	Quantity	Advanced Price	Standard Price	Total
<b>1</b> Truss/ Lighting Packages	<b>Specify size: 20-1/2"x20-1/2" Box _____ or 12"x12" Box _____</b>			
		X	\$ 5,877.80	\$ 8,396.85 =
	20' Truss, 10 Par Cans or Lekos, 2 Chain Hoists, Rigging, Scissor Lift/Boom Lift			
		X	\$ 10,932.71	\$ 15,618.15 =
	80' Truss, 16 Par Cans or Lekos, 4 Chain Hoists, Rigging, Scissor Lift/Boom Lift, Dimmers/Control Console			
	X	\$ 14,812.04	\$ 21,160.05 =	
160' Truss, 32 Par Cans or Lekos, 8 Chain Hoists, Rigging, Scissor Lift/Boom Lift, Dimmers/ Control Console				
	X	\$ 21,395.19	\$ 30,564.55 =	
250' Truss, 50 Par Cans or Lekos, 9 Chain Hoist, Rigging, Scissor Lift/Boom Lift, Dimmers/Control Console				

**Additional Theatrical Lighting available upon request when ordering package**

Lekos (575 watts)      Par 64's 1K      Robotic Type      Color Gels  
 Cable Package      Dimmers      Silver Pair Bars

**Cancellation Policy:** Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Add 8.25% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**14k**



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C O - L O C A T E D



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# Truss and Hoist Hanging Labor

Use this form for hanging truss rental and labor.  
Advance Rates apply only if the sign arrives at the Advance Warehouse by 9/11/19.

## ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

		Straight Time	Overtime
<b>1</b>	<b>Truss and Hoist Labor</b>		
	<b>STAGEHAND-Install/Dismantle 2 Man Condor Crew</b>	\$666.50	\$752.00
	<b>STAGEHAND-Install/Dismantle Additional Assembly</b>	\$108.65	\$213.95

Advanced Rates Apply: If your sign is approved by show management and arrived to the advance warehouse and forms 14e-g are submitted prior to September 11, 2019, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

Standard Rates Apply: In the event that the order and sign are not received at the advance warehouse by September 11, 2019, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs needing assembly.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

## EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done: \_\_\_\_\_

## EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 5:00 pm

Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Las Vegas Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will NOT be hung.

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

### 1 Advance Planning

1. Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
2. Millwrights should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
3. **Crews do not need to be ordered to unload and reload inbound and outbound freight carriers.**
4. **Crews should not be requested for installation until your heavy equipment has been unloaded. For example: If your equipment is scheduled to be unloaded between 7:00 am and 12:30 pm on your assigned target date, you should not approximate your need for a rigging crew prior to 12:30 pm on that day.**
5. You should provide any special rigging equipment that may be needed to pick, uncrate or assemble your machinery, i.e. special picking bars, rolled steel shafts, special length slings, tested chains, etc. Make sure this equipment is on the back-end of the first truck to be unloaded.
6. Plan the layout of your machinery before you come to the show.
7. **Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.**

### 2 On-Site Execution

1. Rigging crews and millwrights ordered in advance for installation and dismantling of heavy machinery should be reconfirmed upon arrival to the exhibit hall at the Exhibitor Service Desk.
2. Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you should place your order, or reconfirm your existing order at one of the PES Service Centers prior to 2:00 pm of the day preceding your need for a labor request.
3. You should provide any special tools, i.e. sock and allen wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
4. Union laborers work according to the following schedule:
  - If you order crews for 8:00 am, they should be in your booth by 8:10 am.
  - Fifteen minute breaks at 9:30 am and 2:30 pm.
  - Thirty minute lunch break from 12:00 noon to 12:30 pm.
  - Return labor by 4:15 pm daily to avoid overtime charges, and allow time for wash-up.



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Submit forms 15c and 15d  
 with this form.

# Rigging Labor

No Discount on Labor

## EQUIPMENT AND 2 MAN CREW

Straight Time: 8:00 am to 4:30 pm, Monday through Friday.

Overtime: Before 8:00 am and After 4:30 pm, Monday - Friday; All Day Saturday and Sunday.

Crew Size: Install crew consists of (2) riggers. Dismantle crew consists of (1) rigger. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

- Rigging labor is based on a one hour minimum.
- Start time guaranteed only at the start of working day.
- Supervisor must check-in at the service desk to pick-up labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

		Price per Hour ST	Price per Hour OT
<b>1</b> Forklift Labor (Includes lift and 2-man crew.)	Up to 5,000 lb. Forklift with 2-man Crew	\$270.00	\$343.00
	4-Stage up to 5,000 lb. Forklift with 2-man Crew	\$311.00	\$385.00
	5,001 to 15,000 lb. Forklift with 2-man Crew	\$332.00	\$405.00
	15,001 to 36,000 lb. Forklift with 2-man Crew	\$551.00	\$638.00
	Crane	Call for quote.	Call for quote.
	Additional Rigger (One hour minimum per person.)	\$101.00	\$137.00

## RIGGING INSTALLATION

Description	Date	Start Time	Number of person/equip.	Approx. Hrs. per person	Total Hours	Hourly Rate	Total

Describe work to be done: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## RIGGING DISMANTLE

Description	Date	Start Time	Number of person/equip.	Approx. Hrs. per person	Total Hours	Hourly Rate	Total

Describe work to be done: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Rigging Labor Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



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C O - L O C A T E D



Healthcare+  
 PACKAGING  
 EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

# Rigging Questionnaire

Please complete this form to help us  
 forecast your labor needs for the show.  
 Return with forms 15b and 15d.

## EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY AUGUST 12, 2019

**REQUIRED FORM**

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

WEIGHT	HEIGHT	SIZE AT BASE	CRATES		SKIDS			ASSEMBLY			EQUIPMENT REQUIRED							
			YES	NO	YES	NO	TO REMAIN	NONE	SOME	EXTENSIVE	SM FORK	LG FORK	4 STAGE LIFT	CRANE				

PLEASE MAIL OR FAX TO:

IMPORTANT: THE FOLLOWING INFORMATION MUST BE FILLED IN.

WE WILL UTILIZE THE FOLLOWING CARRIER(S): \_\_\_\_\_  
 CARRIER CONTACT: \_\_\_\_\_  
 CARRIER PHONE: \_\_\_\_\_  
 YOUR SHIPPING DEPT. CONTACT: \_\_\_\_\_  
 SHIPPING CONTACT PHONE: \_\_\_\_\_  
 HOW MANY TRUCK LOADS OF DISPLAY WILL BE SHIPPED? \_\_\_\_\_

PACK EXPO SERVICES  
 5931 W. CAMPUS CIRCLE DRIVE  
 IRVING, TX 75063  
 PHONE: 972.751.9400  
 FAX: 97.751.9500  
 EMAIL: [pramirez@packexposervices.com](mailto:pramirez@packexposervices.com)





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Return this form with  
 forms 15b and 15c.

# Rigging Questionnaire

No Discount on Labor

**EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY AUGUST 12, 2019** **REQUIRED FORM**

PRE-SHOW CONTACT FOR BOOTH SETUP \_\_\_\_\_ PHONE # \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_  
 ONSITE CONTACT FOR BOOTH SETUP \_\_\_\_\_ PHONE # \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_  
 BOOTH NUMBER \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_  
 TARGET INBOUND DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 TARGET OUTBOUND DATE \_\_\_\_\_ TIME \_\_\_\_\_

- Are you shipping direct? \_\_\_\_\_ Or to Advance Warehouse? \_\_\_\_\_
- Estimate the total number of pieces shipped:  
 Crated \_\_\_\_\_ Skidded \_\_\_\_\_ Machinery \_\_\_\_\_ Loose \_\_\_\_\_
- Estimated weight of entire shipment \_\_\_\_\_
- Estimated weight of heaviest piece shipped \_\_\_\_\_
- Estimated size of largest piece shipped: Height \_\_\_\_\_ Width \_\_\_\_\_

LIST EACH CARRIER - SPECIFY TOTAL NUMBER OF TRUCKLOADS IN EACH CATEGORY						
Name	Phone #	Van Line	Common	Air Freight	Overseas	Company Truck

- Will your shipments be going through customs? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Forwarders Name \_\_\_\_\_  
 Forwarders Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
- Please list any special material handling equipment needed to unload your equipment.  
 (extended forks, spreader ban, slings, cranes, heavy cap forklift, etc. ...) \_\_\_\_\_  
 \_\_\_\_\_
- Will you require labor to unpack and assemble your equipment? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If the answer is yes, please pre-order your labor to ensure service will be available when needed. See the PES Supervised and Exhibitor Supervised forms, or previous forms in this section to order. Contact your CAM for additional information.
- How many days will you require to set your booth? \_\_\_\_\_
- What date \_\_\_\_\_ What time \_\_\_\_\_ are your exhibit personnel arriving at show site?

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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**Machine Assembly Labor**

**For booth assembly/installation,  
 please order from the Exhibitor  
 Supervised Labor or PES Supervised  
 Labor forms.**

**Millwright  
 Labor**

**No Discount on Labor**

On-site labor is available to assist you in the assembly of your machine before the show and dismantling your machine after the show.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 5:00 pm

Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

		Price per Hour
<b>1</b>	<b>Millwright Labor</b>	\$ 95.05
	<b>Millwright Labor - Overtime</b>	\$158.65

**EXHIBITOR SUPERVISED LABOR**

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Task: \_\_\_\_\_  
 \_\_\_\_\_

**Onsite Contact Name:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**TERMS AND CONDITIONS**

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

**ADDITIONAL INFORMATION**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

**CALCULATING YOUR TOTAL**

Installation Labor Subtotal	_____
Dismantle Labor Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Booth Installation/Dismantle  
 Labor Order Form**

**For machine assembly, please order  
 from the Millwright Labor form.**

**Exhibitor  
 Supervised Labor**

**No Discount on Labor**

On-site labor is available to assist you in unpacking and assembly of your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Option 1 or you may choose to have those tasks supervised by PACK EXPO Services personnel under Option 2.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 5:00 pm

Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

		Price per Hour
<b>1</b>	<b>Booth Labor</b>	\$ 95.05
	<b>Exhibitor Supervised Labor - Straight Time</b>	
	<b>Exhibitor Supervised Labor - Overtime</b>	\$158.65

**OPTION 1 - EXHIBITOR SUPERVISED LABOR**

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order PACK EXPO Services Supervised Labor under Option 2 on the following page.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Task: \_\_\_\_\_  
 \_\_\_\_\_

**Onsite Contact Name:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**TERMS AND CONDITIONS**

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

**ADDITIONAL INFORMATION**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

**CALCULATING YOUR TOTAL**

Installation Labor Subtotal	_____
Dismantle Labor Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Booth Assembly Only**

**Exhibitor must be present to order machine assembly/millwright labor.**

**PACK EXPO Services Supervised Labor**

**REQUIRES FORM 17c IF ORDERED.**

**No Discount on Labor**

**Want to Save Time and Money?**

- Select PACK EXPO Services to Supervise the installation and dismantle of your booth.
- Save on hotel nights and travel expenses by arriving the day before the show opens.
  - Leave when the show closes.
  - Spend your time developing leads.
  - Be rested and prepared to promote your product.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 5:00 pm  
 Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

		Price per Hour
<b>2</b>	<b>Booth Labor</b>	<b>PACK EXPO Supervised Labor - Straight Time</b>
		<b>PACK EXPO Supervised Labor - Overtime</b>
		\$123.65
		\$206.35

**OPTION 2 - PACK EXPO SERVICES SUPERVISED LABOR**

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of PACK EXPO Services to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by PES Terms and Conditions.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

**IMPORTANT: You must complete and return PACK EXPO Services Supervised Set Form 17c on the following page and return it with your order. In addition, install, dismantle and packing instructions must be included.**

**TERMS AND CONDITIONS**

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Installation Labor Subtotal _____
	Dismantle Labor Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



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# PES Supervised Labor Set Exhibit Information

No Discount on Labor

## Complete only if ordering PACK EXPO Services Supervised Labor. (Form 17b)

<b>Inbound Shipping Information</b>	Carrier: _____ Phone: ( ) _____ - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

<b>Set-Up Information</b>	Company Representative to call for questions and confirm completion of booth set-up. Name: _____ Phone Number: ( ) _____ - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from PACK EXPO Services
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
	Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately
	Special Tools/Hardware Required: _____

<b>Outbound Shipping Information</b>	PACK EXPO Services will <b>not</b> dismantle any machinery.
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	are being shipped to the following outbound destination. Ship To: _____
	_____
	Telephone: ( ) _____ - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Phone Number: ( ) _____ - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____
	Telephone: ( ) _____ - _____ Cell Number: ( ) _____ - _____
<b>NOTE:</b> PACK EXPO Services will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: ( ) _____ - _____	

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## General Utility Information

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Due to recent changes made by the state of Illinois, exhibitors can perform in-booth utility work themselves.

### 1 Carpet Cutting

Many of the electric, compressed air, water, gas and telecom services are provided from utility floor ports. If we arrive to install your utility services and the floor ports are covered with carpet, it may be necessary for us to cut your carpet. PACK EXPO Services technicians will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so that we may complete the installation.

### 2 Tile, Hardwood or Solid Floors

If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact your Customer Account Manager at PACK EXPO Services (PES) to discuss your booth utility installation, and make sure to make a note of the special flooring on your order form.

### 3 Ramping

All ramping in aisles is performed by PACK EXPO Services carpenters and must be pre-approved by Show Management and PACK EXPO Services. All ramping in a client's booth space is performed by PES. The general rule for ramping charges is that if an exhibitor's service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees. Call your CAM for an estimate.

### 4 Work Orders

Once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

### 5 On-Site Billing Statement

During the event you will receive an **On-Site Billing Statement** for your utility services, including itemized inbound labor. You will be required to remit payment for the on-site invoice at this time. This invoice will not include any telephone usage. Telephone usage will be billed to your credit card shortly after the close of the event if applicable. If you need a detail of calls made, contact your Customer Account Manager.

### 6 Targets

Every attempt will be made to have your utilities and carpet installed by the close of business the day prior to your target date. Incomplete or missing orders/information will cause delays/additional charges to your booth setup. It is the responsibility of the exhibitor to ensure your booth order is complete prior to move-in.

### 7 Labor

Utility Labor rates will be billed as follows:

Straight Time: 8:00 am to 4:30 pm, Monday through Friday

Overtime: 6:00 am to 8:00 am and 4:30 pm to 12:00 Midnight, Monday through Friday;  
 First (8) hours of work on Saturday up to 4:30 pm

Double Time: 12:00 Midnight to 6:00 am, Monday through Friday  
 After (8) hours of work on Saturday, or after 4:30 pm on Saturday; regardless of starting time  
 ALL DAY Sunday and Holidays

- Please review the specific information for Electrical (Forms 19a-j), Telecom (Forms 20a-e), Internet (Forms 21a-e) and Plumbing (Forms 22a-g) for more detailed information on each of these services.
- Each service **must** be accompanied by a detailed floor plan to ensure proper installation and completion of your order.
- **Please refer to the union jurisdictions and exhibitor rights updates on Forms 13a-h for more information.**



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## Electrical Rental Information

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

### Electrical Package Overview and Key Points – New for 2019

PACK EXPO Services is excited to announce that we have developed an electrical bundle for PACK EXPO Las Vegas/ Healthcare Packaging EXPO 2019. The purpose of the bundle is to streamline the billing process, making it easier for exhibitors to budget and avoid surprises. Following is a recap of the program:

- ⇒ Cables, tape, cords and power strips will now be included in the outlet price which has been adjusted to bundle these into one rate. Custom material items like quad boxes, disconnects, transformers, or breaker panels etc. are not included in the bundle.
- ⇒ Exhibitors who order an outlet and incur labor charges will receive a 1 hour credit on inbound and ½ hour credit on outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be 1 hour on inbound and ½ hour on outbound.
- ⇒ The labor bundle adjustment will show as a credit on your final invoice for exhibitors who order an outlet and labor.
- ⇒ The labor credit will only be applied if additional booth work or floor work electrical labor is incurred as part of your electrical service. Examples include custom placement of an outlet, hanging of booth lights or equipment hookup.
- ⇒ The labor credit will not be applied to electrical labor charges incurred for Audio / Visual installation.

We are also excited to announce that the guaranteed Advanced rate will be applied rather than the standard rate for Electrical Hanging Sign labor provided the following conditions are met:

- ⇒ **All required Hanging Sign paperwork is submitted to PES (forms 14d-f) prior to 8/12/19 and sign has been approved by show management**
- ⇒ Hanging sign must be received at the Advanced Warehouse by Wednesday, 9/11/2019
- ⇒ Hanging sign must be separated and clearly labeled as a hanging sign with the Official Hanging Sign labels provided in the hanging sign section of this manual to ensure it is added to the pre-show installation schedule

## 1 Electrical FAQs

From under carpet wiring to overhead lighting, PACK EXPO Services has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

### How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.



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## Electrical Rental Information

**Discount Deadline:**  
**August 12, 2019**  
**(excludes labor)**

### 1 Electrical FAQs (cont.)

#### **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by PACK EXPO Services union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

#### **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, PACK EXPO Services makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

#### **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

#### **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

#### **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with your Customer Account Manager for more information.

#### **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

#### **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.





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## Electrical Rental Information

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

### 1 Electrical FAQs (cont.)

#### **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

#### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

#### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

#### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

#### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If PACK EXPO Services is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

#### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

#### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.



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## Electrical Rental Information

**Discount Deadline:**  
**August 12, 2019**  
**(excludes labor)**

### 1 Electrical FAQs (cont.)

#### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

#### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

#### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If you require carryover electrical labor, you must confirm at the electrical desk that you wish to use labor again the following day. Carryover requests should be confirmed by 2:00 pm each day.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.



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## Electrical Rental Information

Discount Deadline:  
**August 12, 2019**  
 (excludes labor)

### Step-by-Step Guidelines to Completing Your Electrical Order Forms

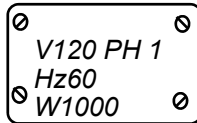
# 1 Guidelines

#### STEP 1

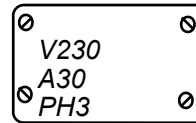
**Total the single phase or three phase power requirements on all nameplates on your equipment. Complete Form 19k-19l, Electrical Service.**

*How much power do I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
 60 Cycle  
 1000 Watts



230 Volts  
 30 Amps  
 Three Phase

#### STEP 2

**If you require any under carpet distribution, machinery hooked up, or the combination of all outlets and booth power is greater than 20 amperes and/or with a voltage greater than 120 volts, then you will require electrical labor and we require a copy of the floor plan of your booth.**

#### STEP 3

**To receive the advance rate, the booth layout Form 19o or a scaled plan for electrical distribution must be attached to this form or e-mailed to your Customer Account Manager on or before August 12, 2019. PDF, CAD, or JPG files are preferred. Complete Forms 19k-19l, Electrical Service Order Form.**

*\*Remember these important facts when ordering labor:*

1. Labor is only guaranteed at 8:00 am.
2. There is a minimum 1 hour in, 1/2 hour out for all labor ordered.
3. Monday through Friday, 8:00 am to 5:00 pm is straight time. Holidays and weekends are billed at overtime rates.
4. **Labor dismantle is charged at up to 50% of total labor in. Overtime rates may apply.**
5. **Labor on Friday-Saturday must be ordered prior to the first day of show move-in. If labor is ordered on Friday-Saturday, work will not be guaranteed on Straight Time.**

(For more details regarding Electrical Contractor's responsibilities see mid-section of Electrical Regulations, Form 19g-19h.)

#### STEP 4

If you require a forklift, fork and basket, and/or a scissor lift for your electrical services, complete Form 19q.

#### STEP 5

If you require Stagehand Services, complete Form 19r.

\*Stagehand jurisdictions can be found on the bottom of Form 19r.

**\*A late floor plan fee of \$500.00 goes into effect September 6, 2019. This fee will be assessed if a final, scaled floor plan is not submitted for electrical services. Resubmitting changes to existing floor plans after this date will be treated as a new floor plan.**

NOTE: Additional information concerning electrical services will be sent to each exhibitor prior to move-in. If you have any questions concerning your electrical services (number of connections, labor estimates, etc.), please contact your Customer Account Manager (CAM).

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitor and are based on national electric codes and local ordinances.

## 1 Electrical Code and Safety Guidelines

Too frequently, fires have been traceable to faulty wiring, sometimes because of the carelessness and sometimes because of lack of understanding of the risks involved. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment can be made to convention facilities.

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, romex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Cube taps and cobra heads are prohibited in Las Vegas.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- It is your responsibility to refer to your specific facilities rules and regulations.

***Please leave all 2-wire cords at home!***

## 2 Timesaving Wiring Methods and a Distribution System

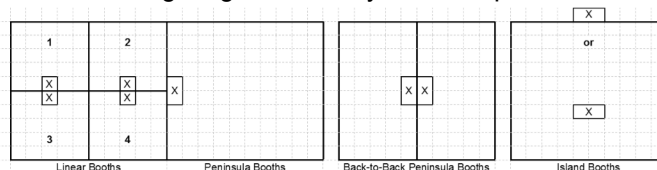
Whenever possible, in compliance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. For a list of the plugs that match our equipment receptacles, please see form 19j.

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact your Customer Account Manager if you need more information at 972.751.9400.

## 3 Commonly Asked Questions

*Where will my outlet be located?*

There are four different types of trade show booths: Linear Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol X represents the approximate location of the power outlets:



One drop within booth when power source is in ceiling or one location when power is in the floor.

**Linear Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drupe line.

**Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floor plan, we will bring power to one location at our discretion.

Electricity will be turned on thirty minutes prior to show opening and will be turned off within thirty minutes after show close.



5931 West Campus Circle Drive  
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C O - L O C A T E D



Healthcare+  
PACKAGING  
EXPO

September 23–25, 2019 • Las Vegas, Nevada USA

## Electrical Regulations

**Discount Deadline:  
August 12, 2019  
(excludes labor)**

### 1 Electrical Regulations and General Information

1. PACK Expo Services is not responsible for any voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on any sensitive electronic equipment. All electrical installations and connections to all electrical service should be made by a PACK EXPO Services electrician. PACK EXPO Services 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 a PACK EXPO Services electrician. PES is not responsible for exhibitor supplied distribution equipment and materials.
2. Electricity will be turned on within 30 minutes of show opening and turned off 30 minutes after show closing.
3. 24-hour service to any outlet increases the cost of the outlet.
4. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and materials basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the connection(s) to equipment is chargeable on a time and materials basis.
5. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
6. All wiring, motors, electrical installation, etc. must be approved. To prevent overloading circuits, exhibitors cannot add wattage except as ordered.
7. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
8. All flood light, column and wall outlets are not part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. Special hanging, hookups, repairs or installation of electrical will be done on a time and materials basis.
10. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and "Ready for Connection."
11. All outlets over 20 amps and with a voltage of over 120 volts requires electrical labor. This includes a 1-hour minimum to inspect any exhibits that are pre-wired to plug into our system.
12. Any labor rates indicated on forms are based upon the current IBEW union contract at the time of printing forms. These rates are subject to change without notice based on prevailing union contract at the time of show.
13. Exhibitors are allowed to hang up to 4 arm lights. Additionally, they may repair their own equipment that requires their technicians as long as the technician is a company employee.

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures, track lights, arm lights and/or low voltage if requested.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section.

### 2 Electrical Contractor's Responsibilities



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## Electrical Regulations

**Discount Deadline:  
August 12, 2019  
(excludes labor)**

### 3 Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitor and are based on national Electric Codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of the carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment can be made to convention facilities.

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 guage.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, romex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

*Please leave all 2-wire cords at home!*

**Please note that there is a late fee of \$500.00 for any floorplans received after Sept. 6, 2019.**



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September 23-25, 2019 • Las Vegas, Nevada USA

## Electrical Information

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

## 2 Special Notes and Important Ordering Information

**24-hour Power** - When ordered, 24-hour power begins the evening before the first show day and is turned off on the last day at the close of the show. 24-hour power is available before or after these times for an additional charge. Contact your Customer Account Manager at PACK EXPO Services.

**Labor Request** - If you need to work past 5:00 pm during set-up, you must notify your PACK EXPO Services Customer Account Manager no later than 1:30 pm that same day. If you need to schedule man-power prior to 8:00 am for the following day, you must notify your Customer Account Manager by 1:30 pm the day before.

Send detailed floor plans showing locations for the services ordered.

We have 1000 watt Par Can Fixtures (see form 19m) that mount on the building steel at a height of 40 feet. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of light (see form 19m).

PES will conduct an audit of service usage. Exhibitors will be required to pay for any additional or unauthorized use. Exhibitors are not permitted to use a neighboring booth's service. Exhibitors will be charged on-site prices for use.

## 3 Terms and Conditions

1. **Straight Time and Overtime rates apply. Please contact PACK EXPO Services at 972-751-9400 for details.**
2. Labor wages are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of 1 hour is applicable to all labor requests. Additional time on the same day (and the same labor ticket) is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
4. Charges for labor commence at the time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first-come-first-served basis as orders are received. Carryover labor must be confirmed at the electrical desk by 2:00 pm the day before it is needed. Carryover labor not confirmed will be fulfilled on a first-come-first-served basis.
7. Electrical services provided to Island booths require labor and material charges for distribution. Exhibitors may supply their own 14 gauge, 3 wire extension cords, and/or power strips, both of which must be grounded and UL approved.
8. Lift equipment required for installation and dismantle purposes can be rented on a one half hour basis, with a one hour minimum. At least one crew will be required to operate the equipment.
9. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
10. PACK EXPO Services is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold PACK EXPO Services, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL PACK EXPO SERVICES BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold PACK EXPO Services, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees) arising out of or in any way connected with Exhibitor's actions or omissions under this agreement.



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## Electrical Regulations

**Discount Deadline:  
August 12, 2019  
(excludes labor)**

### 4 Important Electrical Exhibiting Information

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Manual.

All questions or concerns can be directed to your Customer Account Manager for clarification at 972-751-9400.

All exhibitor provided equipment for connection to PACK EXPO Services electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for distribution or equipment connection shall require PACK EXPO Services to make the final connection from PACK EXPO Services' power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into PACK EXPO Services electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 20 Amp Cord Cap

20/30 Amp 120 / 208 L2120P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P (Pin and Sleeve)

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE

If you have a 100, 200 or 400 Amp outlet, and you are using a distribution panel, a female connector will also be needed. All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact your Customer Account Manager.

Hopefully you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact us at 972-751-9400.





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**Exhibitor must supply a detailed scaled floor plan.**  
**\*Overhead Services may require scissor lift or condor lift time at our published rate with a 1 hour minimum. These costs are in addition to the actual service itself — See form 19q.**

## Electrical Service

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		Quantity	Advance Price	Standard Price	Total	
<b>1</b> 120 Volt Outlets Labor Not Included	120 Volt - 500 Watt (5 Amp) Outlet	X	\$ 104.76	\$ 149.65 =		
	120 Volt - 500 Watt (5 Amp) Outlet - 24-HR	X	\$ 209.48	\$ 299.25 =		
	120 Volt - 1000 Watt (10 Amp) Outlet	X	\$ 228.62	\$ 326.60 =		
	120 Volt - 1000 Watt (10 Amp) Outlet - 24-HR	X	\$ 457.24	\$ 653.20 =		
	120 Volt - 1500 Watt (15 Amp) Outlet	X	\$ 241.01	\$ 344.30 =		
	120 Volt - 1500 Watt (15 Amp) Outlet - 24-HR	X	\$ 481.99	\$ 688.55 =		
	120 Volt - 2000 Watt (20 Amp) Outlet	X	\$ 311.57	\$ 445.10 =		
	120 Volt - 2000 Watt (20 Amp) Outlet - 24-HR	X	\$ 627.14	\$ 890.20 =		
	120 Volt - 3000 Watt (30 Amp) Outlet	X	\$ 369.36	\$ 527.65 =		
	120 Volt - 3000 Watt (30 Amp) Outlet - 24-HR	X	\$ 738.74	\$1,055.30 =		
	<b>2</b> *208 Volt 1Ø Outlets Labor Not Included	208 Volt - 10 Amp Outlet	X	\$ 327.71	\$ 468.15 =	
		208 Volt - 10 Amp Outlet - 24-HR	X	\$ 655.38	\$ 936.25 =	
208 Volt - 20 Amp Outlet		X	\$ 467.67	\$ 668.10 =		
208 Volt - 20 Amp Outlet - 24-HR		X	\$ 935.31	\$1,336.15 =		
208 Volt - 30 Amp Outlet		X	\$ 494.69	\$ 706.70 =		
208 Volt - 30 Amp Outlet - 24-HR		X	\$ 989.35	\$1,413.35 =		
208 Volt - 60 Amp Outlet		X	\$ 667.77	\$ 953.95 =		
208 Volt - 60 Amp Outlet - 24-HR		X	\$1,335.50	\$1,907.85 =		
208 Volt - 100 Amp Outlet (overhead)		X	\$ 694.79	\$ 992.55 =		
208 Volt - 100 Amp Outlet - 24-HR (overhead)		X	\$1,389.54	\$1,985.05 =		
208 Volt - 200 Amp Outlet (overhead)		X	\$1,823.36	\$2,604.80 =		
208 Volt - 200 Amp Outlet - 24-HR (overhead)		X	\$3,646.72	\$5,209.60 =		

- All 208 V 1Ø, 208 V 3Ø, 480 V 3Ø outlets require labor, maximum (1) connection per outlet.
- Electrical may be distributed from the ceiling - additional charges may apply.

**Cancellation Policy:** Cancellations received after installation will be billed at 100%.

### ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See form 19n.

Attached  
 To Follow (*Must be received by Disc. Deadline for Advance Rate*)  
 Standard Location

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to Form 19m)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Exhibitor must supply a detailed scaled floor plan.**  
**\*Overhead Services may require scissor lift or condor lift time at our published rate with a 1 hour minimum. These costs are in addition to the actual service itself — See form 19q.**

## Electrical Service

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		Quantity	Advance Price	Standard Price	Total
<b>3</b> *208 Volt 3Ø Outlets Labor Not Included	208 Volt - 10 Amp Outlet	X	\$ 429.03	\$ 612.90 =	
	208 Volt - 10 Amp Outlet - 24-HR	X	\$ 858.03	\$ 1,225.75 =	
	208 Volt - 20 Amp Outlet	X	\$ 497.70	\$ 711.00 =	
	208 Volt - 20 Amp Outlet - 24-HR	X	\$ 995.40	\$ 1,422.00 =	
	208 Volt - 30 Amp Outlet	X	\$ 738.61	\$ 1,055.15 =	
	208 Volt - 30 Amp Outlet - 24-HR	X	\$ 1,477.18	\$ 2,110.25 =	
	208 Volt - 60 Amp Outlet	X	\$ 928.24	\$ 1,326.05 =	
	208 Volt - 60 Amp Outlet - 24-HR	X	\$ 1,856.44	\$ 2,652.05 =	
	208 Volt - 100 Amp Outlet (overhead)	X	\$ 1,232.98	\$ 1,761.40 =	
	208 Volt - 100 Amp Outlet - 24-HR (overhead)	X	\$ 2,465.93	\$ 3,522.75 =	
	208 Volt - 200 Amp Outlet (overhead)	X	\$ 2,002.04	\$ 2,860.05 =	
	208 Volt - 200 Amp Outlet - 24-HR (overhead)	X	\$ 4,004.04	\$ 5,720.05 =	
	208 Volt - 400 Amp Outlet (overhead)	X	\$ 4,935.56	\$ 7,050.80 =	
	208 Volt - 400 Amp Outlet - 24-HR (overhead)	X	\$ 9,871.12	\$14,101.60 =	

<b>4</b> *480 Volt 3Ø Outlets Labor Not Included  (All 480 Volt Drops will come from Overhead.)	480 Volt - 20 Amp Outlet	X	\$ 746.59	\$ 1,066.55 =	
	480 Volt - 20 Amp Outlet - 24-HR	X	\$ 1,493.17	\$ 2,133.10 =	
	480 Volt - 30 Amp Outlet	X	\$ 840.35	\$ 1,200.50 =	
	480 Volt - 30 Amp Outlet - 24-HR	X	\$ 1,680.70	\$ 2,401.00 =	
	480 Volt - 60 Amp Outlet	X	\$ 1,115.14	\$ 1,593.05 =	
	480 Volt - 60 Amp Outlet - 24-HR	X	\$ 2,223.24	\$ 3,186.05 =	
	480 Volt - 100 Amp Outlet	X	\$ 1,482.88	\$ 2,118.40 =	
	480 Volt - 100 Amp Outlet - 24-HR	X	\$ 2,965.76	\$ 4,236.80 =	
	480 Volt - 200 Amp Outlet	X	\$ 2,408.84	\$ 3,441.20 =	
	480 Volt - 200 Amp Outlet - 24-HR	X	\$ 4,817.72	\$ 6,882.45 =	

<b>5</b> Transformers	Buck & Boost Transformer (Per Amp)	X	\$ 7.98	\$ 11.40 =	
	Transforming _____ V to _____ V				

- All 208 V 1Ø, 208 V 3Ø, 480 V 3Ø outlets require labor, maximum (1) connection per outlet.
- Electrical may be distributed from the ceiling - additional charges may apply.

**Cancellation Policy:** Cancellations received after installation will be billed at 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

An electrical floor plan must be provided with this order. See form 19n.  
 Attached  
 To Follow (*Must be received by Disc. Deadline for Advance Rate*)  
 Standard Location

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to Form 19m)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Exhibitor must supply a detailed scaled floor plan.**  
**\*Overhead Services may require scissor lift or condor lift time at our published rate with a 1 hour minimum. These costs are in addition to the actual service itself — See form 19q.**

## Electrical Service continued

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

	Quantity	Advance Price	Standard Price	Total
<b>6 Lights</b>				
Price includes Outlet and Labor for Light Only. Please call PES at 972-751-9400 for custom lights and lighting package information.				
Arm Light - 75 Watt (requires hard back wall)	X	\$ 62.86	\$ 89.90	=
Single 150 Watt Light Stand	X	\$ 91.35	\$ 130.50	=
Double 150 Watt Light Stand	X	\$ 159.74	\$ 228.20	=
1000 Watt Overhead <sup>1</sup> Quartz Light	X	\$ 362.32	\$ 517.60	=

<sup>1</sup> May require labor and/or lift at additional charge, not available in some locations.

## 7 Conditions

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable (see below.)
- Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.
- The combination of all outlets and booth power greater than 20 amps and/or with a voltage greater than 120 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. No credits will be issued on unused outlets or lights installed as ordered.
- ELECTRICAL LABOR (See Form 19r) - Labor rates are subject to labor contract effective at time of show. Labor before 8:00 am and after 5:00pm and Saturdays, Sundays and holidays will be at the Overtime rate.** Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00 am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Labor dismantle is charged at up to 50% of total install charges, overtime rates may apply. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- All booths requiring labor must send a booth floor plan to your Customer Account Manager. PDF, JPG and CAD files preferred. They can also be faxed to 972.751.9500. Please write your booth number and show name on the fax. To receive the advance rate, the booth layout form or a scaled plan for electrical distribution must be attached to this form or emailed to your Customer Account Manager.**
- Outlet prices for 120 Volt power include the delivery of the service to one location at the rear of the booth for peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, please see the Electrical Labor order form for rates and instructions.
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by PES in order to maintain delivery schedules. Relocation of the service will be charged on a time and materials basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside of actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24-hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- Extension cords and power strips are available at all PES Service Desks.

**Cancellation Policy:** Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 19n.	Subtotal _____
<input type="checkbox"/> Attached	Taxes and Fees for Lights Multiplied by 8.25% of Subtotal _____
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 9/6/19) \$500.00
<input type="checkbox"/> Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**19m**



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Electrical Floor Plan Template**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
18																					18
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3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

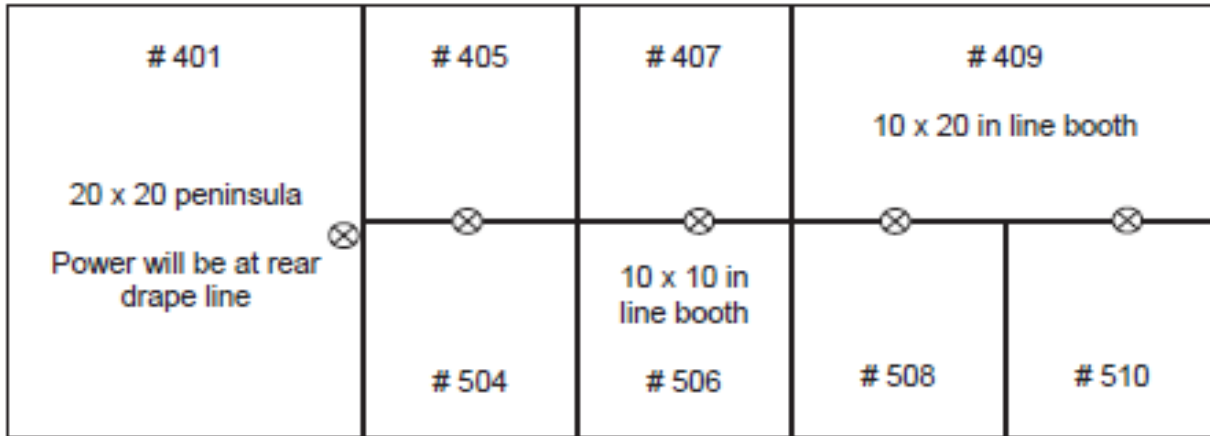
Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**SAMPLE LAYOUTS**

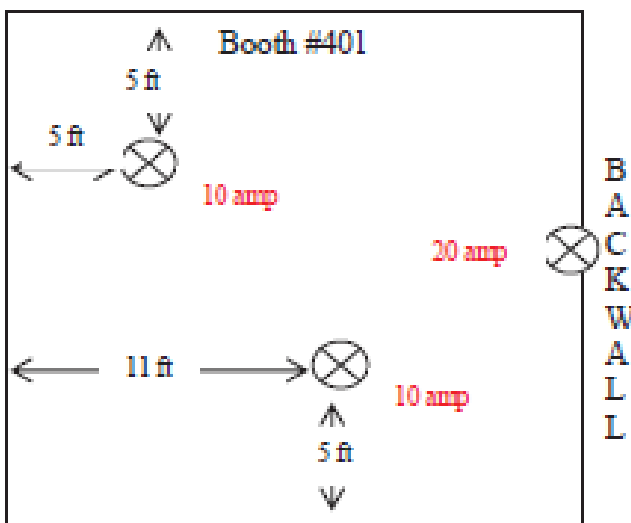
**INLINE BOOTHS**

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The “main power locations” therefore are always located at the back wall of in line and peninsula booths. Outlets may not be in exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = ⊗

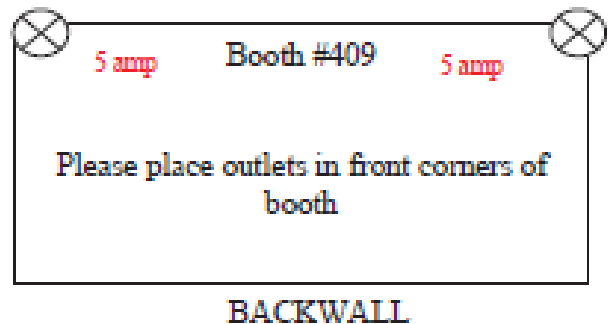


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on the above floor plan:

20 x 20 Peninsula - Booth # 401  
Order = (2) 10 amp, (1) 20 amp outlets



10 x 20 In Line - Booth # 409  
Order = (2) 5 amp outlets



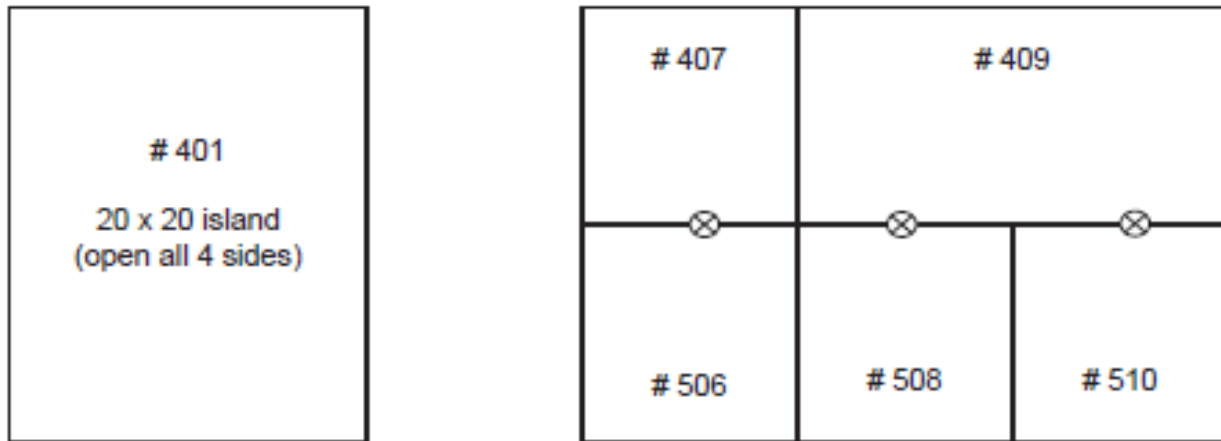
## SAMPLE LAYOUTS

### ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

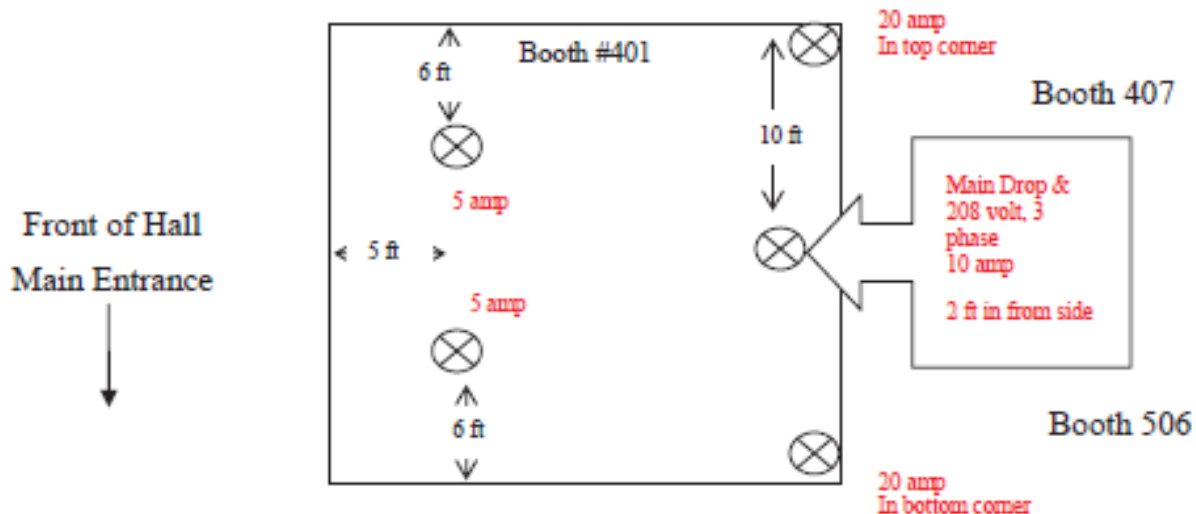
1. **Main Drop.** Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than 8" x 14" x 18") will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.
2. **Location and load of all outlets.** Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.
3. **Booth orientation.** Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island - Booth # 401

Order = (1) 208 volt, 3 phase, 10 amp + (2) 120 volt, 20 amp + (2) 120 volt, 5 amp outlets





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C O - L O C A T E D



Healthcare+  
 PACKAGING  
 EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

# Electrical Equipment Rental

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Exhibitors will require PES forklifts, fork & Basket, and/or scissor lifts for the installation of energized equipment, i.e.; lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, a crew will be assigned consisting of a forklift with an operator. If you do not require a forklift, order the number of laborers required.

- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check-in at an Electrical Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Straight Time (ST): 8:00 am to 5:00 pm, Monday through Friday  
 Overtime (OT): Before 8:00 am and after 5:00 pm, Monday through Friday; All day Saturday, Sunday and Holidays

		Quantity	Price	Total
<b>1 Labor and Equipment Rates</b>	Forklift with Operator - ST (Allow time for return of empty containers.)	X	\$348.55	=
	Forklift with Operator - OT (Allow time for return of empty containers.)	X	\$553.15	=
	Condor Lift (with crew) - ST	X	\$666.50	=
	Condor Lift (with crew) - OT	X	\$752.00	=
	Scissor Lift (with crew) - ST	X	\$457.05	=
	Scissor Lift (with crew) - OT	X	\$594.40	=
	Electrician - ST	X	\$108.65	=
	Electrician - OT	x	\$213.95	=

The minimum charge for labor and equipment is one (1) hour per electrician and forklift. Equipment and labor thereafter will be charged in half (1/2) hour increments. Equipment and labor cancelled without 24-hour notice will be charged a one (1) hour cancellation fee per electrician and forklift. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by PES. All rates are subject to change if necessitated by increased labor and material costs. If exhibitor fails to use the electricians and equipment at the time confirmed, a one-hour "No-Show" charge per electrician and forklift will apply.

**Outbound rates will be calculated at one-half of inbound hours.**

Reserve forklifts and/or labor below. Starting times can only be guaranteed when labor is requested for 8:00 am. Confirm labor and forklifts by 2:30 pm the day before date requested.

INSTALL/ DISMANTLE	DATE	TIME	# OF FORKLIFT CREWS	# OF LABORERS	# OF HOURS	RATE	TOTAL - HOURS x MEN x RATE

\*Allow time for return of your empty containers.

List any specific needs or notes here: \_\_\_\_\_

**Cancellation Policy:** Equipment and labor cancelled without 24-hour notice will be charged a one (1) hour cancellation fee per electrician and forklift.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	LABOR ON FRIDAY-SATURDAY MUST BE ORDERED 3 DAYS PRIOR TO THE FIRST DAY OF MOVE-IN IF LABOR IS ORDERED ON FRIDAY-SATURDAY, WORK WILL NOT BE GUARANTEED ON STRAIGHT TIME
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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Use this form to prepay estimated electrical labor.

# Electrical Labor

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.

Discount Deadline:  
**August 12, 2019**  
 (excludes labor)

		Quantity	Price	Total
<b>1</b> Labor and Equipment Rates	Electrical Labor - ST	X	\$108.65	=
	Electrical Labor - OT	X	\$213.95	=

Straight Time (ST): 8:00 am to 5:00 pm, Monday through Friday  
 Overtime (OT): Before 8:00 am and after 5:00 pm, Monday through Friday; All day Saturday, Sunday and Holidays

PLEASE ORDER ELECTRICAL LABOR IF YOUR DISPLAY REQUIRES THE FOLLOWING.

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, twisted pair, etc., the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups, requiring hard 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 120 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. Exhibitor found using outlets without an order will be subject to the regular rate for outlets used.

CHECK ONE OF THE FOLLOWING.

- FLOOR WORK - UNDER CARPET DISTRIBUTION - PES SUPERVISED (OK TO PROCEED)  
 PES will supervise labor to: (If this option is left unmarked and a floor plan has been received, PES will proceed with floor work.)
- Distribute power under carpet (**Requires floor layout form.**)
- FLOOR WORK - UNDER CARPET DISTRIBUTION - EXHIBITOR SUPERVISED (DO NOT PROCEED)  
 Exhibitor will supervise,
- *Indicate workers needed for installation using the grid below.*

Starting time can be guaranteed only when labor is requested 24 hours in advance for the start of the working day at 8:00 am. All exhibit labor for 8:00 am starting times will be dispatched to booth space. For all other starting times, check-in at the electrical desk one hour before the time requested. Labor cancelled without a 24-hour notice shall be charged a one(1) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **Labor dismantle is charged at 50% of labor installation charges, overtime rates may apply.**

**PLEASE SPECIFY, AS REQUIRED, IN "TYPE" COLUMN BELOW:**

**FW - Floor Work (under carpet distribution)**

**BW - Booth Work (installation and dismantling)**

Please estimate the number of workers and hour per worker needed for installation and dismantling below.

Invoice will be calculated according to actual hours worked. Floor work and booth work should be scheduled in the space provided.

TYPE (FW/BW)	DATE(S)	START	END	# OF HOURS	QUANTITY ELECTRICIANS	RATE	TOTAL - HOURS x MEN x RATE

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	LABOR ON FRIDAY-SATURDAY MUST BE ORDERED 3 DAYS PRIOR TO THE FIRST DAY OF MOVE-IN IF LABOR IS ORDERED ON FRIDAY-SATURDAY, WORK WILL NOT BE GUARANTEED ON STRAIGHT TIME
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Electrical Package Overview and Key Points – New for 2019

PACK EXPO Services is excited to announce that we have developed an electrical bundle for PACK EXPO Las Vegas/Healthcare Packaging EXPO 2019. The purpose of the bundle is to streamline the billing process, making it easier for exhibitors to budget and avoid surprises. Following is a recap of the program:

- · Cables, tape, cords and power strips will now be included in the outlet price which has been adjusted to bundle these into one rate. Custom material items like quad boxes, disconnects, transformers, or breaker panels etc. are not included in the bundle.
- · Exhibitors who order an outlet and incur labor charges will receive a 1-hour credit on inbound and ½ hour credit on outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be 1 hour on inbound and ½ hour on outbound.
- · The labor bundle adjustment will show as a credit on your final invoice for exhibitors who order an outlet and labor.
- · The labor credit will only be applied if additional booth work or floor work electrical labor is incurred as part of your electrical service. Examples include custom placement of an outlet, hanging of booth lights or equipment hookup.
- · The labor credit will not be applied to electrical labor charges incurred for Audio / Visual installation.



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**Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.**

## Plumbing Information

**Discount Deadline:  
 August 12, 2019**

### 1 General Information

Determine how many pieces of equipment will need to be connected to either Air, Water, Drain, or Natural Gas.

**Pricing Includes:** (a) Initial (1st) Floor or Overhead service outlet, (b) 100 feet of 1/4 inch to 1 inch standard hose (Air, Water, Drain, and Gas), (c) Scissor or condor lift to bring in service from overhead, (d) labor for initial location as determined by floor plan submitted, and (e) needed CFM's.

Air and Water are set up for **two secondary services** within 15 feet of original service. Floor option only. Further than 15 feet away, or more than two additional locations, you must order another primary drop.

**All services ordered need to order a connection** which includes CFM's, labor to connect/remove all fittings and misc. material for standard connections using nominal AM. Std. fittings for air, water, drain and natural gas. **We do not supply Metric fittings for connections.**

All connections from service to equipment will be performed by PACK EXPO Services (PES) personnel only.

**Inline booths and Peninsula booths** will have service brought to center back at curtain line if no floor plan is submitted with order. If size is not submitted with order, we will provide a minimum size of 1/4" nominal.

**Island booths requesting service** need to submit a detailed floor plan with order showing where services need to be installed. Without a floor plan, services could be delayed and additional costs incurred.

After initial services are installed, any changes to installation will be on a new labor ticket and materials order.

Overhead services are available in all halls.

PES is not responsible for moisture, oil, water, drop or increase in pressure in lines to equipment.

Exhibitors should provide their own filters, dryers or other equipment as needed.

No compressors are allowed on the show floor other than those supplied by PES.

1/4" Line = 1 - 25 CFM	1/2" Line = 26 - 70 CFM
3/4" Line = 71 - 115 CFM	1" Line = 115 - over CFM

**You must specify line size and CFM used per outlet when placing your order.**

Minimum line size for water, natural gas, and/or drain service is 1/2" nominal.

All air services shut down one (1) hour after show close.

PES is not responsible for discoloration, taste, sediment or drop in water pressure.

**Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations, and/or major equipment/machinery retro fitting and assembly. Any and all work requested to be done on OT or DT Schedules or any floor or booth work scheduled outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed. Requests placed at show-site for overhead services will incur condor labor charges.

**There is a late fee of \$500.00 for any floorplan received after Sept. 6, 2019.**

**Refer to the union jurisdictions and exhibitor rights forms for more information.**

## 2 Plumbing Airline Sizes

1/4" Line = 1 - 25 CFM.



1/2" Line = 26 - 70 CFM.



3/4" Line = 71 - 115 CFM



1" Line = 115 - over CFM



### Things to consider when selecting air line sizes:

- Base air line size needs off of your CFM requirements.
- To avoid possible safety/tripping hazards, if you order a line larger than 1/4", you may need to order carpet padding for under carpet lines; or consider overhead drops instead. Contact your Customer Account Manager for more information.



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**Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.**

# Plumbing and Gas

**Discount Deadline:  
 August 12, 2019**

\*Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.

**Pricing Includes:** (a) Initial (1st) Floor or Overhead service outlet, (b) 100 feet of 1/4 inch to 1 inch standard hose (Air, Water, Drain, and Gas), (c) Scissor or condor lift to bring in service from overhead, (d) labor for initial location as determined by floor plan submitted, and (e) needed CFM's.

**For pricing exclusions, see Plumbing Information on Form 22a.**

**Estimated\* Date and Start Time for Hookup Labor:** \_\_\_\_\_

**\*All Hookup Labor is on a Will Call basis. Please check in at an Exhibitor Service Desk 24-hours prior to verify Hookup time.**

	Qty	Advanced Rate per Unit	Standard Rate per Unit	Total
<b>1 Floor Compressed Air Service</b> Only two secondary lines per primary line allowed. (90-100 PSI)	1/4" Primary Air Outlet (1-25 CFM)	X \$1,034.95	\$1,478.50	=
	1/2" Primary Air Outlet (26-70 CFM)	X \$1,034.95	\$1,478.50	=
	3/4" Primary Air Outlet (71-115 CFM)	X \$1,138.45	\$1,626.35	=
	1" Primary Air Outlet (115 and over CFM)	X \$1,138.45	\$1,626.35	=
	Secondary Air Outlets (w/in 15' of Primary Air Out.)	X \$ 497.46	\$ 710.65	=
	*Primary Outlet Hookup Labor (incl. Tear Out)	X N/A	\$ 270.00	=
	*Secondary Outlet Hookup Labor (incl. Tear Out)	X N/A	\$ 270.00	=
	Standard connection is a 1/4" AMFLO C-1 quick disconnect. <b>NOTE:</b> Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.			

<b>2 Overhead Compressed Air Service</b> NOTE: No secondary lines can be run from Overhead Service.	1/4" Overhead Prim. Outlet (1-25 CFM)	X \$1,034.95	\$1,478.50	=
	1/2" Overhead Prim. Outlet (26-71 CFM)	X \$1,034.95	\$1,478.50	=
	3/4" Overhead Prim. Outlet (71-115 CFM)	X \$1,138.45	\$1,626.35	=
	1" Overhead Prim. Outlet (115 and over CFM)	X \$1,138.45	\$1,626.35	=
	*Outlet Hookup Labor (incl. Tear Out)	X N/A	\$ 270.00	=
Standard connection is a 1/4" AMFLO C-1 quick disconnect. <b>NOTE:</b> Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.				

**Please indicate the following for each outlet ordered:**

Floor / Overhead	Primary / Secondary	CFM's Required	Line Size Required

**Cancellation Policy:** For cancellations of all utility services ordered, a 10% fee of the value of utility service ordered will be charged. Cancellations received after installation will be billed at 100%.

## ADDITIONAL INFORMATION

An air and water floor plan must be provided with this order. See form 22g.

- Attached  
 To Follow *(Must be received by Disc. Deadline for Advance Rate)*  
 Standard Location

## CALCULATING YOUR TOTAL

Service Total \_\_\_\_\_  
 Outlet Hookup Labor Fees \_\_\_\_\_  
 (Transfer Subtotals to Form 22f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.**

## Plumbing and Gas continued

**Discount Deadline:  
 August 12, 2019**

\*Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.

**Pricing Includes:** (a) Initial (1st) Floor or Overhead service outlet, (b) 100 feet of 1/4 inch to 1 inch standard hose (Air, Water, Drain, and Gas), (c) Scissor or condor lift to bring in service from overhead, (d) labor for initial location as determined by floor plan submitted, and (e) needed CFM's.

**For pricing exclusions, see Plumbing Information on Form 22a.**

**Estimated\* Date and Start Time for Hookup Labor:** \_\_\_\_\_

**\*All Hookup Labor is on a Will Call basis. Please check in at an Exhibitor Service Desk 24-hours prior to verify Hookup time.**

		Qty	Advanced Rate per Unit	Standard Rate per Unit	Total
<b>3 Water Service</b>	Primary Water Outlet	X	\$1,190.00	\$1,700.00	=
	Secondary Water Outlet (within 15' of Primary Water Outlet)	X	\$ 518.00	\$ 740.00	=
	*Primary Outlet Hookup Labor (incl. Tear Out)	X	N/A	\$ 270.00	=
	*Secondary Outlet Hookup Labor (incl. Tear Out)	X	N/A	\$ 270.00	=
<b>4 Drain Service</b>	Drain Outlet	X	\$1,190.00	\$1,700.00	=
	*Outlet Hookup Labor (incl. Tear Out)	X	N/A	\$ 270.00	=
<b>5 Fill and Drain Service</b>	0 - 50 Gallons	X	\$ 140.35	\$ 200.50	=
	51 - 200 Gallons	X	\$ 550.90	\$ 787.00	=
	201 - 400 Gallons	X	\$ 780.50	\$1,115.00	=
	Each Additional 100 Gallons (after 400 Gallons)	X	\$ 55.65	\$ 79.50	=
	Fill and drain pricing does not include labor. There is a minimum of 1 hour labor for fill and 1 hour labor for drains. Additional labor and material charges may be incurred if equipment leaks and/or damages other property.				

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

**Cancellation Policy:** For cancellations of all utility services ordered, a 10% fee of the value of utility service ordered will be charged. Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An air and water floor plan must be provided with this order. See form 22g.	
<input type="checkbox"/> Attached <input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i> <input type="checkbox"/> Standard Location	Service Total _____ Outlet Hookup Labor Fees _____ (Transfer Subtotals to Form 22f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.**

## Plumbing and Gas continued

**Discount Deadline:  
 August 12, 2019**

\*Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.

**Pricing Includes:** (a) Initial (1st) Floor or Overhead service outlet, (b) 100 feet of 1/4 inch to 1 inch standard hose (Air, Water, Drain, and Gas), (c) Scissor or condor lift to bring in service from overhead, (d) labor for initial location as determined by floor plan submitted, and (e) needed CFM's.

**For pricing exclusions, see Plumbing Information on Form 22a.**

**Estimated\* Date and Start Time for Hookup Labor:** \_\_\_\_\_

**\*All Hookup Labor is on a Will Call basis. Please check in at an Exhibitor Service Desk 24-hours prior to verify Hookup time.**

		Qty	Advanced Rate per Unit	Standard Rate per Unit	Total
<b>6</b> Natural Gas Service	Natural Gas Line	X	\$1,190.00	\$1,700.00	=
	*Primary Outlet Hookup Labor (incl. Tear Out)	X	N/A	\$ 270.00	=
<b>7</b> Gases and Misc. Equipment	Rental tax of 8.25% applies to equipment and material - Purchase tax of 8.25% applies to Gas Type.				
	Gas Type _____	X	Please call	Please call	=
	Equipment/Material _____	X	Please call	Please call	=
Quoted price will include rental price of bottle and delivery/pickup labor. Daily removal labor may apply.					

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

**Cancellation Policy:** For cancellations of all utility services ordered, a 10% fee of the value of utility service ordered will be charged. Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An air and water floor plan must be provided with this order. See form 22g.	
<input type="checkbox"/> Attached <input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i> <input type="checkbox"/> Standard Location	Service Total _____ Outlet Hookup Labor Fees _____ (Transfer Subtotals to Form 22f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.**

## Plumbing and Gas continued

**Discount Deadline:  
 August 12, 2019**

\*Each outlet ordered requires a hookup labor charge. Please include this item when submitting your order.

**Pricing Includes:** Initial (1st) Floor or Overhead service outlet, 100' of 1/4" to 1" (standard) hose (Air, Water, Drain, and Gas), lift (scissor or condor to bring in service from overhead), labor for initial location as determined by floor plan submitted, minimum CFM's.

**Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations and or major equipment/machinery retro fitting and assembly. Any and all work requested to be done on OT or DT Schedules or any floor or booth work scheduled outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.

**Estimated\* Date and Start Time for Hookup Labor:** \_\_\_\_\_

**\*All Hookup Labor is on a Will Call basis. Please check in at an Exhibitor Service Desk 24-hours prior to verify Hookup time.**

	Qty	Standard Rate per Unit	Total
<b>8 Labor Rates (Discount Rates Do Not Apply to Labor)</b>		(Tax not applicable.)	
		Plumbing Labor (Floor) - ST	X \$116.30 =
		Plumbing Labor (Floor) OT	X \$230.50 =
		Plumbing Labor (Condor and Crew) - ST	X \$567.35 =
		Plumbing Labor (Condor and Crew) - OT	X \$799.95 =
Straight Time: Monday - Friday, 8:00 am - 4:30 pm			
Overtime: Monday - Friday, 4:30 pm - 8:00 am; All Day Saturday, Sunday and Holidays			
<input type="checkbox"/> <b>Okay to Proceed.</b>			
<input type="checkbox"/> <b>Wait for Exhibitor - Onsite Contact Cell #</b> _____			

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

**Cancellation Policy:** For cancellations of all utility services ordered, a 10% fee of the value of utility service ordered will be charged. Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An air and water floor plan must be provided with this order. See form 22g.	Service Subtotal Form 20c, d, e, and f _____
Attached _____	Add 8.25% Rental Tax on Equipment & Materials _____
To Follow (Must be received by Disc. Deadline for Advance Rate) _____	Outlet Hookup Labor Fee Subtotal from All Pages _____
Standard Location _____	Late Floorplan Fee (received after 9/6/19) \$500.00
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Air and Water  
 Floor Plan Template**

Discount Deadline:  
 August 12, 2019

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location, Type and Size of the primary connection.** Plumbing needs to be distributed from one location. It is recommended that this location be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location, Type and Size of all secondary connections.** Please provide specific dimensions. *Please do not simply place an X where a connection is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
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5																					5
4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth #  
 \_\_\_\_\_

Adjacent Booth #  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

COMMENTS

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

**PLUMBING**

- CAL COMPRESSED AIR LINE (Diameter in inches)
- WL WATER LINE (Diameter in inches)
- DL DRAIN LINE (Diameter in inches)
- NG NATURAL GAS

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_



C O - L O C A T E D



September 23–25, 2019 • Las Vegas, Nevada USA

## Air and Water Overview and Key Points – New for 2019

Determine how many pieces of equipment will need to be connected to either Air, Water, Drain, or Natural Gas.

**Pricing Includes:** (a) Initial (1st) Floor or Overhead service outlet, (b) 100 feet of 1/4 inch to 1 inch standard hose (Air, Water, Drain, and Gas), (c) Scissor or condor lift to bring in service from overhead, (d) labor for initial location as determined by floor plan submitted, and (e) needed CFM's. Air and Water are set up for **two secondary services** within 15 feet of original service. Floor option only. Further than 15 feet away, or more than two additional locations, you must order another primary drop.

**All services ordered need to order a connection** which includes CFM's, labor to connect/remove all fittings and misc. material for standard connections using nominal AM. Std. fittings for air, water, drain and natural gas. **We do not supply Metric fittings for connections.** All connections from service to equipment will be performed by PACK EXPO Services (PES) personnel only.

**Inline booths and Peninsula booths** will have service brought to center back at curtain line if no floor plan is submitted with order. If size is not submitted with order, we will provide a minimum size of 1/4" nominal.

**Island booths requesting service** need to submit a detailed floor plan with order showing where services need to be installed. Without a floor plan, services could be delayed and additional costs incurred.

After initial services are installed, any changes to installation will be on a new labor ticket and materials order.

Overhead services are available in all halls.

PES is not responsible for moisture, oil, water, drop or increase in pressure in lines to equipment.

Exhibitors should provide their own filters, dryers or other equipment as needed.

No compressors are allowed on the show floor other than those supplied by PES.

1/4" Line = 1 - 25 CFM  
3/4" Line = 71 - 115 CFM  
1/2" Line = 26 - 70 CFM  
1" Line = 115 - over CFM

**You must specify line size and CFM used per outlet when placing your order.**

Minimum line size for water, natural gas, and/or drain service is 1/2" nominal.

All air services shut down one (1) hour after show close.

PES is not responsible for discoloration, taste, sediment or drop in water pressure.

**Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations, and/or major equipment/machinery retro fitting and assembly. Any and all work requested to be done on OT or DT Schedules or any floor or booth work scheduled outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed. Requests placed at show-site for overhead services will incur condor labor charges.

**There is a late fee of \$500.00 for any floorplan received after Sept. 6, 2019.**

**Refer to the union jurisdictions and exhibitor rights forms for more information.**



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## Audio Visual/ Computer Information

**Discount Deadline:  
August 12, 2019  
(excludes labor)**

*All Audio Visual and Computer Equipment rentals at the Las Vegas Convention Center are subject to installation and dismantle labor. The labor amount listed next to the item needs to be added at the time of ordering. This is listed in the Labor column, or as a suggested item if ordering online. Rentals of audio visual equipment in meeting rooms may require union labor to operate in addition to standard installation and dismantle labor.. The equipment sub-total is subject to an 8.25% Las Vegas rental tax. All appropriate fees will be added to your final invoice.*

### **For All Audio Visual and Computer Rentals:**

**Electrical Services are not included in the equipment pricing. You must order electrical to power items on the show floor and in any meeting rooms.**

**New for 2019, labor pricing for audio visual will be fixed to allow for better budgeting.** Additional labor may be required for more extensive/complex sets or if placement location is changed after original placement. For orders of 3 or more monitors, please contact your Customer Account Manager (CAM) for a labor quote.

Orders confirmed and submitted with payment prior to August 12, 2019 will receive the advance rate. **The discount does not apply to labor.**

Show floor Equipment Rentals are based on Show Rates. Single Day rentals are available. Custom Lighting Packages, Video Walls and large Flat Screens are available upon request. Please contact your Customer Account Manager (CAM) for additional information.

If mounting equipment above 6' from the floor, additional labor will be applied. Mountings 6' from the floor or lower, will be performed by Stagehand labor. Mountings 6' above the floor or higher will be performed by Electrical labor. PES is **NOT** responsible for attaching any mounting hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

Audio Visual and Computer Equipment deliveries will begin according to times and dates supplied when you place your order.

Cancellations received after September 3, 2019 will be subject to a 50% cancellation fee.

Cancellations received once move-in has begun will be billed at 100%.

For equipment not listed or assistance in placing your order, please contact your Customer Account Manager (CAM).

Audio Visual and Computer equipment deliveries will begin on Friday, September 20, 2019 and will be fulfilled according to time and dates supplied when you place your order. A representative from your company must be in the booth to sign for the delivery of your items. In the event that a representative is not present when your items are scheduled for delivery, additional labor charges may apply for redelivery of the equipment.

### **Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily. Double Time labor rates will be charged after 8:30 pm daily.

### **For A La Carte Audio Visual and Computer Rentals:**

Equipment Rentals are based on Show Rates. There is an additional charge for install and dismantle labor.

Daily rates only include install and dismantle labor. For multiple days, please call for a custom quote.

If you need more than one screen or multiple equipment in the same meeting room on the same day, please call for a quote.

**Labor rates will be billed per hour at \$97.00 ST, \$145.50 OT, and \$194.00 DT. If you would like an estimate for the labor costs, please contact your Customer Account Manager (CAM).**



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**ALL PRICING IS FOR THE LENGTH OF THE SHOW.**

**Audio Visual and Computer Rental Packages**

**Audio Visual/Computer Rental**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, September 20, 2019. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Sept. 20  Saturday, Sept. 21  Sunday, Sept. 22  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm  
 Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Qty	Show Rate	Labor	Total
<b>1 Flat Screen Packages</b>	Apple iPad with Floor Stand in Black _____ or White _____	X	\$ 500.00	+ \$ 291.00	= _____
	24" LCD Flat Screen Package - 1080P, with Single Post Stand	X	\$ 741.00	+ \$ 291.00	= _____
	24" LCD Flat Screen Package - 1080P, with Single Post Stand and External USB Media Player _____ or DVD Player _____	X	\$ 926.25	+ \$ 291.00	= _____
	32" LCD Flat Screen Package - 1080P, with Dual Post Stand	X	\$1,204.15	+ \$ 436.50	= _____
	32" LCD Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player _____ or DVD Player _____	X	\$1,389.40	+ \$ 436.50	= _____
	42" LCD Flat Screen Package - 1080P, with Dual Post Stand	X	\$1,370.85	+ \$ 436.50	= _____
	42" LCD Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player _____ or DVD Player _____	X	\$1,556.10	+ \$ 436.50	= _____
	46" LCD Flat Screen Package - 1080P, with Dual Post Stand	X	\$1,634.70	+ \$ 436.50	= _____
	46" LCD Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player _____ or DVD Player _____	X	\$1,819.95	+ \$ 436.50	= _____
	55" LCD Flat Screen Package - 1080P, with Dual Post Stand	X	\$2,050.00	+ \$ 436.50	= _____
	55" LCD Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player _____ or DVD Player _____	X	\$2,200.00	+ \$ 436.50	= _____

If required to mount a monitor above 6' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching any mounting hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily. Double Time labor rates will be charged after 8:30 pm daily.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 3, 2019 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Package Equipment Subtotal _____
List all AV equipment/sources you will bring to the show:	<b>Less 30% Discount on Equipment if Ordered and Paid by 8/12/19</b> _____
	Taxes & Fees Multiplied by 8.25% _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.</b>

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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**ALL PRICING IS FOR THE LENGTH OF THE SHOW.**

**Audio Visual and Computer Rental Packages**

**Audio Visual/Computer Rental**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, September 20, 2019. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Sept. 20  Saturday, Sept. 21  Sunday, Sept. 22  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm  
 Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Qty	Show Rate	Labor	Total
<b>2 Audio Packages</b>	Anchor AN1000 Powered Speaker with Stand and Wireless Microphone (Handheld _____ or Headset _____)	X	\$ 532.00	+ \$ 242.50	=
	Small High Performance PA System (2 speakers, 1 Mixer/Amp)	X	\$ 560.00	+ \$ 291.00	=
	Small High Performance PA System (2 speakers, 1 Mixer/Amp) with DI Box to Play Music	X	\$ 635.00	+ \$ 388.00	=
	Small High Performance PA System (2 speakers, 1 Mixer/Amp) and Wireless Microphone (Handheld _____ or Headset _____)	X	\$ 875.00	+ \$ 388.00	=
<b>3 Computer Packages</b>	Desktop Computer (3.2 GHz or faster) with Monitor, Keyboard and Mouse	X	\$ 487.50	+ \$ 242.50	=
	Desktop Computer (3.2 GHz or faster) with Monitor, Keyboard, Mouse and HP Laser Printer (40 PPM)	X	\$ 740.00	+ \$ 388.00	=
	Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) with Keyboard and Mouse	X	\$ 578.50	+ \$ 242.50	=
	Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) with Keyboard, Mouse and HP Laser Printer (40PPM)	X	\$ 832.00	+ \$ 388.00	=

If required to mount a monitor above 6' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching any mounting hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily. Double Time labor rates will be charged after 8:30 pm daily.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 3, 2019 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Audio and Computer Package Equipment Subtotal _____
List all AV equipment/sources you will bring to the show:	<b>Less 30% Discount on Equipment if Ordered and Paid by 8/12/19</b> _____
	Taxes & Fees Multiplied by 8.25% _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.</b>

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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**ALL PRICING IS FOR THE LENGTH OF THE SHOW.**

**Audio Visual and Computer  
 A La Carte Rentals**

**Audio Visual/  
 Computer Rental**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, September 20, 2019. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Sept. 20  Saturday, Sept. 21  Sunday, Sept. 22  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm  
 Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Qty	Show Rate	Labor	Total
1 Flat Screen Monitors	Apple iPad		X \$ 325.00	+ \$ 194.00	= _____
	24" Flat Screen - 1080P, with Dell Sound Bar Choose one: Table Top _____ or Wall Mounted _____		X \$ 555.75	+ \$ 242.50	= _____
	32" Flat Screen - 1080P, with Internal Speakers Choose one: Table Top _____ or Wall Mounted _____		X \$ 833.65	+ \$ 291.00	= _____
	42" Flat Screen - 1080P, with Internal Speakers This product looks best wall mounted or on a Dual Post Stand		X \$1,093.00	+ \$ 436.50	= _____
	46" Flat Screen - 1080P, with Internal Speakers This product looks best wall mounted or on a Dual Post Stand		X \$1,356.85	+ \$ 436.50	= _____
	55" Flat Screen - 1080P, with Internal Speakers This product looks best wall mounted or on a Dual Post Stand		X \$1,750.00	+ \$ 436.50	= _____
	60" Flat Screen - 1080P, with Internal Speakers This product looks best wall mounted or on a Dual Post Stand		X \$2,730.00	+ \$ 436.50	= _____
	70" Flat Screen - 1080P, with Internal Speakers This product looks best wall mounted or on a Dual Post Stand		X \$2,834.35	+ \$ 436.50	= _____
	80" Flat Screen - 1080P, with Internal Speakers This product looks best wall mounted or on a Dual Post Stand		X \$3,960.00	+ \$ 582.00	= _____

If required to mount a monitor above 6' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching any mounting hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily. Double Time labor rates will be charged after 8:30 pm daily.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 3, 2019 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Flat Screen Monitors Subtotal _____
List all AV equipment/sources you will bring to the show:	<b>Less 30% Discount on Equipment if Ordered and Paid by 8/12/19</b> _____
	Taxes & Fees Multiplied by 8.25% _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.</b>

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Audio Visual and Computer  
 A La Carte Rentals**

**Audio Visual/  
 Computer Rental**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, September 20, 2019. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Sept. 20  Saturday, Sept. 21  Sunday, Sept. 22  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm  
 Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Qty	Show Rate	Labor	Total
<b>2 Flat Screen Accessories</b>	Mounting Bracket (For Exhibitor Owned Flat Screens 32" - 80")	X	\$ 225.00	+ \$ 145.50	=
	iPad Floor Stand in Black _____ or White _____	X	\$ 325.00	+ \$ 194.00	=
	Single Post Stand - (Compatible with 24" Flat Screen, Mounting Bracket required for Exhibitor Owned Flat Screen)	X	\$ 325.00	+ \$ 194.00	=
	Dual Post Stand - (Compatible with 32" - 80" Flat Screen, Mounting Bracket required for Exhibitor Owned Flat Screen)	X	\$ 422.50	+ \$ 242.50	=
	Sound Bar - 2.1 Full Range, with Built-In Subwoofer *Attaches seamlessly to Flat Screens	X	\$ 227.50	+ \$ 194.00	=
<b>3 Video Players</b>	USB Media Player	X	\$ 250.00	+ \$ 145.50	=
	Choose: Blue-Ray _____ or DVD Player _____	X	\$ 250.00	+ \$ 145.50	=

If required to mount a monitor above 6' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching any mounting hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily. Double Time labor rates will be charged after 8:30 pm daily.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 3, 2019 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Flat Screen Accessories and Video Players Subtotal _____
List all AV equipment/sources you will bring to the show:	<b>Less 30% Discount on Equipment if Ordered and Paid by 8/12/19</b> _____
	Taxes & Fees Multiplied by 8.25% _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.</b>

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**ALL PRICING IS FOR THE LENGTH OF THE SHOW.**

**Audio Visual and Computer  
 A La Carte Rentals**

**Audio Visual/  
 Computer Rental**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, September 20, 2019. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Sept. 20  Saturday, Sept. 21  Sunday, Sept. 22  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm  
 Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Qty	Show Rate	Labor	Total
<b>4 Audio Equipment</b>	Anchor AN1000 Powered Speaker with Stand		X \$ 205.00	+ \$ 194.00	= _____
	Sound Bar - 2.1 Full Range, with Built-in Subwoofer *Attaches seamlessly to Flat Screens		X \$ 227.50	+ \$ 194.00	= _____
	Wireless Microphone - Handheld _____ or Headset _____		X \$ 507.00	+ \$ 194.00	= _____
<b>5 Computer</b>	Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD)		X \$ 552.00	+ \$ 194.00	= _____
	Apple 21.5" iMac (Intel Core 2 Duo/3.06GHz)		X \$ 520.00	+ \$ 194.00	= _____
	Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		X \$ 765.00	+ \$ 194.00	= _____
	HP Laser Printer 40PPM		X \$ 253.50	+ \$ 194.00	= _____
	Keyboard and Mouse Set		X \$ 65.00	+ \$ 145.50	= _____
	Computer Speakers		X \$ 39.00	+ \$ 145.50	= _____

If required to mount a monitor above 6' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching any mounting hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily. Double Time labor rates will be charged after 8:30 pm daily.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 3, 2019 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Audio Equipment and Computer Subtotal _____
List all AV equipment/sources you will bring to the show:	<b>Less 30% Discount on Equipment if Ordered and Paid by 8/12/19</b> _____
	Taxes & Fees Multiplied by 8.25% _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.</b>

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





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## Meeting Room Audio Visual/ Computer Information

**Discount Deadline:  
August 12, 2019  
(excludes labor)**

The information included in this section specifically applies to needs within Las Vegas Convention Center meeting rooms and Audio Visual needs within these rooms.

### **General Information:**

To inquire about availability of space and to reserve a room you must contact Kelly Faist with PMMI. You can email Kelly at [kelly@pmmi.org](mailto:kelly@pmmi.org) to get further information and pricing for your basic room set needs.

For other services such as Custom Furniture, Cleaning, Modular Meeting Spaces or Accessories and Floral, please order these services through PES. Please remember that these items should be ordered through your meeting room account and not under your exhibit hall booth account. Your meeting room account will be established once you receive a confirmation from PMMI. Once this reservation is in place you can work with your Customer Account Manager to handle many of your service needs.

Any electrical needed for your meeting rooms is a required item and must be ordered.

Cleaning Services may be needed depending on the PES supplied items ordered for your rooms (Custom Furniture or Modular Rental Items). If you have questions or need help placing your orders, please contact your Customer Account Manager.

### **Meeting Room Audio Visual Rentals:**

To order Audio Visual equipment for your meeting rooms, complete the forms on the following pages and return to your Customer Account Manager (CAM).

*All Audio Visual and Computer Equipment rentals at the Las Vegas Convention Center are subject to installation and dismantle labor. The labor amount listed next to the item needs to be added at the time of ordering. This is listed in the Labor column, or as a suggested item if ordering online. Rentals of audio visual equipment in meeting rooms may require union labor to operate in addition to standard installation and dismantle labor.. The equipment sub-total is subject to an 8.25% Las Vegas rental tax. All appropriate fees will be added to your final invoice.*

Electrical services for meeting rooms are not included in the equipment pricing and must be ordered.

Equipment Rentals are based on Daily Rates. There is an additional charge for install and dismantle Labor. This charge is separate and can be ordered through Las Vegas Convention Center.

Please see the next pages for daily rental and labor rates which include install and dismantle labor. **If you need more than one screen or multiple pieces of equipment in the same meeting room on the same day, or for multiple days, please call for a custom quote.**

Cancellations received after September 3, 2019 will be subject to a 50% cancellation fee. Cancellations received once move-in has begun will be billed at 100%.

For equipment not listed or assistance in placing your order, contact your Customer Account Manager (CAM).

Audio Visual and Computer Equipment deliveries will begin according to time and dates supplied when you place your order.

30% discount only applies to AV equipment. The 30% discount does not apply to labor.

Meeting Room AV Packages are inclusive of projectionist labor for install and dismantle. If you require a dedicated Operator for the duration of your meeting, please call for a custom quote. See order forms for pricing.

Changes or substitutions to the packages may incur additional labor charges.



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Meeting Room Packages  
 Audio Visual Rental**

**Discount Deadline:  
 August 12, 2019  
 (excludes labor)**

**Required Information for Delivery / Pickup**

What is your Meeting Room # \_\_\_\_\_ Hall \_\_\_\_\_  
 What day is your meeting? \_\_\_\_\_  
 What time does your meeting start? \_\_\_\_\_ End? \_\_\_\_\_  
 When would you like delivery? \_\_\_\_\_ Pick up? \_\_\_\_\_

**Please refer to full terms and conditions on Audio Visual / Computer Information.**

Daily rates only include install and dismantle labor. For multiple days, please call for a custom quote.

If you need more than one screen or multiple pieces of equipment in the same meeting room on the same day, or for multiple days, please call for a custom quote.

		Qty	Daily Rate	Labor	Total
1 Meeting Room Packages (Need to order Labor also)	<b>Small Meeting Room Packages</b>				
	96" Tripod Screen with Skirt, LDC XGA Computer Projector (2,000 Lumens), and Projection Stand with Skirt	_____	X \$ 791.00	+ \$ 388.00	= _____
	96" Tripod Screen with Skirt, LCD XGA Computer Projector (2,000 Lumens), Projection Stand with Skirt, Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse	_____	X \$1,045.00	+ \$ 485.00	= _____
	<b>Medium Meeting Room Packages</b>				
	7.5'x10' Fast Fold Screen, LCD XGA Computer Projector (4,000 Lumens), and Projection Stand with Skirt	_____	X \$1,018.00	+ \$ 534.00	= _____
	7.5'x10' Fast Fold Screen, LCD XGA Computer Projector (4,000 Lumens), Projector Stand with Skirt, Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse	_____	X \$1,272.00	+ \$ 631.00	= _____
	<b>Large Meeting Room Packages</b>				
	10.5'x14' Fast Fold Screen, LCD XGA Computer Projector (6,000 Lumens), and Projection Stand with Skirt	_____	X \$1,467.00	+ \$ 534.00	= _____
	10.5'x14' Fast Fold Screen, LCD XGA Computer Projector (6,000 Lumens), Projection Stand with Skirt, Laptop Computer (core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse	_____	X \$1,690.00	+ \$ 631.00	= _____

**Electrical services for meeting rooms are not included in the equipment pricing and must be ordered.**

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 3, 2019 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Audio Equipment and Coputer Subtotal _____
List all AV equipment/sources you will bring to the show:	<b>Less 30% Discount on Equipment if Ordered and Paid by 8/12/19</b> _____
	Taxes & Fees Multiplied by 8.25% _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.</b>

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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C O - L O C A T E D



Healthcare+  
 PACKAGING  
 EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Floral

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

The pleasing accent of floral displays softens and enhances your exhibit space, creating a professional and comfortable environment for you and your customers to conduct business. **Special floral options are available on request.** All materials and plants available on a rental basis only, except for cut flower arrangements. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. Orders placed on the show floor are subject to availability.

- Foliage plants and architectural containers are on a rental basis.
- Price includes **plant installation, architectural containers, servicing throughout show, and dismantling at end of show.**

	Description	Qty	Advance Price	Standard Price	Total	
<b>1 Green and Blooming Plants</b>	Containers: (Please check your choice) _____ White _____ Black					
	2' Plants	_____ X	\$ 40.42	\$ 57.75	= _____	
	3' Plants	_____ X	\$ 44.10	\$ 63.00	= _____	
	4' Plants	_____ X	\$ 55.12	\$ 78.75	= _____	
	5' Plants	_____ X	\$ 66.15	\$ 94.50	= _____	
	6'-7' Plants	_____ X	\$ 80.85	\$115.50	= _____	
	8'-9' Plants	_____ X	\$114.80	\$164.00	= _____	
	Taller plant material is available. Please call your Customer Account Manager.					
	Potted Mums	_____ X	\$ 28.00	\$ 40.00	= _____	
	_____ Yellow _____ White _____ Lavender					
	Potted Azaleas	_____ X	\$ 36.75	\$ 52.50	= _____	
	_____ Red _____ Pink _____ White					
Potted Ferns, Small	_____ X	\$ 32.34	\$ 46.20	= _____		
Potted Ferns, Large	_____ X	\$ 35.28	\$ 50.40	= _____		
Hanging Plants	_____ X	\$ 35.28	\$ 50.40	= _____		
Bromeliads	_____ X	\$ 36.75	\$ 52.50	= _____		

<b>2 Lead Tracking</b>	Bubble Bowl (Great for business card drawings.)	_____ X	\$ 30.80	\$ 44.00	= _____
------------------------	--	---------	----------	----------	---------

<b>3 Professional Floral Services</b>	<b>Floral Arrangements</b> (Please check one) _____ Tropical _____ Seasonal				
	Height _____ Width _____ Colors _____				
	Small Arrangement (12" x 12")	_____ X	\$ 88.20	\$126.00	= _____
	Medium Arrangement (18" x 14")	_____ X	\$104.30	\$149.00	= _____
	Large Arrangement (24" x 18")	_____ X	\$124.60	\$178.00	= _____
	Single Stem Phalaenopsis Orchid Plant _____ Fuchsia _____ White <b>Long Lasting!</b>	_____ X	\$ 87.50	\$125.00	= _____
	Double Stem Phalaenopsis Orchid Plant _____ Fuchsia _____ White <b>Long Lasting!</b>	_____ X	\$154.00	\$220.00	= _____
Custom Arrangement (Please ask for quote)	_____ X	Please call	for quote	= _____	

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Subtotal \_\_\_\_\_

Add 8.25% Rental Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

# Hostess/Booth Talent Terms and Conditions

## 1 Registration/ Badges for Associates

The Exhibitor is responsible for registering each associate for a badge that will gain them access to the show floor and also must absorb any/all costs associated with badge registration. The Exhibitor is also responsible for meeting the associate on opening day to give them the badge. If the Exhibitor prefers, the associate can pick up the badge provided by the Exhibitor at Exhibitor Registration and meet the Exhibitor at the booth.

## 2 Cancellation by Exhibitor

Cancellations received after a contract has been signed, will be charged at 50% of the Total Bill. Cancellations received 14 days or less before the show will be charged at 100% of the Total Bill. (a) Exhibitor acknowledges and agrees to the CANCELLATION CHARGES set forth in the contract. If Exhibitor, or Agent on behalf of Exhibitor, cancels prior to the event, the Exhibitor will be subject to this Agreement. Upon such cancellation, Exhibitor/Agent excuse Event Pros, LLC and Talent from further performance under the terms of this Agreement. (b) The Exhibitor acknowledges and agrees that the Exhibitor or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon showing a good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual; neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating cancelling the Talent, the Exhibitor must provide Event Pros with a reasonable opportunity to cure the inadequate performance of the Talent by allowing Event Pros to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Exhibitor terminates or cancels Talent without providing Event Pros with the aforementioned opportunity to cure, the Exhibitor agrees to pay the entire fee due and owing as if the Exhibitor and Talent fully performed under the Agreement.

## 3 Indemnifica- tion

The Exhibitor shall indemnify, defend and hold harmless Event Pros, LLC from and against any and all obligations, debts, liabilities, claims, demands, losses, damages, lawsuits, and expenses of any third party in any way arising out of the services to be provided; however, such indemnifications shall not apply to acts of omissions of Event Pros, LLC which constitute willful misconduct or gross negligence.

## 4 No Solicitation by Exhibitor

The Exhibitor shall not solicit for employment or employ, nor refer to a third party for employment or employ, whether as employee or independent contractor, any person who is or has been provided to the Exhibitor through the services of Event Pros, LLC for a period of (2) years after the completion of any event for which Event Pros, LLC served as the booking agent.

## 5 Services to be Performed

Personnel retained by the Exhibitor will perform the specific duties described in the work order confirmation and will not be subjected to any undue emotional, physical, or sexual harassment from the Exhibitor and/or the Exhibitors' guests. Any such harassment will necessitate the withdrawal of personnel. The Exhibitor shall remain fully liable for payment of the total fee should such a withdrawal occur.

## 6 Meal Breaks and Rest Periods

The retained personnel shall be entitled to take lunch and breaks as outlined in the Work Order.

## 7 Overtime

The retained personnel will be eligible for overtime pay for hours in excess of 9 hours per day.

## 8 Subsequent Contracts

All future Work Orders will be performed under the same terms and conditions stated herein unless amended by written agreement.



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C O - L O C A T E D



## Hostess/ Booth Talent

September 23-25, 2019 • Las Vegas, Nevada USA

To receive a quote for booth talent, please complete the following information.

1	Staff		Number Required
		Please specify the number of staff required from each category:	
		Exhibit Hostess/Host	_____
		Narrator/Spokesperson	_____
		Demonstrator/Sales Assistant	_____
		Crowd Gatherer	_____
		Hospitality Suite Hostess/Host	_____
		Interpreter	_____
		Other	_____
		Type of Apparel: <input type="checkbox"/> Business <input type="checkbox"/> Cocktail <input type="checkbox"/> Other: _____	
		Special Talent/Qualification: _____	
		_____	
		Onsite Contact: _____	
		Cell Phone #: _____	

Dates Service is Required:

\_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Additional Charges

All orders placed within 10 days from first day of event are subject to a late order premium of \$100.00 per associate.

Additional Charges may also apply when requesting a specific associate, executive level of experience, and/or special requirements such as specified wardrobe, appearance (ethnicity, height), additional languages, and detailed training.

**Cancellation Policy:** Cancellations received after a contract has been signed will be charged 50% of the Total Bill.  
 Cancellations received 14 days or less before show will be charged at 100% of the Total Bill.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

### CALCULATING YOUR TOTAL

**PAYMENT IN FULL IS DUE WHEN CONTRACT  
IS SIGNED BY EXHIBITOR.**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Hostess/ Booth Talent

### 1 Event Staffing Services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

**PROMOTIONAL ASSISTANTS** coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food/beverages and be available to assist your staff in any way possible.

**BOOTH ASSOCIATES** act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads.

**CROWD GATHERERS** increase your booth traffic and gain exposure. The enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items.

**CROWD GATHERERS/EMCEES** are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun.

**LEAD EXECUTIVE ASSOCIATES** maintain all booth activities and is your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness.

**BOOTH SUPERVISORS** manage every area of the booth as well as assisting in any booth needs. They can oversee the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over 5 years of experience in the trade show and management areas.

**PRODUCT DEMONSTRATORS** connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients.

**INTERPRETERS** are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bi-lingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home.

**PRESENTERS/ACTORS** deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request.

**SPECIALTY TALENT** - We are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

### 2 Enhanced Services

**EVENT PLANNING/MARKETING** Let our marketing experts help you plan every aspect of your event for flawless execution. From concept development, messaging, marketing campaigns and more, count on us to help you achieve event success.

**TECHNICAL WRITING** Our talented team of script and technical writers are available to develop creative, effective and innovative ways to deliver your message.

**PROJECT MANAGEMENT** Project Managers work with you on pre-show planning, on-site execution and post-show wrap-up. Consider these dedicated professionals as an extension of your own staff.

**BOOTH STAFF TRAINING** An executive can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

**PRODUCTION SERVICES** The right presentation is critical to excite and maintain the attention of show attendees. Allow our team of production professionals to provide presentations that capture and build enthusiasm around your product.

**LEAD CAPTURE SYSTEM** Our cutting-edge technology ensures that each new business opportunity is followed through to its furthest potential. Leads are the most valuable asset of a trade show and are efficiently collected with this innovative system.

**POST-SHOW MEASUREMENT** Post-show measurement is an essential tool in evaluating our business. This valuable feedback offers a clear and precise analysis of every event, allowing you to evaluate overall success and build ideas for future programs.



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## Photography Services

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
<b>1 Exhibit Photography Packages</b>	<i>Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to secure site for 10 days within 5 business days from the end of the show. For expedited delivery on any services, please contact your Customer Account Manager.</i>				
	Pro Pack A		X \$1,133.00	\$1,618.55	=
	<i>Includes 6 views of the exhibit delivered via E-Delivery.</i>				
	Up to 5 Additional Pro Pack Views		X \$ 75.00	\$ 107.15	=
	Pro Pack B		X \$2,240.00	\$3,200.00	=
<b>2 Single Exhibit Views</b>	<i>Includes 15 views of the exhibit delivered via E-Delivery.</i>				
	Up to 10 Additional Pro Pack Views		X \$ 75.00	\$ 107.15	=
	<i>E-Delivery of images will be uploaded to a secure site for 10 days after which the link will expire. A minimum cost of \$83.35 will be charged for re-uploading.</i>				
<b>3 Exhibit Photography With Video Packages</b>	<b>Pro Pack A w/ Videography Services</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.55	=
	<i>Includes 6 views of the exhibit and 5-10 minutes of video footage of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals.</i>				
	<b>Pro Pack B w/ Videography Services</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.55	=
	<i>Includes 15 views of the exhibit and 5-10 minutes of video footage of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals.</i>				
	<b>Videography Service of Booth (with 4 view min.)</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.55	=
	<i>10 minutes of video footage of booth, without sound, captured during photography session. Booked in 30-minute intervals.</i>				
	<b>Videography Service of Booth (No min. photo order)</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.55	=
	<i>5-10 minutes of video footage of booth, without sound, unscheduled before or during show hours. Please notate on Order Form 26c with or without people. Booked in 30-minute intervals.</i>				
<b>Video Footage Edit</b>					
<i>Includes either three-6 to 10 second clips for social media or one-30 to 45 second edited video from the above services with stock music and limited graphic. Delivered electronically within 10 business days from the final day of show.</i>					
<b>On-site Delivery of Exhibit Photography</b>					
<i>All unmanipulated digital images surrendered on-site on USB drive within 24 hours after image capture.</i>					
<b>Additional 8x10 Prints</b>					
<b>USB Drive of Images</b>					

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to Form 27c)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## Photography Services

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
<b>4 Event Photography Services</b>	All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5pm two-hour minimum. <i>Does not include Exhibit or Product Photography.</i>				
	Event Photography (First Hour)	X	\$ 395.00	\$ 564.30	=
	Second Hour	X	\$ 345.00	\$ 492.85	=
	Any Additional Hours	X	\$ 300.00	\$ 428.55	=
<i>E-Delivery of color corrected, high-resolution images with unlimited usage rights within 7 business days from the end of the show.</i>					
Description of Event: _____					
Location: _____					
Date: _____ Time: _____					
<b>5 Dynamic Exhibit Photography</b>	<b><i>Ideal for Exhibit Builders and Product shots.</i></b>				
	Complete Studio Look with Post-Production and E-Delivery per view	X	\$ 515.00	\$ 735.70	=
<i>Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.</i>					

**Photo Booth and Professional Head Shot Lounge** - Packages start at \$1,200.00. Please contact your Customer Account Manager for further information.

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 27c)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





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# Photography Contact Information

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Booth Name: _____	On-site Instructions: _____
Booth Number: _____	_____
On-site Contact: _____	_____
Cell #: _____	_____
Email: _____	<b>Exhibit Photography/Video Reel Instructions</b>
	Monitors _____ ON _____ OFF
	Lights _____ ON _____ OFF
	With People _____ Without People _____ Staff Shot _____

Ship to Company: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship to Attention: \_\_\_\_\_

Ship to Phone: \_\_\_\_\_

Ship to Email: \_\_\_\_\_

To avoid shipping and handling costs, please supply Fed-Ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight: \_\_\_\_\_ Ground: \_\_\_\_\_

Fed-Ex #: \_\_\_\_\_

UPS #: \_\_\_\_\_

*Photography Orders ship within 7 business days after closing date of show unless otherwise stated.  
 Claims must be in writing within 7 days of receiving materials.  
 Orders placed on-site will be subject to higher pricing.*

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Tangible products delivered in IL subject to 10.25% sales tax _____
	<i>(Products delivered in TX and NY - applicable sales tax may apply)</i>
	Shipping and Handling via Ground Services \$20.00 _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date: \_\_\_\_\_



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## Video Services

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
1 Video Production	<i>B Roll (general footage of action), testimonials, interviews, booth and event coverage, time lapse clips, etc.</i>				
	<b>All-Inclusive Video Package</b>		X \$2,275.00	\$3,250.00	=
	<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video of up to 3 minutes long with rough cut and 1 revision. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.</i>				
	<b>B Roll 120- Scheduled Raw Footage* Capture</b>		X \$1,590.00	\$2,271.45	=
	<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage* on a USB drive within 10 business days from the final day of the show.</i>				
<b>Half Day B Roll Shoot</b>		X \$2,125.00	\$3,035.70	=	
<i>Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage* on a hard disk drive within 10 business days from the final day of show.</i>					
<b>Full Day B Roll Shoot</b>		X \$3,250.00	\$4,642.85	=	
<i>Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage* on a hard disk drive within 10 business days from the final day of show.</i>					
<b>*NEW* LIVE STREAMING</b>		X Please call.	N/A	=	
<i>Stream to Facebook, YouTube, Vimeo or embedded into your own website. Pricing starts at \$2,222.20 and must be booked 21 days in advance. Please contact your Customer Account Manager for additional details and pricing.</i>					

### \*Raw Video Footage Disclaimer

All raw video footage is provided as is and may not be usable directly. It is meant to be edited by a professional before use and saved in the appropriate format.

For example of the video products, please visit [www.OscarAndAssociates.com/exhibitvideos](http://www.OscarAndAssociates.com/exhibitvideos).

Description of Video:	
Location:	
Date:	Time:
(Telephone confirmation to be provided upon receipt of form.)	

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to Form 27f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## Video Services

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
<b>2</b> Video Post Production	<i>Editing, animation, music and sound design. On site during show or post-show. Videos delivered electronically.</i>				
	<b>Post Show Editing</b> 2-3 minute video with 2 rounds of revisions.	X	\$1,500.00	\$2,142.85	=
	<b>*NEW* Editing</b> 3 to 5 videos running between 6 sec. & 20 sec. for social media.	X	\$1,500.00	\$2,142.85	=
	<b>On show site editing with 24-hour or less delivery</b> Per hour, 2-hour minimum	X	\$ 800.00	\$1,142.85	=
	<b>Raw Footage Delivery Options</b> (External hard disk drive)	X	\$ 200.00	\$ 285.70	=

### \*Raw Video Footage Disclaimer

All raw video footage is provided as is and may not be usable directly. It is meant to be edited by a professional before use and saved in the appropriate format.

For example of the video products, please visit [www.OscarAndAssociates.com/exhibitvideos](http://www.OscarAndAssociates.com/exhibitvideos).

Description of Video:	
Location:	
Date:	Time:
(Telephone confirmation to be provided upon receipt of form.)	

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to Form 27f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com



## Video Contact Information

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

Booth Name: _____	On-site Instructions: _____
Booth Number: _____	_____
On-site Contact: _____	_____
Cell #: _____	_____
Email: _____	<b>Exhibit Photography/Video Reel Instructions</b>
	Monitors _____ ON _____ OFF
	Lights _____ ON _____ OFF
	With People _____ Without People _____ Staff Shot _____

Ship to Company: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship to Attention: \_\_\_\_\_

Ship to Phone: \_\_\_\_\_

Ship to Email: \_\_\_\_\_

To avoid shipping and handling costs, please supply Fed-Ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight: \_\_\_\_\_ Ground: \_\_\_\_\_

Fed-Ex #: \_\_\_\_\_

UPS #: \_\_\_\_\_

*Photography Orders ship within 7 business days after closing date of show unless otherwise stated.  
 Claims must be in writing within 7 days of receiving materials.  
 Orders placed on-site will be subject to higher pricing.*

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Tangible products delivered in IL subject to 10.25% sales tax _____
	<i>(Products delivered in TX and NY - applicable sales tax may apply)</i> _____
	Shipping and Handling via Ground Services \$20.00 _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date: \_\_\_\_\_



## 1 Video Shoot

Actual filming times may be shorter than the time the videographer is scheduled to be at your booth. Scheduled times include setup and breakdown of videographer equipment and may vary depending on the type of shoot and the equipment. The amount of footage a videographer records depends on the amount of activity going on within the booth.

**Standard HD Kit** - includes 1 wireless mic, tripod and 1 light kit (on-camera or external, videographer's choice). The light kit is dependent on the shoot needs. We will only supply an on-camera light unless specifically requested. Please contact us for additional or specific equipment needs.

## 2 Delivery of Raw Footage

Raw footage is footage captured directly from the camera and is not typically used "as is." In most cases the footage will need to be transferred into an editing program to even be viewable. It is intended to be edited by a professional editor before a final usable version is produced. Raw footage file formats will vary depending on camera equipment and editing equipment used. We will charge \$300.00 for a Half-Day Shoot and up to \$350.00 for a Full-Day Shoot for the conversion of raw footage files to be viewable MOV files.

Raw footage such as B Roll is usually shipped (or electronically delivered) within 10 business days from the last day of the trade show.

Online delivery is by **yousendit.com** or **wetransfer.com**. The maximum file size for online delivery is 2 GB.

Raw footage can be delivered on USB drives or external hard disk drives as well. We generally will use a USB stick for data less than 8 GB and a hard disk drive for data over 8 GB in size.

## 3 Editing Services

We provide a variety of editing services for all videos we shoot. Please contact us for custom editing needs.

## 4 Production Services

We provide a complete suite of video production services for corporate events, product demonstrations, testimonial videos and others, in addition to videos we produce for you at trade shows. Please contact us for details.

## 5 Project Management

For videos being edited, we require feedback to our editors within 10 business days of the end of the show. All projects will be deemed completed if we do not receive customer feedback by that point. A project restart fee of \$225.00 will be assessed to reopen a project for 30 days.

We do not store your raw footage for more than 30 days past the completion of your project. We do offer raw footage/video storage for up to 1 year for \$350.00 per project. This storage will make it easier to edit a new video or modify an existing video that we have produced.

We provide email feedback and notifications. Please make sure to whitelist **support@igot2know.com** email address to ensure our emails do not go to your spam folder.



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

C O - L O C A T E D



Healthcare+  
 PACKAGING  
 EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Booth Security

**Discount Deadline:**  
**August 12, 2019**  
 (excludes labor)

		START TIME	STOP TIME	TOTAL HOURS	NO. OF GUARDS	TOTAL MAN HOURS
<b>1</b> In-Booth Security	Tues., 9/17/19 - Wed., 9/18/19	_____	_____	_____	X	=
	Wed., 9/18/19 - Thurs., 9/19/19	_____	_____	_____	X	=
	Thurs., 9/19/19 - Fri., 9/20/19	_____	_____	_____	X	=
	Fri., 9/20/19 - Sat., 9/21/19	_____	_____	_____	X	=
	Sat., 9/21/19 - Sun., 9/22/19	_____	_____	_____	X	=
	Sun., 9/22/19 - Mon., 9/23/19	_____	_____	_____	X	=
	Mon., 9/23/19 - Tues., 9/24/19	_____	_____	_____	X	=
	Tues., 9/24/19 - Wed., 9/25/19	_____	_____	_____	X	=
	Wed., 9/25/19 - Thurs., 9/26/19	_____	_____	_____	X	=
	Thurs., 9/26/19 - Fri., 9/27/19	_____	_____	_____	X	=
	Fri., 9/27/19 - Sat., 9/28/19	_____	_____	_____	X	=
	Saturday, 9/28/2019	_____	_____	_____	X	=

**Minimum Order: 6 Hours per guard per day**

**Advance Rate: \$24.50/ Hour Standard Rate: \$35.00/ Hour**

**All Daily schedules must meet a 6 hr. minimum. No schedule can commence or end between the hours of 12:00 am (Midnight) and 6:00 am. Any same day cancellations will be subject to a six hour minimum charge.**

### On-Site Orders placed with less than a 48-hour advanced notification will be billed at \$50.00 an hour.

Would you like the guard to wait until your company representative arrives at the booth to release the guard from duty?

YES  NO

If yes, please provide a list of the names of individuals for the guard to report to, and who is authorized to release them each morning:

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

Cell Number: \_\_\_\_\_

PES Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property, or the property of others. The amounts payable by the client are not sufficient to warrant PES assuming any risk of damage or loss to property due to PES's negligence or failure to perform. PES Security will not be responsible for any/all personal electronics including laptop computers. Uniformed security serves as a visual deterrent only, and the officers employed by PES Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control including acts of terrorism. The client, by signing this agreement indemnifies and holds PES Security harmless for any and all losses and claims by third parties and agrees to have in effect at the time of signing this agreement, insurance to cover all losses.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor move-in will be billed at 50%. Cancellations received on site will be billed 100%.

#### ADDITIONAL INFORMATION

#### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

In-Booth Security Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

**Official Vendor**



# The Las Vegas Convention Center Welcomes

## PACK EXPO and Healthcare Packaging EXPO 2019

# September 23-25, 2019

We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience your company!

### Please Submit Your Order By:

**12pm PST on Thursday, September 5, 2019**

**Orders submitted after this date and time will be subject to limited menu.**

**Additional Fee of 25% will apply on all published pricing.**

**This is the last date any changes or cancellation are permitted.**

To Place Orders:

**Email:** [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or

**Visit Online:** [lvcvaexpresscatering.ezplanit.com](http://lvcvaexpresscatering.ezplanit.com)

**For More Information Call:** 702-943-6779

### EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the Las Vegas Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.** This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.



**Centerplate**

Making It Better To Be There Since 1929.™

The LVCVA and Centerplate values its customers' safety, health, and wellness in regard to food preparation, handling and regulations set forth by the Southern Nevada Health District. It is for the safety of customers that no outside food and beverage be permitted.

---

**Centerplate is the exclusive food and beverage provider for the Las Vegas Convention and Visitors Authority (LVCVA).**



**No** outside food and beverage (including water) may be brought onto the premises owned or leased by the LVCVA. All food and beverage vendors, contractors, and services need to be contracted through Centerplate.



---

Any questions, comments, or concerns should be directed to  
**Centerplate's Main Office at 702-943-6779**

*Thank You for Your Cooperation!*



## Show Restrictions for Services on the Exhibitor Floor:



- No Popcorn Services





# Centerplate

Making It Better To Be There Since 1929.™

## Food and Beverage Sampling Policy and Guidelines

---

The Catering Department at the LVCC retains the exclusive right to provide, control and maintain all food and beverage services within the Las Vegas Convention Center. No outside food and beverage may be distributed without prior approval, fees may apply. Concessions, water, ice, the sale of alcoholic or non-alcoholic beverages, and the distribution of snacks, treats or candies are included under this provision.

- All approved food items brought into the building must comply with the Southern Nevada Health District and all applicable laws.
- All approved food and beverage sampling exhibitors are required to have hand washing/sanitation kits. Kits can either be brought in or purchased from Centerplate. *{see page 2}*
- Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies. If they are not Manufactured, Processed or Distributed by the company then you are not able to provide samples of food and beverage unless they are purchased through Centerplate. *{see page 2}*
  - Food preparation, heating/kitchen services must be disclosed to the Catering Department at the LVCC no later than 3 weeks prior to the event. Subject to approval.
  - A description of size/equipment/processing procedure must be submitted in advance for approval.
- Food and Beverage may not be sold within LVCC.
- Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought in the facility. This includes product owned or donated.
- Items to be distributed are limited to sample sizes, or are subject to additional fees.
  - *{see page 2}*
- A certificate of liability naming Centerplate as an additional insured must be submitted to the Catering Department at the LVCC from each sampling client.
  - *Please provide general liability (\$1,000,000) and Workers Comp (\$1,000,000)*

***Thank you for selecting Centerplate Catering. It is our pleasure to serve you!***

**DO NOT include any credit card or personal information with this form**

Centerplate and the Las Vegas Convention Center requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and fire safety codes.

Name of event \_\_\_\_\_ Date of event \_\_\_\_\_

Company name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact title \_\_\_\_\_ Contact number \_\_\_\_\_

Email \_\_\_\_\_ On-site contact number \_\_\_\_\_

Proprietary product to be prepared/sampled \_\_\_\_\_

**Warning:** An exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. **If yes, a Centerplate Sales representative will be in contact**

*Non-Alcoholic Beverages are limited to a maximum 3oz containers. All alcoholic beverages must be served in 3oz containers. All alcoholic beverages must be served in 3oz containers. All alcoholic beverages must be served in 3oz containers.*

*Food items are limited to a sample size not more than 2oz.*

Portion size to be dispensed \_\_\_\_\_  
Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.

Will you be purchasing a hand washing and sanitation kit from Centerplate?  Yes  No  
**If yes, a catering sales representative will be in contact.**

Will you be heating or cooking food?  Yes  No  
**If yes, an LVCVA Fire Prevention coordinator will be in contact**

Please list the heating or cooking equipment to be used \_\_\_\_\_

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the \_\_\_\_\_.

All rights reserved. All trademarks are the property of their respective owners. All trademarks are the property of their respective owners.

**Centerplate Las Vegas Convention Center**

## HAND WASHING & SANITATION KIT

AM

exhibitorcateringlvcc centerplate.com

Address		City/State/Zip	
Phone/Fax		Event/Location	
Authorized Signatory		Authorized Signature	

### Hand Washing Kit to include:

Hand Washing Kit to include:

- 1 Water Dispenser, 2.5 Gallons of Hot Water, 1 Roll of Paper Towels, Hand Soap, Disposable Bucket
  - Hot Water Dispensers must be returned to the supplier
  - Hot Water Dispensers not returned will result in a charge of \$150.00

Sanitation Kit to include:

- 100 Professional Grade Sanitizing Wipes

Hand Washing & Sanitation Kit

Item	Quantity	Price	Total
Water Dispenser			
Hot Water	2.5		
Paper Towels			
Hand Soap			
Disposable Bucket			
Sanitizing Wipes	100		

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Centerplate is not responsible for any damage or loss of items during transit. Items are shipped in original packaging. If items are damaged, please contact the supplier immediately. Centerplate is not responsible for any damage or loss of items during transit.

Order and Authorized Signature

After submitting your order, please contact your Catering Sales Manager or call (702) 943-6779 to submit payment











# Welcome to **Las Vegas!**

**Welcome to Las Vegas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.**

Centerplate is a leading global event hospitality company and we are thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center. Our style is collaborative and our Las Vegas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Las Vegas!

*Angelina Martinez*

Angelina Martinez

Asst. Director of Catering and Exhibitor Sales  
Centerplate at Las Vegas Convention Center  
3150 Paradise Rd, Las Vegas, NV 89109



P: 702.943.6757

[angelina.martinez@centerplate.com](mailto:angelina.martinez@centerplate.com)



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# Centerplate

Making It Better To Be There Since 1929.™

# SERVICE DIRECTORY

CENTERPLATE **CATERING SALES** OFFICE

702.943.6779

LAS VEGAS **CONVENTION CENTER**

702.892.0711

**Any menu inquires can be made to our general mailbox at:  
[exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com)**

**Online orders can be placed at: [lvcvalexpresscatering.explanit.com](http://lvcvalexpresscatering.explanit.com)**



**CATERING MENU** — LAS VEGAS CONVENTION CENTER



## Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten-free or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment and may come into contact with products containing gluten and common allergens such as nuts.

# CENTERPLATE'S **COMMITMENT TO QUALITY**

Our meticulous quality assurance programs ensure we have the right systems and people in place to deliver the outstanding results our hosts seek.

We are very supportive of offering healthy choices at events by providing a wealth of fresh, customizable, and varied options that include low-calorie, low-salt, low-fat, low-sugar, vegan, and gluten-free offerings, among others. Fresh fruit and vegetables, meatless entrees marketed to the mainstream, and light options are all very popular among our attendees.



Our catering menus include fresh fruit platters, fresh vegetable crudité, grilled vegetable platters, customizable salads, fresh fish, grilled chicken, farm fresh vegetables, whole grain side selections, hummus and carved-to-order roasted turkey and lean meats.

Our culinary staff is available to assist event planners throughout their planning process to design menus that are appealing, affordable and in keeping with their wishes. We solicit event organizers to determine the best selections and special options for their guests.

We have a wide variety of beverages, snacks, and main course options at every meal as well as retail and grab-and-go. Lean proteins and whole grains are available, as are water and unsweetened beverages. Many of our event services include Chef-attended action stations where guests may assemble their own ingredients for preparation, having control over what and how much goes into a dish.

We look forward to serving you!



# INFORMATION



# GENERAL INFORMATION



## POLICIES AND PROCEDURES

**PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.**

**As the Las Vegas Convention Center and Visitor Authority's exclusive caterer, Centerplate is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Centerplate's culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests. From first course to last, Centerplate is committed to providing Craveable Experiences with Raveable Results.**

**In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.**

### EXCLUSIVITY

Centerplate maintains the exclusive right to provide all food and beverage in the Las Vegas Convention Center and Visitors Authority. All food and beverages, including water, must be purchased from Centerplate.

### FOOD AND BEVERAGE PRICING

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the contract. However, certain environmental factors may affect pricing such as the Nevada drought. Prices are based on current market availability and cost, which fluctuate and are subject to change. Your Catering Manager will work with you to make product substitutions due to any of the above listed scenarios, or any other scenario which dramatically affects the price of the Food and Beverage for the Event.

### SERVICE CHARGES AND TAX

A 19% service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

A Service Charge of 19% is added to your bill for this catered event/function (or comparable service). 19% of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. 90% of the total amount of this Service Charge is distributed to the Employees providing the service as a gratuity. You are free, but not obligated, to add or give an additional gratuity directly to your servers.

# GENERAL INFORMATION



## POLICIES AND PROCEDURES continued

If the Customer is an entity claiming exemption from taxation in the State where the Facility is located, the Customer must deliver to Centerplate satisfactory evidence of such exemption thirty (30) days prior to the Event in order to be relieved of its obligation to pay state and local sales taxes.

### PAYMENT POLICY

100% payment is due in advance. A 90% deposit and signed Food and Beverage contract is due 30 days prior to your Event or upon receipt of the preliminary invoice. The remaining balance will be due five (5) business days prior to the start of your event. The balance and any additional charges incurred during the Event, is required within 15 days following receipt of the Final Invoice. Centerplate will begin to accrue 1.5% interests from the date of the invoice if not paid within 15 days. Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the Customer. The preferred method of payment is by wire transfer or company check. In addition, we require a credit card on file for all onsite orders and additional charges.

**For Social Events (non-convention related), a 25% deposit is required upon signing the contract. An additional deposit of 50% of the total estimated food and beverage is required 45 days in advance of the Event. The remaining balance of payment is required 72 business hours prior to the Event by either Cashier's Check or Credit Card. Any additional charges incurred during the function will be due upon completion of the Event.**

### CHINA SERVICE

In all carpeted Meeting Rooms and Ballrooms, china service will automatically be used for all plated meal services.

If china is preferred for food and beverage events located in the Exhibit Halls, Sails Pavilion or Outdoor Terraces, the following fees will apply:

- Breakfast, Lunch, Receptions and Dinners: \$6.00+ per person, per meal period.
- Refreshment or Coffee Breaks: \$3.00+ per person, per break.

In our continued determination to further our green efforts, we use a compostable, biodegradable and sustainable set of disposable ware. Please speak to your Catering Sales Manager for additional disposable options.

### LINEN SERVICE

Centerplate provides in-house linen for meal functions with our compliments, excluding break services. Additional linen fees will apply to specialty linens. Our Catering Sales Manager will be happy to offer suggestions for your consideration and quote corresponding linen fees.

### CONCESSION SERVICE

Appropriate operation of Concession Outlets will occur during show hours. Centerplate reserves the right to determine which Carts/Outlets are open for business and hours of operation pending the flow of business. For additional Concession Carts/Fixed Outlets, a minimum guarantee in sales is required per Cart/Outlet or Customer will be responsible for the difference in sales per Cart/Outlet.

# GENERAL INFORMATION



## **POLICIES AND PROCEDURES** continued

### **DELIVERY**

Due to the magnitude of our catering events, all service will be delivered within a window of one hour based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated server is required and applicable labor fee's apply. A \$35.00 delivery charge or trip charge will apply to each food and beverage delivery for all exhibit booths inside of the convention center. All booths located outside of the convention center will have a \$50.00 delivery charge or trip charge for each food and beverage delivery. Please allow a minimum of 90 minutes for all on-site and unscheduled replenishment requests during the show.

### **DELAYED OR EXTENDED SERVICE**

On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hr.

Should your Event require extended service time, often necessitated by high-security functions, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour of additional service.

All meal pricing includes a maximum of two hours of service time per function. Should your Event require extended service time, an additional labor charge of \$1.50+ per attendee will apply, per each ½ hour.

### **HOLIDAY SERVICE**

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the Event(s), Centerplate will notify the Customer of estimated labor fees based on the information supplied by the Customer.

### **GUARANTEES**

The Customer shall notify Centerplate, no less than fifteen (15) business days (excluding holidays and weekends prior to the Event, the minimum number of persons the Customer guarantees will attend the Event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

If Customer fails to notify Centerplate of the Guaranteed Attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the Event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.

Centerplate will be prepared to serve five percent (5%) above the Guaranteed Attendance, up to a maximum of 30 meals (the Overage). Overage applies to plated meal services only.



# GENERAL INFORMATION



## POLICIES AND PROCEDURES continued

- If this Overage is used, the Customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the Overage, Centerplate will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered “Specialty Events” and may require customized menus. Your Catering Sales Manager and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.

### SECURITY

At the discretion of the Las Vegas Convention Center and Visitors Authority, in order to maintain adequate security measures, the Customer may be required to provide security for certain functions. Security personnel will be at the Customer’s sole expense. Please consult your Event Manager for details.

### ALLERGIES

We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person’s sensitivity or allergy to any food item provided in our facility.

### LABOR

All labor is scheduled at four hour minimum. After eight hours, the hourly labor rate increases to time and one-half. After 12 hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

- **Food Server, Runner, Bus Person, or Attendant:**  
\$120.00 (4-hr minimum)      \$30.00 – per additional hour
- **Culinary Attendant or Bartender:**  
\$180.00 (4-hr minimum)      \$45.00 – per additional hour
- **Booth/Meeting Room Manager:**      \$600.00 – per 8 hours
- **Personal Chef:**      \$600.00 – per 8 hours

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### ALCOHOL

As the exclusive provider of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority, Centerplate takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

All Hosted Bars are based on consumption, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

For Cash Bars and Ticketed/Cash Bars, a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required.

For Ticketed Bars not offering cash sales, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

All bar services lasting more than 4 hours will incur an increased minimum sales threshold. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. The requirements and expectations of any Centerplate customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, Centerplate follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the Las Vegas Convention Center and Visitors Authority at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- All spirits must be served by Centerplate personnel.

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# BREAKFAST MENUS





# BREAKFAST




## CONTINENTAL BREAKFAST

Prices listed are per guest. Minimum of 20 guests.  
Served with freshly brewed regular coffee.

### Las Vegas Valley \$17.50

-  Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
-  Served with butter and preserves


### Sunrise Mountain Premium \$22.25


-  Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
-  Served with butter and preserves
-  Desert Valley tableau of sliced fruit and berries



## LAS VEGAS VALLEY CONTINENTAL ENHANCEMENTS

Prices listed are per piece or guest. Minimum order of 12 per item.

-  **Greek Yogurt Parfait \$7.50**  
Greek yogurt, local desert honey,  
seasonal berries and house granola

-  **Steel-cut Oatmeal \$6.75**  
Assorted dried fruit, golden  
raisins, brown sugar, desert  
honey, milk and cinnamon

- English Muffin Breakfast  
Sausage Sandwich \$6.75**  
Scrambled eggs, maple, pork  
sausage patty and sharp  
cheddar cheese

- English Muffin Breakfast  
Country Ham Sandwich \$6.75**  
Scrambled eggs, country ham  
and jack cheese

A dedicated server is required for all hot food services.

-  Gluten free pastries available on request.



- Breakfast Vegetarian Burrito \$7.00**  
Flour tortilla, scrambled eggs,  
roasted pepper, black beans,  
pepper jack cheese and potatoes

- Breakfast Burrito \$7.75**  
Flour tortilla, scrambled eggs,  
roasted pepper, chorizo sharp  
cheddar cheese and potatoes

- Pretzel Bun Breakfast  
Sandwich \$7.00**  
Scrambled eggs, turkey sausage  
patty and fontina cheese







- Orleans Breakfast Sandwich \$7.00**  
Cinnamon French toast, scrambled  
eggs, maple sausage patty and  
pepper jack cheese

# BREAKFAST







## BREAKFAST BUFFETS

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
Served with freshly brewed regular coffee.

### Las Vegas Morning \$30.75

-  · Scrambled eggs with sides of diced tomatoes and sautéed mushrooms
-  · Crispy hash brown potatoes
-  · Applewood bacon
-  · Desert valley tableau of sliced fruit and berries
-  · Assorted bottled fruit juices
  - Locally baked breakfast pastries, muffins and bagels
-  · Served with butter, preserves and cream cheese

### Daybreak Sunrise \$34.00

-  · Scrambled eggs with a side of sautéed mushrooms
-  · Southwest potato hash
-  · Applewood bacon
  - Green chili chorizo and jack cheese enchilada
-  · Desert Valley tableau of sliced fruit and berries
-  · Assorted bottled fruit juices
  - Locally baked breakfast pastries, muffin and bagels
-  · Served with butter, preserves and cream cheese



## BREAKFAST BUFFET ENHANCEMENTS

Minimum order of 25 per item.

### French Toast Soufflé \$7.00

Brioche ginger cinnamon French toast baked with royal cream served with sides of maple syrup, whipped cream, desert honey butter and seasonal berry compote

### Las Vegas Farmer Market Cocotte \$7.50

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard and side of herbed tomato jam

### Old Las Vegas Diner Special \$8.50

Fried chicken, buttermilk waffle, spiced caramel, desert honey butter and agave syrup

A dedicated server is required for all hot food services.

-  Gluten free pastries available on request.



# BREAKFAST

## PLATED BREAKFASTS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

All plated breakfasts are served with fresh fruit cups, locally baked breakfast pastries and muffins, butter, preserves, freshly squeezed orange juice, freshly brewed regular coffee, decaffeinated coffee and hot teas.



### Classic Vegas Diner \$31.00

Fluffy scrambled eggs, southwest potato hash, herbed pork sausage patty and grilled tomato



### Las Vegas Farmer's Market Torta \$31.00

Artichoke hearts, spinach, mushrooms, local goat cheese, egg custard, root vegetable hash potatoes, chicken apple sausage, and side of grilled tomato jam



### Breakfast Enchilada \$31.00

Corn tortilla stuffed with scrambled eggs, jack cheese, roasted green chili, ranchero sauce and southwest fingerling potato hash, hardwood smoked bacon



### Fremont Street Frittata \$31.00

Fire roasted sweet peppers, farm vegetables, cheddar cheese, chorizo sausage, egg custard, applewood bacon, semi-dried herb tomato and lyonnaise potatoes



### Vegas Egg Tian \$31.00

Local goat cheese, leeks, onions, garden herbs, egg custard and side of ranchero sauce, applewood bacon and open country breakfast potatoes

A dedicated server is required for all hot food services.



Gluten free pastries available on request.

# A LA **CARTE** MENUS



# A LA CARTE

## NON-ALCOHOLIC BEVERAGES

**Freshly Brewed Coffee** \$170.00  
(2.5 gallons, serves approximately 25 cups of coffee)

**Freshly Brewed Decaffeinated Coffee** \$170.00  
(2.5 gallons, serves approximately 25 cups of coffee)

**Royal Coffee Package** \$180.00  
(2.5 gallons)  
Freshly brewed coffee with a side of cinnamon, nutmeg, chocolate sprinkles, sugar stir sticks and whipped cream

**Keurig® K-Cup Brewer Daily Rental** (per day) \$25.00

**Keurig® K-Cup Coffee Kit** \$196.00  
Package Includes 48 K-Cups  
Ask Sales Manager about flavored coffee, decaf and tea K-cup options

**Italian Gourmet Espresso Kit** \$300.00  
(100 servings)  
Each kit includes espresso, chocolate syrup, cinnamon, milk and whipped cream  
Must accompany espresso machine rental (not “included”)

**Espresso Machine Rental** \$650.00  
(per day rental)  
The Italian Gourmet Espresso Kit must be ordered with the Espresso Machine. One Barista included up to six hours per day  
(Each additional hour) \$45.00  
Requires two dedicated 120 volt, 20amp electrical outlets



**Tropicana® Bottled Fruit Juices** (case of 24) \$84.00  
Assorted flavors of orange, cranberry and apple  
**Lemonade** (2.5 gallons) \$90.00

**Brewed Iced Tea** (2.5 gallons) \$90.00

**Hot Tazo® Tea** \$170.00  
(2.5 gallons, serves approximately 25 cups of hot tea, 24 tea bags included per order)

**Assorted Pepsi® Soft Drinks** \$78.00  
(case of 24)  
Assortment includes Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

**Assorted Vitamin Water** \$144.00  
(case of 24)

**Assorted Cartons of Milk** \$27.75  
(case of 12, ½ pints)



# A LA CARTE

## NON-ALCOHOLIC BEVERAGES continued

### WATER

**Las Vegas Logo Water** (case of 24) \$54.00

**Aquafina® Eco-Fina Water** (case of 24) \$72.00

**Arrowhead® Spring Water** (case of 24) \$78.00

**Evian® Natural Spring Water** (case of 24) \$90.00

**Perrier® Sparkling Water** (case of 24) \$84.00

**Cold Water Cooler** (per day) \$38.00

Advance order – Requires a dedicated 110 volt 5amp electric outlet, includes only equipment.

**Nestle® Pure Life Water Jug** (5 gallon) \$35.00

**Bagged Ice** (20 pounds) \$29.00

### Custom Logo Bottled Water

16.9 oz or 12 oz bottles. 24 bottles per case. Minimum order of 25 cases. Ask your Sales Manager for pricing and artwork requirements. The lead time is six weeks.



### LAS VEGAS INFUSED HYDRATION STATION

Decorative 2.5 gallon containers enhanced with fresh fruit garnish. Delivered with cups and napkins. Needs table or counter.

#### **Infused Spa Water**

2.5 gallon container (each) \$150.00

*Please select one from the following:*  
lemon-cucumber peach-pomegranate,  
red raspberry-basil, passion fruit-jalapeño,  
prickly pear-orange

#### **Infused Iced Tea**

2.5 gallon container (each) \$150.00

*Please select one from the following:*  
lemon-cucumber peach-pomegranate,  
red raspberry-basil, passion fruit-jalapeño,  
prickly pear-orange

#### **Infused Lemonade**

2.5 gallon container (each) \$150.00

*Please select one from the following:*  
lemon-cucumber peach-pomegranate,  
red raspberry-basil, passion fruit-jalapeño,  
prickly pear-orange



# A LA CARTE

## LAS VEGAS BAKERY

**Assorted Bakery Tulip Muffins** (dozen) \$48.00

**Assorted Bakery Bagels** (dozen) \$44.00  
Served with cream cheese

**Assorted Danish Pastries** (dozen) \$48.00

**Assorted Breakfast Breads** (dozen) \$41.00

**Assorted Breakfast Scones** (dozen) \$45.00  
Served with butter and preserves

**Assorted Croissants** (dozen) \$45.00

**Assorted Low Fat Muffins and Scones** (dozen) \$45.00  
Served with butter and preserves

**Carl's Bakery Donuts** (dozen) \$36.00

**Freshly Baked Cookies** (dozen) \$39.50  
Chocolate chip, oatmeal raisin and macadamia white chocolate. Peanut butter available on request

**Brownies** (dozen) \$44.00  
Fudge, walnuts and chocolate chip

**Assorted Gourmet Cupcakes** (dozen) \$60.00

**French Macaroons** (dozen) \$40.00

**Rice Krispy® treats** (dozen) \$44.00

**Bavarian Style Pretzels** (each) \$5.25  
Bavarian pretzel served with mustard and choice of cheese sauce or house beer sauce  
A dedicated server is required.  
\$120 per server.



**Half Sheet Cake\*** (40 slices) \$155.00  
Choice of fruit or cream filling

**Full Sheet Cake\*** (80 slices) \$290.00  
Choice of fruit or cream filling

\*Custom artwork available with prior notice and additional fees. Ask your Sales Manager.

A dedicated server is required.  
\$120 per server.

Note: Toaster included in meeting rooms. Additional cost for booth and power required.





 Gluten free pastries available on request.






# A LA CARTE

## PANTRY

Prices listed are per item. Minimum of 12 items per order.

-  **Seasonal Whole Hand Fruit** (each) **\$2.75**  
Minimum order of 12 each – Order in increments of 12
-  **Carved Seasonal Fruit and Berries** (per person) **\$8.25**  
Minimum order of 12 guests – Order in increments of 12
-  **Assortment of Greek Yogurts** (each) **\$5.00**
- Assortment of Cereals and Milk** (each) **\$5.50**
- Tortilla Chips and Salsa** (per person) **\$5.50**  
Minimum order of 12 guests – Order in increments of 12
- Tortilla Chips, Salsa and Guacamole** (per person) **\$8.00**  
Minimum order of 12 guests – Order in increments of 12
- Kettle Chips and Dip** (per person) **\$6.00**  
Minimum order of 12 guests – Order in increments of 12  
Roasted onion and sour cream dip
-  **Roasted Mixed Nuts** (per pound) **\$42.00**
- Traditional Snack Mix** (per pound) **\$23.00**

## PACKAGE GOODS

- Rold Gold® Pretzels**  
Individual bags (per dozen) **\$27.00**
-  **Planters® Salted Peanuts**  
Individual bags (per dozen) **\$27.00**
-  **Planters® Fruit and Nut Trail Mix**  
Individual bags (per dozen) **\$27.00**
- Assorted Bags of Chips**  
Doritos®, Cheetos®, Lays®  
Original and Barbecue  
Individual bags (per dozen) **\$28.00**
-  Some Gluten free bags
- Assorted Chex® Snack Mix**  
Traditional, Honey & Nut  
and Cheddar  
Individual bags (per dozen) **\$36.00**
- Nature Valley® Granola Bars**  
Assorted flavors (per dozen) **\$42.00**
- Kellogg's® Nutri-Grain® Bars**  
Assorted flavors (per dozen) **\$45.00**
- Full Size Candy Bars**  
(per dozen) **\$39.00**
- Energy & Protein Bars**  
(per dozen) **\$57.00**
- Ice Cream Novelties\*** (dozen) **\$48.00**  
Requires a portable freezer and  
dedicated 110volt 10amp line
- Premium Ice Cream Novelties\*** (dozen) **\$84.00**  
Requires a portable freezer and  
dedicated 110volt 10amp line
- \*Ice Cream Freezer Rental Fee **\$250.00**



# **BREAK** SERVICE



# SPECIALTY DISPLAYS

## BREAK SERVICE

### **Antique Style Popcorn Machine** (per day) **\$190.75**

A dedicated server is required. \$120 per server.

Size: 67Hx34Wx26D

Power requirements are 110-volt 20amp  
dedicated power line

### **Table Top Style Popcorn Machine** (per day) **\$190.75**

A dedicated server is required. \$120 per server.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp  
dedicated power line table or counter top required

### **Popcorn Package** **\$195.00**

Popcorn kernels, oil and seasoning

Includes serving bags (200 bags)

Must be ordered with a Popcorn Machine Rental



### **Portable Cookie Oven** (per day) **\$55.00**

A dedicated server is required. \$120 per server.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp  
dedicated power line table or counter top required

### **Cookies for Cookie Station** (each case) **\$240.00**

Otis Spunkmeyer® cookie dough.

*Please select one:* chocolate chip, sugar, oatmeal raisin  
and white chocolate macadamia nut cookie dough  
(serves 240 cookies)

Must be ordered with a Cookie Oven Rental



# LUNCH MENUS



# LUNCH

## BOXED LUNCHES

Prices listed are per guest.

All boxed lunches are served with an individual bag of chips, whole fresh fruit, cookie, condiments and bottle of water.

### The Red Rock Wraps \$31.50

Served with gourmet kettle chips, whole fresh fruit, pasta salad, cookie and bottled water



Selection of gourmet wrap sandwich:

- Southwest roast beef and roasted pepper wrap
- Grilled turkey and pesto wrap
- Grilled vegetable wrap

### The Garden Salad Patch \$31.50

Served with gourmet kettle chips, whole fresh fruit, cookie and bottled water

Selection of gourmet salad:

- Chicken Caesar salad
-  · Southwest chicken salad
-  · Edamame veggie salad




### The Delicatessen Shop Lunch \$31.50

Served with gourmet kettle chips, whole fresh fruit, pasta salad, cookie and bottled water

Selection of gourmet sandwich:

- Focaccia chicken pesto
- Turkey pretzel bun
- Caprese focaccia

Please indicate the number of sandwiches to be ordered per type.

 Gluten Free Boxed Lunches available with prior notice. Ask your sales manager.



# LUNCH

## LUNCH PLATTERS

Sandwich platter serves approximately 12 guests.  
Assorted bagged kettle chips accompany all platters.



### Only Vegas Platter \$254.00

12 sandwiches cut in half

- Chicken chipotle – Cotija cheese, lettuce, tomato on a sourdough Kaiser roll
- Desert honey glazed ham, Swiss cheese and lettuce on a wheat Kaiser roll, herb crusted
- Roast beef, cheddar cheese, lettuce and horseradish aioli on a sourdough Kaiser roll
- Southwestern vegetable wrap – Jack cheese, chipotle Cotija cream cheese and grilled vegetables

### Sin City Sliders \$265.00

18 mini slider sandwiches

- Chicken BLT – sliced chicken breast meat, bacon and pico de gallo on a slider roll
- Italian Grinder – salami, spiced ham, pepperoni, provolone and pepperoncini salad on a slider roll
- Turkey Slider – pan roasted turkey, Jack cheese, roasted peppers, romaine and herb aioli on a slider roll

### Garden Patch Platter \$191.00

12 sandwiches cut in half

- Caprese Spring mix, mozzarella, semi-dried tomato on garlic herb wrap
- Southwestern vegetable wrap, Jack cheese, chipotle Cotija cream cheese and grilled vegetables
- Summer flavors – tomatoes, cucumbers, carrots, pea shoots, sunflower seeds, Boursin cheese and provolone cheese on Kaiser roll

### Pan Roasted Turkey and Butter Croissant Platter \$228.00

12 sandwiches cut in half

- Shaved pan roasted turkey
- Aged provolone cheese, lettuce and grain mustard aioli
- Buttery croissants

### Edamame Veggie Wrap \$245.00

12 wraps cut in half

- Blended oriental vegetables
- Gaucamame
- Dried tomato and lettuce
- Spinach herb wrap





## LUNCH



## A LA CARTE LUNCH SALAD BOWLS

Serves approximately 12 guests.

**GF** **Four Corners Salad** \$75.00  
Crispy romaine, corn, black beans, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips. Served with chipotle avocado ranch dressing and lime chili vinaigrette

**GF** **Fremont Street Caesar Salad** \$72.00  
Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds. Served with creamy Caesar dressing and lemon herb vinaigrette

**GF** **Backyard Salad** \$72.00  
Assorted baby greens, tomato gems, cucumbers, carrots, beets and spiced goat cheese coins. Served with an ancho ranch dressing and red wine vinaigrette

**GF** **Flower Salad** \$72.00  
Roasted cauliflower, broccoli and carrot chili vinaigrette

**GF** **American Potato Salad** \$69.00  
Red bliss potatoes, whole grain mustard aioli, egg and celery

**Heirloom Rice and Grain Salad** \$72.00  
Heirloom rice and grains, mushrooms, artichokes, tomato gems and herb sherry vinaigrette

**ADD TO ANY SALAD AS AN ENHANCEMENT:**

**GF** **Herb Grilled Chicken Breast** \$28.00  
Carved and enhanced by sea salt and pink pepper



# LUNCH

## PLATED LUNCHES

### TWO COURSE

Prices listed are per guest. Minimum 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

Two course plated lunches served with Vegas bakery rolls, iced tea, freshly brewed regular coffee and water.

### MAIN COURSE

Please select one from the following:

#### **Hardwood Smoked Turkey Breast \$45.00**

Pepper jack cheese, desert orange chutney, leaf lettuce, Telera bread enhanced by Bazar salad and edamame four-grain salad

#### **Roasted Chicken Breast \$45.00**

Preserved lemon tomato chutney, Toscana pearl pasta salad, fire roasted garden vegetables, rocket lettuce and red wine dressing



#### **Honey Prickly Pear**

#### **Caramelized Chicken Breast \$45.00**

Roasted tri-colored fingerling chow chow, spiced haricot vert, crispy lettuce heart and passion fruit vinaigrette

#### **Local Herb Stout**

#### **Marinated Steak Pavé \$45.00**

Vegetable chimichurri, fire roasted cauliflower and broccoli, carrot chili dressing and southwest style potato salad

#### **Rare Miso and Sesame**

#### **Crusted Tuna Bloc \$45.00**

Asian lettuce wakami salad, pickled ginger, and soba noodles, crispy pickled vegetable salad and wasabi yuzu dressing



### PLATED DESSERTS

Please select one from the following:

**Mixed Fruit Crostata** – with sweet cream and berry balsamic syrup

**Meyer Lemon Tart** – with raspberry compote, blueberry syrup and sweet cream

**Maracuja Custard Tart** – with cream cloud raspberry and salted caramel sauce

**Tres Leches Cake** – with sea salt caramel, buttered rum sauce and sweet cream

**Chocolate Mousse Layer Cake** – with sweet cream and berry compote

A dedicated server is required for all hot food services.



Gluten free options available.

## LUNCH

**PLATED LUNCHES** continued**THREE COURSE**

Prices listed are per guest. Minimum 50 guests.

For events under 50 guests, a \$75.00+ labor fee will apply.

Three course plated lunches come with Vegas bakery rolls and butter, freshly brewed coffee, iced tea, water and choice of salad and dessert.

**MAIN COURSE**

Please select one from the following:

**GF** **Ancho Rubbed Roasted Chicken Breast** \$45.00

Chimichurri velouté, southwest rice pilaf and seasonal local vegetable medley

**Herb Grilled Chicken Breast** \$45.00

Prickly pear mojito reduction, roasted chili corn pudding and southwest ratouille

**GF** **Pioneer Chicken Breast** \$45.00

Pepper, chili and mushroom caponata, fingerling potato hash and roasted baby roots

**GF** **Barbacoa of Beef** \$45.00

Chipotle crema diabla sauce, red bliss smashed potatoes and flame grilled asparagus

**GF** **Butler Steak** \$45.00

Mushroom ragout, herb wine sauce, Yukon mousseline potatoes, grilled herb tomato and haricot vert

**SALADS**

Please select one from the following:

**GF** **Our Simple Garden Salad**

Mixed baby leaf greens, tomato gems, cucumbers, carrot radish curls served with creamy buttermilk ranch dressing and aged sherry vinaigrette

**GF** **Farmers Market Salad**

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, maytag blue cheese, served with chive creamy dressing and raspberry vinaigrette

**Four Corners Salad**

Crispy romaine, corn, black bean, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips served with chipotle avocado ranch dressing and lime chili vinaigrette

**GF** **Backyard Salad**

Assorted baby greens, tomato gems, cucumbers, carrot, beets and spiced goat cheese coins served with ancho ranch dressing and red wine vinaigrette

**GF** **Fremont Street Caesar Salad**

Baby romaine spears, roasted peppers, crispy Parmesan cheese, spiced pumpkin seeds served with creamy Caesar dressing and lemon herb vinaigrette

**PLATED DESSERTS**

Please select one from the following:

**Flourless Chocolate Cake**

With raspberry syrup and sweet cream

**Lemon Custard Brûlée Tart**

With seasonal berry balsamic honey compote and sweet cream

**Orange Semolina Cake**

Sweet cream and huckleberry compote

**New York Style Cheesecake**

Sweet cream and seasonal berry compote

**Apple Crumble Tart**

Sea salted caramel and sweet cinnamon cream

A dedicated server is required for all hot food services.

**GF** Gluten free options available.

# LUNCH BUFFETS



# LUNCH





## LUNCH BUFFETS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply.

Your choice of two salads and select either sandwiches or wraps. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

### Gourmet Deli Lunch Buffet \$39.00

#### DELI SALADS

-  · Mixed greens, tomato gems, cucumbers, carrot curls with creamy dressing and vinaigrette
-  · Roasted cauliflower with broccoli and carrot chili vinaigrette
-  · Whole grain mustard potato salad
-  · Local rice salad, mushroom, artichoke, tomato gems and herb sherry vinaigrette
- Cajun root and grain salad, vegetable confetti with sugar cane vinaigrette

#### SANDWICHES

All sandwiches come with lettuce, tomato, sliced onion, dill pickles, mayonnaise, whole grain and yellow mustard.


- Hardwood smoked turkey and provolone cheese on an artisanal French roll
- Rare roast beef and sharp cheddar cheese on an artisanal French roll
- Roasted vegetables and house hummus on an artisanal French roll
- Italian capicola, ham, Genoa salami, pepperoni and aged provolone cheese on ciabatta



#### WRAPS

- Smoked turkey with brie mousse, greens, desert orange chutney and tortilla wrap
- Rare roasted beef, herbed garlic cheese, greens and tortilla wrap
- Black forest ham, Swiss cheese, honey mustard, greens and tortilla wrap
- Roasted eggplant, squash, peppers, semi-dried tomatoes, chickpea cheese and tortilla wrap

#### DESSERTS

-  · Whole fruit basket
- Gourmet cookies
- Decadent brownies



A dedicated server is required for all hot food services.

-  Gluten free sandwiches available upon request.

# LUNCH

## LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. All lunch buffets include iced tea. Other beverages to be ordered from the A La Carte options.

### Mt. Charleston \$45.00

#### SALADS

##### Farmers Market Salad

Baby greens, beet and carrot curls, cucumbers, tomato gems, strawberries, side of caramelized walnuts, maytag blue cheese, with raspberry vinaigrette and chive creamy dressing



##### Heirloom Potato Salad

Assorted Heirloom petite potatoes with whole grain creamy mustard dressing

#### MINI SLIDER SANDWICHES

- Ancho roasted turkey breast, crispy lettuce, semi-dried tomato, avocado aioli, Telera slider
- Carved beef tenderloin, blue cheese, smoked Gouda, horseradish aioli, multigrain slider
- Fresh mozzarella, Heirloom tomato, roasted peppers, aged balsamic aioli on sourdough slider
- Assorted individual bags of kettle potato chips


#### DESSERTS

-  • Crème brûlée with fruit garnish
-  • Fresh seasonal fruit and berry martini
- Assortment of house Las Vegas cupcakes






### Hacienda Plaza \$45.00


#### SALADS

- Corn, black bean, fire roasted peppers, tomato gems, crispy romaine, Cotija cheese and crispy tortilla strips served with chipotle avocado ranch and lime chili vinaigrette
-  • Roasted root vegetables, red rice, dried local stone fruit served with honey prickly pear vinaigrette

#### MAINS

- Pioneer chicken enhanced by red pepper, sweet onion and local mushroom caponata
-  • Barbacoa of beef with chipotle sour cream diablo sauce
-  • Southwest blended rice
- Southwestern corn pudding
-  • Seasonal fresh vegetables

#### DESSERTS

- Tres leches cake
- Spiced flourless cake
-  • Flan de queso blanco



A dedicated server is required for all hot food services.

 Gluten free sandwiches available upon request.



# LUNCH

## LUNCH BUFFETS continued




Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
All lunch buffets include iced tea.

### Summerlin Backyard BBQ \$45.00

#### SALADS

-  · Trio of sweet peppers, tomatoes, local onions, Spanish cucumbers, chick peas and lemon cilantro vinaigrette
-  · Mixed baby greens, spring berries, pine nuts, queso fresco, served with red wine vinaigrette and creamy chive dressing

#### MAINS

- Pecan wood smoked beef brisket with house prickly pear barbeque sauce topped with crispy sweet onion
-  · Grilled chicken breast enhanced by soft herb mojito velouté
- Roasted chili, three cheese mac and cheese
-  · Buttered golden mashed potatoes
-  · Farmers squash casserole



#### DESSERTS

- Prairie trail seasonal cobbler and spiced crema
- Fireside s'more cupcake
- Cheesecake with fruit compote







### Fremont Street \$45.00

#### SALADS

-  **Fremont Salad**  
Romaine spears, roasted peppers, black beans, crispy cheese, spiced pumpkin seeds served with honey Meyer lemon vinaigrette and roasted red pepper ranch dressing
-  **Flower Salad**  
Fire roasted cauliflower, broccoli and carrot lime chili vinaigrette

#### MAINS

-  · Pit roasted pulled pork enhanced by strawberry margarita barbeque sauce
-  · Honey citrus soy seared chicken breast and edamame chow chow
-  · Smashed red bliss garlic potatoes
- Spanish rice
-  · Local early spring ratatouille

#### DESSERTS

- Bittersweet chocolate mousse cake
- Berry crostata, Mexican cinnamon crema
- Walnut tartlets with sweet spiced cream



A dedicated server is required for all hot food services.

# LUNCH

## LUNCH BUFFETS continued

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.  
All lunch buffets include iced tea.

### Green Valley Backyard \$45.00

#### SALADS

##### Backyard Salad

Assorted baby greens, tomato gems, cucumbers, carrots, beets and side of spiced pecans. Served with red wine vinaigrette and ancho ranch dressing

##### Basque Salad

Peppers, cucumbers, red onions, roasted cauliflower, enhanced with lemon herb vinaigrette

#### MAINS

##### · Roasted pork loin enhanced by stone fruit chutney

##### · Ancho rubbed roasted chicken breast with chimichurri velouté

· Roasted poblano pepper and three cheese mac and cheese

##### · Brown rice pilaf

##### · Las Vegas mache choux



#### DESSERTS

· Chipotle dark chocolate tart with orange cream

· Carrot cake with cream frosting

 · Mango and prickly pear mousse shots



A dedicated server is required for all hot food services.



# DINNER MENU



# DINNER

## PLATED DINNERS

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.

All plated dinners accompanies with Vegas bakery rolls and butter, freshly brewed regular coffee, iced tea, water and choice of salad and dessert.

## ENTRÉES

Please select one from the following:

- GF • **Roasted Airline Chicken Breast \$50.80**  
Free range bone in chicken breast, candied Meyer Velouté, whipped butter potatoes and southwest ratatouille
- **Seared Chicken Ballotine \$52.00**  
Local mushroom salad, truffle vinaigrette, herb pan perdue and seasonal bouquet of vegetables
- **Pork Toscana Vegas \$51.00**  
Roasted prosciutto wrapped pork tenderloin, prickly pear citrus chutney, corn pudding and seasonal bouquet of vegetables
- GF • **Herb Crusted Butler Steak \$53.00**  
Seared Angus Butler steak, chimichurri sauce, golden mashed potatoes and seasonal bouquet of vegetables
- **Agave Braised Beef Short Rib \$53.00**  
Reduction glaze, mushroom salad, horseradish vinaigrette. Mac n' triple cheese cupcake, crispy sweet onions and roasted asparagus



- GF • **Supreme of Organic Salmon \$52.00**  
Oven roasted organic supreme of salmon, pink grapefruit butter sauce, wilted greens, blistered baby Heirloom tomatoes and mushroom potatoes
- **Old Vegas Classic \$53.00**  
Veal Osso Buco Milanese, reduction sauce, orange herb gremolata, saffron risotto and fontina cake, thyme roasted baby root vegetables



A dedicated server is required for all hot food services.

# DINNER

## PLATED DINNERS continued

### SALADS

Please select one from the following:

- GF · **Farmers Market Salad**  
 Local baby greens, herb encrusted goat cheese, radishes, seasonal berries, southwest spiced agave pecans and aged sherry vinaigrette
  
- GF · **Roasted Beet Salad**  
 Roasted beets, Belgian endive, bitter greens, seasonal citrus, pistachio crisp and blood orange vinaigrette
  
- **Butter Lettuce Hearts**  
 Coeur of butter lettuce, baby Heirloom tomatoes, iced Bermuda onion straws, buttermilk blue cheese, croutons and creamy ranch dressing



### DESSERTS

Please select one from the following:

- **Crostata of Fresh Fruit and Berries**  
 Bavarian cream, balsamic honey blueberry syrup and sweet cream
  
- **Passion Fruit Curd Cloud Tart**  
 Raspberry compote, macaroons and sweet cream
  
- **Chocolate Grand Marnier Mousse Cake**  
 Orange salad, raspberry glaze and sweet cream
  
- **Vanilla Bean Crème Brûlée**  
 Macaroon and seasonal fruit garnish
  
- **Classic Opera Cake**  
 Vanilla bean Anglaise, fruit compote and sweet cream

GF Gluten free desserts available on request.



# RECEPTION MENUS



# RECEPTION

## COLD HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

 <b>Tropicana Jumbo Shrimp Cocktail Sauce and Lemon</b>	<b>\$6.00</b>	<b>Beef Medallion Horseradish Cream, and Blue Cheese on Short Bread</b>	<b>\$7.25</b>
 <b>Antipasto Brochettes and Pesto Drizzle</b>	<b>\$6.00</b>	<b>Bresaola, Baby Arugula, Herbed Goat Cheese, Asiago on Crostini</b>	<b>\$6.50</b>
<b>Stuffed Piquillo Pepper, Hearts of Palm, Watercress and Wheat Toast</b>	<b>\$5.50</b>	<b>Scottish Style Smoked Salmon, Crepe, Lemon, Dill, Crème Fraiche and Tobiko</b>	<b>\$6.50</b>
<b>Southwest Corn Black Salad Encased in Taco</b>	<b>\$5.75</b>	<b>Las Vegas Spicy Tuna Tartar Cannoli</b>	<b>\$7.00</b>
<b>Smoked Chicken, Cotija Cheese, Pepper Jelly and Jalapeño Biscuit</b>	<b>\$5.75</b>	 <b>Cold Water Lobster Roll, Romaine Lettuce, Tarragon, Fennel, Mango and Sauce Americaine</b>	<b>\$7.50</b>
<b>Five Spice Duck Breast, Cucumber, Red Pepper on Bao Buns</b>	<b>\$6.00</b>		



# RECEPTION

## HOT HORS D'OEUVRE

Prices listed are per piece. Minimum order of 50 pieces – Order in increments of 50.

**Large Tempura White Shrimp  
Hand Battered and Thai  
Sweet Chili Sauce** \$5.00

**Crispy Chicken Bites  
and Ranch Dip** \$4.25

**Chorizo Arepas and  
Chimichurri Aioli** \$5.75

**Artichoke Beignets and  
Meyer Lemon Crema** \$6.25

**GF Southwestern Style Bacon  
Wrap Scallop and Lime  
Chile Glaze** \$6.50

**Four Corner Chicken Spring  
Roll and Cilantro Aioli** \$4.75

**Barbacoa Beef Taquito  
and Ancho Crema** \$6.50

**Lobster Indian Corn  
Empanada and Lime Crema** \$6.00

**Coconut Crusted Shrimp  
and Pino Colada Crema** \$7.00

**GF Chili Lime Chicken Kabob and  
Cilantro Greek Yoghurt Dip** \$6.00

**Raspberry and Brie Poufette** \$5.00

A dedicated server is required  
for all hot food services.



# RECEPTION

## RECEPTION DISPLAYS & STATIONS

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.

### Imported and Domestic Cheese Board \$9.75

Garnished with fresh and dried seasonal fruit, sliced baguette and assorted crackers

Gluten free crackers and breads available upon request.  
Minimum order of 25 guests – Order in increments of 25

### Tableau of Carved Seasonal Fruit and Berries \$8.50

Served with Greek yogurt honey dipping sauce

Minimum order of 12 guests – Order in increments of 12

### Local Farmer's Market Vegetable Crudité \$7.25

Served with buttermilk ranch dip

Minimum order of 25 guests – Order in increments of 25

### Hummus Trio \$6.75

Traditional, white bean and roasted garlic, served with edamame mint, crispy pita chips and flatbreads

A dedicated server is required for all hot food services.



### Charcuterie Board of Cured Meats and Marinated Vegetables \$13.50

A selection grilled farmer's market vegetables, cured meats, flat breads, crostini and crackers

### Nacho Stand\* \$12.00

Crisp corn tortilla chips, chicken tinga, refried pinto beans, jalapeño cheddar cheese sauce, pickled jalapeños, black olive rings, sour cream, pico de gallo and guacamole

\*A dedicated server is required. \$120 per server.



# RECEPTION

## RECEPTION DISPLAYS & STATIONS continued

Prices listed are per guest. Minimum of 50 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.

### Bruschetta and Flat Bread Station **\$11.75**

Assortment of toppings, toasted flatbreads, crostini and pita chips. Includes:

- Fresh tomato, basil and garlic
- Roasted cauliflower, artichoke and arugula tapenade
- Classic olive tapenade
- Classic humus, red beet humus and extra virgin olive oil

### Baked Wheel of Brie\*\* (each) **\$140.00**

(Each wheel serves approximately 35 guests)

Baked in crispy pastry crust, served warm with desert orange prickly pear chutney and artisanal baguettes

\*\*Requires a heat lamp – Heat lamp rental fee of \$50.00+ per day – Power requirements 1 dedicated, 110 volt, 20 amp electrical outlet



### Pasta Station\*\*\* **\$16.50**

(Minimum of 100 guests)

Fresh four-cheese tortellini and penne rigate enhanced with breadsticks, crushed red pepper and Parmesan cheese.

Select two sauces from the following: rosa sauce, pomodoro sauce, classic Genovese pesto and ragout of estate extra virgin olive oil. Selections of asparagus, smoked chicken, fresh tomato, assortment of mushrooms, garlic and sweet fresh basil

**Add Shrimp \$16.00**

**Add Crabmeat or Lobster \$18.00**

\*\*\*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.





# RECEPTION

## CULINARY ATTENDED ACTION STATIONS

Prices listed are per guest. Minimum of 100 guests.  
For events under 50 guests, a \$75.00+ labor fee will apply.

### Four Corner Slider Station\* \$13.50

Las Vegas bakery buns, side of prickly pear cole slaw, house pickled vegetables and peppers

Choice of three:

- Black Angus slider with jalapeño jack cheese
- Pulled wood fired rotisserie chicken tinga
- Buffalo slider with caramelized onions and western blue cheese
- Black bean chipotle burger with chayote slaw and spiced avocado purée

### Las Vegas Street Vendor Taco\* \$16.00

Choice of corn or flour tortillas, enhanced by prickly pear cabbage salad, sour cream, guacamole and choice of salsa roja, verde or roasted corn pico de gallo

Choice of three:

- Agave and prickly pear pork carnitas
- Chipotle and tequila flame grilled Angus skirt steak
- Ancho chili and lime grilled chicken
- Margarita marinated grilled catch of the day
- Salsa verde and garlic grilled portobello mushroom



### Looking West to the Far East\* \$30.00

A dedicated server is required. \$120 per server. Tray passed, choice of two:

- Dungeness crab rangoon with apricot sweet and sour sauce
- Winter curry vegetable dumpling ponzu glaze
- GF • Vietnamese summer spring roll peanut butter glaze
- GF • Tiger style Heirloom tomato salad pickled shrimp lettuce cup

#### Small Plates:

- Steamed Bao station with choice of gingered beef short rib, poached lobster, Dungeness crab salad, stir fry of vegetables and barbeque pork, enhanced by pickled vegetable salad, sriracha mayo and house plum sauce
- GF • Five spiced smoked pork belly, forbidden rice cake with slaw of fennel, pineapple and tart cherries drizzled with caramel cappuccino gastrique
- GF • Charsiu of gingered, free-range duck breast of sweet and sour, eggplant, crispy house granola red rice cake. Served with cilantro Asian vegetable slaw and peanut ponzu vinaigrette

\*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

# RECEPTION

## CARVED TO ORDER STATIONS

Prices listed are per item.

For events under 50 guests, a \$75.00+ labor fee will apply.

**GF** **Bone-In Turkey Breast\*** \$230.00

(serves 25 guests)

High desert herb rubbed and roasted turkey breast, prickly pear orange chutney, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

**GF** **Slow Roasted Whole Sirloin of Beef\*** \$390.00

(serves 25 guests)

Chimichurri, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

**GF** **Herb Crusted Beef Tenderloin\*** \$550.00

(serves 25 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

**Tri Color Pepper Crusted Heirloom Pork\*** \$375.00

(serves 25 guests)

Charred stone fruit and orange chutney, tarragon mustard aioli, chimichurri and Las Vegas bakery cocktail rolls



**GF** **Herb and Pepper Crusted Baron of Beef\*** \$550.00

(serves 75 guests)

Horseradish cream, garlic herb aioli, whole grain mustard, mayonnaise and Las Vegas bakery cocktail rolls

\*A culinary professional is required. \$180 per station.

A dedicated server is required for all hot food services.

**GF** Gluten free rolls available on request.



# RECEPTION

## DESSERT STATIONS

Prices listed are per guest. Minimum of 50 guests. For events under 50 guests, a \$75.00+ labor fee will apply. Based on an event duration of 90 minutes.

Served with freshly brewed regular coffee.

### Ice Cream Social \$12.00

Premium vanilla ice cream, served with assorted parlor toppings:

- Nuts
- Cherries
- Whipped cream
- Shredded toasted coconut
- Chopped assorted candy bars
- Cookies

\*Requires Freezer – Ice Cream Freezer Rental Fee: **\$250.00**

### Strawberry Shortcake Station \$14.50

Build your own strawberry shortcake station to include:

- Fresh strawberries
- Mixed berry compote
- Shortcake biscuits
- Pound cake
- Chocolate sauce
- Whipped cream



### Build Your Own Shortcake Station \$14.50

- Fresh local seasonal berries
- Buttermilk biscuits
- Angel food cake
- Agave caramel sauce
- Spiced chocolate sauce
- Whipped cream
- Mixed berry sauce

### Las Vegas Pastry Shop Window \$16.00

A selection of mini pastries, petit fours, chocolates and tarts

### Four Corner Sweet Street Taco Station\* \$16.00

- Crispy almond taco shells
- Crispy cinnamon taco shells
- Prickly pear mousse
- Avocado agave mousse
- Margarita mousse
- Fresh mixed fruit and berry salsa
- Agave caramel sauce
- Spiced chocolate sauce
- Whipped cream
- Mixed berry sauce



\*A culinary professional is required. \$180 per station.

# BEVERAGE MENUS



# BEVERAGES

## HOSTED BEVERAGES

All beverages are purchased by the host. Charges are based on consumption. One bartender per 100 guests is recommended. Please select premium or deluxe package.

### Premium Spirits \$8.50

By the cocktail

Ketel One Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Dewar's 12 Scotch

Bulleit Bourbon

Seagram's VO Whiskey

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

### Deluxe Spirits \$7.75

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec



Please select one category of spirits per event. Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$650.00++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually.

# BEVERAGES

## HOSTED BEVERAGES continued

### Premium Wine

By the glass **\$7.25**

#### House Selections

Chardonnay

Merlot

### Deluxe Wine

By the glass **\$6.75**

#### House Selections

Chardonnay

Merlot



### Imported Beer

By the bottle/can **\$7.50**

By the case **\$156.00**

Corona Extra

Stella Artois

Other options available by the case

### American Premium Beer

By the bottle/can **\$6.50**

By the case **\$132.00**

Budweiser

Bud Light

### Draft Beer By the keg\*

American Premium

Imported

Contact your sales manager for keg pricing.

\*Please note we are not able to serve kegs on the second floor of an exhibit booth.

### Malt

By the case **\$168.00**

Mike's Hard Lemonade

Angry Orchard Cider

### Las Vegas Logo

**Bottled Water** (each) **\$2.25**

**Soda** (each) **\$3.25**

Assorted Pepsi® products

Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.



# BEVERAGES

## CASH BAR SERVICE

All beverages are purchased using cash or credit card by each guest. One bartender per 100 guests is recommended. Please select Premium or Deluxe package.

### Premium Spirits \$8.50

By the cocktail

Ketel One Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Dewar's 12 Scotch

Bulleit Bourbon

Seagram's VO Whisky

Hennessy V.S.O.P. Cognac

Southern Comfort

Tuaca

Bailey's Irish Cream

Sweet Vermouth

Dry Vermouth

### Deluxe Spirits \$8.00

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Superior Rum

Jose Cuervo Especial Tequila

Dewar's White Label Scotch

Jack Daniel's Whiskey

Seagram's 7 Crown Whiskey

Hennessy V.S. Cognac

Martini & Rossi Vermouth

Bols Triple Sec



Please select one category of spirits per event.

Centerplate is proud to pour Finest Call brand mixers.

A guaranteed minimum threshold of \$950.00++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

The beverage prices are the price per item as these items cannot be ordered by the each.

Items listed a la carte pricing are to accompany a bar, not purchased individually

# BEVERAGES

## CASH BAR SERVICE continued

**Premium Wine** \$7.50

By the glass

House Selections

**Deluxe Wine** \$7.00

By the glass

House Selections



**Imported Beer** \$7.00

By the bottle/can

Corona Extra  
Stella Artois

**Malt** \$7.00

By the bottle/can

Mike's Hard Lemonade  
Angry Orchard Cider

**American Premium Beer** \$5.75

By the bottle/can

Budweiser  
Bud Light

**Las Vegas Logo Bottled Water** (each) \$2.25

**Soda** (each) \$3.25

Assorted Pepsi® products



Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required.

A bartender fee of \$180+ per bartender be will applied per 4-hour period.

Please do not hesitate to contact your Catering Sales Manager for assistance with your event's beverage menu.



# BEVERAGES

## WINES

### Chardonnay

	Bottle
Canyon Road, <i>California</i>	\$29
Bonterra, <i>Mendocino, California</i>	\$54

### Pinot Grigio

Ecco Domani, <i>Delle Venezie, Italy</i>	\$36
Placido, <i>Italy</i>	\$37

### Sauvignon Blanc

Fetzer Echo Ridge, <i>California</i>	\$29
Whitehaven Marlborough, <i>New Zealand</i>	\$48
Bonterra, <i>Mendocino, California</i>	\$54

### Riesling

Pacific Rim (Dry Organic), <i>Columbia Valley</i>	\$40
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### Sparkling Wine · Champagne

Wycliff Brut, <i>California</i>	\$28
Maschio Prosecco, <i>Veneto, Italy</i>	\$43
LaMarca Prosecco, <i>Treviso, Italy</i>	\$48
Chandon Brut Classic, <i>Carneros, Napa</i>	\$84



### Cabernet Sauvignon

	Bottle
Dark Horse, <i>California</i>	\$28
Beringer Main & Vine, <i>California</i>	\$29
Fetzer Valley Oaks, <i>California</i>	\$29

### Merlot

Walnut Crest Select, <i>Chile</i>	\$29
Columbia Winery, <i>Washington</i>	\$32
Bonterra, <i>Mendocino, California</i>	\$45

### Pinot Noir

Fetzer, <i>Chile</i>	\$29
Rainstorm, <i>Willamette Valley, Oregon</i>	\$55
Lyric By Etude, <i>California</i>	\$90

### Malbec

Trivento Reserve, <i>Mendoza, Argentina</i>	\$52
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### Zinfandel

Fetzer Valley Oaks, <i>California</i>	\$29
1000 Stories Bourbon Barrel Aged, <i>California</i>	\$50
Bonterra, <i>Mendocino, California</i>	\$58



Wines are subject to change based upon availability.





## **MAKING IT BETTER TO BE THERE®**

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.

Event Name: <b>PACK EXPO Las Vegas and Healthcare Packaging EXPO</b>
Event Start Date: September 23, 2019
Event End Date: September 25, 2019
Booth/Room #:
On-Site Contact:
Cell #:
On-Site Contact Email Address:

Company Name:
Billing Name:
Billing Address:
City: State: Zip:
Country:
Phone #:
Billing Contact Email Address:

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Internet/Network Services

**Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products**  
 (Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

Business Professional: <b>Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	Price	Quantity
	\$1,495.00	<input type="checkbox"/>
<b>Business Select: Up to 10 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="checkbox"/>
<b>Business Starter: Up to 3 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="checkbox"/>

#### Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

<b>High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available</b>	Call for pricing	<input type="checkbox"/>
<b>Business Professional Plus: 200 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<input type="checkbox"/>
<b>Business Professional Plus: 100 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	<input type="checkbox"/>
<b>Business Professional Plus: 50 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
<b>Business Professional Plus: 25 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="checkbox"/>
<b>Business Select Plus: 10 Mbps</b> Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="checkbox"/>
<b>Business Starter Plus: 3 Mbps</b> Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="checkbox"/>

### Additional Products and Services

<b>Patch cables</b> - Ethernet Cat 5 Cable	\$80.00 each	<input type="checkbox"/>
<b>Switch rental</b> - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="checkbox"/>
<b>Additional IP address</b>	\$164.00 each	<input type="checkbox"/>
<b>Additional Locations</b> - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="checkbox"/>
<b>Labor/Floor work</b> - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="checkbox"/>
<b>Outside Distance Fee</b>	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

**Total:** \_\_\_\_\_

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



Guest Wi-Fi, Exhibitor Wi-Fi and Wi-Fi Hotspots are available from Cox Business throughout the **Las Vegas Convention Center**.



**ADVANCED  
CONVENTION  
SERVICES**

**Free Wi-Fi** access is available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

**How to Connect.** Look for the **.Guest Wi-Fi** network on your mobile device settings. You will be directed to the Guest Wi-Fi splash page.

*This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.*

**Choose the option that is best for you.**

**Free Wi-Fi Access** (up to 384 Kbps)

or

**Wi-Fi Upgrade\*** (up to 1.0 Mbps)

for only \$14<sup>99</sup> per day

\*Service is through on-site credit card purchase only.

**Exhibitor Wi-Fi** provides a reliable connection to your mobile device and offers a variety of other business options so that you can stay connected at the Las Vegas Convention Center.

**How to Connect.** Look for the **.Exhibitor Wi-Fi** network on your mobile device settings. You will be directed to the Exhibitor Wi-Fi splash page.

*This service is not intended for streaming video, presentation software or power business use.*

**Choose the option that is best for you:**

1 Day Exhibitor Wi-Fi = \$79<sup>99</sup>

3 Day Exhibitor Wi-Fi = \$149<sup>99</sup>

5 Day Exhibitor Wi-Fi = \$239<sup>99</sup>

\*Service is through on-site credit card purchase only.

**Wi-Fi Hot Spots** offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

Need Wi-Fi in one localized area to attract visitors to your booth or a customized splash page?

We can help.

**Choose the option that is best for you.**

Up to 10 users = \$2,200<sup>00</sup>

Up to 25 users = \$3,200<sup>00</sup>

Up to 50 users = \$4,500<sup>00</sup>

Up to 100 users = \$6,800<sup>00</sup>

Packages for more than 100 users are available, please contact us for a customized quote. Pricing based on 1.5 Mbps download.

**Cox Business utilizes 802.11ac, the latest in Wi-Fi technology.**

Contact us by phone: **855-519-2624**, email: **LVCC.orders@cox.com** or online: **tradeshows.coxhn.net**



# Wi-Fi Hotspot Products Form

**ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net)**



Updated 10/25/17 - Page 1 of 2

Toll Free Phone: **855-519-2624** – Email: [LVCC.orders@cox.com](mailto:LVCC.orders@cox.com) – Fax: 702-920-8255

Event Name: **PACK EXPO Las Vegas and Healthcare Packaging EXPO**

Event Start Date: September 23, 2019

Event End Date: September 25, 2019

Booth/Room #:

On-Site Contact:

Cell #:

On-Site Contact Email Address:

Company Name:

Billing Name:

Billing Address:

City: State: Zip:

Country:

Phone #:

Billing Contact Email Address:

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity
<b>Wi-Fi Hotspot: Up to 10 Users</b>	\$2,200.00	<input type="checkbox"/>	\$2,800.00	<input type="checkbox"/>
<b>Wi-Fi Hotspot: Up to 25 Users</b>	\$3,200.00	<input type="checkbox"/>	\$4,000.00	<input type="checkbox"/>
<b>Wi-Fi Hotspot: Up to 50 Users</b>	\$4,500.00	<input type="checkbox"/>	\$5,500.00	<input type="checkbox"/>
<b>Wi-Fi Hotspot: Up to 100 Users*</b>	\$6,800.00	<input type="checkbox"/>	\$8,500.00	<input type="checkbox"/>
<b>*Additional block of 50 Users</b> (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00	<input type="checkbox"/>	\$3,750.00	<input type="checkbox"/>
<b>Splash Page with sponsor logo</b> (Splash page template provided by Cox Business)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
<b>Redirect Landing Page</b> (Customer specific URL)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
<b>Total:</b>	_____		<b>Total:</b>	_____

### Additional Services

<b>Labor/Floor work</b> The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
<b>Outside Distance Fee</b>	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

**Total:** \_\_\_\_\_

#### Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.



## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

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**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

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**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



# Voice and Video Products Form

**ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net)**



Updated 10/25/17 – Page 1 of 3

Toll Free Phone: **855-519-2624** – Email: [LVCC.orders@cox.com](mailto:LVCC.orders@cox.com) – Fax: 702-920-8255

Event Name: **PACK EXPO Las Vegas and Healthcare Packaging EXPO**

Event Start Date: September 23, 2019

Event End Date: September 25, 2019

Booth/Room #:

On-Site Contact:

Cell #:

On-Site Contact Email Address:

Company Name:

Billing Name:

Billing Address:

City: State: Zip:

Country:

Phone #:

Billing Contact Email Address:

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date. A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

### Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="checkbox"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="checkbox"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="checkbox"/>
<b>Phone System Services (Direct Dial)</b>		
Single Line no features	\$490.00	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="checkbox"/>
<b>Demarc Extension Services</b>		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="checkbox"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="checkbox"/>

### Video Services

Digital or HDTV Service (All channels, excluding Premium and International)	Price	Quantity
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="checkbox"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="checkbox"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="checkbox"/>

### Additional Services

<b>Labor/Floor work</b> The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
<b>Voice Services Distance Fee</b>	\$100.00	<input type="checkbox"/>
<b>Video Services Distance Fee</b>	\$500.00	<input type="checkbox"/>

**Total:** \_\_\_\_\_

**Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.**

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**Booth Diagram Information - Voice and Video**

Please indicate on the grid, the location of your Voice and Video drop(s).  
If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

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**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

# INTRODUCING CLOUDPORT

## ACCESS YOUR CRITICAL CLOUD-BASED APPLICATIONS AND CONTENT



## Secure & Reliable Cloud Access

Cox CloudPort makes it easy to establish a secure and reliable fiber connection from your booth to major cloud services providers Amazon Web Services and Microsoft Azure.

### Predictable Network Performance

CloudPort provides predictable network performance with low latency, jitter and packet loss to provide superior end user satisfaction.

### Private Networking Security

CloudPort uses a private fiber networking service to supply secure, direct access to cloud-based applications. This increases security and reduces regulatory compliance and DDoS concerns.

### Carrier Grade Network Reliability

Your critical applications must be available for your booth to operate and function properly and support your trade show goals.

- 100Mbps CloudPort service to AWS or Azure - \$20,000.
- Before ordering services there are several critical steps customers must complete with their cloud service provider. Please call us at 1-855-519-2624 for guidance.
- Standard Internet services can be found at: [tradeshows.coxhn.net](http://tradeshows.coxhn.net)
- Service must be ordered and paid in full 45 days prior to the event date.



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Updated 2/22/19

For more information, please call:  
1-855-519-2624



**ADVANCED  
CONVENTION  
SERVICES**

# XPress Connect Family

## Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by XPress Leads equipment and services.



### XPress Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 5.1.x or higher, iOS 10.0.x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

### XPress Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



#### Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. *20 questions and answers.*



#### Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



#### Literature Fulfillment

Send an email to your leads with links to documents and videos they requested in your booth.



#### Text Alerts

Send text alerts to your representatives when an attendee from their territory is scanned in the booth.



#### eBlast Email Service

Send your custom HTML emails through XPress eBlast post-event to your leads, the complete event email campaign solution.



#### Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

### XPress Connect Elite

Connect software on YOUR computer

The XPress Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.

Computer not included. Includes USB scanner and software. Requires Windows 7 or greater, 1 USB 1.1 connections and .NET Framework.



### XPress Connect Plus

OUR hand-held wireless device

Use our handheld mobile phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

### 3rd Party Lead Collection

Successful lead collection on your third party device.



#### Data Conversion

Convert badge IDs collected on third party devices into complete leads post-show.



#### Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

\* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•
Optional Bluetooth Printer	•	•	•
Optional Literature Fulfillment	•		•
Optional Text Alerts	•		•



Healthcare  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

**Official Vendor**



<b>ORDER ONLINE:</b> <a href="http://www.xpressleadpro.com">www.xpressleadpro.com</a> <b>SHOWCODE:</b> <a href="#">pack0919</a>	<b>Qty</b>	<b>Early THRU 07/15/19</b>	<b>Advance THRU 08/12/19</b>	<b>Standard AFTER 08/12/19</b>	<b>Total</b>
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Includes mobile phone and charger.

<b>XPRESS Connect Plus Handheld</b> - OUR handheld wireless device		\$480	\$530	\$600	
<b>XPRESS Connect Plus Handheld Package</b> - Includes mobile device, DITP service, and custom sales qualifiers	<b>BEST VALUE!</b>	\$640	\$720	\$850	
<b>Additional XPRESS Connect App Licenses</b> - For additional users		\$130 per additional user activation			
<b>Bluetooth Printer</b> - One bluetooth connection per lead retrieval PC		\$110	\$135	\$165	



For Android 5.1.x or higher, iOS 10.0.x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

<b>XPRESS Connect App</b> - The App on YOUR phone or tablet		\$385	\$435	\$505	
<b>XPRESS Connect 3 App Package</b> - Includes THREE App license activations and custom sales qualifiers		\$585	\$635	\$705	
<b>XPRESS Connect 5 App Package</b> - Includes FIVE App license activations and custom sales qualifiers	<b>BEST VALUE!</b>	\$750	\$800	\$870	
<b>Additional XPRESS Connect App Licenses</b> - For additional users		\$130 per additional user activation			
<b>Bluetooth Printer</b> - One bluetooth connection per lead retrieval		\$110	\$135	\$165	



<b>XPRESS Connect Elite Package</b> - Includes USB Scanner, PC Software, DITP service and custom sales qualifiers	<b>BEST VALUE!</b>	\$620	\$700	\$825	
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Includes USB scanner and software. Requires Windows 7 or greater, 1 USB 1.1 connection and .NET Framework. Computer not included.

**XPRESS EXTRAS**



<b>Text Alerts</b> - Connect your leads with the right sales reps		\$150 unlimited texts			
<b>Literature Fulfillment</b> - Send links to your brochures and products		\$150			
<b>Custom Sales Qualifiers / Custom Surveys</b>		\$115	\$135	\$170	
<b>DITP Service</b> - Delivery, Installation, Training, Pickup		\$115	\$135	\$170	
<b>XPRESS eBlast Service</b> - Post show email service to leads collected		\$230	\$285	\$345	
<b>Event API Integration</b> - Third party real-time solution		\$1000			

**Please note:** Convention Data Services will no longer accept emailed order forms with credit card information as a form of payment. Orders can be placed online [www.xpressleadpro.com](http://www.xpressleadpro.com) (show code: **pack0919**) by secure fax to 1-508-759-4238, or by calling the sales team 1-800-746-9734

<b>LOSS/DAMAGE WAIVER</b>	<b>REPLACEMENT COST</b>		<b>SUBTOTAL</b>	=
Connect Plus Device	\$1,000			
Connect Plus Power Cord	\$ 75		<b>SALES TAX 8.25%</b>	+
Bluetooth Printer	\$1,000		<b>OPTIONAL LOSS/DAMAGE WAIVER (Qty ____ x85 per device)</b>	+
Bluetooth Adapter	\$ 250		<b>NO, I do not want to purchase the Loss/Damage Waiver - initial here</b>	+
Barcode USB Scanner	\$1,000		<b>PROCESSING FEE (WAIVED when you order online!)</b>	+
			<b>TOTAL (USD)</b>	=

Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device.



XPRESS Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event





September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

**Official Vendor**



**ORDER ONLINE:** [www.xpressleadpro.com](http://www.xpressleadpro.com)

**SHOW CODE:** [pack0919](#)

QUESTIONS? 1-800-746-9734 OR 1-508-743-0197 EMAIL [xpressleadpro@cdsreg.com](mailto:xpressleadpro@cdsreg.com)

**CONTACT INFORMATION**

COMPANY \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_  
 BOOTH # \_\_\_\_\_  
 PHONE/EXT # \_\_\_\_\_  
 FAX \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 COMPANY WEBSITE <http://www> \_\_\_\_\_

**PAYMENT INFORMATION**

CARD NUMBER \_\_\_\_\_  
**- BY FAX ONLY**  
 NAME ON CARD \_\_\_\_\_  
 EXP DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
**AUTHORIZATION** Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.  
 SIGNATURE \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 TODAY'S DATE \_\_\_\_\_  
 EMAIL RECEIPT TO \_\_\_\_\_

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

*Thank you for your order.*

**Terms & Conditions**

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. Wired payments are not accepted. *Checks will not be accepted as payment at the show site.*
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for XPress Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b). Customer acknowledges and understands that the applicable replacement cost is as follows:  
 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

- 8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR'S device. Customer must report loss or damage to CONTRACTOR'S Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.
- | Equipment               | Cost    |
|-------------------------|---------|
| Connect Plus Device     | \$1,000 |
| Connect Plus Power Cord | \$ 75   |
| Bluetooth Printer       | \$1,000 |
| Bluetooth Adapter       | \$ 250  |
| Barcode Scanner         | \$1,000 |

- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.





SPONSORSHIPS & ADVERTISING

C O - L O C A T E D



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Las Vegas, Nevada USA

**EXTEND YOUR  
REACH**

[PACKEXPOLASVEGAS.COM/SPONSOR](http://PACKEXPOLASVEGAS.COM/SPONSOR)

[HCPELASVEGAS.COM/SPONSOR](http://HCPELASVEGAS.COM/SPONSOR)

**PACK EXPO Las Vegas** and **Healthcare Packaging EXPO** will be the largest packaging event in 2019! Connect with 30,000 attendees and establish strategic business relationships in packaging and healthcare. The fastest and most effective way to build your brand exposure, generate leads, and broaden your horizons is through sponsorships and advertising.

Guarantee your company's visibility to attendees before, during and after the show by securing a sponsorship or advertising opportunity, customized to your company's needs.



**Custom Packages:** These opportunities are just the beginning of the long list of options we offer to boost your brand. Contact us to create a customized sponsorship package that fits your budget and goals!

**EXPO WIDE:**

**ATTENDEE-CENTRIC VERTICAL LOUNGES**

**Baking & Snack Break Lounge**

Exclusive \$6,500 / 3 Co-Sponsors \$ 3,500

**Beverage Cooler Lounge**

Exclusive \$6,500 / 3 Co-Sponsors \$ 3,500

**Candy Bar Lounge**

Exclusive \$6,500 / 3 Co-Sponsors \$ 3,500

**GOLF CART SPONSORSHIP** (4 available) / \$5,500 or 2 for \$10,000

**ATTENDEE SHOW BAG** / Exclusive \$ 26,500

**ESCALATOR BRANDING** / Starting at \$ 12,500

**EXHIBITOR & MEMBER LOUNGES** (Total of 4) / \$ 10,500

**FIRST TIMERS LOUNGE** / \$ 14,000

LEARN MORE: [PACKEXPOLASVEGAS.COM/SPONSOR](http://PACKEXPOLASVEGAS.COM/SPONSOR) AND [HCPVELASVEGAS.COM/SPONSOR](http://HCPVELASVEGAS.COM/SPONSOR)



**INNOVATION  
STAGE**

**The Innovation Stage** offers a great place to teach...and learn. Deliver a 30-minute seminar on your advances in the packaging and pharmaceutical industries. Your session in this prime location gets highlighted onsite, in the show guide, on the show website and in numerous pre-show marketing pieces. Call for presentations will open March 2019.



**FUTURE INNOVATORS ROBOTICS SHOWCASE** / \$ 9,800

**HOTEL KEY CARD** / Prices Vary

**LANYARDS**

Exclusive \$32,000 / 2 Co-Sponsors \$ 18,000

**MEDIA CENTER** / Exclusive \$13,000

**MY SHOW PLANNER KIOSKS** (6 available) / \$ 5,000

**OFFICIAL TRANSPORTATION SPONSOR** (2 available) / \$ 11,500

**PACK GIVES BACK™**

Title Sponsor \$ 35,000 / Gold Sponsor \$ 20,000

**WI-FI SPONSOR** / Exclusive \$ 27,500

**EXPO WIDE:**

# PRINTED SPONSORSHIPS

Place your ad in the number one tool that attendees reach for when navigating the show.

## SHOW GUIDE SPONSORSHIPS

**FRONT COVER CORNER PEEL** / \$7,500

**INSIDE FRONT COVER** / \$11,500

**BACK COVER** / \$16,500

**INSIDE BACK COVER** / \$10,200

**DIVIDER - FULL PAGE** / \$6,200

Placement is on the back of the divider. Divider options include Alphabetical Exhibitor Listing, Healthcare Packaging Exhibitor Listing, Education Sessions, Floor Plans

**DIVIDER - ONE - THIRD PAGE AD** / \$3,500

Divider options include Alphabetical Exhibitor Listing, Healthcare Packaging Exhibitor Listing, Education Sessions, Floor Plans

**TWO - PAGE SPREAD ADS** / \$10,000

**SINGLE PAGE AD** (6 available) / \$5,200

**FLOOR PLAN LOGOS** (3 available on each floor plan: Central, North, South Lower, South Upper) / \$1,500 each



## SHOW DAILY ADVERTISING

**TABLOID PAGE** / \$7,986

**TWO - THIRDS PAGE** / \$6,996

**STANDARD/HALF PAGE** / \$6,275

**ONE - THIRD PAGE** / \$4,452

**ONE - QUARTER PAGE** / \$3,311

**ONE - SIXTH PAGE** / \$1,991

**FOR MORE INFORMATION AND TO RESERVE A PRINT SPONSORSHIP, contact Mike Bradley (mbradley@pmmi.org) or Patrick Bradley (pbradley@pmmi.org) / 610.647.8585.**

# DIGITAL SPONSORSHIPS

**Make your presence known!** Use ad placement on the official show websites or strengthen your listing in the online exhibitor directory. Choose from one of the packages below or contact our sponsorship sales team to create your own!

Average number of **views** per package type:

**GOLD PACKAGE**  
**263 VIEWS**

**PLATINUM PACKAGE / 589 VIEWS**

**DIAMOND PACKAGE / 1,144 VIEWS**

## MOBILE APP

Your branding will stand out on the device that attendees can't live without- their cell phones!

**EXCLUSIVE SPONSORSHIP / \$21,750**

Includes branding on the main splash screen and banners that link to your exhibitor listing.

**PUSH NOTIFICATIONS / \$2,500**

Includes scheduled notifications that are pushed out to mobile app users during the show. 2 per day available.

**BANNER ADS (HOMEPAGE AND BEYOND) / \$10,500**

Your ad will be featured on packexpolasvegas.com and hcpelasvegas.com, rotating between the 4 home page ad spots, a large home page feature and presence on each interior page. (4 available)

**FOR MORE SPONSORSHIP OPTIONS &  
CUSTOM PACKAGES, CONTACT US!**



# ONLINE ADVERTISING

## GOLD PACKAGE / \$435

Company logo

Access to online leads

## PLATINUM PACKAGE / \$2,995

All offerings included with the Gold Package, PLUS:

Inclusion in the Premium Exhibitor Search

4 product image/text panels

50 attendee email invites

## DIAMOND PACKAGE / \$4,995

All offerings included with the Platinum Package, PLUS:

4 video panels (for a total of 8 display panels)

Online booth is highlighted with a corner peel

Priority placement at the top of all online searches

100 attendee email invites



Utilizing the Diamond Package at PACK EXPO Las Vegas 2017 resulted in double the booth traffic. Moreover, our company received a machine order from a new customer who found our solution on packexpo.com. For PACK EXPO Las Vegas 2019, our company is committed to incorporating the PACK EXPO marketing tools and package upgrade into our show strategy.”

**David O’Keefe, Director of Sales, Langguth America Ltd**

**FOR MORE SPONSORSHIP OPTIONS &  
CUSTOM PACKAGES, CONTACT US!**

# PMMI MEDIA GROUP

Maximize your exhibit investment with marketing products to drive quality booth traffic and increase brand awareness.

PACK EXPO comes just once a year and your investment is significant. Make sure you engage with all your attendee customers and prospects. We'll help you increase brand awareness and booth traffic and connect with those you've missed after the show closes. Our exclusive products extend the value of your investment before, during and after the show.



## PRINT ADVERTISING TO PROMOTE YOUR PRODUCTS AND EXHIBIT:

**Packaging World's show issues include:**

**PW's PACK EXPO Las Vegas SHOWCASE (CLOSING 8/1)**

Official pre-show planner, featuring company profiles of exhibitors, mailed prior to show

**September PACK EXPO Las Vegas Show Preview Issue (CLOSING 8/1)**

**Game Plan (CLOSING 7/31)**

Customized walking guides for PACK EXPO Las Vegas, mailed to pre-registrants. Past Game Plan participants experienced almost twice as many booth leads as non-advertisers!

**Second Look (CLOSING 9/16)**

Printed post-show guide, personalized for each attendee. A second chance to reach prospects who indicated an interest in your product category but didn't visit your booth.

**Healthcare Packaging July/August issue (CLOSING 7/26)**

Qualifying advertisers receive a free Company Profile in our Healthcare Packaging EXPO preview issue

**ProFood World August PACK EXPO Las Vegas Show Preview Issue (CLOSING 7/15)**

**OEM Fall issue (CLOSING 8/5)**

Bonus distribution to each PACK EXPO Las Vegas booth

**Contract Packaging July/August issue (CLOSING 6/28)**

**Automation World September issue (CLOSING 8/15)**

## DIGITAL AD PRODUCTS FOR LEAD-GEN AND BRAND AWARENESS:

**Facebook Sponsored Posts and Videos:**

Reach a highly-targeted audience before, during and after the show, including show pre-registrants. Choose by machinery type buying interest; plant processes; industries and much more.

**Newsletters:** Pre- and post-event PACK EXPO Las Vegas and Healthcare Packaging EXPO newsletters

**Innovation Stage:** Pre- and post-event promotional e-blasts drive traffic and leads

**Subject Matter Interviews:** Live broadcast of our interview with your expert at the Healthcare Packaging booth.

FOR MORE INFORMATION contact your PMMI Media Group sales representative or Wendy Sawtell, VP Sales at 847.784.0520 or [wsawtell@pmmimediagroup.com](mailto:wsawtell@pmmimediagroup.com).

C O - L O C A T E D



LAS VEGAS

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Las Vegas, Nevada USA

Browse expanded opportunities online or contact us to discuss sponsorship and advertising solutions for your business.

**Mike Bradley**

610.647.8585

mbradley@pmmi.org

**Patrick Bradley**

610.647.8585

pbradley@pmmi.org

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Las Vegas, Nevada USA

## PACK EXPO Las Vegas- PRE Show DIRECT MAIL LIST REQUEST Available August 12th, 2019

### **Packaging End Users**

Targeting Machinery OEMs? Ask for our OEM targeting criteria.

### **Primary industry**

All food & beverage  
All healthcare  
All Cosmetics/Personal Care  
All Household/Automotive  
All other packaged products

*Or you can drill down within a particular primary industry:*

### **Within Food**

Bakery/Snack  
Cereals, Breakfast Foods  
Confection/Candy  
Dairy  
Fruits, Vegetables (Fresh, Canned, Frozen)  
Grains, Seeds, Beans, Flour Nuts  
Meat/Poultry/Seafood  
Pet Food/Pet Care  
Prepared Foods  
Soups/Condiments/Spices  
Frozen/refrigerated foods  
All food

### **Within Beverage**

Beer  
Coffee  
Drinks, nonalcoholic (energy, sport, etc.)  
Dairy  
Juice  
Powdered beverages  
Soft drinks

### **Within Beverage cont.**

Spirits/liquors  
Tea  
Water  
Wine  
All beverage

### **Within Healthcare**

Pharmaceutical  
Biological/Biopharmaceutical  
Medical Devices  
Medical/Dental Instruments or Supplies  
Nutraceutical, Vitamin, Dietary Supplement  
Contract Manufacturing Organization -  
Pharma/Biopharma  
Over-the-counter products  
Cannabis products

### **Within Household/Automotive**

Detergents/cleaners  
Household/auto chemicals  
Tissues and paper towels

### **Within all other packaged products**

Building/Construction/Home Improvement  
Products  
Cannabis products  
Chemical  
Consumer Electronics and Appliances  
Hardware/Tools  
Paper/Printing  
Textiles/Apparel/Footwear  
Tobacco/Smoking Products  
Toy/Sports/Crafts  
Warehouse Distribution/e-commerce

### **Job function**

Production/Operations/Quality  
Engineering  
Plant Management  
Package Design or Development/Brand Management  
CEO/Gen Mgr/Other Senior Mgmt  
Logistics/Supply Chain Management  
Regulatory Affairs, Validation/Compliance  
Procurement

### **Packaging plant processes**

Canning lines  
Bottling/jar lines  
Dry/powder/granule packaging line  
Cup/container lines  
Tube filling  
Cartoning  
Vacuum packaging/thermoforming/blister  
Clamshell  
Vertical form/fill/seal lines  
Horizontal form/fill/seal or pouch sealing lines  
Polybagging with pre-made bags  
Flow wrapping lines  
Bulk packaging (drums, IBCs, 50+ lb bags)  
Tablet/capsule line

### **Packaging machinery buying influence**

Adhesive application  
Bag/pouch fill/seal (pre-made)  
Blisters/clamshells/skin packaging  
Bulk handling/filling equipment  
Capping  
Cartoning  
Case erect/seal  
Case/tray packing  
Coding/marketing  
Container handling/feeding/unscrambling  
Controls & machine components  
Conveying & accumulation  
Digital Printing  
Filling/capping, dry  
Filling/capping, liquid and viscous  
Flow wrapping

### **Packaging machinery buying influence cont.**

Form/fill/seal - horizontal (pouches or bags)  
Form/fill/seal - vertical  
Inspect/vision/testing/checkweigh/x-ray  
Labeling  
Multipacking/shrink bundling  
Palletizing/depalletizing  
Retail-ready packaging  
Robotics  
Shrink wrapping  
Stretch wrapping  
Tamper-evident machinery  
Thermoform/fill/seal  
Tray lidding/sealing  
Weighing/combination scales  
Wrapping

### **Packaging materials buying influence**

Additives, coatings & inks  
Adhesives/tape  
Blisters/clamshells  
Cartons and boxes  
Closures  
Containers  
Flexible packaging  
Labels  
Multipacks  
Protective packaging  
Resins

### **Food processing buying influence**

Cleaning/sanitizing/CIP  
Coating/enrobing/seasoning equipment  
Conveying, mechanical  
Conveying, pneumatic  
Conveyor Belting  
Facility engineering/design/construction  
Feeders, dry product  
Filling/depositing equipment  
Filtration equipment  
Flooring  
Forming/extruding equipment  
Freezing/chilling equipment  
Heat exchangers

**Food processing buying influence cont.**

Mixing and blending equipment  
Motors/drives/gearboxes  
Optical inspection equipment  
Ovens/dryers/fryers  
Process instrumentation  
Pumps/vacuum stuffers  
Pumps/valves  
Slice/dice/shred/mill equipment  
Software, plant floor  
Sterilization/pasteurization equipment  
Tanks/vessels/kettles

**Annual company revenues**

Less than \$1 million  
\$1-\$9 million  
\$10-\$49 million  
\$50-\$249 million  
\$250-\$499 million  
\$500 million - \$1 billion  
Over \$1 billion

**Packaging supply chain**

Contract packagers  
Packaging distributors

**Number of plants attendee is involved with**

You can specify any number between 1 and 100+. For example, "attendees affiliated with 10 or more plants."

Number of plants involved  
with \_\_\_\_\_

All direct mail lists are assumed to be US only unless otherwise requested below

-

Lists can also be segmented by US state - States requested -

**PRICING AS FOLLOWS**

\$1,550 for quantities up to 7,500

\$200 per thousand for any quantity above 7,500

Please email list requests to -

Wendy Sawtell

WSawtell@PMMIMediaGroup.com

Date

Company Name

Contact Name

Email

Phone

Billing name and email (if different from above)

Will you use your own mail house? If yes, please give us the contact name and address below.



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## PACK EXPO LAS VEGAS - POST Show DIRECT MAIL LIST REQUEST

Available post show

### **Packaging End Users**

Targeting Machinery OEMs? Ask for our OEM targeting criteria.

### **Primary industry**

All food & beverage  
All healthcare  
All Cosmetics/Personal Care  
All Household/Automotive  
All other packaged products

*Or you can drill down within a particular primary industry:*

### **Within Food**

Bakery/Snack  
Cereals, Breakfast Foods  
Confection/Candy  
Dairy  
Fruits, Vegetables (Fresh, Canned, Frozen)  
Grains, Seeds, Beans, Flour Nuts  
Meat/Poultry/Seafood  
Pet Food/Pet Care  
Prepared Foods  
Soups/Condiments/Spices  
Frozen/refrigerated foods  
All food

### **Within Beverage**

Beer  
Coffee  
Drinks, nonalcoholic (energy, sport, etc.)  
Dairy  
Juice  
Powdered beverages  
Soft drinks

### **Within Beverage cont.**

Spirits/liquors  
Tea  
Water  
Wine  
All beverage

### **Within Healthcare**

Pharmaceutical  
Biological/Biopharmaceutical  
Medical Devices  
Medical/Dental Instruments or Supplies  
Nutraceutical, Vitamin, Dietary Supplement  
Contract Manufacturing Organization -  
Pharma/Biopharma  
Over-the-counter products  
Cannabis products

### **Within Household/Automotive**

Detergents/cleaners  
Household/auto chemicals  
Tissues and paper towels

### **Within all other packaged products**

Building/Construction/Home Improvement  
Products  
Cannabis products  
Chemical  
Consumer Electronics and Appliances  
Hardware/Tools  
Paper/Printing  
Textiles/Apparel/Footwear  
Tobacco/Smoking Products  
Toy/Sports/Crafts  
Warehouse Distribution/e-commerce

### **Job function**

Production/Operations/Quality  
Engineering  
Plant Management  
Package Design or Development/Brand Management  
CEO/Gen Mgr/Other Senior Mgmt  
Logistics/Supply Chain Management  
Regulatory Affairs, Validation/Compliance  
Procurement

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Flooring  
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Freezing/chilling equipment  
Heat exchangers

**Food processing buying influence cont.**

Mixing and blending equipment  
Motors/drives/gearboxes  
Optical inspection equipment  
Ovens/dryers/fryers  
Process instrumentation  
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Date

Company Name

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Will you use your own mail house? If yes, please give us the contact name and address below.



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C O - L O C A T E D



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## Target Information

Discount Deadline:  
**August 12, 2019**  
(excludes labor)

# 1 Targeted Move-In and Move-Out Information

Target dates for all inbound and outbound freight have been assigned to each PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019 exhibitor for installation (move-in) and dismantle (move-out) of display material, equipment and machinery at Las Vegas Convention Center.

### ***MOVE-IN AND MOVE-OUT SCHEDULES ARE PROVIDED IN THIS SECTION.***

The PACK EXPO Services (PES) Marshalling Yard is located at the corner of **Ensworth Street and West Post Road** (see map in this section). **Operating hours for check-in are 5:00 am to 3:00 pm every day during the installation.** **NOTE:** Some exhibitors are scheduled for 7:00 am targets. If your target is 7:00 am, your carrier must arrive between 5:00 am and 7:00 am. If your target time is 12:30 pm, your carrier must arrive between 12:00 pm and 2:00 pm. If your carrier checks in any later than your allotted target time, they must wait until scheduled vehicles are unloaded first, thus increasing your chances of overtime charges.

Your carrier must arrive at the PACK EXPO Services Marshalling Yard and the driver must check in to receive an unloading / loading ticket and a window card prior to your designated target date / time, to guarantee same day unloading / loading.

**PACK EXPO Services is not responsible for waiting time charges.**

**The Marshalling Yard operating hours during dismantle are 5:00 am to 3:00 pm.**

**Important:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. A special assessment will apply to off-target shipments (inbound only) and advance warehouse shipments. See the Material Handling Rates form in Section 3 for cost.

**Advance Warehouse:** Those exhibitors who advance ship their display material, equipment or machinery to the Advance Warehouse, or by Schenker target date and time.

**International and Canadian Shipments:** Neither PES, PMMI nor the Las Vegas Convention Center, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

**If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, please send an email request for a date change to PACK EXPO Services by Tuesday, September 3, 2019.**

**PACK EXPO Services  
Jim Roche  
Email: [jroche@packexposervices.com](mailto:jroche@packexposervices.com)**

**Please contact your Customer Account Manager if you have questions.**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.



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September 23-25, 2019 • Las Vegas, Nevada USA

## Inbound Target Information

Discount Deadline:  
**August 12, 2019**  
(excludes labor)

## 2 Inbound Shipments

### INBOUND SHIPMENTS

The floor plan is color coded to indicate the freight receiving target date assigned to each booth. Please note that all exhibit halls are shown on this plan. Adhering to your assigned target date will save time and insure an efficient move-in.

The following tips will help you understand and use the floor plan and the freight target program:

- To determine your assigned target date and time, find your booth and match the color to the key.
- **TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY. Actual unloading could take many hours. Target dates apply to machinery and display materials only. PES is not responsible for carrier wait time charges.**
- Certified weight tickets will be required. Separate weights for display materials and machinery equipment are required.
- If materials are not properly identified, they will be classified as Display Material.
- Off target display material and machinery will be subject to overtime charges if unloaded on overtime.
- Target assignments have been determined by booth size and location on the show floor.
- If you ship your materials to PACK EXPO Services advance warehouse by Wednesday, September 11, 2019, we will have your materials delivered to your booth on or prior to your assigned target date.
- Make certain that your shipping department, freight carrier, non-official contractor and/or display house receive copies of this page and map. Compliance with the installation target date will contribute greatly to cost and time efficient set-up.

**If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, please send an email request for a date change to PACK EXPO Services by Tuesday, September 3, 2019.**

**PACK EXPO Services**  
**Jim Roche**  
**Email: [jroche@packexposervices.com](mailto:jroche@packexposervices.com)**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor via email if the target date change has been approved.





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September 23-25, 2019 • Las Vegas, Nevada USA

## Outbound Target Information

Discount Deadline:  
**August 12, 2019**  
(excludes labor)

### 3 Outbound Shipments

#### OUTBOUND SHIPMENTS

This floor plan is color coded to indicate the day your freight is scheduled to clear the exhibit hall.

- Your assigned target is the day your freight is to be removed from the exhibit hall. The PACK EXPO Services Marshalling Yard opens at 5:00 am for outbound shipments. All vehicles are handled on a first-come, first-served basis. Vehicles must check-in prior to 2:00 pm on their assigned target date.
- For Wednesday, September 25 targets, the Marshalling Yard opens at 12:00 pm and closes at 7:00 pm.
- Exhibitors with an outbound target date of Saturday, September 28, 2019 must have their trucks checked-in by 9:00 am.
- Exhibitors are assigned a one (1) day outbound targeted move-out. If you need more than one (1) day, contact PACK EXPO Services.
- **If the carrier's name listed on the outbound material handling agreement does not match the name of the carrier that checks-in to pick up your company's freight, it will not be released.**
- **All drivers will be required to fill out an "Outbound Driver Information Sheet" before checking-in at the marshalling area office to load out. (This Form is for outbound only.)**

**If you cannot adhere to your assigned target date and wish to make a change, please send an email request to PACK EXPO Services by Monday, September 23, 2019.**

**PACK EXPO Services  
Jim Roche  
Email: [jroche@packexposervices.com](mailto:jroche@packexposervices.com)**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor via email if the target date change has been approved.

**PES is not responsible for carrier wait time charges.**



CO-LOCATED



September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

# PACK EXPO Las Vegas 2019

September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV  
Central Exhibit Halls  
As of September 3, 2019

## In-Bound Color Coding

- Green Tue, Sept. 17th 7AM
- Red Wed, Sept. 18th 12:30PM
- Gray Fri, Sept. 20th 7AM
- Orange Tue, Sept. 17th 12:30PM
- Purple Thurs, Sept. 19th 7AM
- Pink Sat, Sept. 21st 7AM
- Yellow Wed, Sept. 18th 7AM
- Blue Thurs, Sept. 19th 12:30PM
- Dark Blue Sun, Sept. 22nd 7AM



powered by Pro Mach

CENTRAL HALL ENTRANCE  
To South Hall

To South Hall

ENTRANCE

Association Pavilion

1359 1360 1361

1560 1660 1662

1760 1860

1962 2160 2162 2260

To South Hall

1359 1360 1361

1560 1660 1662

1760 1860

1962 2160 2162 2260

2360 2460

2560 2660

2760 2860

2960 3060

3160 3260

3360 3460

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49360 49460

49560 49660

49760 49860

C O - L O C A T E D



LAS VEGAS

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA



PACK EXPO Las Vegas 2019  
September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV  
Lower South Building, Exhibit Hall S1  
As of September 3, 2019

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NO FREIGHT AISLE

HALL S1

SOUTH LOWER HALL ENTRANCE



ENTRANCE TO SOUTH HALL



C O - L O C A T E D



September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

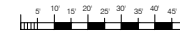
PACK EXPO Las Vegas 2019 September 23 - 25, 2019 Las Vegas Convention Center Las Vegas, NV Lower South Building, Exhibit Hall S2 As of September 3, 2019

In-Bound Color Coding

- Green Tue, Sept. 17th 7AM
Red Wed, Sept. 18th 12:30PM
Gray Fri, Sept. 20th 7AM
Orange Tue, Sept. 17th 12:30PM
Purple Thurs, Sept. 19th 7AM
Aqua Sat, Sept. 20st 12:30PM
Yellow Wed, Sept. 18th 7AM
Blue Thurs, Sept. 19th 12:30PM
Pink Sat, Sept. 21st 7AM
Dark Blue Sun, Sept. 22nd 7AM

NO FREIGHT AISLE

HALL S2



CO-LOCATED



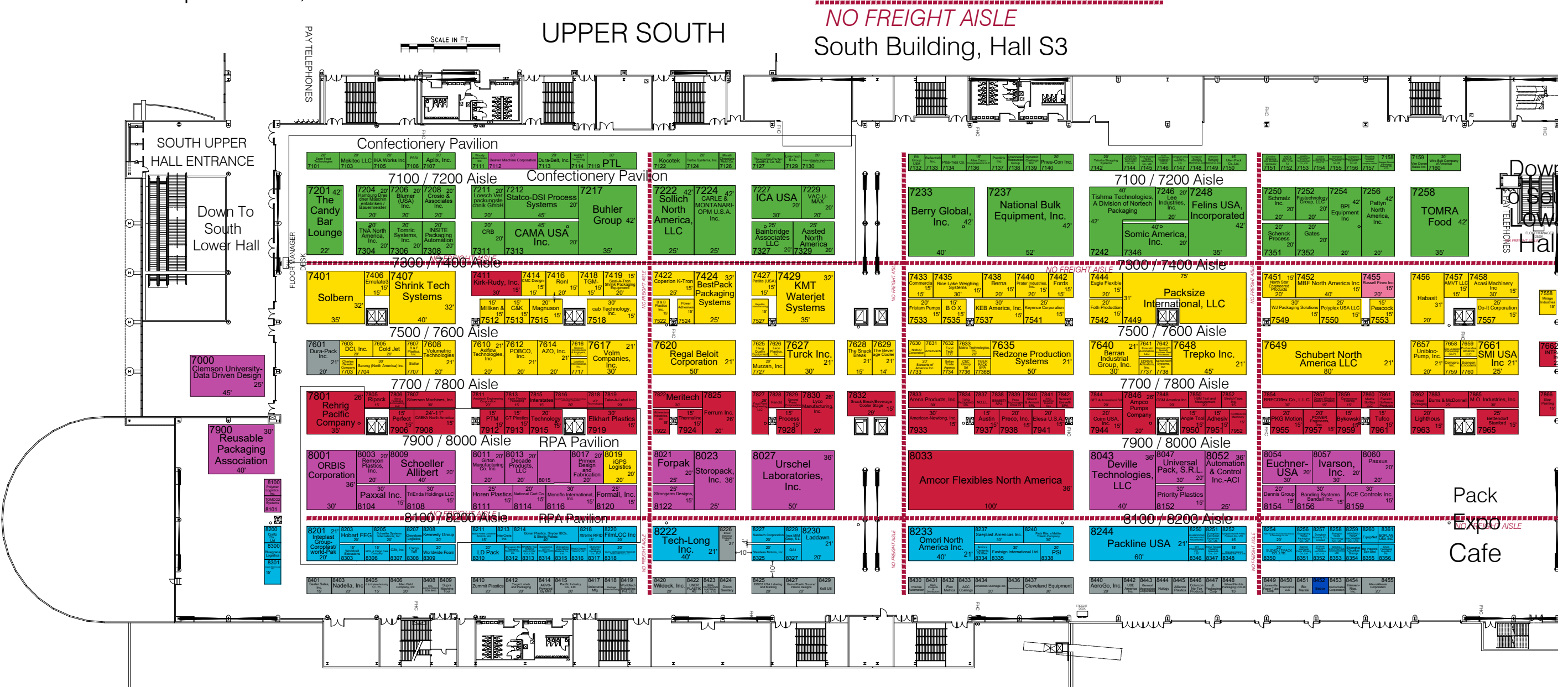
Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

PACK EXPO Las Vegas 2019  
September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV  
Upper South Exhibit Hall S3  
As of September 3, 2019

In-Bound Color Coding

- Green Tue, Sept. 17th 7AM
- Red Wed, Sept. 18th 12:30PM
- Gray Fri, Sept. 20th 7AM
- Orange Tue, Sept. 17th 12:30PM
- Purple Thurs, Sept. 19th 7AM
- Pink Sat, Sept. 21st 7AM
- Yellow Wed, Sept. 18th 7AM
- Blue Thurs, Sept. 19th 12:30PM
- Dark Blue Sun, Sept. 22nd 7AM



CO-LOCATED



Healthcare+ PACKAGING EXPO

September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

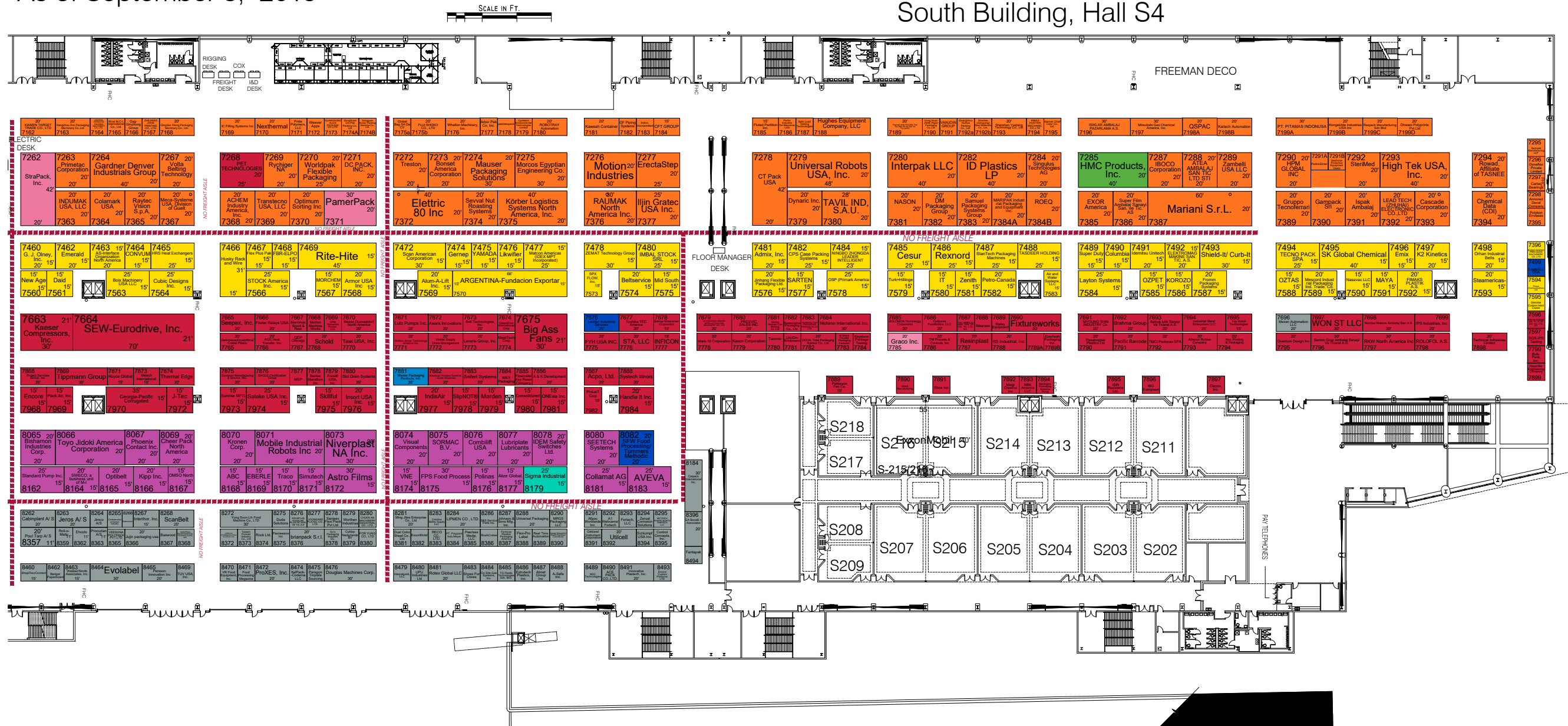
PACK EXPO Las Vegas 2019 September 23 - 25, 2019 Las Vegas Convention Center Las Vegas, NV Upper South Exhibit Hall S4 As of September 3, 2019

In-Bound Color Coding

- Green Tue, Sept.17th 7AM
Red Wed, Sept. 18th 12:30PM
Gray Fri, Sept. 20th 7AM
Orange Tue, Sept.17th 12:30PM
Purple Thurs, Sept. 19th 7AM
Aqua Sat, Sept. 20st 12:30PM
Yellow Wed, Sept. 18th 7AM
Blue Thurs, Sept. 19th 12:30PM
Pink Sat, Sept. 21st 7AM
Dark Blue Sun. Sept. 22nd 7AM

NO FREIGHT AISLE

South Building, Hall S4



CO-LOCATED



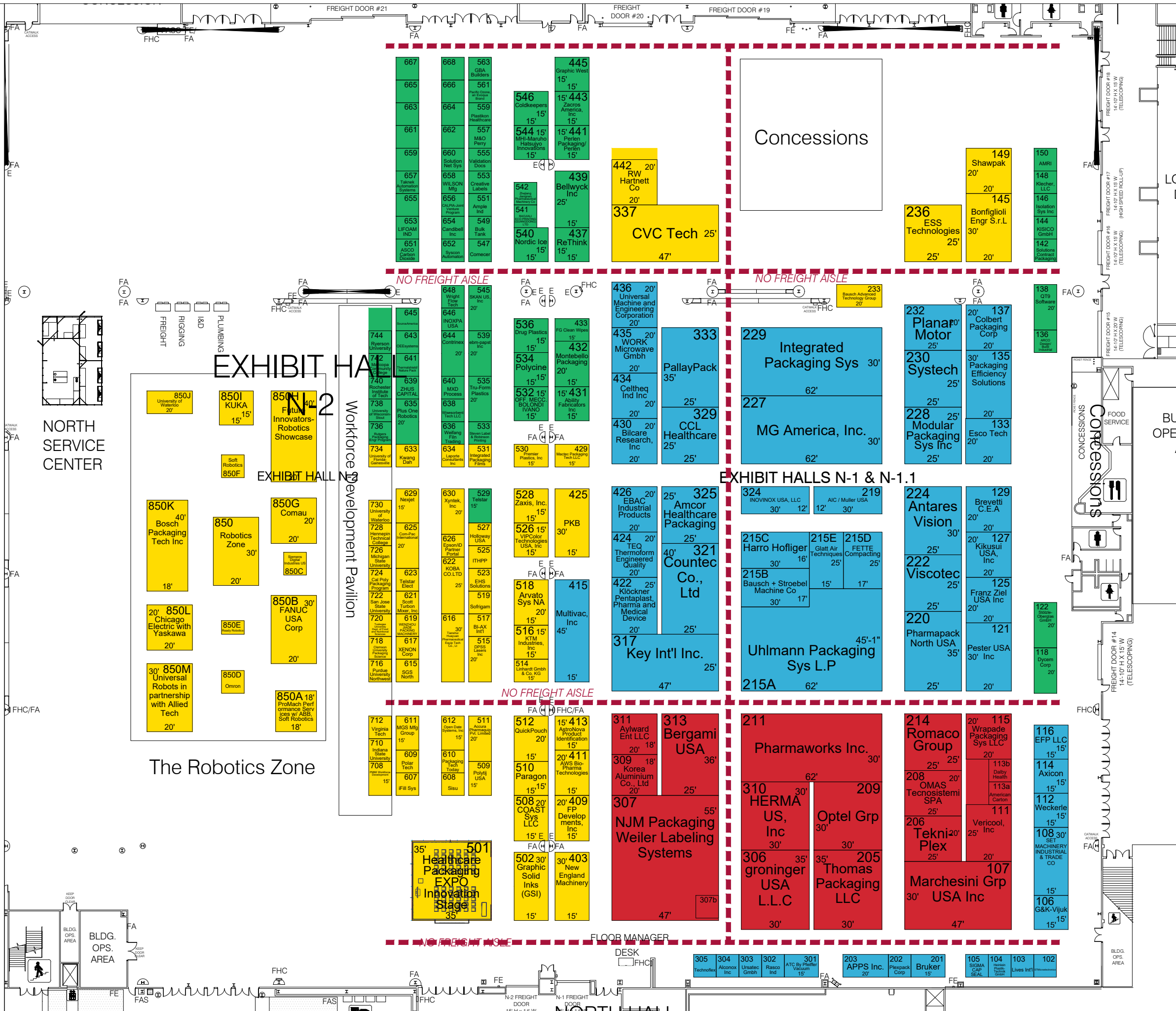

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

**PACK EXPO Las Vegas 2019**  
**September 23 - 25, 2019**  
**Las Vegas Convention Center**  
**Las Vegas, NV**  
**North Exhibit Halls**  
**As of September 3, 2019**

NO FREIGHT AISLE

**Out-Bound Color Coding**

- Green Wed, Sept. 25th
- Yellow Thurs, Sept 26th
- Blue Fri, Sept. 27th
- Red Sat, Sept. 28th



**EXHIBIT HALL N-2**

**The Robotics Zone**

850J University of Waterloo 20'

850I KUKA 15'

850H Futuron Innovators-Robotics Showcase 40'

850G Comau 20'

850K Bosch Packaging Tech Inc 40'

850 Robotics Zone 30'

850L Chicago Electric with Yaskawa 20'

850M Universal Robots in partnership with Allied Tech 30'

850A 18' ProMach Performance Serv Loss w/ ABB Soft Robotics 18'

850F Soft Robotics 20'

850E 20'

850D Omron 20'

850C 18'

850B 30' FANUC USA Corp 20'

Workforce Development Pavilion

Concessions

CONCESSIONS

EXHIBIT HALLS N-1 & N-1.1

CVC Tech 25'

Integrated Packaging Sys 30'

MG America, Inc. 30'

Planar Motor 20'

Systemech 25'

Modular Packaging Sys Inc 25'

Antares Vision 30'

Viscotec 25'

Pharmapack North USA 35'

Romaco Group 25'

TekniPlex 20'

Marchesini Grp USA Inc 30'

Key Int'l Inc. 25'

Uhlmann Packaging Sys L.P 62'

Pharmaworks Inc. 30'

HERMA US, Inc 30'

groninger USA L.L.C 30'

Optel Grp 30'

Thomas Packaging LLC 30'

Wrapade Packaging Sys LLC 20'

Vericool, Inc 25'

107 USA Inc 47'

Healthcare Packaging EXPO Innovation Stage 35'

FLOOR MANAGER

305 Techno 304 Alcomex Inc. 303 Rasco GmbH 302 Rasco Ltd 301 ATC By Pfeiffer Vacuum 15'

203 APPS Inc. 202 Plexpack Corp 201 Bruker 15'

105 SIGMA CAP SEAL 104 Penta Seal 103 Lives Int'l 102



PACK EXPO Las Vegas 2019  
 September 23 - 25, 2019  
 Las Vegas Convention Center  
 Las Vegas, NV  
 Central Exhibit Halls  
 As of September 3, 2019

### Out-Bound Color Coding

- Green Wed, Sept. 25th
- Blue Fri, Sept. 27th
- Yellow Thurs, Sept 26th
- Red Sat, Sept. 28th



CO-LOCATED



September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

PACK EXPO Las Vegas 2019  
September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV

Lower South Building, Exhibit Hall S1  
As of September 3, 2019

### Out-Bound Color Coding

- Green Wed, Sept. 25th
- Blue Fri, Sept. 27th
- Yellow Thurs, Sept 26th
- Red Sat, Sept. 28th

NO FREIGHT AISLE

## HALL S1

SOUTH LOWER HALL ENTRANCE



ENTRANCE TO SOUTH HALL

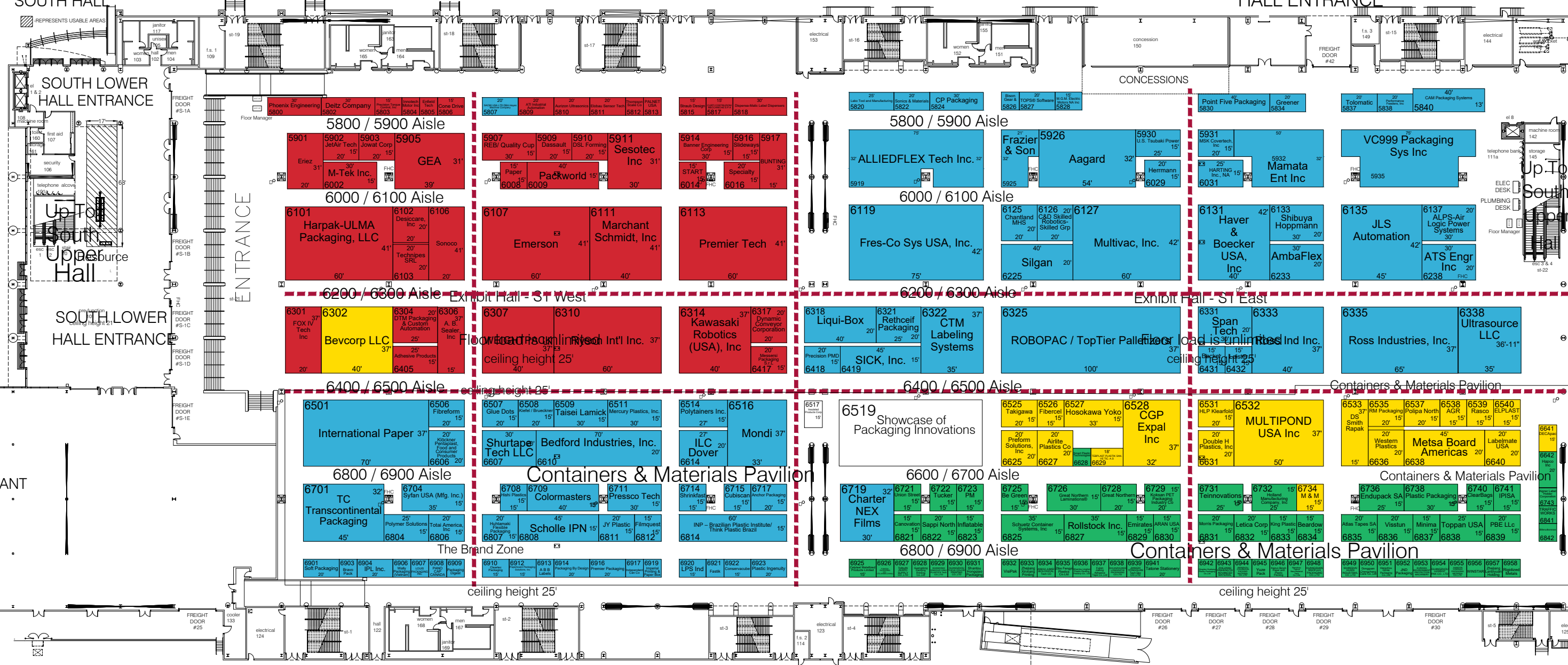
SOUTH LOWER HALL ENTRANCE

Up To South Upper Hall

ENTRANCE TO SOUTH HALL

SOUTH LOWER HALL ENTRANCE

RESTAURANT



C O - L O C A T E D



LAS VEGAS

September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

PACK EXPO Las Vegas 2019  
September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV  
Lower South Building, Exhibit Hall S2  
As of September 3, 2019

### Out-Bound Color Coding

- Green Wed, Sept. 25th
- Blue Fri, Sept. 27th
- Yellow Thurs, Sept 26th
- Red Sat, Sept. 28th

NO FREIGHT AISLE

## HALL S2



CO-LOCATED



September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

# Out-Bound Color Coding



Green Wed, Sept. 25th



Blue Fri, Sept. 27th



Yellow Thurs, Sept 26th



Red Sat, Sept. 28th

PACK EXPO Las Vegas 2019  
September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV  
Upper South Exhibit Hall S3  
As of September 3, 2019

## UPPER SOUTH

NO FREIGHT AISLE  
South Building, Hall S3



C O - L O C A T E D



**Healthcare+**  
PACKAGING  
**EXPO**

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA

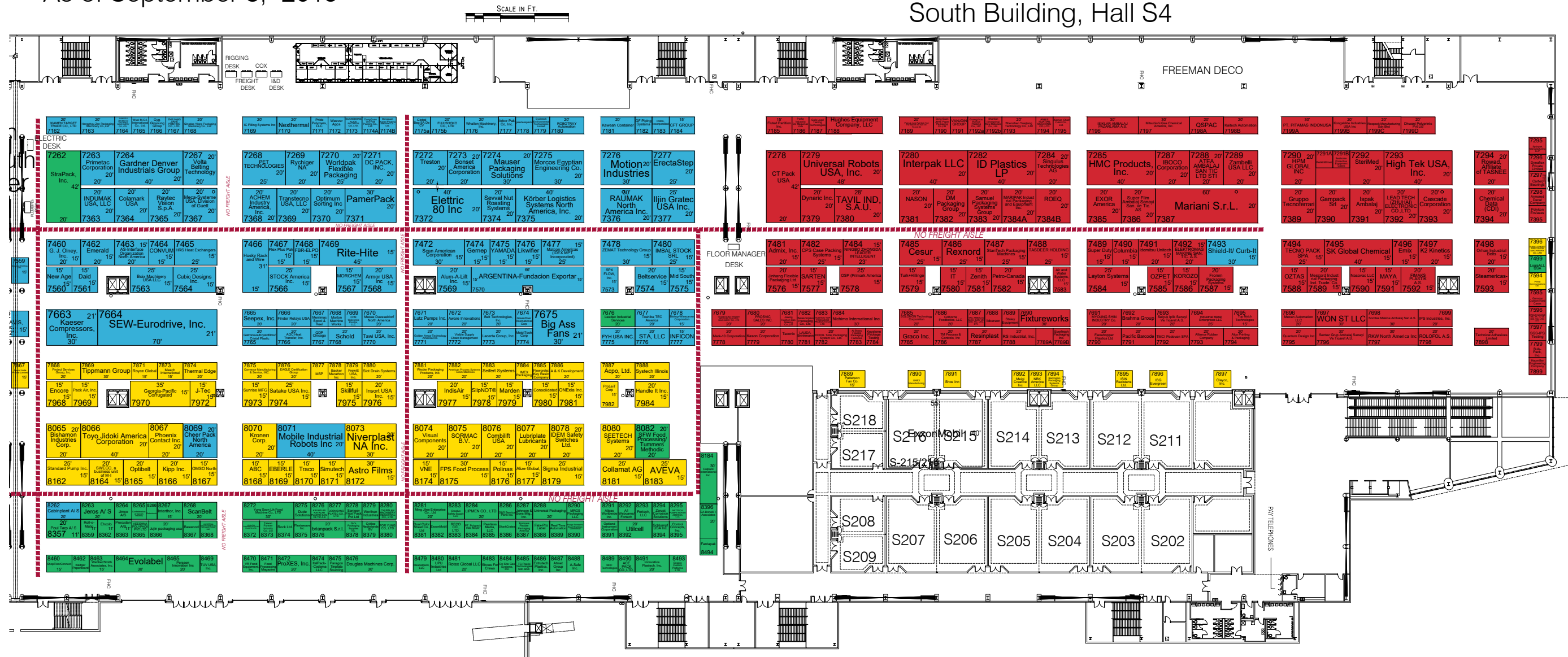
# Out-Bound Color Coding

- Green Wed, Sept. 25th
- Blue Fri, Sept. 27th
- Yellow Thurs, Sept. 26th
- Red Sat, Sept. 28th

PACK EXPO Las Vegas 2019  
September 23 - 25, 2019  
Las Vegas Convention Center  
Las Vegas, NV  
Upper South Exhibit Hall S4  
As of September 3, 2019

NO FREIGHT AISLE

South Building, Hall S4





5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

**REQUIRED FORM**

**PLEASE RETURN BY  
 AUGUST 12, 2019**

**Shipping Data**

**Important, please return this form 30 days prior to move-in to facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.**

<b>1</b> Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____
	Contact Name: _____
	Telephone Number: _____ Fax Number: _____
	What are the least number of work days to erect your booth? _____

<b>2</b> Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: _____
	Date Shipment Sent: _____ Expected Arrival Date: _____
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show
	If using a Customs or International forwarder, print name: _____
	Telephone Number: _____ Fax Number: _____

<b>3</b> Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____
	List Carrier Name(s): _____
	_____
	_____
	<b>Number of Pieces to be shipped:</b>
	<b>Largest Piece:      Size:      Weight:</b> _____
<b>Type of Packing:      Crated:      Uncrated:</b> _____	
<b>Machinery:      Misc.</b> _____	
<b>Estimated Total Weight of Booth:</b> _____	

<b>4</b> Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):
	Name: _____
	Phone Number: ( ) - - ( ) - - ( ) - - (Office) (Home) (Cell)
	Email Address: _____
	Name: _____
	Phone Number: ( ) - - ( ) - - ( ) - - (Office) (Home) (Cell)
Email Address: _____	

**All freight handling charges must be paid in full at show site by check or credit card.  
 Shipment of materials to warehouse or show site address indicates acceptance of these terms.**



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 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

**ADVANCE WAREHOUSE SHIPPING  
 ALLOWS EXHIBITORS TO SHIP AND  
 STORE THEIR FREIGHT IN LAS VEGAS  
 PRIOR TO THE PUBLISHED  
 MOVE-IN DATES.**

**Advance  
 Warehouse  
 Shipping**

**1 Benefits**

**Benefits of using the Advance Warehouse:**

- 30 days storage in advance of the show
- Advance tracking of your show freight
- Shipments will be delivered by 10:00 am on your assigned target date
- Eliminate truck line waiting charges
- Inspection of your show freight if necessary, warehouse is approximately 10 miles from the Las Vegas Convention Center
- Exhibitors will be able to find out when their freight arrives at the warehouse.

**2 Guidelines**

**Guidelines for Warehouse Shipments**

- Advance shipments should not arrive before Monday, August 12, 2019
- Dimensions of the freight should not exceed 8'4" wide x 8'5" high
- The single heaviest piece should not exceed 5000 lbs.
- Warehouse Dock Door size: 9' wide x 10' high
- The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm, Central Time
- All advance shipments must arrive at the warehouse by Wednesday, September 11, 2019. After this date the shipments will be directed to the Las Vegas Convention Center.
- Only crated, boxed or skidded shipments will be received at the warehouse. **NO LOOSE OR UNCRATED SHIPMENTS.**
- No Bulk or loose carpet shipments.
- All carpet must be skidded and separated by Booth Number
- **The warehouse will be closed Monday, September 2, 2019 for the Labor Day holiday.**

**3 Advance  
 Warehouse  
 Address**

**Advance Warehouse Address**

PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019  
 Exhibiting Company Name  
 Booth # ( \_\_\_\_\_ )  
 PACK EXPO Services c/o GES  
 7000 Lindell Road  
 Las Vegas, NV 89118

**4 Cost**

**THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$15.00 PER CWT. (\$150.00 MINIMUM)**

**This Rate Includes:**

- 30 days of storage prior to move-in
- Unloading and storage
- Reloading and delivery to show-site
- Shipping back to the warehouse at the conclusion of the show will incur an additional \$15.00 per cwt. charge with a \$150.00 minimum.

**5 International  
 Shipments**

**International and Canadian Shipments:**

Neither PES, PMMI nor the Las Vegas Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
www.packexpolasvegas.com

**THIS REFERS TO ALL  
SHIPMENTS SENT DIRECTLY  
TO THE LAS VEGAS  
CONVENTION CENTER.**

**Show-Site  
Shipments**

## 1 Show-Site Shipments

### Show-Site Shipping Address:

PACK EXPO Las Vegas / Healthcare Packaging EXPO 2019  
Exhibiting Company Name  
Booth # ( \_\_\_\_\_ )  
Las Vegas Convention Center  
c/o PACK EXPO Services  
3150 Paradise Road  
Las Vegas, NV 89109

## 2 Benefits

All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date (see Targeted Move-In Schedule).

A special assessment will apply to any inbound shipments, which arrive after 2:00 pm Monday - Friday, all day Saturday and Sunday (inbound only), and on any advance warehouse shipments.

The space rate will include a one-time spot of equipment and display material, provided a representative is in the booth to spot the freight. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

**NOTE: Space rate includes drayage for the Primary Exhibitor's\* display material and equipment only. Any additional product or equipment is subject to additional billing. Please refer to the rates listed in Material Handling Information forms in Section 3 for pricing breakdown.**

\*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

## 3 Overtime

- Freight unloaded on overtime will be charged an additional \$15.00 per cwt. (\$150.00 min.)
- Overtime charges will be in effect if the exhibiting company does not meet the 2:00 pm check-in time on their assigned target date.
- Overtime charges will be in effect for any Saturday or Sunday shipments.
- Overtime charges will apply for inbound shipments only.
- Overtime charges do not apply for outbound shipments.
- Straight Time is 8:00 am to 4:30 pm, Monday through Friday.
- Overtime is before 8:00 am and after 4:30 pm, Monday through Friday.

## 4 Outbound Shipping

- Turn in you material handling form to the service desk when your exhibit is packed, labeled and ready to ship.
- Each item in your booth must be properly labeled.
- **When making shipping arrangements for your exhibit at the close of the show, make sure your carrier knows the company name, booth number, the destination of the shipments, and that the name of carrier is written on the Material Handling Agreement.**
- **A Material Handling Agreement is required for each and every truckload or shipment.**
- **Exhibitors with an Outbound Target Date of Saturday, September 28, 2019, must have their trucks checked-in at the marshalling area by 9:00 am.**
- **PACK EXPO Services is not responsible for waiting time charges.**
- **Exhibitor freight is under your care and responsibility until PACK EXPO Services comes to your booth and picks up your freight to load it onto your carrier's truck(s). If you choose to leave the show floor before this process, you do so at your own risk and expense. Exhibitors will not be compensated for any missing or misloaded freight if you are not there to supervise your freight.**





## 5 One Time Spotting Requirements

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will:

- Make sure electrical and plumbing is laid and complete.
- Make sure carpet has been laid prior to the spot.
- Mark the floor to show the exact location of each machine prior to its arrival.
- Be present when the machines are being spotted.
- Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.

## 6 Empties

- **Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling, and using PES empty label stickers, which can be obtained at the PES Service Centers.** It is difficult to differentiate your skids from other exhibitors. Labels often tear and can become hard to read.
- Your installation rigging crew removes empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor installation order.
- Your dismantle rigging crews will return your machinery skids and crates to your booth as part of a rigging labor dismantle order.

## 7 Additional Charges

### Additional Charges will be incurred:

- If machine arrives in containers; and if blocking, reblocking, unstuffing, removing tarp or re-tarping is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the standard rates.
- If skids an/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
- If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges based on labor time and equipment will be added to stated rates.
- PES will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
- Certified weight tickets are required. Separate weight tickets for Display Material and Machinery Equipment are required.

## 8 International Shipments

### International and Canadian Shipments:

Neither PES, PMMI nor the Las Vegas Convention Center, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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Irving, Texas 75063  
Phone: (972) 751-9400  
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C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

## Marshalling Yard Information

### 1 Delivery of Materials to and Pick Up of Materials from the Las Vegas Convention Center

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located at the corner of **Ensworth Street and West Post Road** (see map in this section).

#### The PACK EXPO Services Marshalling Yard Hours

Move-in:	5:00 am to 3:00 pm
Move-out:	5:00 am to 3:00 pm

The driver of the vehicle will present his bill of lading or delivery receipt noting piece count, exact item(s) description and weight of materials to be loaded. Separate weight tickets for Display Materials and Machinery Equipment are required.

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The Receiving Report will be:

- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.

After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.

The State of Nevada legal trailer restrictions are 8'6" in width and 13'6" in height. Questions may be directed to:

Nevada Department of Transportation  
1263 South Steward Street  
Carson City, NV 89712  
Phone: (775) 888-7000

#### **Marshalling Yard Address**

2982 West Post Road  
Las Vegas, NV 89119

Please make sure your trucking company has a copy of this information.



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpolasvegas.com](http://www.packexpolasvegas.com)

C O - L O C A T E D



Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Directions from Marshalling Yard

### 2 Directions from the Marshalling Yard to the Las Vegas Convention Center

- Exit the Marshalling Yard
- Go Straight on Ensworth St.
- Left (East) on W. Sunset Rd.
- Left (North) on Las Vegas Blvd.
- Right (East) on Hacienda Ave./Mandalay Bay Rd.
- Continue onto Giles St.
- Slight Right (East) at E. Reno Ave.

### Central Hall Door 1 and South Hall Doors 26-52

- Reno Ave. becomes Koval after passing Tropicana.
- Right (East) on to Flamingo (3rd traffic light)
- Left (North) onto Paradise Rd.
- Cross Twain/Sands Ave.
- Right at the South Hall Access, just past the Renaissance Hotel.
- Traffic Control will direct you to the correct door.

### Central Hall Doors 3-6

- Traveling on Reno Ave., turn Right (East) onto Tropicana Ave.
- Left (North) on Swenson St.
- As you cross Desert Inn, Swenson St. becomes Joe W. Brown St.
- First Left onto the LVCC property.
- Traffic Control will direct you to the correct door.

### Central Hall Doors 9-10

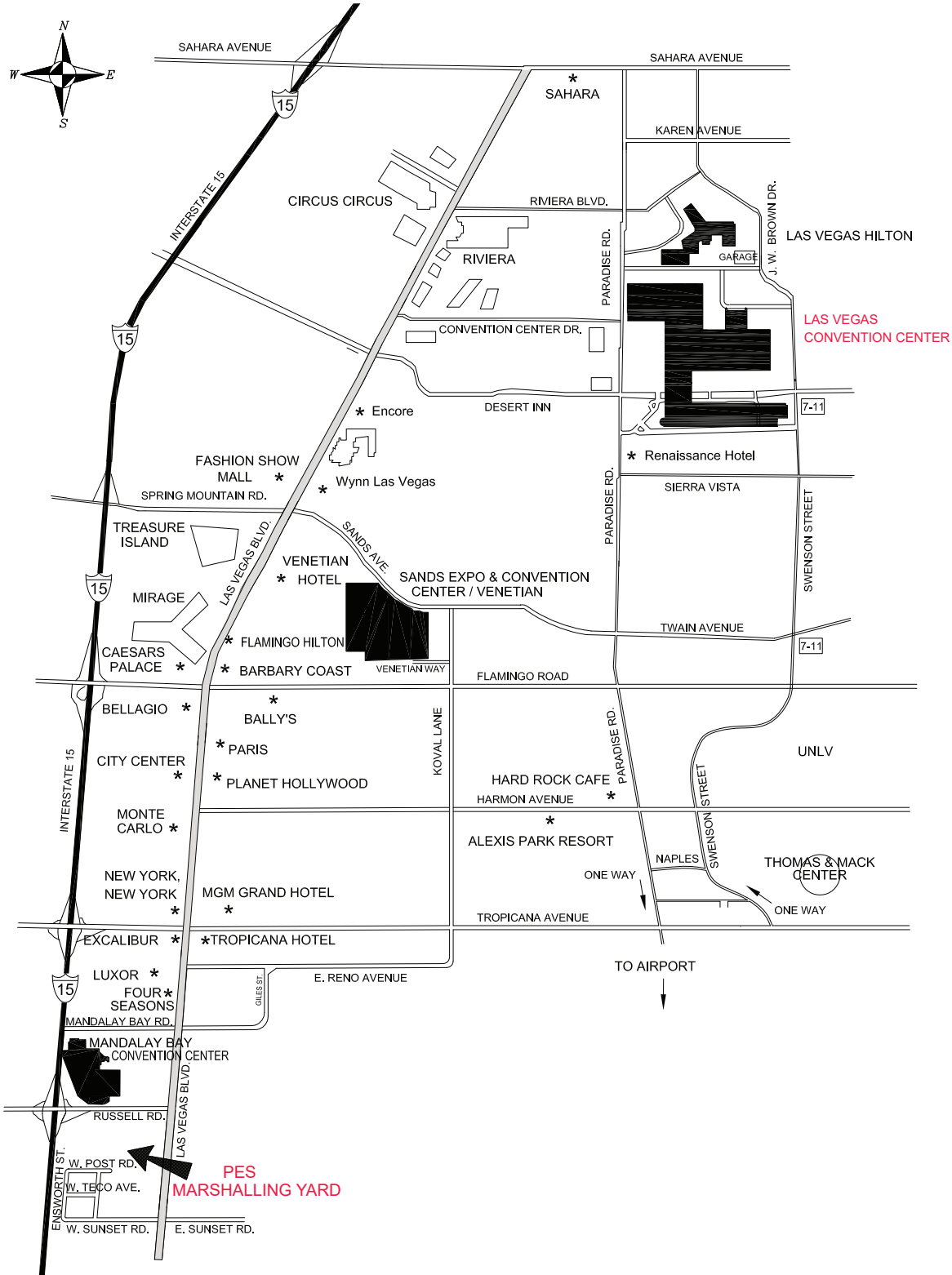
- Traveling on Reno Ave., turn Right (East) onto Tropicana Ave.
- Left (North) on Swenson St.
- As you cross Desert Inn, Swenson St. becomes Joe W. Brown St.
- Third Left onto the LVCC property.
- Traffic Control will direct you to the correct door.

### North Hall Doors 14- 24 / Hilton Door B-C

- Traveling on Reno Ave., turn Right (East) onto Tropicana Ave.
- Left (North) on Swenson St.
- As you cross Desert Inn, Swenson St. becomes Joe W. Brown St.
- Pass the Convention Center and take the 4th Left onto access road just before the Las Vegas Hilton parking garage.
- Traffic Control will direct you to the correct door.

# Marshalling Yard

## 2982 West Post Road, Las Vegas, NV 89119



DISCLAIMER: This Document is a general layout of the PES Marshalling Yard Map. This document is for information only purposes only. No warranty as to accuracy is given as to road locations, efficiency or route usability, and conditions may create changes in route availability. PES cannot attest to its accuracy and PES is not liable for use or reliance on this document. Any persons relying on this document assume all risk of use.



**Warehouse Shipments**  
**EXHIBIT MATERIAL**



**Warehouse Shipments**  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_

(Exhibitor)

To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_  
(Booth Number)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019**

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019**

**PACK EXPO Services c/o GES  
7000 Lindell Road  
Las Vegas, NV 89118**

**PACK EXPO Services c/o GES  
7000 Lindell Road  
Las Vegas, NV 89118**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to August 12, 2019  
Must Arrive by September 11, 2019**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to August 12, 2019  
Must Arrive by September 11, 2019**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_



**Direct Shipments**

**EXHIBIT MATERIAL**



**Direct Shipments**

**EXHIBIT MATERIAL**

To:

\_\_\_\_\_ (Exhibitor)

\_\_\_\_\_ (Booth Number)

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019  
Las Vegas Convention Center  
c/o PACK EXPO Services  
3150 Paradise Road  
Las Vegas, NV 89109**

Please fill out the information below:

TARGET DATE: \_\_\_\_\_  
TARGET TIME: \_\_\_\_\_

**Do NOT Deliver Prior to September 17, 2019**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_

To:

\_\_\_\_\_ (Exhibitor)

\_\_\_\_\_ (Booth Number)

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019  
Las Vegas Convention Center  
c/o PACK EXPO Services  
3150 Paradise Road  
Las Vegas, NV 89109**

Please fill out the information below:

TARGET DATE: \_\_\_\_\_  
TARGET TIME: \_\_\_\_\_

**Do NOT Deliver Prior to September 17, 2019**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_



# *RUSH HANGING OVERHEAD SIGN*

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

NORTH    CENTRAL    UPPER SOUTH    LOWER SOUTH  
\_\_\_\_\_  
(CIRCLE HALL)

PACK EXPO Services c/o GES  
700 Lindell Road  
Las Vegas, NV 89118

**Name of Convention:  
PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019**

**Do NOT Deliver Prior to August 12, 2019  
Must Arrive by September 11, 2019**

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_



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Your freight. Delivered and show-ready.



J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

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- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

**Contact us today at 312-225-3323.**



Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

**80**  
PLUS

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the tradeshow industry.

[www.jjmotor.com](http://www.jjmotor.com)

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Chicago, IL 60616  
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OUR TRADE IS YOUR SHOW

C O - L O C A T E D



September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

# Shipping Estimate Request form

Please fill out this form and we will prepare a quote!

## PICK UP INFORMATION

Requested Pickup Date and Time

Shipper Name

Shipper Address

Shipper City

State

Zip

Shipper Contact Name

Shipper Contact Telephone Number

Dock?

Yes

No

## DESTINATION INFORMATION

Requested Delivery Date and Time

Destination Name

Destination Address

Destination City

State

Zip

Destination Contact Name

Destination Contact Telephone Number

## SHIPMENT INFORMATION

Number of Pieces

Total Weight in Pounds

Dimensions (length x width x height)

Exclusive Dedicated Truckload

Target Move-in Date (if applicable)

Booth Number

Special Instructions

## CONTACT INFORMATION

Contact Name

Company Name

Telephone Number

Fax Number

Email Address

RETURN TO: J&J Motor Service

2338 South Indiana Avenue Chicago, IL 60616  
Phone 312.225.3323 | Fax 312.225.9873

csr@jjmotor.com  
www.jjmotor.com

# *What a difference AIRWAYS MAKES!!*

*The Official Carrier of.....*

CO - L O C A T E D



Healthcare<sup>+</sup>  
PACKAGING  
EXPO

LAS VEGAS

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA



FOR ALL FREIGHT SERVICES CALL:

**800-643-3525**

**AIRWAYS  
FREIGHT**  
LAND • AIR • SEA  
*Delivering Performance*

# ***BIG SERVICE for your small packages***

*The Official Small Package Carrier of.....*



FOR ALL FREIGHT SERVICES CALL:

**800-643-3525**

**AIRWAYS  
FREIGHT**

LAND • AIR • SEA

*Delivering Performance*



# Tradeshow Shipping made Easier for you

## PACK EXPO International: Healthcare Packaging EXPO 2019

September 23-25 • Las Vegas, NV

Trade shows are excellent opportunities to gain exposure within the industry. In order for the show to run smoothly your shipment needs to be easy to ship, easy to track, and it needs to arrive on time!

UPS Freight® offers everything you need in a carrier: reliability, speed, superior shipping technology, and a nationwide network of dedicated trade show experts willing to help save you time with your shipping.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price.

CO - LOCATED



September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA



## UPS Freight Services

UPS Freight offers exclusive access to the following shipping solutions:

- LTL (less-than-truckload) freight shipping
- Truckload shipping
- Expedited shipping
- Specialized carriers (flatbeds, pad-wrapped, air freight, and air-ride)



## Contact UPS Freight

Our dedicated UPS Freight Trade Show Team is available by phone or e-mail for assistance.

- 800.988.9889
- [upsfreighttradeshow@ups.com](mailto:upsfreighttradeshow@ups.com)



DB SCHENKER*fairs*

C O - L O C A T E D



September 23–25, 2019 • Las Vegas, Nevada USA

# FREIGHT FORWARDING AND CUSTOMS CLEARANCE SERVICE GUIDELINES

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Schenker, Inc.

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DB SCHENKER*fairs*

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Chicago, USA

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April 2019

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## **General Shipping Guidelines**

Schenker, Inc. is the proud partner of the PMMI and has been nominated as the 'Official Freight Forwarder and Customs House Broker' for PACK EXPO LAS VEGAS 2019 from September 23 to September 25, 2019.

In the following guidelines we outline all our services tailored to the needs of international exhibitors participating at the PACK EXPO LAS VEGAS 2019. The services include transportation services (air and/or ocean) to and from the USA, customs clearance services and the delivery to the convention center in close cooperation with the general contractors for the exhibition.

**The following instructions must be read very carefully. Failure to comply may result in delays with the Customs clearance and subsequently lead to additional charges and/or late delivery to show site.**

The manual outlines the customs policies, shipping instructions, and delivery information. Please contact our experienced staff with any questions you might have regarding our services for the PACK EXPO LAS VEGAS 2019.

### **FORWARDER's CONTACT INFORMATION**

---

SCHENKER, Inc.  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195  
Tel: (847) 954-6695  
E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)  
Ctrl and click on link to: [Schenker - Import Quote Form.pdf](#)

International shipments will require special consideration not covered in the handling and shipping section of the exhibitor manual. The Customs House Broker is available to advise the best method of transportation to the USA including recommendations of shipping lines and inland carriers, advice on required documents and procedures and provide addresses and invoice instructions. Please email your quote request to us and we will contact you

## **CUSTOMS CLEARANCE**

---

In order for Schenker to enter the goods correctly, the types of entries available are listed below:

### **Consumption Entry**

This type of entry will be done on all items that are to remain permanently in the U.S. for example: literature, brochures, giveaways and any items sold to a U.S. buyer prior to importation.

### **Temporary Import Bond**

This allows international shipments to be imported without payment of duty on a temporary basis. Shipments entered under the Temporary Import Bond Provision must be re-exported within one (1) year of import. Any items that are not re-exported within the one-year period are subject to customs penalties which are equal to double the duty plus liquidated damages.

### **A.T.A. Carnet**

An A.T.A. Carnet can be used on shipments that will be re-exported. Any brochures or giveaway promotional material must be invoiced and entered separately. U.S. Customs does not allow merchandise entered on an A.T.A. Carnet to remain in the country.

### **Trade Fair Entry**

The U.S. Department of Commerce has designated the PACK EXPO LAS VEGAS 2019 a bona fide Trade Fair under the Trade Fair Act of 1959, which permits international exhibitors to enter equipment and machinery for exhibition purposes—without duty—in the exhibit halls, if they export them at the end of the Fair. Exceptions are items consumed at the Fair, printed matter, advertising material, give-away items and all equipment that has been sold prior to the fair.

This allows international shipments to be imported without payment of duty on a temporary basis when using a trade fair bond. A significant advantage to utilizing this method of importation allows the exhibitor to make a decision during the show regarding the final disposition of goods.

**POWER OF ATTORNEY FORMS PROPERLY COMPLETED ARE A REQUIREMENT FOR FINAL IMPORTATION OF MERCHANDISE INTO THE UNITED STATES.**

**IMPORTANT NOTICE: SHIPMENTS IMPORTED UNDER TIB OR A.T.A. CARNET, MUST BE RE-EXPORTED FROM THE USA WITHOUT EXCEPTION! US CUSTOMS DOES NOT GRANT PERMANENT CUSTOMS CLEARANCE FROM A CARNET OR TIB.**

## TERMS OF DELIVERY

---

In order to assure timely delivery to exhibition site dock, marshaling yard or advance warehouse, all shipments should arrive by the following dates, including possible document transfers from third party freight forwarder and customs house broker:

- \* LCL Ocean freight Los Angeles
- \* 10 Working Days prior to Exhibitors Target Move In Date
- \* FCL Ocean freight Los Angeles / Long Beach
- \* 10 Working Days prior to Exhibitors Target Move In Date
- \* International Airfreight Los Angeles
- \* 12 Working Days prior to Exhibitors Target Move In Date

## DOCUMENTATION

---

We require a separate invoice in English for each exhibitor. An invoice format in MS Excel is available upon request. The invoice should be consigned to:

PACK EXPO LAS VEGAS 2019  
c/o Schenker Inc.

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

Notify on arrival: Schenker Inc. - Tel (847) 954-6695 - Fax (847) 954-4943

All shippers' invoices must specify, in English, the following information:

- Name, date & location of show
- Name of exhibitor, address, fax numbers & contact
- FDA bioterrorism registration number
- Mode of transport & port of entry into U.S.
- Trade or brand name of each product
- Exact description of Goods, in English
- Harmonic (Brussels) commodity code of material: see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- Size and type of packing used for each individual item
- Gross & net weight of material
- Value & dimensions of Material
- Name & address of place of manufacture
- Country of origin
- Canning establishment codes (if applicable)



## PACKING

---

To facilitate on-site handling, please ensure that:

- A. All cases or crates are **BOLTED** as opposed to nailed or screwed
- B. All cases or crates are fitted with sling irons or skids
- C. Center of gravity is marked on all cases exceeding 1,000 kilos
- D. Wherever possible the use of plywood should be avoided, since it is difficult to repair this material.
- E. Goods in transit pass through climatic changes and, therefore, should be packed taking care to use humidifying materials.
- F. Where machines are bolted to the sides, it is recommended that nuts be on the upper side of the base.

## MARKINGS

---

Each case should be marked:

**“Exhibitor Name”**

C/O PACK EXPO LAS VEGAS 2019 - **Booth Number** \_\_\_\_\_

Las Vegas Convention Center

3150 Paradise Road

Las Vegas, NV 89109

**Made in** \_\_\_\_\_

**No. 1 / up**

They should also be marked with weights and dimensions. Case numbers should be labeled with the fractional system. For example case number 1 of 4 should be marked 1/4; case number 2 of 4 should be marked 2/4, etc. All cases should be labeled by affixing proper labels such as:

**FRAGILE**

**THIS SIDE UP**

**ETC...**

## U.S. IMPORT REGULATION REVISION

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Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. Please contact your Schenker representative and for more information visit:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_exports/wpm/index.shtml](http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml)



**XX - 000**  
**YY**

## **IMPORTER SECURITY FILING (10+2)**

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Effective January 26, 2009, U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF). Schenker custom brokers can file your ISF, also known as 10+2. Please contact your local Schenker Representative or Schenker U.S. Fairs and Exhibitions department for more information.

Detailed information can be found on: <http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

## **RESTRICTED ITEMS**

---

Many commodities are subject to additional controls by U.S. governmental agencies. The following items require additional documentation, permits, or licenses before admission:

Alcohol, tobacco, foodstuff, plants, seeds, clothing, textiles, items containing leather or animal parts, transmitters, receivers, certain telecommunication equipment, television or computer monitors, toys, chemicals, medicine, drugs, medical equipment and appliances, items used in preparation / distribution of food, weapons or ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products. Please contact Schenker Inc for additional instructions if you intend to include any of the above mentioned items in your consignment.

## **PRIOR NOTIFICATION OF IMPORTED FOOD SHIPMENTS**

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FDA requires advance notice on shipments containing any imported food. Shipments without prior notification will not be allowed into the country.

If the shipping of food is absolutely unavoidable, the following steps must be taken in order for your shipment to be allowed into the country:

- Prior Notice must be electronically received and confirmed by FDA before a food shipment arrives at the first port in the United States (although no more than 5 days before the shipment arrives).
- The deadline depends on the mode of transportation used for the shipment (air or sea).

To submit prior notification, deadline information and more, please visit:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/default.htm>

## **REGISTRATION OF FOOD FACILITIES**

---

If you are considering sending any food items to the U.S.A., please make sure that the manufacturer's facility is registered with the FDA prior to shipping. This should be done by the manufacturer/importer and may be done on-line. This is a rather long and costly process and should be avoided if it is not necessary.

For further information and registration, visit:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

## **CONSIGNMENT**

---

Bills of lading and airway bills must be consigned to:

**“Exhibitor Name”**

C/O PACK EXPO LAS VEGAS 2019 - **Booth Number** \_\_\_\_\_

Las Vegas Convention Center

3150 Paradise Road

Las Vegas, NV 89109

Notify Party:

SCHENKER, Inc.

1901 N. Roselle Rd. - Suite 200

Schaumburg, IL 60195

Attn: Domestic Fairs & Exhibition Dept.

## **FAX / EMAIL ADVICE OF SHIPMENT**

---

Once the shipment has been dispatched, a fax or email should be sent to Schenker giving the following information:

- A. Bill of lading/airway bill number
- B. Vessel name and estimated time of arrival/flight number and date
- C. Number of packages
- D. Gross weight and volume

## **RETURN TRANSIT OF EXHIBITION GOODS**

---

After the close of the exhibition, Schenker Fair Department will be at your disposal to arrange for the return of your exhibition goods to the country of origin or any other foreign destination you might decide. Of course, importation into the U.S., i.e. preparing entry, payment of customs duties, etc. can also be arranged by Schenker Fair Department.

For estimates of transportation charges, please contact SCHENKER, as soon as you know where your exhibition goods are to be shipped.

## **INSURANCE**

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We strongly suggest securing insurance coverage for your goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Schenker is not responsible for goods once they are in the possession of the on-site drayage contractor on the inbound of the exhibition or until it has been loaded on to our vehicles on the outbound of the exhibition.

## **TERMS OF ACCEPTANCE**

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All ocean and airfreight MUST be sent to the USA on a PREPAID basis.

## **TERMS AND CONDITIONS**

---

All services offered are subject to Schenker, Inc.'s Terms and Conditions on its website at:  
[www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html](http://www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html)

## **FREIGHT COORDINATOR**

---

### **Overall Coordinator:**

SCHENKER, Inc. - Julie Reed  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195

Tel: (847) 954-6695

E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpolasvegas.com](http://www.packexpolasvegas.com)

C O - L O C A T E D



Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas, Nevada USA

## Directions from Marshalling Yard

### 2 Directions from the Marshalling Yard to the Las Vegas Convention Center

- Exit the Marshalling Yard
- Go Straight on Ensworth St.
- Left (East) on W. Sunset Rd.
- Left (North) on Las Vegas Blvd.
- Right (East) on Hacienda Ave./Mandalay Bay Rd.
- Continue onto Giles St.
- Slight Right (East) at E. Reno Ave.

### Central Hall Door 1 and South Hall Doors 26-52

- Reno Ave. becomes Koval after passing Tropicana.
- Right (East) on to Flamingo (3rd traffic light)
- Left (North) onto Paradise Rd.
- Cross Twain/Sands Ave.
- Right at the South Hall Access, just past the Renaissance Hotel.
- Traffic Control will direct you to the correct door.

### Central Hall Doors 3-6

- Traveling on Reno Ave., turn Right (East) onto Tropicana Ave.
- Left (North) on Swenson St.
- As you cross Desert Inn, Swenson St. becomes Joe W. Brown St.
- First Left onto the LVCC property.
- Traffic Control will direct you to the correct door.

### Central Hall Doors 9-10

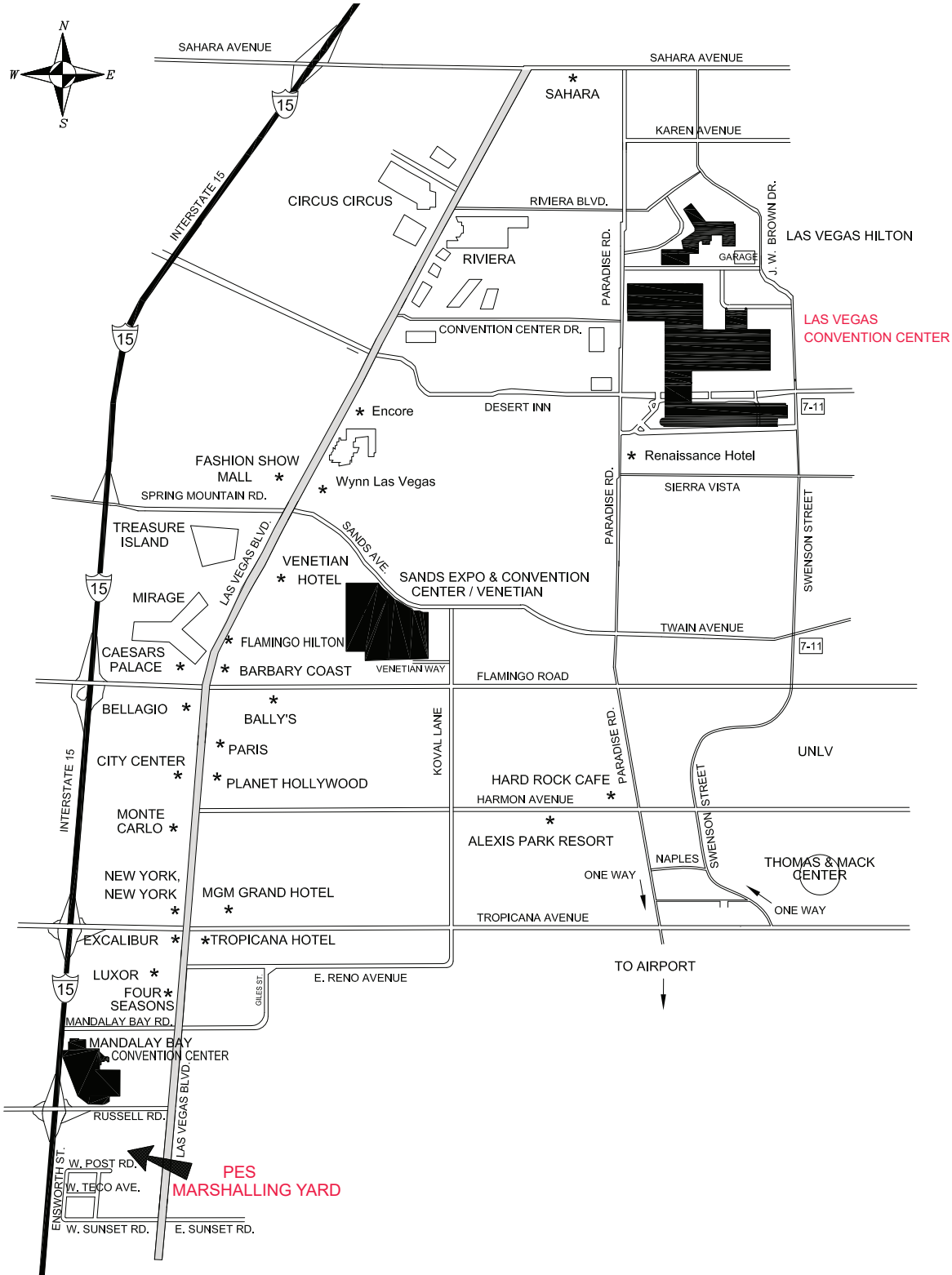
- Traveling on Reno Ave., turn Right (East) onto Tropicana Ave.
- Left (North) on Swenson St.
- As you cross Desert Inn, Swenson St. becomes Joe W. Brown St.
- Third Left onto the LVCC property.
- Traffic Control will direct you to the correct door.

### North Hall Doors 14- 24 / Hilton Door B-C

- Traveling on Reno Ave., turn Right (East) onto Tropicana Ave.
- Left (North) on Swenson St.
- As you cross Desert Inn, Swenson St. becomes Joe W. Brown St.
- Pass the Convention Center and take the 4th Left onto access road just before the Las Vegas Hilton parking garage.
- Traffic Control will direct you to the correct door.

# Marshalling Yard

## 2982 West Post Road, Las Vegas, NV 89119



**DISCLAIMER:** This Document is a general layout of the PES Marshalling Yard Map. This document is for information only purposes only. No warranty as to accuracy is given as to road locations, efficiency or route usability, and conditions may create changes in route availability. PES cannot attest to its accuracy and PES is not liable for use or reliance on this document. Any persons relying on this document assume all risk of use.



**Warehouse Shipments**  
**EXHIBIT MATERIAL**



**Warehouse Shipments**  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_

(Exhibitor)

To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_  
(Booth Number)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019**

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019**

**PACK EXPO Services c/o GES  
7000 Lindell Road  
Las Vegas, NV 89118**

**PACK EXPO Services c/o GES  
7000 Lindell Road  
Las Vegas, NV 89118**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to August 12, 2019  
Must Arrive by September 11, 2019**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to August 12, 2019  
Must Arrive by September 11, 2019**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_



**Direct Shipments**

**EXHIBIT MATERIAL**



**Direct Shipments**

**EXHIBIT MATERIAL**

To: \_\_\_\_\_

(Exhibitor)

To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_  
(Booth Number)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019  
Las Vegas Convention Center  
c/o PACK EXPO Services  
3150 Paradise Road  
Las Vegas, NV 89109**

**PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019  
Las Vegas Convention Center  
c/o PACK EXPO Services  
3150 Paradise Road  
Las Vegas, NV 89109**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to September 17, 2019**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to September 17, 2019**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_





# *RUSH HANGING OVERHEAD SIGN*

To: \_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

NORTH    CENTRAL    UPPER SOUTH    LOWER SOUTH  
\_\_\_\_\_  
(CIRCLE HALL)

PACK EXPO Services c/o GES  
700 Lindell Road  
Las Vegas, NV 89118

**Name of Convention:  
PACK EXPO Las Vegas /  
Healthcare Packaging EXPO 2019**

**Do NOT Deliver Prior to August 12, 2019  
Must Arrive by September 11, 2019**

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_



# J&J Motor Service

Your freight. Delivered and show-ready.



J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

**Contact us today at 312-225-3323.**



Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

**80**  
PLUS

Over 80 years of serving  
the tradeshow industry.

[www.jjmotor.com](http://www.jjmotor.com)

2338 South Indiana Avenue  
Chicago, IL 60616  
312-225-3323 | Phone  
312-225-9873 | Fax

J&J Motor Service is a WBE-certified business.



OUR TRADE IS YOUR SHOW

C O - L O C A T E D



September 23-25, 2019 • Las Vegas Convention Center Las Vegas, Nevada USA

# Shipping Estimate Request form

Please fill out this form and we will prepare a quote!

## PICK UP INFORMATION

Requested Pickup Date and Time

Shipper Name

Shipper Address

Shipper City

State

Zip

Shipper Contact Name

Shipper Contact Telephone Number

Dock?

Yes

No

## DESTINATION INFORMATION

Requested Delivery Date and Time

Destination Name

Destination Address

Destination City

State

Zip

Destination Contact Name

Destination Contact Telephone Number

## SHIPMENT INFORMATION

Number of Pieces

Total Weight in Pounds

Dimensions (length x width x height)

Exclusive Dedicated Truckload

Target Move-in Date (if applicable)

Booth Number

Special Instructions

## CONTACT INFORMATION

Contact Name

Company Name

Telephone Number

Fax Number

Email Address

RETURN TO: J&J Motor Service

2338 South Indiana Avenue Chicago, IL 60616  
Phone 312.225.3323 | Fax 312.225.9873

csr@jjmotor.com  
www.jjmotor.com

# *What a difference AIRWAYS MAKES!!*

*The Official Carrier of.....*

CO - L O C A T E D



Healthcare<sup>+</sup>  
PACKAGING  
EXPO

LAS VEGAS

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA



FOR ALL FREIGHT SERVICES CALL:

**800-643-3525**

**AIRWAYS  
FREIGHT**  
LAND • AIR • SEA  
*Delivering Performance*

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FREIGHT**

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# Tradeshow Shipping made Easier for you

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September 23-25 • Las Vegas, NV

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UPS Freight® offers everything you need in a carrier: reliability, speed, superior shipping technology, and a nationwide network of dedicated trade show experts willing to help save you time with your shipping.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price.

C O - L O C A T E D



Healthcare+  
PACKAGING  
EXPO

September 23-25, 2019 • Las Vegas Convention Center  
Las Vegas, Nevada USA



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- 800.988.9889
- [upsfreighttradeshow@ups.com](mailto:upsfreighttradeshow@ups.com)



DB SCHENKER*fairs*

C O - L O C A T E D



September 23–25, 2019 • Las Vegas, Nevada USA

# FREIGHT FORWARDING AND CUSTOMS CLEARANCE SERVICE GUIDELINES

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Schenker, Inc.

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DB SCHENKER*fairs*

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Chicago, USA

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April 2019

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SCHENKER, Inc.  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195  
Tel: (847) 954-6695  
E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)  
Ctrl and click on link to: [Schenker - Import Quote Form.pdf](#)

International shipments will require special consideration not covered in the handling and shipping section of the exhibitor manual. The Customs House Broker is available to advise the best method of transportation to the USA including recommendations of shipping lines and inland carriers, advice on required documents and procedures and provide addresses and invoice instructions. Please email your quote request to us and we will contact you



## **CUSTOMS CLEARANCE**

---

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### **Trade Fair Entry**

The U.S. Department of Commerce has designated the PACK EXPO LAS VEGAS 2019 a bona fide Trade Fair under the Trade Fair Act of 1959, which permits international exhibitors to enter equipment and machinery for exhibition purposes—without duty—in the exhibit halls, if they export them at the end of the Fair. Exceptions are items consumed at the Fair, printed matter, advertising material, give-away items and all equipment that has been sold prior to the fair.

This allows international shipments to be imported without payment of duty on a temporary basis when using a trade fair bond. A significant advantage to utilizing this method of importation allows the exhibitor to make a decision during the show regarding the final disposition of goods.

**POWER OF ATTORNEY FORMS PROPERLY COMPLETED ARE A REQUIREMENT FOR FINAL IMPORTATION OF MERCHANDISE INTO THE UNITED STATES.**

**IMPORTANT NOTICE: SHIPMENTS IMPORTED UNDER TIB OR A.T.A. CARNET, MUST BE RE-EXPORTED FROM THE USA WITHOUT EXCEPTION! US CUSTOMS DOES NOT GRANT PERMANENT CUSTOMS CLEARANCE FROM A CARNET OR TIB.**

## TERMS OF DELIVERY

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In order to assure timely delivery to exhibition site dock, marshaling yard or advance warehouse, all shipments should arrive by the following dates, including possible document transfers from third party freight forwarder and customs house broker:

- \* LCL Ocean freight Los Angeles
- \* 10 Working Days prior to Exhibitors Target Move In Date
- \* FCL Ocean freight Los Angeles / Long Beach
- \* 10 Working Days prior to Exhibitors Target Move In Date
- \* International Airfreight Los Angeles
- \* 12 Working Days prior to Exhibitors Target Move In Date

## DOCUMENTATION

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We require a separate invoice in English for each exhibitor. An invoice format in MS Excel is available upon request. The invoice should be consigned to:

PACK EXPO LAS VEGAS 2019  
c/o Schenker Inc.

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

Notify on arrival: Schenker Inc. - Tel (847) 954-6695 - Fax (847) 954-4943

All shippers' invoices must specify, in English, the following information:

- Name, date & location of show
- Name of exhibitor, address, fax numbers & contact
- FDA bioterrorism registration number
- Mode of transport & port of entry into U.S.
- Trade or brand name of each product
- Exact description of Goods, in English
- Harmonic (Brussels) commodity code of material: see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- Size and type of packing used for each individual item
- Gross & net weight of material
- Value & dimensions of Material
- Name & address of place of manufacture
- Country of origin
- Canning establishment codes (if applicable)

## PACKING

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To facilitate on-site handling, please ensure that:

- A. All cases or crates are **BOLTED** as opposed to nailed or screwed
- B. All cases or crates are fitted with sling irons or skids
- C. Center of gravity is marked on all cases exceeding 1,000 kilos
- D. Wherever possible the use of plywood should be avoided, since it is difficult to repair this material.
- E. Goods in transit pass through climatic changes and, therefore, should be packed taking care to use humidifying materials.
- F. Where machines are bolted to the sides, it is recommended that nuts be on the upper side of the base.

## MARKINGS

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Each case should be marked:

**“Exhibitor Name”**

C/O PACK EXPO LAS VEGAS 2019 - **Booth Number** \_\_\_\_\_

Las Vegas Convention Center

3150 Paradise Road

Las Vegas, NV 89109

**Made in** \_\_\_\_\_

**No. 1 / up**

They should also be marked with weights and dimensions. Case numbers should be labeled with the fractional system. For example case number 1 of 4 should be marked 1/4; case number 2 of 4 should be marked 2/4, etc. All cases should be labeled by affixing proper labels such as:

**FRAGILE**

**THIS SIDE UP**

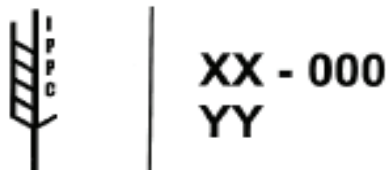
**ETC...**

## U.S. IMPORT REGULATION REVISION

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Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. Please contact your Schenker representative and for more information visit:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_exports/wpm/index.shtml](http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml)



## **IMPORTER SECURITY FILING (10+2)**

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Effective January 26, 2009, U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF). Schenker custom brokers can file your ISF, also known as 10+2. Please contact your local Schenker Representative or Schenker U.S. Fairs and Exhibitions department for more information.

Detailed information can be found on: <http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

## **RESTRICTED ITEMS**

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Many commodities are subject to additional controls by U.S. governmental agencies. The following items require additional documentation, permits, or licenses before admission:

Alcohol, tobacco, foodstuff, plants, seeds, clothing, textiles, items containing leather or animal parts, transmitters, receivers, certain telecommunication equipment, television or computer monitors, toys, chemicals, medicine, drugs, medical equipment and appliances, items used in preparation / distribution of food, weapons or ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products. Please contact Schenker Inc for additional instructions if you intend to include any of the above mentioned items in your consignment.

## **PRIOR NOTIFICATION OF IMPORTED FOOD SHIPMENTS**

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FDA requires advance notice on shipments containing any imported food. Shipments without prior notification will not be allowed into the country.

If the shipping of food is absolutely unavoidable, the following steps must be taken in order for your shipment to be allowed into the country:

- Prior Notice must be electronically received and confirmed by FDA before a food shipment arrives at the first port in the United States (although no more than 5 days before the shipment arrives).
- The deadline depends on the mode of transportation used for the shipment (air or sea).

To submit prior notification, deadline information and more, please visit:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/default.htm>

## **REGISTRATION OF FOOD FACILITIES**

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If you are considering sending any food items to the U.S.A., please make sure that the manufacturer's facility is registered with the FDA prior to shipping. This should be done by the manufacturer/importer and may be done on-line. This is a rather long and costly process and should be avoided if it is not necessary.

For further information and registration, visit:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

## **CONSIGNMENT**

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Bills of lading and airway bills must be consigned to:

**“Exhibitor Name”**

C/O PACK EXPO LAS VEGAS 2019 - **Booth Number** \_\_\_\_\_

Las Vegas Convention Center

3150 Paradise Road

Las Vegas, NV 89109

Notify Party:

SCHENKER, Inc.

1901 N. Roselle Rd. - Suite 200

Schaumburg, IL 60195

Attn: Domestic Fairs & Exhibition Dept.

## **FAX / EMAIL ADVICE OF SHIPMENT**

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Once the shipment has been dispatched, a fax or email should be sent to Schenker giving the following information:

- A. Bill of lading/airway bill number
- B. Vessel name and estimated time of arrival/flight number and date
- C. Number of packages
- D. Gross weight and volume

## **RETURN TRANSIT OF EXHIBITION GOODS**

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After the close of the exhibition, Schenker Fair Department will be at your disposal to arrange for the return of your exhibition goods to the country of origin or any other foreign destination you might decide. Of course, importation into the U.S., i.e. preparing entry, payment of customs duties, etc. can also be arranged by Schenker Fair Department.

For estimates of transportation charges, please contact SCHENKER, as soon as you know where your exhibition goods are to be shipped.

## **INSURANCE**

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We strongly suggest securing insurance coverage for your goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Schenker is not responsible for goods once they are in the possession of the on-site drayage contractor on the inbound of the exhibition or until it has been loaded on to our vehicles on the outbound of the exhibition.

## **TERMS OF ACCEPTANCE**

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All ocean and airfreight MUST be sent to the USA on a PREPAID basis.

## **TERMS AND CONDITIONS**

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All services offered are subject to Schenker, Inc.'s Terms and Conditions on its website at:  
[www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html](http://www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html)

## **FREIGHT COORDINATOR**

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### **Overall Coordinator:**

SCHENKER, Inc. - Julie Reed  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195

Tel: (847) 954-6695

E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)