



Table of Contents

Exhibitor Welcome Letter	1
VIVA Quick Facts	2
VIVA Pre-Course Quick Facts	4
VIVA Premier Suites Quick Facts	6
The Veins at VIVA Quick Facts	8
Online Ordering Instructions	10
Order Summary	11
Green Enough	12
Exhibitor Data	13
Payment Options and Policy	14
Credit Card Authorization	15
Terms and Conditions	16
Third Party Authorization	17
EAC Requirements and Forms	18
Free Tables and Chairs Form	22
Carpet	23
Cleaning Service	25
Furniture and Accessories	26
Custom Furniture	30
Rental Exhibits	41
Portable Solutions	44
Graphics/Signs	47
Material Handling Information	50
Material Handling Rates	53
Accessible Storage	54
Shipping Information	55
Shipping Addresses	57
Shipping Data Form	58
Advance Warehouse Shipping Labels	59
Show Common Carrier: YRC Freight	64
Union Rules	66
Fire Safety	67
Booth Labor	68
Lift Equipment and Labor	71
Electrical Service (Edlen)	72
Plumbing Service (Edlen)	81
Telephone Service (Wynn)	85
Internet Service (Wynn/Encore)	87
Audio Visual (Wynn/Encore)	94
Premier Suites Audio Visual Letter	96
Floral (Wynn)	97
Wynn Preferred Providers	98
Lead Retrieval Order Form (ExpoBadge)	100

Dear Exhibitor:

The Expo Group understands **VIVA, VEINS, PREMIER SUITES and PRE-COURSE** are a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **October 4, 2018** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at <https://www.theexpogroup.com/orderservices>. Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Account Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Rosann Braun
Customer Account Manager
Direct: 702-660-9273
rbraun@theexpogroup.com

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1109
Log on to **cyberservices™** at **www.theexpogroup.com**

VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Discount Deadline:
October 4, 2018

Exhibit Hall Colors

Back drape color: Black
Side drape color: Black
Aisle carpet color: Exhibit Hall is carpeted (multi-color).

Booth Package

Each 10' x 10' booth space may receive the following package:

- 8' High back drape (Black)
- (1) 6' Draped table (Black)
- (1) Wastebasket
- 3' High side drape (Black)
- (2) Side chairs
- (1) Booth ID sign

NOTE: Free Table and Chairs form must be returned by 10/4/2018.

Exhibit Hall Hours

Exhibitor Move-In

Sunday	November 4, 2018	1:00 pm - 5:30 pm
Monday	November 5, 2018	7:00 am - 1:00 pm

Show Hours

Tuesday	November 6, 2018	7:30 am - 5:15 pm
Wednesday	November 7, 2018	7:30 am - 5:15 pm
Thursday	November 8, 2018	7:30 am - 1:15 pm

Exhibitor Move-Out

Thursday	November 8, 2018	1:30 pm - 8:00 pm
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Dismantle

All Booths must be dismantled by Thursday, November 8, 2018 by 8:00 pm.

All carriers other than the official show carriers must check in at the freight desk by 6:00 pm on Thursday, November 8, 2018, otherwise exhibitor shipments will be subject to rerouting.

Important Dates

Expedite Fees

Portable Solutions, Booth Rentals, and Graphics

50% Expedite Fee if ordered after October 14, 2018.
100% Expedite Fee if ordered after October 21, 2018.

Cancellation Dates

Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics

A 50% penalty is charged for cancellations after October 4, 2018, and prior to October 21, 2018.

All Remaining Services

Received on or after October 28, 2018, are subject to a charge of 50% or 100% of the order total depending on the service.

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Discount Deadline:
October 4, 2018

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118

- Advance Shipments will be accepted between Tuesday, September 25, 2018, through Friday, October 26, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.
- **Shipping labels are included in this Exhibitor Service Manual. Please use the white labels to ship your materials for the VIVA conference.**

Direct Shipments to Wynn Las Vegas

NOT AVAILABLE FOR THIS EVENT.

Due to time constraints, exhibit floor must be set by 1:00 pm on Monday, November 5, 2018.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC Freight

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 Phone: (972) 580-9000 Fax: (972) 465-1109
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VIVA Pre-Course
 November 5-8, 2018
 Wynn Las Vegas
 Las Vegas, NV

Discount Deadline:
October 4, 2018

Exhibit Hall Colors	Aisle carpet color: Exhibit Hall is carpeted (multi-color).		
Booth Package	Each booth space will receive the following package: (1) 6' Table (provided by hotel)		
Exhibit Hall Hours	Exhibitor Move-In		
	Sunday	November 4, 2018	5:30 pm - 7:30 pm
	Show Hours		
	Monday	November 5, 2018	7:15 am - 3:15 pm
	Exhibitor Move-Out		
	Monday	November 5, 2018	3:15 pm - 5:30 pm
Dismantle	All Booths must be dismantled by Monday, November 5, 2018 by 5:30 pm.		
Important Dates	Expedite Fees		
	<i>Portable Solutions, Booth Rentals, and Graphics</i>		
	50% Expedite Fee if ordered after October 14, 2018.		
	100% Expedite Fee if ordered after October 21, 2018.		
	Cancellation Dates		
	<i>Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics</i>		
	A 50% penalty is charged for cancellations after October 4, 2018, and prior to October 21, 2018.		
	<i>All Remaining Services</i>		
	Received on or after October 28, 2018, are subject to a charge of 50% or 100% of the order total depending on the service.		

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VIVA Pre-Course
 November 5-8, 2018
 Wynn Las Vegas
 Las Vegas, NV

Discount Deadline:
October 4, 2018

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
 YRC Freight
 5049 W. Post Road
 Las Vegas, NV 89118

- Advance Shipments will be accepted between Tuesday, September 25, 2018, through Friday, October 26, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.
- **Shipping labels are included in this Exhibitor Service Manual. Please use the green labels to ship your materials for the VIVA Pre-Course.**

Direct Shipments to Wynn Las Vegas

NOT AVAILABLE FOR THIS EVENT.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC Freight

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Premier Suites
 November 5-8, 2018
 Wynn Las Vegas
 Las Vegas, NV

Discount Deadline:
October 4, 2018

Exhibit Hall Hours	Exhibitor Move-In			
	Saturday	November 3, 2018	1:00 pm - 8:00 pm	(Entrance signage must be complete.)
	Sunday	November 4, 2018	8:00 am - 6:00 pm	(Interior only.)
	Monday	November 5, 2018	8:00 am - 5:00 pm	(Interior only.)
	Show Hours			
	Monday	November 5, 2018	6:00 pm - 9:00 pm	(Open house for small or internal meetings only.)
	Tuesday	November 6, 2018	6:00 am - 9:00 pm	
	Wednesday	November 7, 2018	6:00 am - 6:00 pm	(VIVA Reception)
	Thursday	November 8, 2018	6:00 am - 4:30 pm	
	Exhibitor Move-Out			
	Thursday	November 8, 2018	4:30 pm - 10:30 pm	(Suite dismantle including signage.)
Dismantle	All Booths must be dismantled by Thursday, November 8, 2018 by 10:30 pm.			
	All carriers other than the official show carriers must check in at the freight desk by 7:00 pm on Thursday, November 8, 2018, otherwise exhibitor shipments will be subject to rerouting.			
Important Dates	Expedite Fees			
	<i>Portable Solutions, Booth Rentals, and Graphics</i>			
	50% Expedite Fee if ordered after October 14, 2018.			
	100% Expedite Fee if ordered after October 21, 2018.			
	Cancellation Dates			
	<i>Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics</i>			
	A 50% penalty is charged for cancellations after October 4, 2018, and prior to October 21, 2018.			
	<i>All Remaining Services</i>			
	Received on or after October 28, 2018, are subject to a charge of 50% or 100% of the order total depending on the service.			

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Premier Suites
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Discount Deadline:
October 4, 2018

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118

- Advance Shipments will be accepted between Tuesday, September 25, 2018, through Friday, October 26, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.
- **Shipping labels are included in this Exhibitor Service Manual. Please use the yellow labels to ship your materials for your Premier Suite.**

Direct Shipments to Wynn Las Vegas

NOT AVAILABLE FOR THIS EVENT.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC Freight

Exhibit Hall Colors	Aisle carpet color: Exhibit Hall is carpeted (multi-color).		
Booth Package	Each booth space will receive the following package: (1) 6' Table (provided by hotel)		
Exhibit Hall Hours	Exhibitor Move-In		
	Saturday	November 3, 2018	1:00 pm - 5:00 pm
	Show Hours		
	Sunday	November 4, 2018	7:15 am - 5:30 pm
	Monday	November 5, 2018	7:15 am - 3:15 pm
Exhibit Hall Hours	Exhibitor Move-Out		
	Monday	November 5, 2018	3:15 pm - 5:30 pm
Dismantle	All Booths must be dismantled by Monday, November 5, 2018 by 5:30 pm.		
Important Dates	Expedite Fees		
	<i>Portable Solutions, Booth Rentals, and Graphics</i>		
	50% Expedite Fee if ordered after October 14, 2018.		
	100% Expedite Fee if ordered after October 21, 2018.		
	Cancellation Dates		
Important Dates	<i>Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics</i>		
	A 50% penalty is charged for cancellations after October 4, 2018, and prior to October 21, 2018.		
	<i>All Remaining Services</i>		
Important Dates	Received on or after October 28, 2018, are subject to a charge of 50% or 100% of the order total depending on the service.		

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The VEINS at VIVA
 November 5-8, 2018
 Wynn Las Vegas
 Las Vegas, NV

Discount Deadline:
October 4, 2018

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
 YRC Freight
 5049 W. Post Road
 Las Vegas, NV 89118

- Advance Shipments will be accepted between Tuesday, September 25, 2018, through Friday, October 26, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.
- **Shipping labels are included in this Exhibitor Service Manual. Please use the pink labels to ship your materials for The Veins at VIVA conference.**

Direct Shipments to Wynn Las Vegas

NOT AVAILABLE FOR THIS EVENT.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC Freight

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.


1. If you are the main contact provided to The Expo Group by your show management team, check your email, including your junk folder, for a direct link to <https://www.theexpogroup.com/orderservices>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.


Enter your email address and password here:


Copying and pasting the password is suggested to eliminate errors.


-or-

2. Go to our website at <https://www.theexpogroup.com/orderservices>


Click on  If you are not the main contact provided for the exhibiting booth,

please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

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Order services early and SAVE!

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

The Expo Group Order Forms

FORM NAME	ORDER TOTAL
<input type="checkbox"/> Exhibitor Data	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Credit Card Authorization	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Terms and Conditions	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Third Party Authorization	\$ _____
<input type="checkbox"/> EAC Requirements	\$ _____
<input type="checkbox"/> Carpet - Custom	\$ _____
<input type="checkbox"/> Carpet - Standard and Special Cut	\$ _____
<input type="checkbox"/> Cleaning Service	\$ _____
<input type="checkbox"/> Furniture and Accessories	\$ _____
<input type="checkbox"/> Custom Furniture	\$ _____
<input type="checkbox"/> Perspective™ Rental Exhibits	\$ _____
<input type="checkbox"/> Modular Rental Exhibits	\$ _____
<input type="checkbox"/> Modular Rental Accessories	\$ _____
<input type="checkbox"/> Portable Solutions	\$ _____
<input type="checkbox"/> Signs	\$ _____
<input type="checkbox"/> Material Handling	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/> The Expo Group Supervised Labor	\$ _____
<input type="checkbox"/> Lift Equipment and Labor	\$ _____
<input type="checkbox"/> Suspended Sign Labor	\$ _____
Total Amount Due:	\$ _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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VIVA 18
November 5-8, 2018
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Las Vegas, NV

It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

- | | |
|----------------------------|---|
| Your Booth | <ul style="list-style-type: none"> • Order booth services online to reduce paperwork. • Rent carpet directly from us to be sure it contains recycled content and is recyclable. • Ask about graphics and signs that can be made from materials containing recycled content and are recyclable. • Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled. |
| In Your Booth | <ul style="list-style-type: none"> • Be sure any printed materials given away in your booth are on recycled paper. • Reduce the amount of booth literature by providing access to digital files. • Consider printing locally what needs to be printed rather than shipping in paper. • Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash. |
| Shipping Your Booth | <ul style="list-style-type: none"> • Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind. • Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions. |

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**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: _____
 Email Address: _____
 I consent to allow The Expo Group and parties involved in the production of this show to email communications to the email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)
 Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____

On-Site

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____
 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.

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 The Expo Group's Credit Card Authorization form along with your orders when you are mailing in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. 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 The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group 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 The Expo Group for all amounts due in USD funds prior to show closing.

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 Expo Group Service Desk for your review at show site.

- **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.

- **Credits for Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group 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 - 2-days notice is required for cancellation of all labor services. If such notice is not provided, a one (1) 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 1-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 after installation on show site will be charged 100% of the original price.

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

**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 The Expo Group before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at The Expo Group Service 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.
- The Expo Group 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 The Expo Group 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**

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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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

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 THE EXPO GROUP, 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 TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, Inc., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

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

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG 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 the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded.

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

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR 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 EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG'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. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. **Accessible Storage:** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. **Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. **Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. **Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. **Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. **Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. **Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG 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. TEG 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 TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

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

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** TEG is 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 discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

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

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

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: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

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 The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group 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 The Expo Group within 30 days of the close of the show.**

Services to be Invoiced to Third Party

☐ All The Expo Group Services ☐ Furniture/Carpet ☐ Forklift Labor ☐ Booth Labor
☐ Suspended 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 The Expo Group prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN

X _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

**EAC
Requirements**
**Discount Deadline:
October 4, 2018**

Exhibiting Company:	_____			Booth Number:	_____
EAC Information:	_____				
Company Name:	_____				
Billing Address:	_____				
City:	_____	State:	_____	Zip:	_____
Contact Name:	_____	Email Address:	_____		
Telephone Number:	_____	Fax Number:	_____		

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor:	_____	Date:	_____
Service to be Performed:	_____		
Exhibiting Company Name:	_____	Booth Number:	_____
Street Address:	_____		
City:	_____	State:	_____
Contact Name:	_____	Email Address:	_____
Telephone Number:	_____	Fax Number:	_____

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:	_____

Exhibitor Appointed Contractor (EAC) Access to the Show Floor. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

Certificate of Insurance. Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)

The insurance form must list as the Certificate Holder:
The Expo Group, Inc.
5931 West Campus Circle Drive
Irving, TX 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability. Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000
Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Workers' Compensation Insurance. Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000
Disease - Each Employee \$1,000,000
Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Automobile Liability. Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____
By (print name): _____
Signature: _____

Booth Number: _____
Date: _____

CERTIFICATE OF LIABILITY INSURANCE		SAMPLE	DATE (MM/DD/YYYY) 00/00/0000
PRODUCER (000) 000-0000 FAX		THIS CERTIFICATE IS ISSUED AS A MOTTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
AGENTS NAME AGENTS ADDRESS		INSURERS AFFORDING COVERAGE NAIC #	
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS		INSURER A:	
		INSURER B:	
		INSURER C:	
EAC FOR:		INSURER D:	
		INSURER E:	

COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREM-ISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDLUED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COPMENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	\$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER	CANCELLATION
The Expo Group 5931 West Campus Circle Drive Irving, TX 75063	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESNTATIVE
	20

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Discount Deadline:
October 4, 2018

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 7a and 7b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if TEG provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 7a and 7b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services:

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

Products:

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

****Note Other Products/Services Here:**

Please Type or Print

Exhibitor Information:

Exhibiting Company: _____	Booth Number: _____
Exhibitor Contact: _____	Title: _____
Exhibitor Email: _____	Exhibitor Phone: _____
Exhibitor Signature: _____	Date: _____

EAC Information:

EAC Company Name: _____	City/State/Zip: _____
Address: _____	Fax Number: _____
EAC Company Phone: _____	Contact Cell: _____
EAC Contact Name: _____	
EAC Contact Email: _____	
Product/Service Description: _____	

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**

ATTENTION EXHIBITORS:

You must return this form by October 4, 2018 to have the complimentary tables and chairs delivered to your booth!

(1) 6' skirted table (Black) and (2) side chairs per 10 x 10 are provided to you by show management. Please indicate the number of tables and chairs you require up to the allotted amount. Additional tables may be ordered on the Furniture and Accessories page.

6' Tables

 Quantity (1 per 10 x 10 space)

Chairs

 Quantity (2 per 10 x 10 space)

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

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VIVA 18
November 5-8, 2018
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Las Vegas, NV

Discount Deadline:
October 4, 2018

If less than 30 days out, please contact The Expo Group for availability.

The exhibit hall is carpeted. However, you may choose to order carpet to enhance the appearance of your booth. Prices are for rental only.

If you plan on bringing your own carpet, please note how you will be shipping it below.

☐ **Will bring our own carpet** ☐ **Shipping to Warehouse**

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

Custom Carpet Premium 26oz. Plush	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.				
	Booth Dimensions _____ x _____		Total Sq. Ft.	Advance Price	Standard Price
					Total
	Custom Carpet - Rental		X \$3.96 per sq ft	\$5.36 per sq ft	=
Check color. <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White					

Cancellation Policy: Cancellation of Custom Carpet received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed 100%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Taxes and Fees Multiplied by 8.25% _____
	TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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The exhibit hall is carpeted. However, you may choose to order carpet to enhance the appearance of your booth. Prices are for rental only.

If you plan on bringing your own carpet, please note how you will be shipping it below.

☐ **Will bring our own carpet** ☐ **Shipping to Warehouse**

All carpets ordered are installed clean for your use.

You may order additional cleaning services for debris created during set-up and show hours.

See the Booth Cleaning Order Form.

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

Standard Cut Carpet			Advance Price	Standard Price	Total
10' x 10'		X	\$179.00	\$ 224.50 =	
10' x 20'		X	\$358.00	\$ 449.50 =	
10' x 30'		X	\$537.00	\$ 674.00 =	
10' x 40'		X	\$716.00	\$ 898.50 =	
10' x 50'		X	\$895.00	\$1,123.50 =	
Check color. <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> *Blue Jay <input type="checkbox"/> *Pepper					
*Green Options - made from recycled products					

Special Cut Carpet	You may order standard rental carpet cut and configured to your exact booth dimensions. Price includes labor to lay and tape carpet on-site. Please indicate color choice above.			
Booth Dimensions _____ x _____				
	Total Sq. Ft.	Advance Price	Standard Price	Total
Special Cut Carpet	_____ X	\$2.95 per sq ft	\$4.21 per sq ft =	_____

Visqueen and Padding			Total Sq. Ft.	Advance Price	Standard Price	Total
3/8" Foam Padding - Rental		X		\$1.68 per sq ft	\$2.18 per sq ft =	
Visqueen Plastic Covering		X		\$1.14 per sq ft	\$1.48 per sq ft =	
*Visqueen is included with Custom Carpet.						

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Taxes and Fees Multiplied by 8.25% _____
	TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Discount Deadline:
October 4, 2018

Carpet Cleaning	Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose 'Porter Service.' Exhibit and furnishing wipe down not included.				
	A. One-Time Only Cleaning (First day only - 100 square feet minimum)				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	One Time Vacuuming of Booth	_____ X	\$0.57 per sq ft	\$0.67 per sq ft =	_____
	B. Daily Cleaning (Every show day - 100 square feet minimum)				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Daily Vacuuming (Four Days)	_____ X	\$2.28 per sq ft	\$2.68 per sq ft =	_____

Porter Service	Porter service (empty wastebaskets, police floor area at 2-hour intervals during show hours). Vacuuming not included.				
	Indicate Days: <input type="checkbox"/> Mon., 11/5 <input type="checkbox"/> Tues., 11/6 <input type="checkbox"/> Wed., 11/7 <input type="checkbox"/> Thurs., 11/8				
		# of Days	Advance Price	Standard Price	Total
	0-1000 sq. ft.	_____ X	\$137.03	\$137.03 =	_____
	1001-1500 sq. ft.	_____ X	\$158.03	\$158.03 =	_____
	1501-2000 sq. ft.	_____ X	\$179.03	\$179.03 =	_____
	2001-2500 sq. ft.	_____ X	\$200.03	\$200.03 =	_____
	2501-3000 sq. ft.	_____ X	\$221.03	\$221.03 =	_____
	3001-3500 sq. ft.	_____ X	\$242.03	\$242.03 =	_____
	3501-4000 sq. ft.,	_____ X	\$263.03	\$263.03 =	_____
4000+ sq. ft.	_____ X	\$284.03	\$284.03 =	_____	

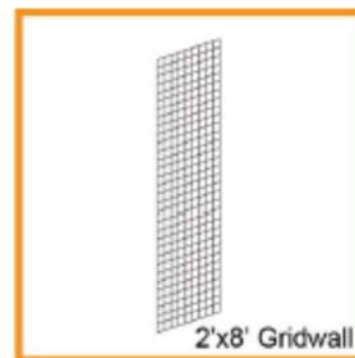
Excessive Trash will be subject to an additional fee for dismantling and disposal.

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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.		Carpet Cleaning Subtotal	_____
		Porter Service Subtotal	_____
		TOTAL	_____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____



Furniture		Quantity	Advance Price	Standard Price	Total
Side Chair		X	\$ 79.00	\$112.86	=
Barstool		X	\$139.00	\$198.57	=
36" Round, 30" High Pedestal Table		X	\$227.00	\$295.00	=
36" Round, 40" High Pedestal Table		X	\$251.00	\$326.00	=

Tables	Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice.									
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White	
			Quantity		Advance Price		Standard Price		Total	
4' Long x 2' x 30" (incl. 4th side drape)			X		\$141.00		\$195.29		=	
6' Long x 2' x 30"			X		\$171.00		\$238.14		=	
8' Long x 2' x 30"			X		\$201.00		\$281.00		=	
4' Long x 2' x 40" (incl. 4th side drape)			X		\$164.00		\$226.50		=	
6' Long x 2' x 40"			X		\$194.00		\$269.36		=	
8' Long x 2' x 40"			X		\$224.00		\$312.21		=	
4th Side Draping for 6' & 8' Items 30"			X		\$ 47.00		\$ 61.00		=	
4th Side Draping for 6' & 8' Items 40"			X		\$ 59.00		\$ 76.50		=	
4' Draped Riser (white only)			X		\$ 67.50		\$ 87.50		=	
6' Draped Riser (white only)			X		\$ 67.50		\$ 87.50		=	

Special Drapery	ORDER WITH SHOW MANAGEMENT PERMISSION ONLY. Please circle the color of your choice.									
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White	
			Quantity		Advance Price		Standard Price		Total	
8' high drape (4' minimum)			X		\$ 18.00		\$ 23.50		=	
3' high drape			X		\$ 14.50		\$ 19.00		=	
End Cap			X		\$ 54.00		\$ 70.50		=	

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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 _____
	Taxes and Fees Multiplied by 8.25% _____
	TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

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VIVA 18
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Las Vegas, NV

Furniture and Accessories

Discount Deadline:
October 4, 2018

Accessories	Quantity	Advance Price	Standard Price	Total
Chrome Bag Stand	X	\$114.00	\$148.50	=
22' x 28" Chrome Sign Stand	X	\$107.00	\$139.00	=
4' x 8' Tackboard ____ Hor ____ Vert	X	\$197.00	\$256.00	=
4' x 8' Peg Board	X	\$197.00	\$256.00	=
2' x 8' Grid Wall	X	\$104.50	\$136.00	=
Grid Wall Feet (Set of 2)	X	\$ 25.00	\$ 25.00	=
Garment Rack	X	\$119.00	\$154.50	=
Literature Stand	X	\$117.50	\$153.00	=
Raffle Drum	X	\$111.50	\$145.00	=
Stanchion (incl. 7' retractable cord)	X	\$ 87.50	\$114.00	=
Tripod Easel	X	\$ 44.50	\$ 58.00	=
8' Upright Pole and Base	X	\$ 31.50	\$ 40.50	=
6'-10' Cross Bar	X	\$ 31.50	\$ 40.50	=
Wastebasket	X	\$ 23.00	\$ 29.50	=

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ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal

Taxes and Fees Multiplied by 8.25%

TOTAL

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

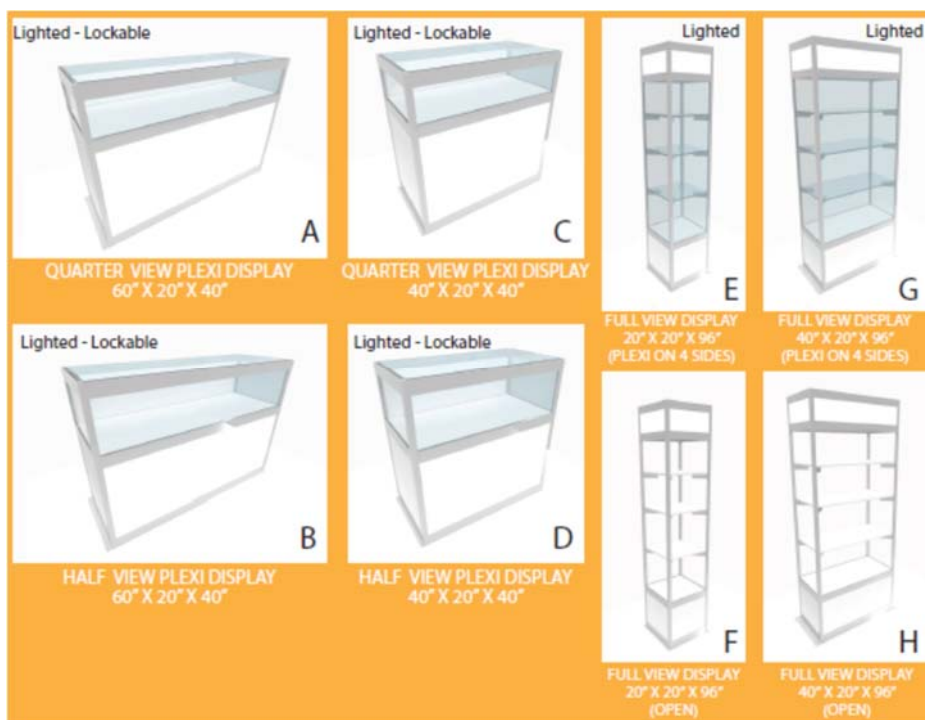
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Furniture and Accessories

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Custom Plexi Display Cases	Quantity	Advance Price	Standard Price	Total
A - 60" x 20" Display Counter (half view)	X	\$340.00	\$ 442.00	=
B - 60" x 20" Display Counter (quarter view)	X	\$340.00	\$ 442.00	=
C - 40" x 20" Display Counter (quarter view)	X	\$300.00	\$ 390.00	=
D - 40" x 20" Display Counter (half view)	X	\$300.00	\$ 390.00	=
E - 20" x 20" x 96" Display Counter (plexi)	X	\$445.00	\$ 579.00	=
F - 20" x 20" x 96" Display Counter (open)	X	\$310.00	\$ 403.00	=
G - 40" x 20" x 96" Display Case (plexi)	X	\$890.00	\$1,158.00	=
H - 40" x 20" x 96" Display Case (open)	X	\$620.00	\$ 806.00	=



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ADDITIONAL INFORMATION

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CALCULATING YOUR TOTAL

Subtotal _____

Taxes and Fees Multiplied by 8.25% _____

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Please see our complete catalog online.

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Any custom furniture items ordered less than 2-weeks before exhibitor move-in are not guaranteed to be in stock and/or available. Please contact your Customer Account Manager for assistance or questions.

	Description	Quantity	Advance Price	Standard Price	Total
Powered Seating (pg. 4-5)	CHRPWR Roma Chair, Powered, White	X	\$ 554.72	\$ 792.45	=
	SFAPWR Roma Sofa, Powered, White	X	\$ 892.45	\$1,274.93	=
	NPLCHP Naples Chair, Powered, Black	X	\$ 554.72	\$ 792.45	=
	NPLSOP Naples Sofa, Powered, Black	X	\$ 892.45	\$1,274.93	=
	NPLLLOP Naples Loveseat, Powered, Black	X	\$ 767.93	\$1,097.04	=
Powered Tables (pg. 5)	VNTWHT Ventura Powered Bar Table, White	X	\$ 515.10	\$ 735.85	=
	VNTBLK Ventura Powered Bar Table, Black	X	\$ 515.10	\$ 735.85	=
	G30DWP G30 Café Table, Powered, White	X	\$ 535.85	\$ 765.50	=
	C1WP Sydney Cocktail Tbl., Powered, Wh.	X	\$ 313.21	\$ 447.44	=
	C1YP Sydney Cocktail Tbl., Powered, Blk.	X	\$ 313.21	\$ 447.44	=
Powered Banquettes (pg. 6)	BNQTL7 Center Cone, Powered, White	X	\$ 718.87	\$1,026.95	=
	BNQ417 Full Banquette, Powered, White	X	\$2,277.36	\$3,253.37	=
	BNQR17 Ottoman Ring, White	X	\$1,750.95	\$2,501.35	=
	BNQ7 Quarter Curve Ottoman, White	X	\$ 488.68	\$ 698.11	=
	WHT12 Half Bench Ottoman, White	X	\$ 373.58	\$ 533.69	=
Powered Pedestals (pg. 7)	PDL36W 36"H Powered Locking Pedestal, W.	X	\$ 398.11	\$ 568.73	=
	PDL42W 42"H Powered Locking Pedestal, W.	X	\$ 475.48	\$ 679.25	=
	PDL36B 36"H Powered Locking Pedestal, Bl.	X	\$ 398.11	\$ 568.73	=
	PDL42B 42"H Powered Locking Pedestal, Bl.	X	\$ 475.48	\$ 679.25	=
Powered Tech Desk (pg. 7)	TECH3B Tech Desk, Pwr'd., w/3 Drawer File	X	\$ 488.68	\$ 698.11	=
	TECH Tech Desk Powered, Black	X	\$ 396.23	\$ 566.04	=
	TECH3 3 Drawer File Cabinet, Black	X	\$ 132.08	\$ 188.68	=
Charging Adapters	ADAPTW Charging Adapter, White	X	\$ 22.65	\$ 32.35	=
	ADAPTB Charging Adapter, Black	X	\$ 22.65	\$ 32.35	=

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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 _____
(Transfer Subtotal to Form 12j)

Exhibiting Company: _____

Booth Number: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Custom Furniture

Discount Deadline:
October 4, 2018

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	Description	Quantity	Advance Price	Standard Price	Total
Soft Seating Collections (pg. 8-11)	HOPCH Hopi Chair, Gray Linen	X	\$ 237.73	\$ 339.62	=
	HOPLV Hopi Loveseat, Gray Linen	X	\$ 369.81	\$ 528.30	=
	BCHWHT Baja Chair, White	X	\$ 454.72	\$ 649.60	=
	BLVWHT Baja Loveseat, White	X	\$ 664.15	\$ 948.79	=
	FAIRSW Fairfax Sofa, White	X	\$ 418.87	\$ 598.38	=
	FAIRCW Fairfax Chair, White	X	\$ 301.89	\$ 431.27	=
	NPLCHR Naples Chair, Black	X	\$ 486.79	\$ 695.42	=
	NPLSOF Naples Sofa, Black	X	\$ 698.11	\$ 997.30	=
	NPLLOV Naples Loveseat, Black	X	\$ 586.79	\$ 838.27	=
	MNCHSC Munich Sectional (3pcs.), Gray	X	\$1,843.39	\$2,633.42	=
	MNCHCH Munich Armless Chair, Gray	X	\$ 462.27	\$ 660.38	=
	MNCHCC Munich Corner Chair, Gray	X	\$ 560.38	\$ 800.54	=
	MNCHLV Munich Armless Loveseat, Gray	X	\$ 820.76	\$1,172.51	=
	CHR002 Allegro Chair, Blue	X	\$ 409.44	\$ 584.91	=
	SFA002 Allegro Sofa, Blue	X	\$ 583.02	\$ 832.88	=
	TANSOF Tangiers Sofa, Beige	X	\$ 552.83	\$ 789.76	=
	TANCHR Tangiers Chair, Beige	X	\$ 360.37	\$ 514.82	=
	TANLOV Tangiers Loveseat, Beige	X	\$ 686.79	\$ 981.13	=
	KEYCHR Key Largo Chair, Black	X	\$ 275.47	\$ 393.53	=
	KEYLOV Key Largo Loveseat, Black	X	\$ 320.75	\$ 458.22	=
	KEYSOF Key Largo Sofa, Black	X	\$ 415.09	\$ 592.99	=
	SO1 South Beach Sofa, Platinum	X	\$ 552.83	\$ 789.76	=
	OTS South Beach Ottoman, Platinum	X	\$ 266.04	\$ 380.05	=
	SO2 South Beach Sofa Sectional (3 pcs.)	X	\$1,328.30	\$1,897.57	=

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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 _____ (Transfer Subtotal to Form 12j)

Exhibiting Company: _____
Print Name: _____
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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

**Custom
Furniture**

**Discount Deadline:
October 4, 2018**

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	Description	Quantity	Advance Price	Standard Price	Total
Accent Chairs (pg. 12-13)	OCB Key West Chair, Black	X	\$ 332.07	\$ 474.39	=
	SWAN Swanson Swivel Chair, White	X	\$ 298.12	\$ 425.88	=
	MADGRY Madden Arm Chair, Gray	X	\$ 354.72	\$ 506.74	=
	BCW Madrid Chair, White	X	\$ 537.73	\$ 768.19	=
	OCH Madrid Chair, Black	X	\$ 537.73	\$ 768.19	=
	LABREA La Brea Swivel Chair, Charcoal	X	\$ 343.40	\$ 490.57	=
Meeting & Stage Chairs (pg. 13)	OCMESP Meeting Chair, Espresso	X	\$ 228.31	\$ 326.15	=
	OCMTAU Meeting Chair, Taupe	X	\$ 228.31	\$ 326.15	=
	OCMWHT Meeting Chair, White	X	\$ 228.31	\$ 326.15	=
Group Seating (pg. 14-15)	ZENCHR Zenith Chair, White, Chrome	X	\$ 166.04	\$ 237.20	=
	LMCHR Laguna Chair, Maple, Chrome	X	\$ 147.17	\$ 210.24	=
	MALGRY Malba Chair, Gray	X	\$ 113.21	\$ 161.73	=
	MALGRN Malba Chair, Green	X	\$ 113.21	\$ 161.73	=
	CS8 Berlin Chair, Black, White	X	\$ 105.66	\$ 150.94	=
	CS9 Berlin Chair, Red, White	X	\$ 105.66	\$ 150.94	=
	CS4 Syntax Chair, Black, Chrome	X	\$ 205.66	\$ 293.80	=
	XCHR Christopher Chair, White, Chrome	X	\$ 88.68	\$ 126.68	=
	CH002 Wendy Chair, Clear	X	\$ 100.00	\$ 142.86	=
	SC10 Razor Armless Chair, White	X	\$ 66.04	\$ 94.34	=
	SC3 Brewer Chair, Onyx, Black	X	\$ 145.29	\$ 207.55	=
	XC6 Altura Guest Chair, Black	X	\$ 137.74	\$ 196.77	=
	RSTDIN Rustique Chair w/ Arms, Gunmetal	X	\$ 92.46	\$ 132.08	=
	DUET Duet Chair, Black, Chrome	X	\$ 54.72	\$ 78.17	=

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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 _____
(Transfer Subtotal to Form 12j)

Exhibiting Company: _____

Booth Number: _____

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VIVA 18
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**Custom
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	Description	Quantity	Advance Price	Standard Price	Total
Ottomans (pg. 16-17)	VIB09 Vibe Cube Ottoman, White	X	\$ 116.98	\$ 167.12	=
	VIB10 Vibe Cube Ottoman, Black	X	\$ 116.98	\$ 167.12	=
	VIB11 Vibe Cube Ottoman, Steel Blue	X	\$ 116.98	\$ 167.12	=
	VIB13 Vibe Cube Ottoman, Purple	X	\$ 116.98	\$ 167.12	=
	VIB12 Vibe Cube Ottoman, Silver	X	\$ 116.98	\$ 167.12	=
	VIB07 Vibe Cube Ottoman, Beige	X	\$ 116.98	\$ 167.12	=
	VIB04 Vibe Cube Ottoman, Red	X	\$ 116.98	\$ 167.12	=
	VIB06 Vibe Cube Ottoman, Gold/Bronze	X	\$ 116.98	\$ 167.12	=
	VIB01 Vibe Cube Ottoman, Green	X	\$ 116.98	\$ 167.12	=
	VIB03 Vibe Cube Ottoman, Pink	X	\$ 116.98	\$ 167.12	=
	VIB05 Vibe Cube Ottoman, Yellow	X	\$ 116.98	\$ 167.12	=
	VIB02 Vibe Cube Ottoman, Blue	X	\$ 116.98	\$ 167.12	=
	VIB08 Vibe Cube Ottoman, Orange	X	\$ 116.98	\$ 167.12	=
	BVLYWH Beverly Bench, White	X	\$ 400.00	\$ 571.43	=
	BVLYBK Beverly Bench, Black	X	\$ 400.00	\$ 571.43	=
	BVLYGR Beverly Bench, Gray	X	\$ 400.00	\$ 571.43	=
	BVLYRD Beverly Bench, Red	X	\$ 400.00	\$ 571.43	=
	BVLYOB Beverly Bench, Ocean Blue	X	\$ 400.00	\$ 571.43	=
	BVLYLN Beverly Bench, Linen	X	\$ 400.00	\$ 571.43	=
	BVLYBN Beverly Bench, Brown	X	\$ 400.00	\$ 571.43	=
	WHT12 Half Bench, White	X	\$ 373.58	\$ 533.69	=
	END02B Endless Square Ottoman, Black	X	\$ 298.12	\$ 425.88	=
	END02W Endless Square Ottoman, White	X	\$ 298.12	\$ 425.88	=
	END01B Endless Curved Ottoman, Black	X	\$ 366.04	\$ 522.91	=
	END01W Endless Curved Ottoman, White	X	\$ 366.04	\$ 522.91	=
	BNQ7 Quarter Curve, White	X	\$ 488.68	\$ 698.11	=
	BNQR17 Ring (4 Ottoman seats), White	X	\$1,750.95	\$2,501.35	=
	SAL Sally Stool, White	X	\$ 58.49	\$ 83.56	=
	CUBL20 Edge LED Cube Ottoman, White	X	\$ 166.04	\$ 237.20	=
	REGBEN Regis Bench, Brushed Metal	X	\$ 213.21	\$ 304.58	=
	MAR001 Marche Swivel Ottoman, White	X	\$ 184.91	\$ 264.15	=
	MAR005 Marche Swivel Ottoman, Red	X	\$ 184.91	\$ 264.15	=
	MAR009 Marche Swivel Ottoman, Pear Yellow	X	\$ 184.91	\$ 264.15	=
	MAR007 Marche Swivel Ottoman, Plum	X	\$ 184.91	\$ 264.15	=
	MAR010 Marche Swivel Ottoman, Blue	X	\$ 184.91	\$ 264.15	=
	MAR002 Marche Swivel Ottoman, Gray	X	\$ 184.91	\$ 264.15	=

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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 _____
(Transfer Subtotal to Form 12j)

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VIVA 18
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Las Vegas, NV

**Custom
Furniture**

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October 4, 2018**

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	Description	Quantity	Advance Price	Standard Price	Total
Ottomans cont. (pg. 16-17)	MAR006 Marche Swivel Otmn., Rose Quartz	X	\$ 184.91	\$ 264.15	=
	MAR003 Marche Swivel Ottoman, Linen	X	\$ 184.91	\$ 264.15	=
	MAR004 Marche Swivel Ottoman, Raspberry	X	\$ 184.91	\$ 264.15	=
	MAR008 Marche Swivel Otmn., Grn. Meadow	X	\$ 184.91	\$ 264.15	=
Accent Tables (pg. 18-19)	ALC100 Alondra Cocktail Table, Glass, Chrm.	X	\$ 332.07	\$ 474.39	=
	ALC200 Alondra Cocktail Table, Wood, Chrm.	X	\$ 332.07	\$ 474.39	=
	ALE100 Alondra End Table, Glass, Chrome	X	\$ 239.62	\$ 342.32	=
	ALE200 Alondra End Table, Wood, Chrome	X	\$ 239.62	\$ 342.32	=
	C1C Geo Cocktail Table, Glass, Chrome	X	\$ 209.43	\$ 299.19	=
	C1FWB Geo Cocktail Table, Wood, Black	X	\$ 290.56	\$ 415.09	=
	E1C Geo End Table, Glass, Chrome	X	\$ 173.59	\$ 247.98	=
	E1FWB Geo End Table, Wood, Black	X	\$ 252.83	\$ 361.19	=
	C1W Sydney Cocktail Table, White	X	\$ 235.85	\$ 336.93	=
	C1Y Sydney Cocktail Table, Black	X	\$ 235.85	\$ 336.93	=
	E1W Sydney End Table, White	X	\$ 213.21	\$ 304.58	=
	E1Y Sydney End Table, Black	X	\$ 213.21	\$ 304.58	=
	REGOTT Regis End Table, Brushed Metal	X	\$ 147.17	\$ 210.24	=
	E1E Silverado End Table, Glass, Chrome	X	\$ 184.91	\$ 264.15	=
	C1E Silverado Cocktail Table, Glass, Chrm.	X	\$ 232.08	\$ 331.54	=
	EOLI Oliver End Table, Walnut	X	\$ 177.36	\$ 253.37	=
	COLI Oliver Cocktail Table, Walnut	X	\$ 200.00	\$ 285.71	=
	ETBL E-Table, Wood	X	\$ 149.06	\$ 212.94	=
	TMBTBL Timber Table, Wood	X	\$ 126.41	\$ 180.59	=
	AURA Aura Round Table	X	\$ 120.76	\$ 172.51	=
	CUBTBL Edge LED Cube Table, White, Plexi	X	\$ 166.04	\$ 237.20	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 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 _____
(Transfer Subtotal to Form 12j)

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

**Custom
Furniture**

**Discount Deadline:
October 4, 2018**

Any custom furniture items ordered less than 2-weeks before exhibitor move-in are not guaranteed to be in stock and/or available. Please contact your Customer Account Manager for assistance or questions.

	Description	Quantity	Advance Price	Standard Price	Total
Café Tables (pg. 20-21)	30MAHC 30"Rx29"H Mad. Gry., Hyd. Chr. Base	X	\$ 298.12	\$ 425.88	=
	ZTH 30"Rx29"H Liq. Stl. Ble, Std. Blk. Base	X	\$ 167.92	\$ 239.89	=
	ZTB 30"Rx29"H Red, Standard Blk. Base	X	\$ 167.92	\$ 239.89	=
	30WHHC 30"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 264.15	\$ 377.36	=
	30STHC 30"Rx29"H Silver, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	ZTG 30"Rx29"H Silver, Standard Black Bs.	X	\$ 167.92	\$ 239.89	=
	ZTJ 30"Rx29"H Graphite Neb., Std. Bl. Bs	X	\$ 167.92	\$ 239.89	=
	ZTK 30"Rx29"H Maple, Std. Black Base	X	\$ 167.92	\$ 239.89	=
	30WH29 30"Rx29"H White Lam., Std. Blk. Base	X	\$ 235.85	\$ 336.93	=
	ZTA 30"Rx29"H Mad. Gry, Std. Blk. Base	X	\$ 230.19	\$ 328.84	=
	ZTQ 36"Rx29"H Wh. Lam., Std. Blk. Base	X	\$ 205.66	\$ 293.80	=
	ZTN 36"Rx29"H Graphite Neb. Std. Blk. Bs.	X	\$ 205.66	\$ 293.80	=
	ZTP 36"Rx29"H Maple, Std. Black Base	X	\$ 205.66	\$ 293.80	=
	30SBHC 30"Rx29"H Liq. Stl. Ble, Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30GRHC 30"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30MTHC 30"Rx29"H Maple, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	30BRHC 30"Rx29"H Red, Hydraulic Chr. Base	X	\$ 264.15	\$ 377.36	=
	36WTHC 36"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 286.79	\$ 409.70	=
	36GRHC 36"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 286.79	\$ 409.70	=
	36MTHC 36"Rx29"H Maple, Hyd. Chrome Base	X	\$ 286.79	\$ 409.70	=
Bar Tables (pg. 22-23)	30WHHB 30"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 264.15	\$ 377.36	=
	30SBHB 30"Rx45"H Liq. Stl. Ble., Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	RSTSQT Rustique Square Metal Bar Table	X	\$ 271.70	\$ 388.14	=
	VTJ 30"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 181.13	\$ 258.76	=
	VTK 30"Rx42"H Maple, Std. Black Base	X	\$ 181.13	\$ 258.76	=
	VTG 30"Rx42"H Silver, Standard Black Bs.	X	\$ 181.13	\$ 258.76	=
	VTB 30"Rx42"H Red, Standard Blk. Base	X	\$ 181.13	\$ 258.76	=
	30WH42 30"Rx42"H White Lam., Std. Blk. Bs.	X	\$ 258.49	\$ 369.27	=
	VTH 30"Rx42"H Liq. Stl. Ble., Std. Blk. Bs.	X	\$ 181.13	\$ 258.76	=
	VTA 30"Rx42"H Mad. Gray, St. Black Base	X	\$ 245.28	\$ 350.40	=
	VTW 36"Rx42"H White Lam., Std., Blk. Bs.	X	\$ 220.75	\$ 315.36	=
	VTN 36"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 220.75	\$ 315.36	=
	VTP 36"Rx42"H Maple, Std. Black Base	X	\$ 220.75	\$ 315.36	=

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ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal

(Transfer Subtotal to Form 12j)

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

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Authorizer's Signature: _____

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Las Vegas, NV

**Custom
Furniture**

**Discount Deadline:
October 4, 2018**

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	Description	Quantity	Advance Price	Standard Price	Total
Bar Tables cont. (pg. 22-23)	30GRHB 30"Rx45"H Grpht. Neb, Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30MTHB 30"Rx45"H Maple, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	30STHB 30"Rx45"H Silver, Hydraulic Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30BRHB 30"Rx45"H Red, Hydraulic Chr. Base	X	\$ 264.15	\$ 377.36	=
	36WTHB 36"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 286.79	\$ 409.70	=
	36GRHB 36"Rx45"H Grpht. Neb., Hyd., Chr. Bs.	X	\$ 286.79	\$ 409.70	=
	36MTHB 36"Rx45"H Maple, Hyd. Chrome Base	X	\$ 286.79	\$ 409.70	=
	30MAHB 30"Rx45"H Mad.Gry. Hyd. Chr. Base	X	\$ 298.12	\$ 425.88	=

Barstools (pg. 24-25)	ROLLWH Lift Barstool, White Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLRD Lift Barstool, Red Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLBL Lift Barstool, Black Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLGY Lift Barstool, Gray Vinyl	X	\$ 177.36	\$ 253.37	=
	APS08 Apex Barstool, Black Vinyl	X	\$ 196.22	\$ 280.32	=
	APS59 Apex Barstool, Red Vinyl	X	\$ 196.22	\$ 280.32	=
	APS75 Apex Barstool, White Vinyl	X	\$ 196.22	\$ 280.32	=
	APS12 Apex Barstool, Blue Ultra Suede	X	\$ 196.22	\$ 280.32	=
	BS002 Zoey Barstool, White, Chrome	X	\$ 243.40	\$ 347.71	=
	BS003 Zoey Barstool, Black, Chrome	X	\$ 243.40	\$ 347.71	=
	BSS Banana Barstool, Black, Chrome	X	\$ 209.43	\$ 299.19	=
	BST Banana Barstool, White, Chrome	X	\$ 209.43	\$ 299.19	=
	BSD Oslo Barstool, Blue	X	\$ 218.87	\$ 312.67	=
	BSC Oslo Barstool, White	X	\$ 218.87	\$ 312.67	=
	XBAR Christopher Barstool, White, Chrome	X	\$ 158.49	\$ 226.42	=
	BS001 Shark Barstool, White Chrome	X	\$ 266.04	\$ 380.05	=
	BSR Syntax Barstool, Black, Chrome	X	\$ 224.53	\$ 320.75	=
	RSTSTL Rustique Barstool, Gunmetal	X	\$ 111.32	\$ 159.03	=
	ZENBAR Zenith Barstool, White, Chrome	X	\$ 166.04	\$ 237.20	=
	LMBAR Laguna Barstool, Maple, Chrome	X	\$ 184.91	\$ 264.15	=

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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 _____ (Transfer Subtotal to Form 12j)

Exhibiting Company: _____
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		Description	Quantity	Advance Price	Standard Price	Total
Conference Tables (pg. 26-27)	CONF42	42"R White Laminate Conf. Table	X	\$ 320.75	\$ 458.22	=
	CB1	42"R Graphite Nebula Conf. Table	X	\$ 320.75	\$ 458.22	=
	CB8	42"R Madison, Gray Acajou Conf. Tbl.	X	\$ 320.75	\$ 458.22	=
	MADC05	5' Madison, Gray Acajou Conf. Table	X	\$ 477.36	\$ 681.94	=
	MADC08	8' Madison, Gray Acajou Conf. Table	X	\$ 952.83	\$1,361.19	=
	MADC10	10' Madison, Gray Acajou Conf. Table	X	\$ 952.83	\$1,361.19	=
	42ATO	42"R Atomic Conf. Table, Glass, Chr.	X	\$ 315.09	\$ 450.13	=
	36ATO	36"R Atomic Conf. Table, Glass, Chr.	X	\$ 315.09	\$ 450.13	=
	CE1	Geo Rounded Sq. Tbl., Glass, Chrm.	X	\$ 266.04	\$ 380.05	=
	CF1	Geo Rounded Sq. Tbl., Glass, Black	X	\$ 266.04	\$ 380.05	=
	CF2	Geo Rectangular Tbl., Glass, Black	X	\$ 377.36	\$ 539.08	=
	CE2	Geo Rectangular Tbl., Glass, Chrome	X	\$ 377.36	\$ 539.08	=
	MERLIN	Merlin Multi-Use Table	X	\$ 288.68	\$ 412.40	=
	WD3	Work Table	X	\$ 277.36	\$ 396.23	=
	CB3	8' Graphite Nebula Conference Table	X	\$ 466.04	\$ 665.77	=
	CB2	6' Graphite Nebula Conference Table	X	\$ 394.34	\$ 563.34	=
	C508GR	8' Granite Conference Table	X	\$ 466.04	\$ 665.77	=
	CT10GR	10' Granite Conference Table	X	\$ 698.11	\$ 997.30	=
	CT06GR	6' Granite Conference Table	X	\$ 394.34	\$ 563.34	=
	PWRUSB	Powered Conference Table Module*	X	\$ 67.93	\$ 97.04	=
*Not available for Geo, Merlin, and Work Tables						
Executive Seating (pg. 28)	PROEXE	Pro Executive High Back Chair, White	X	\$ 271.70	\$ 388.14	=
	PROEXB	Pro Executive High Back Chair, Black	X	\$ 271.70	\$ 388.14	=
	PROMDB	Pro Executive Mid Back Chair, Black	X	\$ 207.55	\$ 296.50	=
	PROMID	Pro Executive Mid Back Chair, White	X	\$ 207.55	\$ 296.50	=
	PROGB	Pro Executive Guest Chair, Black	X	\$ 228.31	\$ 326.15	=
	SY1	Altura Steno Chair, Black Crepe	X	\$ 135.85	\$ 194.07	=

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ADDITIONAL INFORMATION

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CALCULATING YOUR TOTAL

Subtotal _____
(Transfer Subtotal to Form 12j)

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	Description	Quantity	Advance Price	Standard Price	Total
Communal and Powered Tables (pg. 29)	VNTMNP Ventura Bar Table, Maple, Solid	X	\$ 552.83	\$ 789.76	=
	VNTBMW Ventura Bar Table, Maple, w/ Grommets	X	\$ 552.83	\$ 789.76	=
	VNTBWW Ventura Bar Table, White, w/ Grommets	X	\$ 552.83	\$ 789.76	=
	VNTWNP Ventura Bar Table, White, Solid	X	\$ 552.83	\$ 789.76	=
	VNTBNP Ventura Bar Table, Black, Solid	X	\$ 552.83	\$ 789.76	=
	G30DMS G30 Café Table, Maple, Solid	X	\$ 443.39	\$ 633.42	=
	G30DMW G30 Café Table, Maple, w/ Grommets	X	\$ 443.39	\$ 633.42	=
	G30DWS G30 Café Table, White, Solid	X	\$ 443.39	\$ 633.42	=
	G30DWW G30 Café Table, White, w/ Grommets	X	\$ 443.39	\$ 633.42	=
Office Essentials (pg. 30)	JD8 Executive Desk, Madison Gray Acajou	X	\$ 601.89	\$ 859.84	=
	CR8 Credenza, Madison Gray Acajou	X	\$ 509.43	\$ 727.76	=
Lighting and Product Display (pg. 31)	LA15 Mason Floor Lamp	X	\$ 183.02	\$ 261.46	=
	LA14 Mason Table Lamp	X	\$ 120.76	\$ 172.51	=
	PSHCCS Posh Shelving, Chrome / Acrylic	X	\$ 511.32	\$ 730.46	=
	BC8 Bookcase, Madison Gray Acajou	X	\$ 435.85	\$ 622.64	=

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ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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Subtotal _____
(Transfer Subtotal to Form 12j)

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Booth Number: _____

Print Name: _____

Date: _____

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		Description	Quantity	Advance Price	Standard Price	Total
Bars (pg. 32)	BRC	Martini Bar Circle (3)	X	\$3,226.41	\$4,609.16	=
	BR1	Martini Bar	X	\$1,120.76	\$1,601.08	=
Mobile Tablet Stands (pg. 33)	TBSTND	Mobile Tablet Stand, Black	X	\$ 232.08	\$ 331.54	=
	TBSTDW	Mobile Tablet Stand, White	X	\$ 232.08	\$ 331.54	=
	TBBCHR	Brochure Holder, Black	X	\$ 54.72	\$ 78.17	=
	TBSHLF	Charging Shelf, Black	X	\$ 54.72	\$ 78.17	=
	TBPNTR	Wireless Printer Holder, Black	X	\$ 54.72	\$ 78.17	=
Refrigerators (not shown)	R1Q	4.0 Cubic Ft. Small Refrigerator, White	X	\$ 254.72	\$ 363.88	=
	R1R	14.0 Cubic Ft. Large Refrigerator, White	X	\$ 722.65	\$1,032.35	=

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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
	Taxes and Fees Multiplied by 8.25%
	Delivery Charge \$75.00
	TOTAL

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV



PACKAGE A



PACKAGE D



PACKAGE G



PACKAGE B



PACKAGE E



PACKAGE H



PACKAGE C



PACKAGE F

ADD-ON ACCESSORY RENTALS



39" X 12" SHELF



ARMLIGHT



1M COUNTER



2M COUNTER



1M CURVED COUNTER

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The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit. Additional Electrical Service must be ordered separately.*

	Pkg	Description	Qty	Advance Price	Standard Price	Total
Booth Rental	A	Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$2,098.50	\$2,728.00	=
	B	Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$2,855.00	\$3,712.00	=
	C	Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$3,190.50	\$4,147.50	=
	D	Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$3,989.00	\$5,185.50	=
	E	Includes header sign (not backlit), standard color carpet, (1) custom curved counter, (5) 1-meter shelves (Lighting, electrical labor and power not included.)	X	\$5,062.50	\$6,581.00	=
	F	Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$4,914.00	\$6,388.00	=
	G	Includes header sign (not backlit) standard color carpet, (4) barstools (Lighting, electrical labor and power not included.)	X	\$5,062.50	\$6,581.00	=
	H	Includes header sign (not backlit) standard color carpet, (4) barstools (Lighting, electrical labor and power not included.)	X	\$6,154.50	\$8,391.00	=

Header Options	Header Copy: _____ (Please type or print.)
	Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray

Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i>
	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Bluejay <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Pepper

Panel Color	<i>Please choose only one color to use for panels without graphics:</i>
	Panel Fills: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. 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 _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.25% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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	Description	Qty	Advance Price	Standard Price	Total
Accessories	Arm Lights (Only able to be utilized with TEG al booth packages)	rent- X	\$ 78.00	\$101.50	=
	1 Meter Shelf	X	\$ 59.00	\$ 76.50	=
	1 Meter Counter	X	\$294.00	\$382.50	=
	1 Meter Curved Counter	X	\$414.00	\$538.50	=
	2 Meter Curved Counter	X	\$450.00	\$585.00	=
	Sliding Door Lock for Counter	X	\$ 21.50	\$ 28.00	=

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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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
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Portable Solutions

Simple, yet impactful designs created and built just for you. Yours to own after the show, making them a terrific value. All options are:

- Big Branding. Lots of creative space to show off your marketing message.
- Easy to set up and dismantle. Do it yourself, or hire labor to assist you.
- Lightweight. Saves money in shipping and material handling.
- Durable. Use them show after show and great for internal events too.
- Good Value. Well priced investment.

Please see our complete catalog online.

Exhibit Backwalls



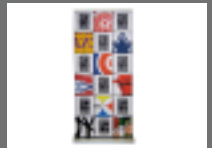
Light Boxes and Towers



Counters



Banner Stands



Accessories



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The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. **Please note items listed below are available for purchase, not rental. However, rental pricing is available for marked items (**). Please contact your Customer Account Manager for details.**

Installation and Dismantle labor is not included. To order labor, please see Labor forms.
Electrical service is not included. To order electrical service, please see Electrical Service form.

	Item Number	Description	Quantity	Price	Total
Exhibit Backwalls	All backwalls include the frame, fabric graphic, and travel bag.				
	CMIL-00-002	10 ft. D5 Milan FlatWall**	X	\$ 2,874.00 =	
	CMIL-00-005	10 ft. D5 Milan Curve**	X	\$ 3,001.00 =	
	FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps	X	\$ 2,081.00 =	
	FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps	X	\$ 2,721.00 =	
Light Boxes/ Towers	All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.				
	10WRF100	10 ft. Single Sided Litex Frame 116" x 84"***	X	\$ 5,012.50 =	
	20WRF100	20 ft. Single Sided Litex Frame 234" x 84"***	X	\$ 9,484.75 =	
	10BL115	10 ft. Double Sided Litex Frame 116" x 84" **	X	\$ 5,772.50 =	
	20BL115	20 ft. Double Sided Litex Frame 234" x 84"***	X	\$ 11,049.25 =	
	7WRF100	Single Sided Backlit Tower 30"w x 84"h**	X	\$ 2,164.75 =	
	7BL115	Double Sided Backlit Tower 30"w x 84"h**	X	\$ 3,050.75 =	
Counters	All counters include the frame, fabric graphic, and travel bag.				
	CMIP-00-001	Curved Podium	X	\$ 1,078.00 =	
	BLC-00-001	Rectangular Counter w/ White Counter	X	\$ 889.00 =	
	BLC-00-002	Rectangular Counter w/ Gray Counter	X	\$ 889.00 =	
	BLC-00-003	Rectangular Counter w/ Wood Counter	X	\$ 889.00 =	
	BCS-05-004	Case to Counter Conversion (Full Oval Case Only)	X	\$ 596.70 =	
	BCS-02-003	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$ 555.00 =	

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. 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
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Expedited Shipping Rates will apply. Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. **Please note items listed below are available for purchase, not rental. However, rental pricing is available for marked items (**). Please contact your Customer Account Manager for details.**

Installation and Dismantle labor is not included. To order labor, please see Labor forms.
Electrical service is not included. To order electrical service, please see Electrical Service form.

	Item Number	Description	Quantity	Price	Total
Banner Stands	All stands include the frame, fabric graphic, and travel bag.				
	BSI-00-002	Single Sided Pull Up Banner	X	\$ 564.00	=
	BTW-00-018	Single Sided Tension Banner	X	\$ 377.00	=
	BVE-00-001	Slimline Pull Up Banner	X	\$ 467.00	=
Accessories	LRS-00-007	Literature Stand—includes stand & travel bag	X	\$ 547.00	=
	CIMP-01-009	iPad Stand Quick Release Lockable (iPad 2,3,4)	X	\$ 955.00	=
	CIMP01-019	iPad Air Stand Secured	X	\$ 725.00	=
	ELI-05-001	LED Light 150W Equivalent Spotlight (Silver)	X	\$ 234.00	=
	ELI-05-002	LED Light 150W Equivalent Spotlight (Black)	X	\$ 234.00	=

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. 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
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Expedited Shipping Rates will apply. Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Watch your booth come to life with digital graphics created in-house by The Expo Group. Send us any graphical elements you want included or work with our expert team to create a stunning sales atmosphere using custom graphics. Visit theexpogroup.com/graphics to upload images



Graphic Panels and Headers

Let your booth graphics convey information to attendees, create interest among potential clients, enhance your standing in your industry and help close deals. Standard Graphic Panels fit any of our Modular Rental Exhibits and Custom Panels can be built to accommodate unique layouts. Backlit Panels and Custom Headers are also available.



Banners

A wide banner across your booth's threshold, or perhaps in a sponsored conference room, is another effective way to promote your company, products or services. Vinyl and foam core banners can be ordered from The Expo Group.



Signs

The Expo Group creates signs in any size, for any purpose. Order an eye-catching sign to promote your latest product, announce a giveaway or invite show attendees to a demonstration. Popular easel-displayed sizes are 22" x 28" and 28" x 44". Smaller 7" x 11" signs are ideal for creating a tabletop. We produce large signs and cut-outs too!

Graphic Submission Guidelines

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a ***vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted- this includes .jpg, .png or .gif files copied directly from a web site.

* Art that can be scaled to any size without losing quality

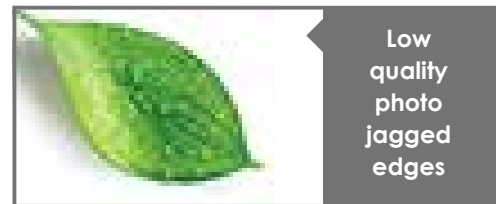


2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**
 - Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
 - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
 - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

Acceptable Art Work



Unacceptable Art Work



.ai - Adobe Illustrator (Fonts outlined - images embedded)
.eps - Encapsulated Post Script
.tiff - (300 dpi at layout size)
.doc - Word Document - text only
.psd - Photoshop Document (All layers flattened)
.zip - Windows Compression Format
.jpg
.pdf

.ind - InDesign
.qxd - QuarkXpress
.ppt - PowerPoint
.art - AOL compressed image/clip art file
.gif - Graphic Interchange Format
.vsd - Visio Drawing File
.png - Portable Network Graphics
.cdr - CorelDraw

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
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Enhance your booth with custom graphics from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

	Quantity	Price	Total
Digital Graphics and Signs	7" x 11"	X \$ 62.60 =	
	11" x 14"	X \$ 76.95 =	
	14" x 22"	X \$ 78.95 =	
	22" x 28"	X \$ 98.91 =	
	28" x 44"	X \$119.60 =	
	40" x 60"	X \$192.55 =	
	Banner per sq. ft. (Single-Sided)	X \$ 14.95 =	
	Easel Back (for up to 11" x 14" sign)	X \$ 9.95 =	
	Double Stick Back	X \$ 9.95 =	
	Additional Design Time	X \$ 75.00/hr =	

PLEASE SPECIFY COPY AND
LAYOUT BELOW.

Sign Options	Please choose one:	
	Orientation	<input type="checkbox"/> Horizontal
		<input type="checkbox"/> Vertical

Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files.

Final approval of graphics must be received by the deadline date or expedite fees will apply.

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. 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
	Digital Set-Up Fee \$125.00
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____

Booth Number: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials at the warehouse in advance of the show; 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 for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group 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.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's 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.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group 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 The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group 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.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no additional handling required.**

Additional Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.

What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

What is a Small Package? (25lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.

What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Discount Deadline:
October 4, 2018

You will receive a 10% credit on the rates listed below if you prepay for this service by Discount Deadline date and ship your freight roundtrip on one of the official show carriers. Credit will be applied to the balance of this service after the final audit of the show.

FOR DEFINITIONS, PLEASE SEE 16c

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

WAREHOUSE HOURS: Monday - Friday, 9:00 am - 3:00 pm

Please note the following:

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of show site on overtime due to scheduling beyond TEG's control.

Rate Classifications:

•Advance Shipments to Warehouse Dates (200lb. minimum) - September 25, 2018 to October 26, 2018

	Price Per CWT	200lb. Minimum
Crated	\$130.10/ CWT	\$ 260.20
Additional Handling	\$158.76/ CWT	\$ 317.52
Small Packages - First Piece (25lb. maximum)	\$ 70.00/ piece	
Small Packages - Additional Pieces (25lb. maximum)	\$ 35.00/ piece	

Uncrated shipments will NOT be accepted at the Advance Warehouse

•Additional Surcharges

Early Shipments to Warehouse *(before September 25, 2018)	\$ 28.66/ CWT	\$ 57.32
Late to Warehouse delivery fee *after October 26, 2018. Delivered to Show Site	\$ 28.66/ CWT + \$ 75.00	\$ 57.32 + \$ 75.00
Shipments Returned to Warehouse *(2500 lb. minimum).....	\$ 50.00/ CWT	\$1,250.00

**In addition to above charges.*

•Direct Shipments to Show Site

DIRECT SHIPMENTS TO SHOW SITE ARE NOT AVAILABLE FOR THIS EVENT

Due to time constraints, exhibit floor must be set by 1:00 pm on Monday, November 5, 2018

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments

54lbs. charged @ 200lbs. \$260.20

59lbs. charges @ 200lbs. \$260.20

72lbs. charges @ 200lbs. \$260.20

Total: 185lbs. Total Cost: \$780.60

1 Consolidated Shipment

3 pieces (1 shipment)

185lbs. @ 200lbs. = \$260.20

Total Savings: \$520.40

<u>Number of CWT's (100lbs.)</u>	x	<u>Applicable Rate</u>	=	<u>Amount</u>
_____	x	_____	=	_____
_____	x	_____	=	_____
			Total	_____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____ 53

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Phone: (972) 580-9000
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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Exhibitor must order Accessible Storage at The Expo Group Service Desk onsite.

Accessible Storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally, these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my items stored? Our on-site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$105.00.

Storage Fee **Based upon square footage required for storage.**

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Choice of Destination

You can ship to the Warehouse and your items will be brought to the Exhibit Hall.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the Material Handling form for rates.

What do I Need to do to Ship to the Warehouse?

Be sure delivery takes place within the time frame specified (see Shipping Information form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

IMPORTANT: Ship 'Pre-Paid.' 'Collect' charges will not be accepted at the Warehouse.

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the Exhibitor Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at Exhibitor Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitors' freight shipments.

All shipments must be 'prepaid.' Shipments should be made on straight Bills of Lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of Bills of Lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at the Exhibitor Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or showsite which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to ensure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket.

Please have driver present this weight ticket upon checking in to be unloaded.

If you are using a privately owned vehicle (POV), or rental van, this does not apply.

Where certified weight tickets are not provided, receiver's estimates of weight will prevail.

Shipment of materials to the advance warehouse address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

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VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Advance Shipments to Warehouse	Direct Shipments to Show Site
<p>Advance Shipments Deadline Date: October 26, 2018</p> <p>To: (Exhibiting Company Name and Booth #) and Event Name [VIVA, Premier Suites, VEINS, or VIVA-Pre-Course])</p> <p>For: Event Name [VIVA, Premier Suites, VEINS, or VIVA-Pre-Course]</p> <hr/> <p>c/o The Expo Group YRC Freight 5049 W. Post Road Las Vegas, NV 89118</p>	<p>DIRECT SHIPMENTS TO SHOW SITE ARE NOT AVAILABLE FOR THIS EVENT.</p>
<p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> • September 25, 2018 to October 26, 2018. • Any shipment arriving prior to September 25, 2018 will be charged an additional fee (see Material Handling Rates). • Any shipment arriving after October 26, 2018 will be charged an additional fee (see Material Handling Rates). • Please use the color coded shipping labels included in this manual that correspond to your event when shipping materials. 	

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Log on to **cyberservices™** at www.theexpogroup.com

VIVA 18
November 5-8, 2018
Wynn Las Vegas
Las Vegas, NV

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

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? _____

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: _____

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): _____			

		Number of Pieces to be shipped:		
	Largest Piece:	Size: _____	Weight: _____	
	Type of Packing:	Crated: _____	Uncrated: _____	
		Machinery: _____	Misc. _____	
	Estimated Total Weight of Booth: _____			

Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):
	Name: _____
	Phone Number: () - () - () (Office) (Home) (Cell)
	Name: _____
	Phone Number: () - () - () (Office) (Home) (Cell)

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.

Exhibitors,

For your convenience, we have prepared the following shipping labels that you may use when sending your materials to the advance warehouse. Please note that each section of the conference uses different colored labels. When shipping your materials, please use the color label that corresponds to the event at which they will be used.

VIVA - White Labels
Pre-Course - Green Labels
Premier Suites - Yellow Labels
Veins - Pink Labels

Using the correct labels will assist us in making sure your materials are delivered to the correct event and help ensure a smooth move-in.

Thank you!

The Expo Group

THE **EXPO** GROUP

Warehouse Shipments

VIVA - EXHIBIT HALL

Deliver Sunday, 11/4 - Latour

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

EXHIBIT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

VIVA - EXHIBIT HALL

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YRC Freight

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Las Vegas, NV 89118

EXHIBIT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

VIVA PRE-COURSE

Deliver Sunday, 11/4 at 5:30 pm - Margaux 1

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

EXHIBIT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____

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VIVA PRE-COURSE

Deliver Sunday, 11/4 at 5:30 pm - Margaux 1

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(Exhibitor)

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(Booth Number)

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YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

EXHIBIT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

PREMIER SUITES

Deliver Saturday, 11/3

To:

(Company)

(Room Name)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

PREMIER SUITE MATERIAL

Must Arrive by October 26, 2018

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

PREMIER SUITES

Deliver Saturday, 11/3

To:

(Company)

(Room Name)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

PREMIER SUITE MATERIAL

Must Arrive by October 26, 2018

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

PREMIER SUITES

Deliver Saturday, 11/3

To:

(Company)

(Room Name)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

PREMIER SUITE MATERIAL

Must Arrive by October 26, 2018

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

PREMIER SUITES

Deliver Saturday, 11/3

To:

(Company)

(Room Name)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

PREMIER SUITE MATERIAL

Must Arrive by October 26, 2018

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

VEINS - EXHIBITS

Deliver Saturday, 11/3 - Margaux 1

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC Freight

5049 W. Post Road

Las Vegas, NV 89118

EXHIBIT MATERIAL

Must Arrive by October 26, 2018

Carrier:

Pieces:

THE **EXPO** GROUP

Warehouse Shipments

VEINS - EXHIBITS

Deliver Saturday, 11/3 - Margaux 1

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(Exhibitor)

(Booth Number)

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5049 W. Post Road

Las Vegas, NV 89118

EXHIBIT MATERIAL

Must Arrive by October 26, 2018

Carrier:

Pieces:

THE **EXPO** GROUP

Warehouse Shipments

HANDS ON COURSE

Deliver Tuesday, 11/6 in PM

To: Margaux 1

Margaux 1

c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118

EVENT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

HANDS ON COURSE

Deliver Tuesday, 11/6 in PM

To: Margaux 1

Margaux 1

c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118

EVENT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments

HANDS ON COURSE

Deliver Tuesday, 11/6 in PM

To: Margaux 1

Margaux 1

c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118

EVENT MATERIAL

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Las Vegas, NV 89118

EVENT MATERIAL

Must Arrive by October 26, 2018

Carrier: _____ # Pieces: _____



Exhibit Services
Reliable trade show shipping services



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



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October 4, 2018

To assist you in planning for the show, we know you will appreciate knowing that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the union has in Las Vegas, we ask that you read the following:

Exhibit Labor

Teamsters Union Local # 631 has jurisdiction for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

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

This rule prohibits the utilization of workers hired from a non-union agency or company.

Freight Handling

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

The Expo Group has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. The Expo Group will not be responsible for any material it does not handle.

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

Gratuities

The Expo Group requests that exhibitors do not tip any supplier employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid morning and mid afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately. All employees are paid an excellent wage, and tipping is not an accepted company policy.

General Information

Craftsmen at all levels have been instructed to refrain from expressing any grievances to or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a TEG representative.

FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

- 1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
- 2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.
- 3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
- 5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.
- 6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
- 8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.
- 9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
- 10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
- 11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
- 12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
- 13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.
- 14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.
- 15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

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Las Vegas, NV

Discount Deadline:
October 4, 2018

On-site labor is available to assist you in unpacking and installing 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 Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

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 The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

		Advance Price	Standard Price
Exhibitor Supervised Labor	Exhibitor Supervised Labor	\$102.38/ Hour	\$133.09/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group 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 on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their 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 the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

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 _____

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Want to Save Time and Money?

Select The Expo Group 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.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group 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 TEG Terms and Conditions.

Company Contact	Name of Company Representative to call for questions and to confirm completion of booth set-up:	
	Name: _____	
	Phone Number: () _____ - _____ (Office)	() _____ - _____ (Cell)
Special Equipment Request: _____		

		Advance Price	Standard Price
TEG Supervised Labor	The Expo Group Supervised Labor	\$153.57/ Hour	\$199.64/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group 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 on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their 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 the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

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 _____
	TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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Las Vegas, NV

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Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information	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) _____

Set-Up Information	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 The Expo Group	
	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		

Outbound Shipping Information	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: () - _____		
NOTE: The Expo Group 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: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

		Advance Price	Standard Price
5,000lb. Fork & Operator	Forklift Labor	\$513.45/ Hour	\$667.49/ Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done:

Please describe the largest piece of equipment to be handled:

Weight: _____ lbs. Size: _____ X _____ X _____ Height to be placed: _____

Please indicate work to be performed: _____

☐ Uncrating ☐ Unskidding ☐ Reskidding on Machinery ☐ Header / Booth Work ☐ Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: (_____) _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Task of Forklift & Crew (Install Header, Spot Machinery, etc.):	TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

ORDER INSTRUCTIONS



The Power People


ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702) 385-1810

LasVegas@edlen.com

Advance Payment Deadline Date: 10/15/18

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

D. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT



The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702) 385-1810

LasVegas@edlen.com

Advance Payment Deadline Date: 10/15/18

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments

*** \$50 processing fee MUST be included with transfer.**

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL: THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. ESTIMATED SIGN ORDER	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE

TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702) 385-1810

LasVegas@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 10/15/18**

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS	Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event			
---------------------------	---	--	--	--

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			102.00	153.00	
1000 WATTS (10 AMPS)			187.00	281.00	
1500 WATTS (15 AMPS)			209.00	314.00	
2000 WATTS (20 AMPS)			237.00	356.00	
208 VOLT SINGLE PHASE					
20 AMPS			432.00	648.00	
30 AMPS			515.00	773.00	
60 AMPS			660.00	990.00	
208 VOLT THREE PHASE					
20 AMPS			579.00	869.00	
30 AMPS			691.00	1037.00	
60 AMPS			889.00	1334.00	
100 AMPS			1192.00	1788.00	
200 AMPS			1762.00	2643.00	
400 AMPS			2564.00	3846.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = _____

Please call for information on any services you require that are not listed here.

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		26.00	
POWER STRIP		26.00	

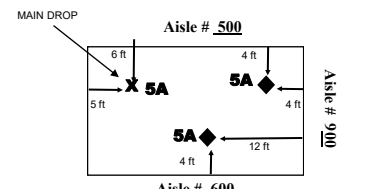
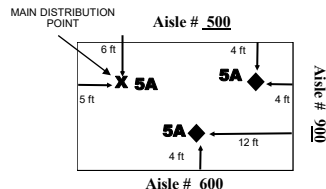
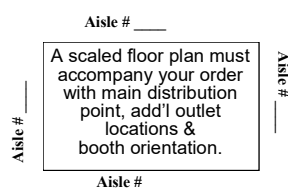
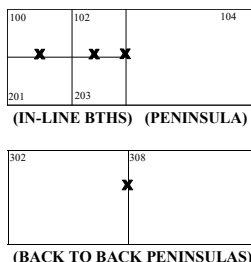
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

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



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/15/18




The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702) 385-1810

LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 3 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet
2. Data/network cable under carpet that is owned by an exhibitor or I&D house
3. Connection of all 208 volt or higher services
4. Assembly and disassembly of electrical hanging signs, including rotation and header signs.
5. Installation of all lighting including lights that require tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & installation of lighting of static lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus
10. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls.

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 10/15/18**

The Power People

ELECTRICAL EXHIBITION SERVICES

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LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

A. Describe flooring: _____

B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.****LABOR RATES AND HOURS**

Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$102.00	
OT	\$204.00	
LIFT RENTAL		
HOURS	RATE	TOTAL
	\$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM**ESTIMATED TOTAL****AUTHORIZATION**

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 10/15/18**


The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's Service Desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

General Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS**Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)**Installation, Removal & Wiring of Overhead Signs** (Complete Hanging Sign & Overhead Sign Placement Form)**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$102.00	
OT	\$204.00	
LIFT RENTAL		
HOURS	RATE	TOTAL
	\$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**ESTIMATED TOTAL****AUTHORIZATION**

PRINT NAME:

DATE:

LIGHTING ORDER

EDLEN

The Power People


ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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Advance Payment Deadline Date: 10/15/18

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

OVERHEAD LIGHTING FIXTURES (NOT AVAILABLE)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

**Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install, remove & focus once.**

* Quartz lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 QUARTZ LIGHT	N/A	N/A		N/A		N/A						

BOOTH LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and remove.**

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		102.00						
8 FT POLE WITH 2 LIGHTS	25.00	37.50		102.00						



- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		102.00						

TRACK LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
Pricing = Light rental + 2 hours labor to install and remove.**

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Call to discuss HANGING options for track lighting.
- * Track is black with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 3 FIXTURES	35.00	52.50		204.00						
4' TRACK WITH 4 FIXTURES	40.00	60.00		204.00						
ADD'T'L MR 16 LIGHT FIXTURES	5.00	7.50		N/A						

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

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LasVegas@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 10/15/18

EXHIBITOR:			BTH #	
EVENT:	VIVA 2018			
FACILITY:				
DATES:	NOVEMBER 6-8, 2018		EVENT #118003LV	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	453.00	680.00	
Additional Connections within 20' of Outlet	238.00	357.00	

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate	47.50	=
Total CFM _____ x REGULAR Rate	71.25	=

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	453.00	680.00	
Additional Connections within 20' of Outlet	238.00	357.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	453.00	680.00	
Additional Connections within 20' of Outlet	238.00	357.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	142.50	213.75	
51 – 200 Gallons	380.00	570.00	
201 – 500 Gallons	475.00	712.00	
Each additional 100 Gallons up to 1,000 Gallons	47.50	71.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION



The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702) 385-1810

LasVegas@edlen.com

Advance Payment Deadline Date: 10/15/18

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____


G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE			WORK RATE SCHEDULE	
MAN HRS	RATE	TOTAL	ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
ST	\$95.00		OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.
OT	\$190.00			
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM			AUTHORIZATION	
ESTIMATED TOTAL			PRINT NAME:	
			DATE:	

The Power People

ELECTRICAL EXHIBITION SERVICES
6705 South Eastern Avenue, Las Vegas, NV 89119
Phone: (702) 385-6911 Fax: (702) 385-1810
LasVegas@edlen.com

Advance Payment Deadline Date: 10/15/18

EXHIBITOR:		BTH #	
EVENT:	VIVA 2018		
FACILITY:			
DATES:	NOVEMBER 6-8, 2018	EVENT #118003LV	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	W = Water A = Air
Peninsula _____	Total Square Footage = _____	D = Drain AC = Addt'l connection

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen 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.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form



REQUEST FOR VOICE SERVICES

- This completed form along with a room/booth layout showing drop locations should be emailed to PABXMGRS@wynnlasvegas.com Orders can also be faxed to the attention of Wynn Las Vegas Telecommunications/PABX Services FAX 702-770-1568 - PHONE 702-770-2337 - 3131 Las Vegas Blvd. South, Las Vegas, Nevada 89109
- If other special telecommunication equipment or voice services are required which are not detailed on this form, please fax or email along with this request.
- Do Not enter Credit Card information on this form unless returned via fax. A separate email will be sent for electronic Credit Card billing via email.
- Orders will be fulfilled in the order they were received.

Event Name _____						
Contact _____			E-Mail _____			
Telephone Number _____			Fax Number _____			
Address _____						
City _____		State _____		Zip Code _____		
Group _____			Room/Booth _____			
Install Date _____		Install Time _____		Remove Date _____		
				Remove Time _____		
ALL INFORMATION ABOVE MUST BE COMPLETED IN ORDER TO PROCESS REQUEST						
Voice Services (Per Event)		Quantity			Cost	Total
		Restricted In-House Only	Restricted Local & Toll Free Only	Unrestricted Long Distance		
Standard Telephone (Two-Lines)					\$ 250.00	
Additional Rollover Line (Multi-line up to 24 lines)					\$ 100.00	
Additional Extension (Same Phone)					\$ 150.00	
Fax/Modem Line (Line ONLY – does not include machine)					\$ 250.00	
Phone Long Distance Access Security Code					\$ 50.00	
Polycom Speaker Phone (\$500 refundable deposit required)					\$ 375.00	
Relocation / Change Fee					\$ 100.00	
T-1 extended from demark <small>(Customer must order T-1 from Sprint or other vendor. Vendor can only drop T-1 to demarcation point in Technology Center)</small>		X	X		\$ 500.00	
Other _____					\$	
GRAND TOTAL						
All Telephone Equipment must be returned to Wynn Las Vegas Telecommunications/PABX Department						
Name of Cardholder _____						
Credit Card Number _____			Expiration Date _____			
Type of Card <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> Other _____						
Wynn Las Vegas Master Account Number _____						
Card Holder Signature/Agreement _____						
I authorize the charges detailed within this request form to be charged to my credit card listed here. By signing I also agree that I have read and agree to the terms and conditions set forth for these services by Wynn Las Vegas Telecommunications/PABX Department.						

TERMS AND CONDITIONS

- a) Client agrees not to misuse Wynn Las Vegas Telecommunications equipment. Wynn Las Vegas Telecommunications/PABX Department reserves the right to disconnect any client if they are found to have violated this usage agreement.
- b) Wynn Las Vegas Telecommunications/PABX is not responsible for the loss or damage to any equipment provided by a client or a third party.
- c) CANCELLATION POLICY Any order or portion of an order that is cancelled by the customer after Wynn Las Vegas Telecommunications/PABX Department has completed processing said order, will be subject to a cancellation fee of 10% of the cancelled portion. When installation of the ordered services has been completed, no canceled order will receive a refund of any percentage of the canceled portion.
- d) Choice of Law: Wynn Las Vegas Telecommunications/PABX Department is a department of Wynn Las Vegas, a Nevada Limited Liability Company. This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the exclusive place of venue and jurisdiction shall be the county of Clark in the State of Nevada.
- e) Modification: This agreement shall not be modified or amended by the parties except by written instrument signed by the parties.
- f) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- g) Acceptance of Terms: Clients expressly acknowledges by receipt of Services and/or Products delivered by Wynn Las Vegas Telecommunications/PABX Department to Client or its designee, to the terms and conditions herein contained.
- h) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- i) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment accessories, remote controls, cables, knobs, switches, and cases are included in equipment responsibility.
- j) Equipment procedures:
 - 1) Phone instruments will be delivered to your location.
 - 2) Exhibitors will be responsible for the protection of any equipment rented from Wynn Las Vegas Telecommunications/PABX and will ensure that all equipment is returned to Wynn Las Vegas Telecommunications/PABX. Wynn Las Vegas Telecommunications/PABX reserves the right to charge the customer for any lost equipment.
 - 3) Rental equipment provided by Wynn Las Vegas Telecommunications/PABX Department for this order will remain the property of Wynn Las Vegas Telecommunications/PABX Department.
 - 4) Only Wynn Las Vegas Telecommunications/PABX or Wynn Las Vegas EPS personnel are authorized to modify system wiring or cabling within the facility.
 - 5) All equipment must comply with F.C.C. regulations.
 - 6) Long distance service is provided by Sprint

PHONE USAGE CHARGES

Long distance and phone usage are billed by Resort through Sprint. Standard phone usage charges applied are as follows:

There will be a \$1.25 access surcharge for credit card, collect, and third party calls (in addition to the actual cost of the calls).

Local and Toll-Free Calls (800, 888, 877, and 866 prefixes): \$1.25 per call for the first 30 minutes and \$0.15 per minute for each additional minute.

All direct dialed Long Distance and International calls will be charged AT&T Operator Assisted rates plus a hotel surcharge of 45%.

Directory Assistance: \$1.50 (Local or Long Distance)

Operator Services for this phone are provided by: ASC Telecom, P.O. Box 709 Winona, MN 55987-0709

Any complaints regarding telephone charges and services can be directed to:

The Federal Communications Commissions
Common Carrier Bureau, Enforcement Division
445 12th Street, SW
Washington DC 20554

It is illegal for any party to transmit or download copyrighted material. Under new laws Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our company being prosecuted, Wynn Las Vegas EPS will take action against any customer found to be violating copyright laws.

Digital Millennium Copyright ACT ("DMCA") Notice. In operating the Service, we may act as a "services provider" (as defined in the DMCA) and offer services as an online provider of materials and links to third party web sites. As a result, third party materials that are not owned or controlled by us may be transmitted, stored, accessed or otherwise made available using the Service. If you believe any material available via the Service infringes a copyright, you should notify us using the notice procedure for claimed infringement under the DMCA. We will respond expeditiously to remove or disable access to material we determine may be infringing and will follow the procedures specified in the DMCA to resolve the claim between the notifying party and the alleged infringer who provided the applicable content. The address for infringement notices under the DMCA is Wynn Las Vegas, LLC, 3131 Las Vegas Blvd, South, Las Vegas, NV 89109.



Wynn | Encore
Advanced Convention Services Order Form
 3131 Las Vegas Blvd. South, Las Vegas, NV 89109
 Office (702) 545-1225 Fax (702) 823-3705

Event Information		Contact Information	
Event:		Name:	
Company:		Billing Address1:	
Room/Booth#:		Billing Address2:	
Install Date & Time:		City:	
Removal Date & Time:		State:	Zip:
On-site Rep:		Phone #:	
On-site Mobile #:		Email:	
Wynn/Encore Contact (CSM, Catering, etc.):		Wynn/Encore Contact Phone #:	

Services

Short-Term, Individual Wi-Fi (Paid onsite via credit card only. Up to 5Mbps)

Users will connect to "Wynn Convention" or "Encore Convention" wifi, open a web browser, and then follow the onscreen instructions for Credit Card Access. This is available for onsite purchase only and payable via credit card only.

1 Hour	\$9.95
3 Hours	\$24.95
24 Hours	\$99.95

Business Starter packages (up to 10Mbps; 1 connection)

	Price	Quantity	Total
One Wireless Code for 1 or 2 days	\$350		
One Wireless Code for 3 to 7 days	\$399		
One Wired Connection for 1 or 2 days (one location)	\$375		
One Wired Connection for 3 to 7 days (one location)	\$424		
Business Select packages (up to 10Mbps)			
Three Wireless Codes for 1 or 2 days	\$776		
Three Wireless Codes for 3 to 7 days	\$1,195		
Additional Wireless Code (Qty: 1-24 = \$40 each; 25-49 = \$30 each)	(\$40/\$30)		
One Wired Connection for 1 or 2 days (one location)	\$826		
One Wired Connection for 3 to 7 days (one location)	\$1,245		
Additional Wired Connection	\$125		
	Subtotal Page1:		

**** Orders received less than 7 days prior to start of event will be assessed an expedite fee of 20% ****

For custom wireless networks and/or more than 49 wireless connections, please contact a sales representative for a quote (702-545-1225).

Additional Services – (weekly pricing)		Price	Quantity	Total
* Switch Rental (required if ordering more than 1 wired connection in a location)		\$125*		
* Cable Rental (Required on all wired connection orders)		\$25*		
20Mbps Wired Connection Speed Upgrade (not dedicated speed)		\$1,000		
50Mbps Wired Connection Speed Upgrade (not dedicated speed)		\$2,000		
100 Mbps Wired Connection Speed Upgrade (not dedicated speed)		\$3,000		
Additional Location		\$250		
Private Static IP (used for printers or servers; does not come with a wire)		\$125		
Public Static IP (used for printers or servers; does not come with a wire)		\$250		
Wi-Fi service is via dual-band, 802.11 AC				
Printer networking services are available from the Business Center (Wynn: 702-770-2370 / Encore: 702-770-4340)				
		Subtotal Page2:		
		Page 1 Total:		
* Equipment rentals are the only items subject to sales tax.		Tax (8.1%)*		
		Other:		
		Grand Total:		
Payment Type (Please Select One)				
Master Account:		Please provide master account #: _____		
Credit Card:		Once your order is processed by Cox, you will receive an email which contains a link which you'll need to click on, in order to enter your credit card information.		
Check: (Must be received 10 days before event)		Payable to: Cox Communications Mail to: Attn: Alicia Pelzer-Williams (ACS) 1700 Vegas Drive, Las Vegas, NV 89106		

*** Please fax completed order form to Fax# 702-823-3705 ***

or

*** Email to: acs@cox.com ***

If you have questions, please call our sales & support line: 702-545-1225

Service Authorization

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of Customer for the services in this Agreement. The undersigned further represents that the Customer Information and the Authorized Customer Representative Information is true and correct. This Agreement binds Customer to the Rates, Terms and Conditions of Service applicable to each of the services selected above, including any termination penalties that may apply. All Services are subject to the Terms and Conditions on Pages 3 & 4 attached hereto. Internet, Data, Web Hosting and/or Web Conferencing, CoxMail(sm) E-Mail Services, if selected by Customer, are subject to Acceptable Use Policies located at www.coxbusiness.com/acceptableusepolicy.pdf and Customer acknowledges receipt of these by signing below. Prices listed do not include applicable taxes, fees, assessments or surcharges. Until this Agreement is signed by Customer, it serves as a proposal which may be withdrawn or changed at any time by Cox. Cox will honor the prices in this proposal provided Customer delivers a signed contract to Cox within thirty days from the contract date above. If Customer terminates any Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Cox may execute this Agreement using an electronic signature.

Customer’s Signature: _____ Date: _____

Print Name: _____

Notes:

Diagram Sketch of Room or Booth for Location of Wired Connections

COX BUSINESS ACS Terms And Conditions

1. Service and Installation

Cox shall provide Customer with the Services and Equipment identified on the first page of this Agreement. Customer is responsible for damage to any Cox equipment. Customer may use the Services for any lawful purpose, provided that such purpose (a) does not interfere or impair the Cox network, equipment or facilities and/or (b) complies with the applicable Acceptable Use Policies ("AUP") which are incorporated herein by reference. Customer shall use the equipment only for the purpose of receiving the Services. Unless provided otherwise herein, Cox shall use reasonable efforts to maintain the Services in accordance with applicable performance standards. For Cox Internet Services, bandwidth speed options may vary. Customer may not always receive or obtain optimal

bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the Cox AUP and the AUP is available online at www.coxbusiness.com/acceptableusepolicy.pdf. Web hosting Customers may view their AUP by clicking on the Control panel. The AUPs may be amended from time to time during the Term of this Agreement. Customer's continued use of the Services following an amendment shall constitute acceptance.

2. Service Date and Term

This Agreement shall be effective upon execution by the parties. Services shall be provided for the applicable term set forth on the first page of this Agreement and such term shall begin upon installation of Service. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays resulting from construction or for reasons beyond its control.

3. Customer Responsibilities

Customer is responsible for arranging all necessary rights of access for Cox including space for cables, conduits, and equipment as necessary for Cox-authorized personnel to install, repair, inspect, maintain, replace or remove any and all facilities and equipment provided by Cox. Customer shall provide a secured space with electrical power, climate control and protection against fire, vandalism, and other casualty for Cox's equipment. Customer shall 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 engages in a public performance of any copyrighted material contained in any of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Customer is responsible for ensuring that Customer's 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 thereunder and that Customer shall not create or permit to be created any liens or encumbrances on such equipment. Internal Wiring shall not be considered equipment and shall become the property of Customer upon initiation of Service. Cox shall install equipment necessary to furnish the video 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. Cox shall repair any equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment, 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

Unless authorized in writing by Cox, Customer may not resell any portion of the Service to any other party; provided, however, Customer may, with Cox's prior written consent, resell web hosting for third parties through the Services. Customer shall be responsible for any software and content displayed and distributed by Customer or Customer's web hosting customers, if any.

6. Default

If Customer 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 tariff or 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. IP Address and Domain Name Registration

Cox will allocate IP addresses to Customer according to InterNIC guidelines. All IP addresses assigned by Cox must be relinquished by Customer upon the expiration, termination or cancellation of this Agreement. IP address shall be subject to the IP policy in the AUP. If Customer requests, Cox will register an available domain name on behalf of Customer, and such registration shall be subject to rules promulgated by the domain name registrar, which may be amended from time to time and are presently posted at Register.com <http://www.register.com/retail/policy/servicesagreement.rcmx> or Verisign at http://www.netsol.com/en_US/legal/static-service-agreement.jhtml. Customer is responsible for payment and maintenance of domain name registration.

8. Termination

A 10% fee will be applied to all orders canceled between the date the order is placed, and the installation date. No refunds will be provided to orders which have been installed." If Cox is delivering Services via wireless network facilities and there is signal interference with such Service, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts.

9. 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 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.

10. 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.

11. 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.

12. INDEMNITY

Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees or agents harmless (including payment of reasonable attorneys fees) from and against any claim, actions or demands relating to or arising out of Customer's use of the Service including without limitation

- (i) any content or software displayed, distributed or otherwise disseminated by the Customer, its employees, or users of the Services;
- (ii) any claim that Customer's use of the Service including the registration and maintenance of Customer's selected domain name(s), infringes on the patent, copyright, trademark or other intellectual property right of any third party;
- (iii) any malicious act or act in violation of any laws committed by Customer, its employees or users using the Services; and/or
- (iv) violation by Customer, its employees or authorized users of the Cox AUPs.

13. 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 its network, 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.

4. Miscellaneous

This Agreement, the tariffs, the documents referenced herein, and the AUPs constitute 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 instrument signed by the 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.

15. 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.

16. Web Hosting Servers.

Cox reserves the right to select the server for Customer's web site for best performance. The Customer understands that the Services provided by Cox may be provided on a shared server. This means that one web site cannot be permitted to overwhelm the server with heavy CPU usage, for example from the use of highly active CGI scripts or chat scripts. If the Customer's web site overwhelms the server and causes complaints from other users, the Customer has outgrown the realm of shared services and will be required by Cox to relocate its web site. If the Customer refuses to comply with this Section, then Cox has the right to terminate the Services. Cox will use reasonable efforts to maintain a full time Internet presence for the Customer. The

Customer hereby acknowledges that the network may, at various time intervals, be down due, but not restricted to, utility interruption, maintenance equipment failure, natural disaster, acts of God, or human error and Cox shall not be liable to customer for such outages or server downtime.

17. Digital Millennium Copyright Act.

Cox is registered under the Digital Millennium Copyright Act of 1998. Pursuant to 17 U.S.C. Section 512(c)3, if you believe that a Web page hosted by Cox is violating your rights under U.S. copyright law, you may file a complaint with Cox's designated agent. Please contact DMCA@Cox.com for information necessary to file your complaint with Cox.

ENTERTAINMENT PRODUCTION SERVICES EXHIBITOR ORDER FORM

Fax completed forms to 702.770.1560 Questions, please call 702.770.2860

Email completed forms to Julie.Hoffman@WynnLasVegas.com

To receive advance show rate, EPS must receive your order, along with full credit card payment, within fourteen (14) of event

Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
23" Monitor with Tabletop Stand				
32" Monitor with Tabletop Stand				
42" Monitor with Floor Stand				
50" Monitor with Floor Stand				
60" Monitor with Floor Stand				
70" Monitor available. Call for quote.				
80" Monitor available. Call for quote.				



Video Projection	Qty.	Daily Rate	# of Days	Total
5K SD Projector				
7K HD Projector				
Cradle Screen 10'				
Tripod Projection Screen 8'				
Other Screen Sizes Available . Call for quote.				



Video Equipment	Qty.	Daily Rate	# of Days	Total
DVD Player				
Blu-ray Player				



Data/Video Interface	Qty.	Daily Rate	# of Days	Total
Extron Video Distribution Amplifier (1 in x 4 out)				
Extron VGA Switcher (Standard, 1 x 4 or 1 x 6)				
Folsum Presentation Pro Video Switcher				
Folsum Image Pro Video Switcher				



Audio	Qty.	Daily Rate	# of Days	Total
Power Speakers on Stand (Pair)				
Powered Speaker on Stand				
Wired Microphone on Stand				
Wireless Microphone on Stand (Lavalier or Handheld)				
CD Player				
12 Channel Audio Mixer				
iPod/Computer Connection				



A/V Support	Qty.	Daily Rate	# of Days	Total
Laptop Computer				
Speaker Timer				
Wireless Mouse*				
Laser Pointer*				
24" or 42" Skirted Cart - Or Similar size.				
Flip Chart w/ Pad & Markers				
Flip Chart w/ Adhesive Flip Chart Pads & Markers				
Rolling White Board (6' x 4' w/ Markers; Cork on one side)				
Labor charges may apply				
*If items are not returned, a \$125 fee will be applied to the final bill.				



Rigged Banners	Qty.	Daily Rate	# of Days	Total
Banners Size. Call for Quote				
Cable TV	Qty.	Daily Rate	# of Days	Total
Basic Cable with Tuner - Standard Definition				
Wynn Power	Qty.	Daily Rate	# of Days	Total
15 Amp Power Drop w/Cable and 6 Way Power Strip		EDLEN		
30 Amp Power Drop w/Cable and (1) Dog House		EDLEN		
Additional AV Equipment Not Listed	Qty.	Daily Rate	# of Days	Total
Labor	Qty.	Hourly Rate	# of Hours	Total
AV Technician/s to Set (4 Hour Minimum)				
AV Technician/s to Strike (4 Hour Minimum)				
	EQUIPMENT SUBTOTAL:			
	LABOR SUBTOTAL:			
	TOTAL:			

ORDER FORMATION		Booth #
Event Name:	Event Date/s:	
Company Name:		
On Site Contact:	Phone Number:	
Email Address:		
Delivery Location:		
Delivery & Pick Up: Day:	Date:	
Delivery Time:	EPS Contact:	
A representative will contact you via email with credit card portal		
Cardholder's Name:	Cardholder's Email:	
Cardholder's Address:		
Phone Number:	Fax Number:	

Premier Suite – Audiovisual

All audiovisual requirements for your premier suite will be charged to you. Please make any arrangements directly with the AV company of your choice. As a convenience, we've provided a few options below.

Frank Cenicerros

Assistant Production Manager at Wynn

(702) 770-2867

Francisco.cenicerros@wynnlasvegas.com

Rebecca Draznin

Advance Concepts Inc.

(703) 448-0445

rebecca@advanceconcepts.com

Dave McCormack

4 Productions

(774) 568-5430

dave@4productions.com

Please discuss your A/V needs in advance and ensure you have secured an A/V technician for any programming in your suite. Note: VIVA's educational sessions cannot be streamed into marketing spaces including premier suites.



Floral Order Form

*All orders must be placed 2 week prior to Event.

All orders after this date will be subject to a 25% surcharge fee

Send orders to: catering@wynnlasvegas.com or via fax at (702) 770-1550

Show Name _____ Delivery Date _____ Removal Date _____

Contact Name _____ Phone# _____ E-Mail _____

Please specify floral delivery to – Booth # or Room # _____

White Phalaenopsis Orchid Plants & Palm Tree

Please select size and quantity

\$100	<input type="checkbox"/>	Single spike:	Quantity _____
\$125	<input type="checkbox"/>	Double Spike:	Quantity _____
\$300	<input type="checkbox"/>	6' Tall Kentia Palm:	Quantity _____

Fresh Cut Floral Creation

☐ Custom flower request? ☐ Designer's choice?

Custom request:

Select floral size, price and refresh.

<input type="checkbox"/> Small -	\$110	Qty. _____	Appropriate for a Cocktail table – Approx. 7" tall
<input type="checkbox"/> Medium -	\$225	Qty. _____	Appropriate for a Counter top display – Approx. 20" tall
<input type="checkbox"/> Large -	\$400	Qty. _____	Appropriate for booth/room accent piece – Approx. 32" tall
<input type="checkbox"/> Ex. Large -	\$550	Qty. _____	Appropriate for focal point of a booth/room – Approx. 48" tall
<input type="checkbox"/> 4 Day refresh	\$240	<input type="checkbox"/> 3 Day refresh	\$180 <input type="checkbox"/> 2 Day refresh \$120 <input type="checkbox"/> 1 Day refresh \$60

* Flowers will stay fresh for 1 day and then require a refresh

To keep arrangement in pristine condition every day, the flowers will require a refresh and replacement of all expired blooms.

Refresh fees are starting rates. Custom orders in excess of \$550 are billed at 15% of total order per refresh.



Preferred Providers

Destination Management Companies



Debby Jacobs Felker, Vice President of Sales
 (702) 798-9555
djacobs@dbdvegas.com
www.dbdvegas.com



Jennifer Cheung-Cline, Account Executive
 (702) 387-1900
jcheungcline@hello-dmc.com
www.hello-dmc.com



Joshua Jones, DMCP, Vice President
 (702) 798-0000
joshua.jones@hosts-global.com
www.hosts-global.com

Entertainment, Music and Talent



Nicholas Parrotta, President
 (702) 263-4409
nick@nbpproductions.com
www.nbpproductions.com



Jaki Baskow, President
 (702) 547-5101
jaki@baskow.com
www.baskowtalent.com

Event Décor



Debby Jacobs Felker, Vice President of Sales
(702) 798-9555
djacobs@dbdvegas.com
www.dbdvegas.com



Kevin Kraft, Design Director
(702) 684-7300
kevin@by-dzign.com
www.by-dzign.com



Robin Traficanti, Director of Sales
(702) 625-9771
robin.traficanti@styleeventdesign.com
www.styleeventdesign.com



Alan Waxler, CEO
(702) 740-3407
alan@imprintgroup.com
www.awgdmc.com

Security



Ted Farace, President
(702) 610-8000
tvfarace@yahoo.com
www.elitesecurityspecialists.com

Speaker Services



Jaki Baskow, President
(702) 547-5101
jaki@baskow.com
www.baskowtalent.com

Transportation



Daniela Chan, VP of Transportation
(702) 250-5123
dchan@awgambassador.com
www.awgambassador.com



Jennifer Cheung-Cline, Account Executive
(702) 387-1900
jcheungcline@hello-dmc.com
www.hello-dmc.com

Mobile Apps / Audience Engagement



Crystal Toupin, Senior Manager
(604) 875-0403
crystal.toupin@quickmobile.com
www.quickmobile.com

Driving Experience



Brandy Falconer, Sales Manager
(702) 599-5194
bf@dreamracing.com
www.dreamracing.com

LEAD RETRIEVAL ORDER FORM

[Order Online](#)
DISCOUNT DEADLINE: Oct. 4th, 2018

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Ninja	\$275	\$305		
ExpoBadge Panoptic	\$300	\$335		
ExpoBadge Panoptic with Printer	\$355	\$395		

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$265	\$295		
Additional Licenses	\$160	\$175		

ExpoBadge Extras:

Delivery, Setup, and Training	\$75	\$95		
Personalized Action Codes	\$75	\$95		
Paper: Additional Roll	\$15	\$20		
USB Flash Drive	\$65	\$85		

Federal Tax ID # 20-8676699

Sub Total:

NV Sales Tax: 8.25%

Processing Fee:

\$15.00

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

ONLINE ORDERS:

[VIVA and The Veins 2018](#)

FAX ORDERS TO:

714-632-8345

MAIL ORDERS TO:

ExpoBadge, Inc.
 1075 N. Tustin St. #6250
 Orange, CA 92863, USA

FOR ASSISTANCE CALL:

toll free 800-490-9941
 +1-714-630-2945




Payment Information *Billing Zip Code Required

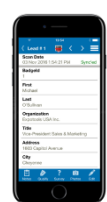
AMERICAN EXPRESS	MASTERCARD	VISA	CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Ninja 	The ExpoBadge Ninja is a handheld battery-operated scanner that conveniently fits in your pocket. The Ninja stores your leads, at the close of the show leads will be downloaded and emailed at the close of the show (within 24-48 hours).	Electronic
ExpoBadge Panoptic 	The ExpoBadge Panoptic is a wireless, handheld, state-of-the-art scanning device (Android), that is the fastest scanner in the market. Uploads lead detail in real-time. Leads can be accessed anytime from ExpoBadge's secure website. Includes an easy-to-use notes option for quickly recording notes specific to each lead. (Requires nightly charging.)	Electronic
ExpoBadge Panoptic with printer 	The ExpoBadge Panoptic with printer is a printer with a scanner connected <i>wirelessly</i> . This allows you the flexibility for multiple sales people to capture leads in your booth. With all the features of the ExpoBadge Panoptic, you will receive a paper and electronic copy of your leads. (ExpoBadge Panoptic requires nightly charging.)	Paper and Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features. ExpoBadge Mobile App User Guide	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Not compatible with Lead Print options Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.

STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.

Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

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