

EXHIBITOR

SERVICE MANUAL

National Consortium of Breast Centers



**28th Annual
INTERDISCIPLINARY
BREAST CENTER CONFERENCE**

Paris Las Vegas Hotel & Casino
Las Vegas, NV

March 9-14, 2018





26071 Merit Circle, Suite 111—Laguna Hills, CA 92653
Telephone (714) 981-5966 • Fax (714) 899-5828

28th Annual Interdisciplinary Breast Center Conference (NCoBC 2018)

Paris Las Vegas Hotel & Casino • Las Vegas, NV
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Pages throughout the Service Kit indicated above with the “” **MUST** be signed and returned to Century via fax (714-899-5828) or e-mail (robin@centurytrans.com) by 02/23/2018 whether you are ordering any “Show Services” or not; these pages will be kept in your file. Each of these pages are marked in the upper right hand corner in order to make them easy to locate. Questions....call 714-981-5966.



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Dear Exhibitor,

It is with great pleasure that we inform you that we have been selected again as your official general contractor for the upcoming NCoBC 2018 conference at the Paris Las Vegas Hotel & Casino in Las Vegas, Nevada. We look forward to assisting you to ensure your participation in the conference is a successful one.

Please review the following information sheets and order forms. **IT IS VERY IMPORTANT THAT YOU CAREFULLY REVIEW THIS SERVICE KIT!** The forms contain conference information and all the show services provided by Century and any third party vendors. Please complete all pertinent forms and promptly return them to us AND to the third party vendors (Encore and Smart Source). We are NOT affiliated with either Encore (Electrical, Lighting & Internet) or Smart Source (Lead Retrieval) so if you are in need of their services, you MUST return those order forms to each vendor directly. Make certain that the contact information is filled out COMPLETELY on all pages that you send back so we can easily get in touch with the correct person if we have questions, etc. regarding your paperwork.

Fax paperwork to: 714-899-5828 or Email paperwork to: robin@centurytrans.com

All charges for rental items include: delivery to booth, installation and removal at close of the show.

Please note, for “Discount” pricing all order forms MUST be received by the **DEADLINE: FRIDAY FEBRUARY 23, 2018** and must be accompanied by payment in full. If the deadline is not met, the “Standard” pricing will take effect. Please see the enclosed Payment Policy form. If you require assistance in completing any of the enclosed forms please feel free to contact Century and we will be happy to help in any way.

NOTE: THE PAYMENT POLICY FORM (Pg. 21) MUST BE FILLED OUT, SIGNED AND RETURNED TO THE CENTURY OFFICE PRIOR TO EXHIBITOR SET UP. IF YOUR PAPERWORK IS NOT ON FILE, YOU WILL NOT BE ALLOWED INTO THE EXHIBIT HALL.

All exhibitors are provided a standard 10’ x 10’ booth space, with 8’ **WHITE** back drapes and 3’ **WHITE** side divider drapes. Each booth will include the following (Tables will be skirted in **WHITE**):

- (1) 6’ draped table
- (2) Side chairs
- (1) Waste basket
- (1) 7” x 44” sign with company name

We look forward to helping you have the most successful show possible. Please do not hesitate to contact us for any reason.

Sincerely,

Robin Mount-Ming & Drew Maughan

Laguna Hills Office
Robin Mount-Ming
robin@centurytrans.com
(714) 981-5966 main
(714) 899-5828 fax

Drew Maughan -Direct
drew.centurytrans@gmail.com
(714) 981-5965



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HOTEL INFORMATION



**Paris Las Vegas Hotel and Casino
3655 Las Vegas Blvd. South
Las Vegas, NV 89109**

Rooms can be booked through the NCoBC website at:

www.breastcare.org

Click on “Register to Attend” then find the “Hotel Registration” link in the right margin

In addition to reduced room rates, NCBC has negotiated that there are **NO** “resort fees” charged during your stay (a \$25/ day value!), but you **MUST** book your room (s) through the www.breastcare.org website to take advantage!

If you are in need of assistance booking your room, please contact Kimberly Bolin directly at: Kimberly@breastcare.org or Christine@breastcare.org and they will gladly help you with your requests!



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SHOW FACTS

Exhibitor Set and Dismantle Information

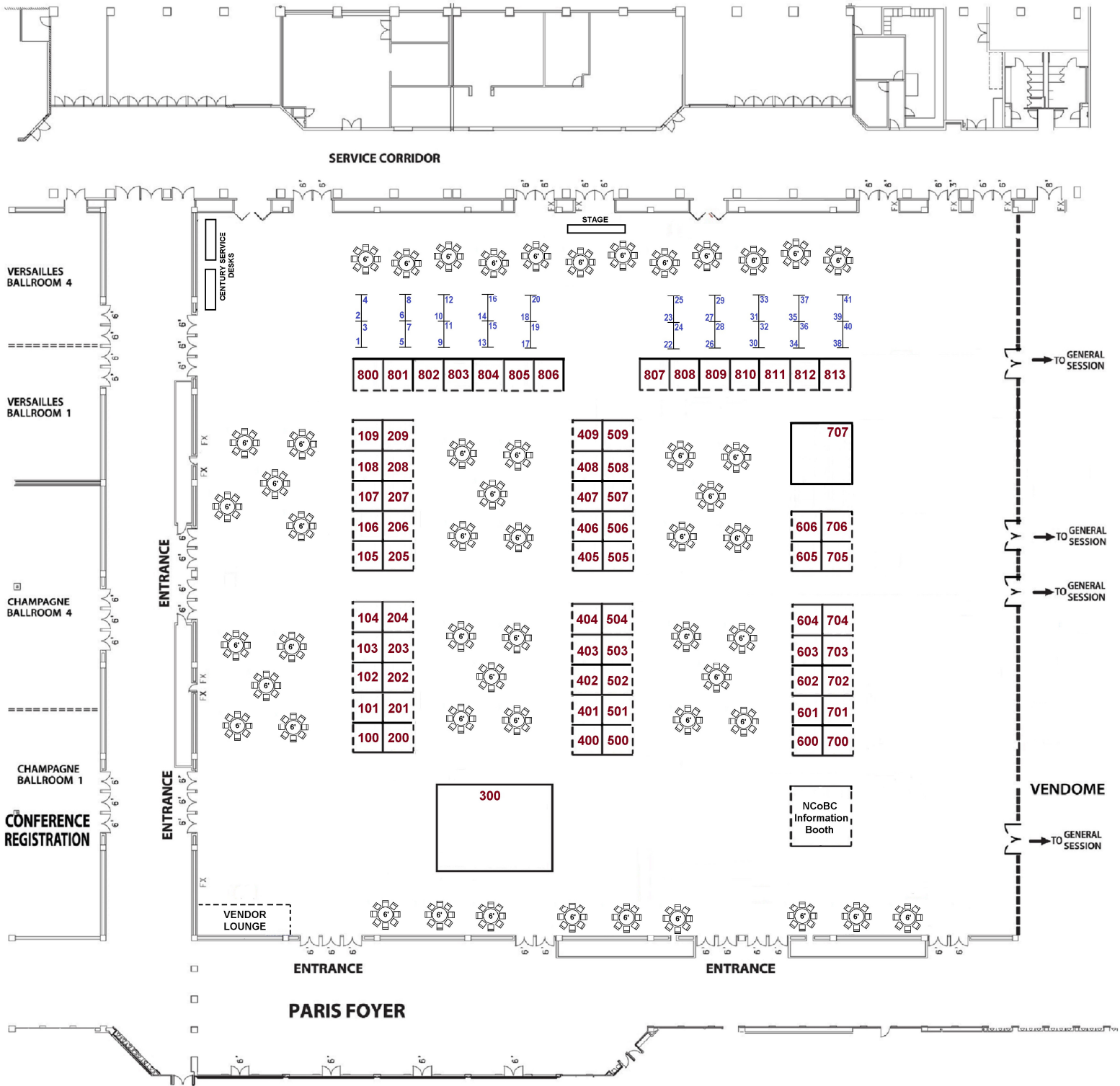
Freight Move-In	Thursday—March 8, 2018	12:00pm — 4:00pm
Exhibitor Set-Up	Friday— March 11, 2018	9:00am — 9:00pm
Exhibitor Dismantle	Monday—March 12, 2018	1:45pm — 10:00pm
Freight Forced	Monday—March 12, 2018	10:00pm NO Exceptions

Exhibit/ Conference Schedule

Saturday—March 10			
7:00am	to	7:00pm	Exhibit Floor Hours
7:00am	to	8:00am	Breakfast Symposium
9:45am	to	10:15am	Break
11:45am	to	1:00pm	Lunch ————— Prime Exhibit Hours
3:15pm	to	4:00pm	Break
5:30pm	to	5:45pm	Product Showcase *Exhibitor Raffle Winners
5:45pm	to	7:00pm	Vendor Reception
Sunday—March 11			
7:00am	to	6:45pm	Exhibit Floor Hours
7:00am	to	8:00am	Breakfast Symposium
10:00am	to	10:30am	Break
12:10pm	to	1:30pm	Lunch ————— Prime Exhibit Hours
3:10pm	to	3:45pm	Break
5:25pm	to	6:45pm	Poster Reception
Monday—March 12			
7:00am	to	1:45pm	Exhibit Floor Hours
7:00am	to	8:00am	Breakfast Symposium
10:15am	to	10:45am	Break
12:15pm	to	1:45pm	Lunch ————— Prime Exhibit Hours
1:45pm	to	10:00pm	**Dismantle
* Must be present to win		** \$800 Fee if anything is removed prior to 1:45pm	

Booth Property/ Exhibit Hall Information

<p>Each 10' x 10' booth space will be equipped with:</p> <ul style="list-style-type: none"> 8' back drape + 3' side drapes 1- 6' draped table 1- Waste basket 2- Side Chairs 1- 7" x 44" Identification Sign <p>The Exhibit Hall is carpeted</p>	<p>Booth height restriction in the Exhibit Hall is:</p> <p style="text-align: center;">25'</p> <p>If your booth requires a "HANGING SIGN" from the ceiling, you will need to coordinate this directly with Encore at Paris Las Vegas. Information for Encore is located at the back of this Service Kit on pages 25-32</p>
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----- INDICATES FRONT OF BOOTH



REVISION 06/19/2017

28th Annual Interdisciplinary Breast Center Conference

Rivoli/ Concorde Ballrooms - 57,121 sq. ft.

Paris Las Vegas

March 10-14, 2018



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FIRE DEPARTMENT REGULATIONS

Dear Exhibitor,

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies and exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles and exits which must be kept on display at the assembly.

Listed below are additional requirements to follow for safety:

- Install display or exhibit so as to not interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to one-quarter tank or less, and tape or lock fuel caps; LP tanks should be removed from all vehicles. **WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRATOR AT LEAST FOUR(4) WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.**
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than twenty (20) feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.

NOTE: Smoking is prohibited in the exhibit areas during move-in and move-out due to the accumulation of combustible materials



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FURNITURE ORDER FORM (Items ordered on this sheet are **IN ADDITION** to what is already provided in your booth space - see bottom of page 2)

For Discounted Prices, order and payment MUST be received by: **FRIDAY - February 23, 2018**

24" Wide Skirted Tables White plastic tops, skirted on 3 sides (choose skirt color below)	Qty.	Disc. Price	Stand. Price	Total
4' Long 30" High		\$96.00	\$121.00	
4' Long 42" High		\$128.00	\$153.00	
6' Long 30" High		\$109.00	\$134.00	
6' Long 42" High		\$141.00	\$166.00	
8' Long 30" High		\$115.00	\$140.00	
8' Long 42" High		\$148.00	\$173.00	
4th Side Skirting		\$48.00	\$63.00	

Choose a Table Skirt Color
(If ordering any tables above)



Blue	Green	Red
Burgundy	White	Black
Teal	Purple	Grey

24" Wide Un-skirted Tables White plastic tops	Qty.	Disc. Price	Reg. Price	Total
4' Long 30" High		\$63.00	\$88.00	
4' Long 42" High		\$81.00	\$106.00	
6' Long 30" High		\$83.00	\$108.00	
6' Long 42" High		\$101.00	\$126.00	
8' Long 30" High		\$103.00	\$128.00	
8' Long 42" High		\$121.00	\$146.00	

Accessories	Qty.	Disc. Price	Stand. Price	Total
Standard Side Chair		\$55.00	\$80.00	
Padded Arm Chair		\$66.00	\$91.00	
Work Station Chair (on wheels)		\$78.00	\$90.00	
Directors Chair		\$60.00	\$85.00	
Counter Stool		\$65.00	\$90.00	
Round Table 36" W x 30" H		\$203.00	\$244.00	
High Bar Table 30"W x 42"H		\$243.00	\$274.00	
Wastebasket		\$17.00	\$25.00	
Easel		\$27.00	\$33.00	
Garment Rack		\$43.00	\$53.00	
Glass Showcase 4'W		\$328.00	\$418.00	
Glass Showcase 6'W		\$378.00	493.00	
Peg Board 4' x 8' Horizontal		\$113.00	\$148.00	
Peg Board 4' x 8' Vertical		\$113.00	\$148.00	
Tack Board 4' x 8' Horizontal		\$113.00	\$148.00	
Tack Board 4' x 8' Vertical		\$113.00	\$148.00	
Sign Holder		\$43.00	\$53.00	
Literature Rack		\$33.00	\$41.00	
Coat Tree		\$43.00	\$53.00	

NOTE: If ordering un-skirted counters or tables you must bring your own skirt (s). Tables and counters are raw wood and may contain staples

Total of All Items Ordered: \$ _____

Cancellation Policy: Items cancelled after delivery to booth will be subject to a 50% charge of the standard price.

Exhibitor:	
Order Placed by:	
Email Address:	Booth#:



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CARPET and PADDING ORDER FORM

For Discounted Prices, order and payment MUST be received by: **FRIDAY—February 23, 2018**

Cancellation Policy: Items cancelled after delivery to booth will be subject to a 50% charge of the standard price.

Pre-Cut Carpet * Standard Sizes (Choose Color Below)	Select	Discounted Price	Standard Price	Total
10' x 10'		\$150.00	\$200.00	
10' x 20'		\$300.00	\$350.00	
10' x 30'		\$450.00	\$500.00	
10' x 40'		\$600.00	\$750.00	

Custom-Cut Carpet * (Choose Color Below)	Select	Discounted Price	Standard Price	Total
_____ ft. x _____ ft.		\$5.00 per Sq. Ft.	\$6.50 per Sq. Ft.	

Circle Carpet Color → **Black Blue Red Burgundy Grey Teal**

* All carpet is taped along front edge

Pad	Select	Discounted Price	Standard Price	Total
Carpet Padding—Per Sq. Ft.		\$1.25	\$2.50	

Total of All Items Ordered: \$ _____

Exhibitor:	
Order Placed by:	
Email Address:	Booth #:



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CUSTOM SIGN ORDER FORM

For Discounted Prices, order and payment MUST be received by: **FRIDAY—February 23, 2018**

Cancellation Policy: If item is cancelled prior to production, a 50% refund will be granted. If item is cancelled after production has begun, no refund will be granted.

Size	Disc. Price*	Stand. Price*	Qty.	Horizontal	Vertical	Copy Color	Easel Back (\$8.00)	Total
11" x 14"	\$50.00	\$100.00						
14" x 22"	\$60.00	\$120.00						
22" x 28"	\$70.00	\$140.00						
28" x 44"	\$100.00	\$160.00						
40" x 60"	\$280.00	\$330.00						

SIGN COPY (up to 10 words**)

* Pricing above is for one color copy on a white card—In-stock colored card other than white: \$15.00 per sign

** Copy over 10 words—add \$1.00 per word

- Show site orders will be quoted upon request—pricing may vary according to availability
- Banners and specialty signs will be quoted upon request
- There are additional charges for logo reproduction, emblems, custom graphics, etc. Quotes upon request

Total of All Items Ordered: \$ _____ + 9.75% (sales tax) = \$ _____

Exhibitor:

Order Placed by:

Email Address: _____ **Booth #:** _____



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BOOTH CLEANING ORDER FORM

For Discounted Prices, order and payment MUST be received by: **FRIDAY—February 23, 2018**

Vacuum—One Time Only Cleaning will be performed prior to the initial opening of the show		Total
Discounted Price	Booth Size _____ x _____ = _____ Sq. Ft x \$0.60 <div style="text-align: center; font-size: small; margin: 0 100px;"> Width Depth </div>	
Standard Price	Booth Size _____ x _____ = _____ Sq. Ft x \$0.75 <div style="text-align: center; font-size: small; margin: 0 100px;"> Width Depth </div>	

Vacuum—Daily Cleaning everyday during the show includes emptying of the wastebasket in your booth nightly		Total
Discounted Price	Booth Size _____ x _____ = _____ Sq. Ft x \$0.50 x 3 (days) <div style="text-align: center; font-size: small; margin: 0 100px;"> Width Depth </div>	
Standard Price	Booth Size _____ x _____ = _____ Sq. Ft x \$0.60 x 3 (days) <div style="text-align: center; font-size: small; margin: 0 100px;"> Width Depth </div>	

Total of All Items Ordered: \$ _____

Exhibitor:
Order Placed by:
Email Address: Booth #:



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FLORAL ORDER FORM

Order and payment MUST be received by: **FRIDAY—February 23, 2018**

Cancellation Policy: Items cancelled after delivery to booth will be charged 100% of the rental price.

Orders placed after the deadline date will be filled on availability and assessed a 25% service charge.

Description	Qty.	Rental Price	Total
6' Green Plants		\$150.00	
5' Green Plants		\$125.00	
4' Green Plants		\$100.00	
2' - 3' Green Plants		\$75.00	
Table Top Green Plants		\$90.00	
Table Top Fern		\$85.00	
Misc. Flowering Plants *Color Preference: _____		\$75.00	
Small Fresh Cut Floral Arrangement		\$175.00	
Large Fresh Cut Floral Arrangement		\$200.00	

Total of All Items Ordered: \$ _____

Exhibitor:	
Order Placed by:	
Email Address:	Booth #:



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AUDIO/ VISUAL PRESENTATION ORDER FORM

For Discounted Prices, order and payment MUST be received by: **FRIDAY—February 23, 2018**

Cancellation Policy: Items cancelled after Friday March 2, 2018 will be charged 50% of the standard price.

Equipment	Qty.	Discounted Price	Standard Price	Total
65" LED 2160p Display (Table Stand Included)		\$1,995.00	\$2,795.00	
60" LED 2160p Display (Table Stand Included)		\$1,695.00	\$2,375.00	
55" LED 2160p Display (Table Stand Included)		\$1,495.00	\$2,095.00	
40" LED 1080p Display (Table Stand Included)		\$595.00	\$795.00	
32" LED 1080p Display (Table Stand Included)		\$395.00	\$545.00	
24" LED 1080p Display (Table Stand Included)		\$225.00	\$325.00	
20" LED 1080p Display (Table Stand Included)		\$145.00	\$245.00	
Wall Mount Bracket for 20" - 65" Display		\$130.00	\$185.00	
Floor Stand		Quoted	Quoted	
DVD Player		\$100.00	\$140.00	
Computer Speakers		\$50.00	\$70.00	
4' HDMI Cable		\$45.00	\$65.00	
8' HDMI Cable		\$60.00	\$85.00	
12' HDMI Cable		\$110.00	\$155.00	

Pick up & Delivery Charges	# of items	Discounted Price	Standard Price	Total
Delivery to booth and Pick up		\$20.00 per item	\$30.00 per item	

Requested Delivery Date _____

Total of All Items Ordered: \$ _____

Exhibitor:

Order Placed by:

Email Address: _____ **Phone #:** _____



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LABOR ORDER FORM

Labor needs to be set up in advance. Order for labor **MUST** be received by: **FRIDAY—February 23, 2018** to ensure availability. On site orders will be handled on a first come first serve basis and upon availability. 30% will be added to the price of any labor orders received after the deadline date, including on-site orders. If ordered labor is NOT utilized, a one hour minimum charge at the applicable rate will be assessed for each man ordered.

LABOR RATES—Minimum charge for labor is one hour.

*Straight Time—One Hour Minimum Monday—Friday between 8:00am and 5:00pm	\$136.00
*Over Time—One Hour Minimum Monday—Friday before 8:00am and after 5:00pm / all day Saturday and Sunday / holidays	\$205.00

Labor is billed in 1/2 hour increments after the first hour and then rounded up to the next 1/2 hour (ie. If labor is used for 1 hr. and 10 minutes it will be billed at 1 1/2 hours)

If you require any special services, ie.: forklift, sign hanging, etc. please contact Century direct for an estimate

Schedule for Labor	Date	Start Time	# of Men	Total Hours	Labor Rate	Plan Choice	Total \$
Installation							
Dismantle							

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SERVICE PLAN REQUIRED BELOW

Plan A: All work performed **and** supervised by Century personnel. Please send any necessary information, floor plans, blue prints, etc.

Our charge for supervision (1 man) is:
\$136 (1 man) / hour—ST or \$205 (1 man)/ hour—OT

Please indicate the following:

- Yes No Set-up plans included
 Yes No Photo(s) included

Set-up plans are in crate #: _____

Total number of crates: _____

Phone # for questions: _____

Plan B: All work performed by Century personnel under the direct supervision of exhibitor's representative.

Please indicate the following:

On site contact name: _____

Cell Phone #: _____

*NOTE: Should the exhibitor's representative not be present during the entire set-up or dismantle, **Plan A** will take affect.*

Other Services

- Banding—
\$2.00 per linear foot
 Rigging/ Forklift—
\$136/ hour ST or \$205/ hour OT

Exhibitor:

Order Placed by:

Email Address:

Booth #:



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INTENT TO USE “NON-OFFICIAL” SERVICE CONTRACTOR FOR I & D LABOR

DEADLINE: FRIDAY—February 23, 2018

In the event an Exhibitor plans on utilizing a service contractor other than CENTURY to handle the installation and dismantle of their exhibit, the Exhibitor must complete and return this form to the following address along with all other service forms by fax or e-mail:

CENTURY SHOW SERVICES
26071 Merit Circle—Suite 111
Laguna Hills, CA 92653
Phone: (714) 981-5966 Fax: (714) 899-5828
e-mail: robin@centurytrans.com

If in fact, this form is not received in the Century office by the deadline date of: **February 23, 2018**, the “Non-Official” Contractor will NOT be permitted to service your exhibit.

A current Certificate of Insurance showing General Liability Coverage and Workman’s Compensation valid in NEVADA naming CENTURY as the “additional named insured and certificate holder” must be submitted at the same time as this form or they will not be allowed on the show floor.

The Exhibitor’s “Non-Official” Contractor must coordinate all activity with Century. The show floor, aisles, loading docks, service and storage areas will be controlled by Century.

Century will not bill an Exhibitor’s “Non-Official” Contractor for charges incurred. However, the “Non-Official” Contractor will be responsible for all reasonable costs related to it’s operation, to include, but not be limited to: overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the “Non-Official” Contractor to remove all tape, any bulk trash from the booth floor AND any bulk trash from the exhibit hall; skids, crates, etc. or be billed accordingly by Century.

Exhibitor:	
Exhibitor On-Site Contact:	
Exhibitor E-Mail:	Phone #:
Exhibitor’s Signature:	
“Non-Official” Contractor:	
Contractor Contact:	
Contractor E-Mail:	Phone #:



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Century Transportation Services SHIPPING ORDER FORM

* This form is to be used if **Century** is to be your carrier.

If you would like Century Transportation Services to handle your shipping needs, please fill out the following information and send it back with all other order forms. A Century representative will contact you with pricing based on the information you provide below.

Fill out the following information for **INBOUND** shipping to Advance Warehouse OR Show Site

Exhibitor:	Booth #
FOR: 28th ANNUAL NATIONAL INTERDISCIPLINARY BREAST CENTER CONFERENCE	
C/O: CENTURY SHOW SERVICES Pyramid Logistics 3755 E. Post Road—Suite 100 Las Vegas, NV 89120	

_____ Crates
 _____ Skids
 _____ Fiber Cases
 _____ Boxes

OR

Exhibitor:	Booth #
FOR: 28th ANNUAL NATIONAL INTERDISCIPLINARY BREAST CENTER CONFERENCE	
C/O: CENTURY SHOW SERVICES Paris Las Vegas 3645 Las Vegas Boulevard, South Las Vegas, NV 89109	

_____ Crates
 _____ Skids
 _____ Fiber Cases
 _____ Boxes

Fill out the following information for **OUTBOUND** shipping (copy this sheet for multiple destinations)

Exhibitor:	Booth #
Consign Shipment to:	
City:	
State:	Zip Code:
Contact:	Phone #:

_____ Crates
 _____ Skids
 _____ Fiber Cases
 _____ Boxes



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ALL OTHER CARRIER SHIPPING FORM

* This form is to be used if any carrier other than Century is shipping your freight.

Carrier Name: _____

Fill out the following information for **INBOUND** shipping to Advance Warehouse OR Show Site

Exhibitor:	Booth #
FOR: 28th ANNUAL NATIONAL INTERDISCIPLINARY BREAST CENTER CONFERENCE	
C/O: CENTURY SHOW SERVICES Pyramid Logistics 3755 E. Post Road—Suite 100 Las Vegas, NV 89120	

_____ Crates
 _____ Skids
 _____ Fiber Cases
 _____ Boxes

OR

Exhibitor:	Booth #
FOR: 28th ANNUAL NATIONAL INTERDISCIPLINARY BREAST CENTER CONFERENCE	
C/O: CENTURY SHOW SERVICES Paris Las Vegas 3645 Las Vegas Boulevard, South Las Vegas, NV 89109	

_____ Crates
 _____ Skids
 _____ Fiber Cases
 _____ Boxes

Fill out the following information for **OUTBOUND** shipping (copy this sheet for multiple destinations)

Exhibitor:	Booth #
Consign Shipment to:	
City:	
State:	Zip Code:
Contact:	Phone #:

_____ Crates
 _____ Skids
 _____ Fiber Cases
 _____ Boxes



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OUTBOUND SHIPPING LABEL REQUEST FORM

* You may request these labels for shipments with ANY carrier. Century does NOT have to ship your freight in order for you to request labels. Labels will be distributed prior to the show closing.

PLEASE TYPE OR PRINT CLEARLY

Exhibitor:	
Consign Shipment to:	
Street Address:	
City/ State/ Zip Code:	
Contact:	Phone #:
Carrier:	

OF LABELS

PLEASE TYPE OR PRINT CLEARLY

Exhibitor:	
Consign Shipment to:	
Street Address:	
City/ State/ Zip Code:	
Contact:	Phone #:
Carrier	

OF LABELS

PLEASE TYPE OR PRINT CLEARLY

Exhibitor:	
Consign Shipment to:	
Street Address:	
City/ State/ Zip Code:	
Contact:	Phone #:
Carrier:	

OF LABELS



**28th Annual
Interdisciplinary
Breast Center Conference
(NCoBC 2018)**

Paris Las Vegas Hotel & Casino • Las Vegas, NV
March 9-14, 2018

MATERIAL HANDLING

All charges are per cwt (100 lbs) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. Century will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show (February 2, 2018—March 2, 2018). Century will receive direct shipments at show site on the scheduled move in date and time only. Century will provide delivery to booth, storage of empty packing materials, and will return outbound shipments to the loading dock when carriers arrive.

ADVANCE SHIPMENTS TO WAREHOUSE (Must arrive between 2/2/2018 and 3/2/2018)

Weight of Shipment _____ lbs. = _____ cwt X \$162.50 (200 lb. min.) = \$ _____

DIRECT SHIPMENTS TO SHOW SITE (May ONLY arrive Thursday—March 8th between 12pm & 4pm)

Weight of Shipment _____ lbs. = _____ cwt X \$139.10 (200 lb. min.) = \$ _____

EXAMPLES OF HOW TO CALCULATE MATERIAL HANDLING:

Weight of Shipment: 824 lbs = 9 cwt X \$162.50 = \$ 1,462.50

Weight of Shipment: 1,368 lbs = 14 cwt X \$149.50 = \$ 2,093.00

SMALL PACKAGE FEE

Any individual package or multiple packages that are received at the same time that weigh a total of 75# or less will be charged a “Small Package Fee” of \$75.00—surcharges are applicable.

SURCHARGES

- Based upon the Material Handling rates above, a 30% surcharge per cwt per shipment will apply if shipments are received at show site before or after the posted move-in date and hours
- Shipments received at the warehouse after posted deadline date will be charged a delivery fee of \$300 per shipment



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**HAND CARRY POLICY
PERTAINING TO THE TRANSPORTING OF MATERIALS
INTO AND OUT OF THE EXHIBIT HALL**

Exhibitors may hand carry exhibit materials into and out of the exhibit hall as long as they adhere to the following rules:

- All materials must be carried by hand by one (1) person in one (1) trip. The use of wheeled carts, hotel luggage racks or dollies are not permitted.
- The freight doors are off limits. All hand carry items must be brought into the exhibit hall using the front entrance of the exhibit hall.

Exhibitors may deliver exhibit materials in their personally owned vehicle as long as the following guidelines are met:

- A personal vehicle is described as a car, van, SUV or pick-up truck.
- Labor must be hired to transport your materials from your vehicle to your booth.*
- A 200# maximum is the limit for hired labor and is limited to one trip per exhibitor. If the exhibitor's freight exceeds the 200# maximum or takes more than one trip, the exhibitor will be charged according to our Material Handling Policy (page 17)
- Exhibitors must sign in at the Century Show Services desk to obtain labor service.

* The cost for labor is:

\$136.00—if unloading is performed between the hours of 8:00am and 4:30pm
Monday through Friday

\$205.00—if unloading is performed prior to 8:00am or after 4:30pm Monday through
Friday, all day Saturday, Sunday and all holidays.

Any personally owned vehicle that is carrying crated or skidded freight will require a certified weight ticket and will not be unloaded until such certificate is presented. This type of freight will also be charged according to our Material Handling Form.

Certified Weight Tickets: Wild West Truck Plaza (2 Blocks west of I-15 off Tropicana)
4830 S. Procyon Avenue
Las Vegas, NV
702.736.2298
Daily: 4am—11:45pm

This page MUST be signed and dated and returned with all other Service Kit paperwork by someone at the exhibiting company acknowledging they have read and understand all information stated above.

Exhibitor Name: _____

Sign: _____

Date: _____



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CONFERENCE SHIPPING INFORMATION

ADVANCE SHIPMENT

Rates Include:

- Unloading of crated material at warehouse
- Storage for up to 30 days in warehouse
- Reload materials onto trucks to deliver to show site
- Unloading of materials at show site and deliver to your booth
- Removal of empty containers from your booth, storage of “empties” during show and returning at show close
- Reloading of material onto requested outbound transportation

Advantages:

- 30 day window for receipt of materials
- All materials in your booth prior to your arrival

Exhibitors should label and consign shipments as follows:

(You may use the “WAREHOUSE” shipping labels provided on page 23)

TO: (name of exhibitor and booth #)
FOR: 28th Annual Interdisciplinary Breast Center Conference
C/O: CENTURY SHOW SERVICES
Pyramid Logistics
3755 E. Post Road—Suite 100
Las Vegas, NV 89120

ADVANCE SHIPMENT DEADLINE:

**FRIDAY
MARCH 2, 2018**

Any shipment arriving after this date will be charged a \$300 delivery fee to show site

DIRECT TO SHOW SITE SHIPMENT

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storage of “empties” during show and returning at show close
- Reloading of material onto preferred outbound transportation

Important Information:

- Materials MUST be received only on date and time specified
- Unloading occurs on a “first come, first serve” basis as dock space becomes available. All direct shipments will be unloaded AFTER all Advance Warehouse freight is unloaded

Exhibitors should label and consign shipments as follows:

(You may use the “DIRECT TO SHOW” shipping labels provided on page 24)

TO: (name of exhibitor and booth #)
FOR: 28th Annual Interdisciplinary Breast Center Conference
C/O: CENTURY SHOW SERVICES
Paris Las Vegas
3645 Las Vegas Boulevard, South
Las Vegas, NV 89109

DIRECT SHIPMENT DATE:

**THURSDAY
MARCH 8, 2018
12pm to 4pm**

Shipments sent directly to the facility will be received only on scheduled move-in day. Shipments arriving at the facility earlier WILL BE REFUSED, the facility does not have storage.



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CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

The show floor must be cleared by 10pm – Monday March 13, 2017. Any and all materials remaining on the show floor and not picked up by this time will be forced off the floor and shipped via Century Transportation Services at the exhibitor’s expense.

At the close of the show, blank Bills of Lading and return shipping labels will be available at the Century Show Services Desk. Please fill out the “Outbound Shipping Label Request Form” on page 16 and indicate how many labels for each destination are required (please feel free to make copies of the order form if needed). Your pre-requested and printed return shipping labels can be picked up at the Century Show Services desk at any time during the show.

IMPORTANT SHIPPING FACTS

- All Shipments (to warehouse AND show site) MUST arrive with certified weight tickets
- Ship Prepaid ONLY – Collect shipments will be refused
- Any advance shipments received after Friday—March 2, 2018 will be charged 30% per cwt.—\$50 minimum
- Loose and Uncrated Materials will be received at the show site only
- Century Show Services shall not be responsible for loss, theft, or disappearance of exhibitor’s materials after they have been delivered to exhibitor’s booth.
- To ship materials to the Advance Warehouse OR Show Site, please use the enclosed pre-printed labels

DO NOT ship your materials directly to Paris Las Vegas prior to Thursday March 8th. Shipments that deliver directly to the hotel’s shipping and receiving dept. will cause a delay in getting freight to your booth. The hotel business center will NOT deliver any freight to your booth and they will charge you to turn it over to Century Show Services for distribution to your booth.

This will result in charges from both Paris Las Vegas and Century Show Services!

SPECIAL HANDLING

A 30% overtime surcharge will be assessed for any shipments arriving at the warehouse after the deadline date, shipments arriving at the show site after scheduled freight move-in time, handling of improperly packaged materials, materials delivered without proper supporting paperwork or retrieval of exhibitor properties sent directly to the hotel shipping and receiving department.

NOTE: Drivers must be checked in at the docks with a Century representative by 12:00pm Thursday– March 8, 2018 to avoid any Special Handling charges.

This page MUST be signed and dated and returned with all other Service Kit paperwork by someone at the exhibiting company acknowledging they have read and understand all information stated above.

Exhibitor Name: _____

Sign: _____

Date: _____

Sign Below!




26071 Merit Circle, Suite 111—Laguna Hills, CA 92653
Telephone (714) 981-5966 • Fax (714) 899-5828

**28th Annual
Interdisciplinary
Breast Center Conference
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March 9-14, 2018

PAYMENT POLICY

NOTE: THIS PAYMENT POLICY FORM MUST BE FILLED OUT, SIGNED AND RETURNED TO THE CENTURY OFFICE PRIOR TO EXHIBITOR SET UP. IF YOUR PAPERWORK IS NOT ON FILE, YOU WILL NOT BE ALLOWED INTO THE EXHIBIT HALL.

Payment in full must be included with all advance orders to secure discounted pricing. A purchase order is not considered payment. Deadline date for advance orders, discounted pricing and payment is: **FRIDAY—February 23, 2018**. For your convenience, in addition to cash or company checks, we accept Master Card, Visa and American Express.

Any additional costs incurred for services or orders placed at show site are due and payable at the close of the show.

NOTE: Even if you have NOT ordered any services, we MUST have a credit card on file in the case that any costs are accrued during the show (on site orders, unexpected drayage, etc.) Century will NOT run any card without first notifying the card holder of such charges.

Any transportation services ordered will be billed and mailed separately unless special arrangements have been made.

All show services ordered and drayage charges must be settled at the Century Service Desk prior to the close of the show. If you have made arrangements for a third-party to handle your exhibit during dismantle, this agent will be responsible for adhering to this payment policy – Please be sure that your account is settled prior to leaving the show.

International exhibitors must prepay all balances prior to show closing in U.S. funds drawn on U.S. banks.

- **Returned checks are subject to a \$35 service charge by Century.**
- **A finance charge of 2% per month will be added to any outstanding invoices by Century.**

If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor and miscellaneous items not paid in full before the show closes will be charged to your account after the show.

Charge to (Mark one): VISA MASTER CARD AMEX

PLEASE TYPE OR PRINT CLEARLY

Exhibitor:
Name (As it appears on card):
Email Address of Card Holder:
Credit Card # Exp. Date:
Credit Card Billing Address:
City: State: Zip:
Phone # of Card Holder:
Signature:




26071 Merit Circle, Suite 111—Laguna Hills, CA 92653
Telephone (714) 981-5966 • Fax (714) 899-5828

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ORDER RE-CAP FORM

For Discounted Prices, order forms and payment MUST be received by: **FRIDAY—February 23, 2018**

Furniture (Page 6)	\$ _____
Carpet & Pad (Page 7)	\$ _____
Signs (Page 8)	\$ _____
Cleaning (Page 9)	\$ _____
Floral (Page 10)	\$ _____
Audio/ Visual (Page 11)	\$ _____
Labor (please estimate) (Page 12)	\$ _____
Material Handling (please estimate) (Page 17)	\$ _____
Estimated Total =	\$ _____

**** If you have ordered furniture OR have a custom booth, would you like to use the provided chairs, 6' Table(s), Wastebasket(s) & ID Sign OR have us remove all or some of these items? Please indicate below:**

USE All Items REMOVE All Items

OR List Items to Keep: _____

OR List Items to Remove: _____

**IF THE INFORMATION BELOW IS THE SAME AS LISTED ON THE PREVIOUS PAGE SKIP THE BELOW SECTION
BUT PLEASE DO LET US KNOW HOW YOU WOULD LIKE YOUR ID SIGN TO READ!****

Exhibitor:	Service Kit Orders Placed by:
Show Site Contact & Phone#:	
FINAL Billing Contact/ Email Address: (WHO do you want the FINAL invoice delivered to?)	
Street Address:	
City/ State/ Zip Code :	Phone #:
**How would you like your PROVIDED Booth ID Sign to read? Please specify below:	

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING: Place at least one label on each item being shipped

NCoBC EXHIBITOR WAREHOUSE SHIPMENT



EXHIBITOR: _____

BOOTH #: _____

28th Annual Interdisciplinary
Breast Center Conference
c/o: CENTURY SHOW SERVICES
PYRAMID LOGISTICS
3755 E. Post Road- Suite 100
Las Vegas, NV 89120

SHIPMENTS MUST ARRIVE BY: FRIDAY - March 2, 2018

CARRIER: _____ PIECE _____ OF _____

* CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING: Place at least one label on each item being shipped

NCoBC EXHIBITOR

DIRECT TO SHOW SHIPMENT

EXHIBITOR: _____

BOOTH #: _____

28th Annual Interdisciplinary
Breast Center Conference
c/o: CENTURY SHOW SERVICES
PARIS LAS VEGAS
3645 Las Vegas Boulevard, South
Las Vegas, NV 89109

SHIPMENTS MUST ARRIVE ON: THURSDAY - March 8th 12pm - 4pm

CARRIER: _____ PIECE _____ OF _____

* CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS





MAIL OR FAX FORMS WITH PAYMENT TO :
 ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 967-4916 Fax: (702) 967-4901 Questions Email:services@encore-us.com

Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
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EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
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EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
--------------	---------------	-------------	-------------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
--------------------------	--------------------	-----------------------

ORDERED BY:	EMAIL ADDRESS:
--------------------	-----------------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
--------------------------	-------------------	----------------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
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BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
---	---	---

ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$110.00	\$137.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$180.00	\$223.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$258.00	\$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$475.00	\$595.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
208 VOLTS SINGLE PHASE 30 AMPS	\$535.00	\$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$830.00	\$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$1,320.00	\$1,625.00			
SUBTOTAL					

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE	10% SERVICE FEE
---	------------------------

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR	MATERIAL AND SERVICES TOTAL
---	------------------------------------

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00	LABOR TOTAL
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE	GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto 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.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) 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, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

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

ENCORE

rev. 3/1/15



Booth Number: _____ **To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.** **EVENT NAME:** _____

EVENT DATES: _____ **INSTALL LOCATION IN ROOM/BOOTH:** _____

EXHIBITING COMPANY NAME: _____

ONSITE CONTACT: _____ **ON-SITE PHONE:** _____

ORDERED BY: _____ **EMAIL ADDRESS:** _____

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

BOOTH LAYOUT FORM

Instructions: 1.) Use **BOLD** lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____ Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 967-4916 Fax: (702) 967-4901 Questions Email: services@encore-us.com



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:	
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED			

BOOTH LIGHTING SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		Installation cannot begin until order is finalized and payment method has been received
---	--	---

Lighting Package Description	ADVANCED PRICING	STANDARD PRICING		QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$180.00	\$270.00			
Booth Lighting Package #3 4' Track with three fixtures	\$225.00	\$340.00			
Booth Lighting Package #4 4' Track with four fixtures	\$265.00	\$400.00			
Additional MR16 Lights	\$55.00	\$85.00			
75 Watt Flood Light on Stanchion Pole	\$100.00	\$150.00			
Double Flood Light on Stanchion Pole	\$180.00	\$270.00			

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE	10% SERVICE FEE
--	------------------------

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE OF BALLY'S

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot be powered down overnight and/or other equipment that must remain on throughout the show.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto 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.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) 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, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with FCC Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

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

rev. 1/21/14



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email:services@encore-us.com



Booth Number:		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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TELECOMMUNICATIONS / INTERNET SERVICES FORM

VOICE SERVICE / EQUIPMENT	Advanced Event Rate	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00	\$265.00		Yes - No	
Single Handset *	\$35.00	\$50.00			
Conference Phone - DAILY RATE *	\$125.00	\$175.00		x ____ Days	

* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$500 Conference Phone

** Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure

INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared vlan, wired Ethernet connection	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth.	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and					
* LABOR IS INCLUDED WITH ORDERED SERVICES					
LABOR FEE IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED					
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE					
				SERVICE TOTAL	
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.				10% Service Fee	
				SUBTOTAL	
				* LABOR FEE	
				GRAND TOTAL	

Paris Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF PARIS LAS VEGAS

Prices Subject to change without Notice



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
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EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
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INSTALL Date & Time:	DISCONNECT Date & Time:
---------------------------------	------------------------------------

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
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TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
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ORDERED BY:	EMAIL ADDRESS:
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CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
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CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
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BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
PACKAGE #1 UP TO 10 CONCURRENT DEVICES	\$1,000.00	\$1,250.00		

Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.

PACKAGE #2 UP TO 25 CONCURRENT DEVICES	\$1,750.00	\$2,187.50		
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Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.

PACKAGE #3 UP TO 50 CONCURRENT DEVICES	\$3,500.00	\$4,375.00		
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Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.

ADDITIONAL BANDWIDTH	\$1,000.00	\$1,250.00		
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Includes 5Mbps of additional bandwidth to the existing network/location.

ADDITIONAL 25 CONCURRENT DEVICES	\$1,000.00	\$1,250.00		
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Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.

ADDITIONAL COVERAGE AREA/SEPARATE LOCATION	\$1,000.00	\$1,250.00		
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Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.

CUSTOM SPLASH PAGE	CALL FOR PRICING			
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Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.

CUSTOM LANDING PAGE	CALL FOR PRICING			
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Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.

Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00		
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* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.

NOC ENGINEER - Daily Rate	\$1,000.00	\$1,250.00		
NETWORK ENGINEER - Daily Rate	\$1,500.00	\$1,875.00		

Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE				SERVICE TOTAL
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Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

	10% Service Fee
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	SUBTOTAL
--	-----------------

	* LABOR FEE
--	-------------

	GRAND TOTAL
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Paris Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto 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.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) 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.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Phone Usage Charges: Usage charges are billed by the hotels through Encore Event Technologies. These charges come directly from the hotel; Encore Event Technologies has no control over them. Local and toll-free calls are \$1.25 each. Long distance calls are billed at AT&T Operator Assisted Rates. Credit card required for all phone services provided.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:



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

rev. 3/1/15



NCBC2018
 28th Annual Interdisciplinary
 Breast Center Conference
 March 10-14, 2018 - Paris Las Vegas



WE'RE PROUD TO SERVE AS YOUR OFFICIAL LEAD RETRIEVAL PROVIDER

Exhibiting Company:		Booth #:	
Onsite Contact:		Onsite Cell:	
Delivery Date:	Delivery Time Window:	We are unable to schedule deliveries within two hours of showfloor opening.	
Ordered By:	Email Address:	Phone #:	
Credit Card:	Expiration Date:	Security Code:	
Billing Address:	City:	State:	Zip:
Todays Date: (Required Field)		Email Lead Data To:	

Email confirmation, rental agreement and credit card receipt will be sent by email within (1) business day of submitting this form. If order is not confirmed within this time period, please call (800) 955-5171.

ORDER NOW & SAVE! Discount Ends: 2/21/2018 Orders Accepted Until: 2/28/2018

For Fast and Easy Ordering, [Order Online](#), or Submit this Completed Form to leads@smartsourcerentals.com

Lead Management Package	Advance Discount Pricing	Standard Show Price	Qty	Total
Best Value	Order By 2/21/2018	2/22/2018 to 2/28/2018		
Handheld Scanner Pack Includes Cellular Scanner, Instant Email, Custom Qualifiers, and Bluetooth Printer	\$495	Not Available		

Additional Handheld Options & Services	Advance Discount Pricing	Standard Show Price	Qty	Total
A La Carte	Order By 2/21/2018	2/22/2018 to 2/28/2018		
Handheld Scanner Bluetooth , Battery-operated Cellular Scanner	\$349	\$395		
Handheld Scanner & Bluetooth Printer Includes Cellular Scanner, Bluetooth Printer and 2 Rolls of Paper	\$399	\$470		
Handheld Scanner & Instant Email Includes Cellular Scanner and Instant Email	\$444	Not Available		
Handheld Scanner & Custom Qualifiers Includes Cellular Scanner and Custom Qualifiers	\$444	Not Available		
In-Booth Delivery & Training A booth representative must be present at the date/time of delivery. Forfeited deliveries will not be refunded and must be picked up from the onsite service desk.	\$95	\$100		

Developer's Kit	
Developer's Kit Badge information is available 7 days prior to show.	Call For Pricing

Equipment Subtotal _____

Damage & Loss Waiver 10.5% _____

To decline waiver (on applicable items), type No in the orange box.

Sales Tax of 8.3% _____

For assistance with your order, and for questions about other technology solutions, please contact **Debra Rogers** at (877) 876-4111, or via email at drogers@smartsourcerentals.com

Grand Total _____

Show Name: **Interdisciplinary Breast Center Conference** Show Dates: **March 10-14, 2018** Show Code: **NCBC0318**

Data is at the Discretion of Show Management. For specific details regarding your rental order, please refer to our [Terms & Conditions](#).