

## ORDER FORM INDEX - 2010

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\* Indicates that SES is the exclusive provider of these services at the Sands Expo & Convention Center.

\* These forms and services are likely to be particularly important to you.



Dear Future Exhibitor:

Welcome to the Sands Expo & Convention Center! We have created this brochure for your convenience in ordering services for your 2010 event. Included are order forms and informational/instructional sheets. We hope you find this brochure to be a tool that will assist you in the preparation of your booth space.

Listed below is a synopsis of Specialized Event Services (SES) departments and capabilities at the Sands Expo & Convention Center (SECC):

**BUSINESS CENTER** An exclusive, full-service center for reliable business support services including sundries, photocopies, fax transmissions, office supplies, and shipping. For your convenience, we are located in the main Ground Lobby of the SECC.

**CUSTODIAL/BOOTH CLEANING SERVICES** SES is also the exclusive cleaning contractor. We offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

**FLORAL & PLANT** A full-service floral department which can provide a wide variety of plants and floral designs. Combine this with special effects such as fog, bubbles, sound, special lighting, waterfalls and fountains, and your booth will be widely admired.

**TECHNICAL SERVICES** Specialized Event Services is pleased to provide a complete range of services for your booth, event, or meeting; utilizing equipment that is the cutting edge in technology for the trade show and convention industry. Technical services include electrical, Internet services, telecommunication, truss and lighting rental, booth lighting, hanging sign service, full-service audio/visual rentals, video signal distribution, compressed air, and water and drain service.

We at the Sands Expo & Convention Center hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders with our Order Processing department, please call 702-733-5070.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Zamaria". The signature is fluid and cursive, with a large initial "J" and "Z".

Jeff Zamaria  
Director of Events

# HELPFUL HINTS

## SAVE MONEY

You can save money by placing your orders by 5PM PST twenty-one (21) calendar days prior to the show opening date. Full payment must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Orders may be mailed to: Sands Expo & Convention Center  
 Order Processing Department  
 201 Sands Avenue  
 Las Vegas, NV 89169

Orders may be faxed to: 702-733-5568  
 Please indicate total number of pages faxed to ensure complete order was received.

## SEND ACCURATE INFORMATION

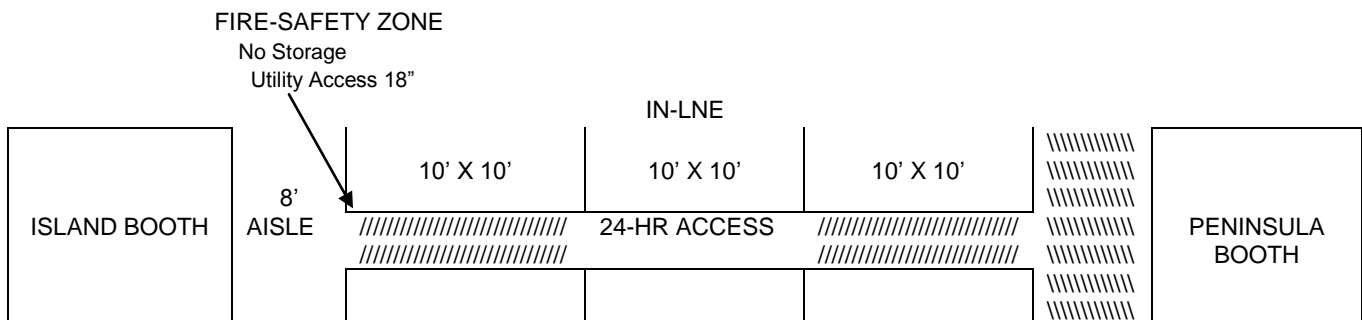
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify SECC in writing with your company name, prior booth number, and new booth number. We also request that you send us a floorplan indicating where you require any electrical service; telecommunication services; and compressed air, water, and drain requirements. If you are placing orders for hanging applications, we will need more detailed prints for this service.

## ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information. You can call us at: 702-733-5070. We are pleased to assist you with all of your on-site services.

## EXHIBIT SPACES

There are three major types of exhibit space (or booth types) used at trade shows, conventions, and events. You will find these types of booths mentioned in several of the service forms you will be completing. The following are the standard installations for electrical; Internet; compressed air, water, and drain service; and telecommunication service:



Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air, water, and drain outlets placed at the back of the booth. For island booths, you should send a floorplan which indicates the one main location for your services. If no floorplan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.



# CREDIT CARD AUTHORIZATION/METHOD OF PAYMENT FORM 2010

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5070 • F: 702-733-5568

Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT  
[WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
<p><b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b></p>					

## METHOD OF PAYMENT & AUTHORIZATION (will be used for all SES services you order or incur):

Cash  Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE.**  
INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.

Credit Card (please complete information below)

Personal Credit Card:  MasterCard  VISA  Discover  Diners Club  American Express  
 Company Credit Card:  MasterCard  VISA  Discover  Diners Club  American Express

Account Number:

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

Expiration Date: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF. OTHER AUTHORIZED SIGNER(S):**

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Print Name Signature

## SERVICES TO BE COVERED BY THIS CARD: ALL

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> AUDIO/VISUAL             | <input type="checkbox"/> ELECTRICAL – ALL           | <input type="checkbox"/> TELECOMMUNICATIONS – ALL |
| <input type="checkbox"/> BOOTH CLEANING SERVICES  | <input type="checkbox"/> EQUIPMENT                  | <input type="checkbox"/> CALL DETAIL              |
| <input type="checkbox"/> BOOTH LIGHTING           | <input type="checkbox"/> LABOR                      | <input type="checkbox"/> OUTLETS                  |
| <input type="checkbox"/> BUSINESS CENTER SERVICES | <input type="checkbox"/> MATERIALS                  | <input type="checkbox"/> TRUSS/LIGHTING RENTAL    |
| <input type="checkbox"/> CABLE/HDTV/SATELLITE     | <input type="checkbox"/> OUTLETS                    | <input type="checkbox"/> EQUIPMENT                |
| <input type="checkbox"/> HANGING APPLICATIONS     | <input type="checkbox"/> PLANT AND FLORAL           | <input type="checkbox"/> LABOR                    |
| <input type="checkbox"/> INTERNET                 | <input type="checkbox"/> PLUMBING SERVICES          | <input type="checkbox"/> MATERIALS                |
| <input type="checkbox"/> OTHER _____              | <input type="checkbox"/> AUTOMATED SPRINKLER SYSTEM | <input type="checkbox"/> OUTLETS                  |

## OTHER INFORMATION

For Exhibitors who have arranged for an exhibit house or third party agent to handle your display and pay for services, SECC and/or SES agrees to charge this third party agent. However, the Exhibitor and their designated agent must both complete the "Third Party Agent" form.

All invoices need to be settled prior to show close unless special billing privileges have been established with the Sands Expo & Convention Center. Credits will not be issued on services installed as ordered even though not used. Please review all work orders and invoices prior to leaving show site. For credit consideration, all service concerns must be made known during the show. Please read all forms thoroughly for all instructions and conditions prior to placing orders.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTER AND/OR THE VENETIAN HOTEL.

### **SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES AT THE SANDS EXPO & CONVENTION CENTER (SECC) AND THE VENETIAN RESORT-HOTEL & CASINO.**

1. Assembly, installation, and dismantle of all attachments to ceilings or walls to include, but not limited to, chain hoists and dead hang points for such items as drapery; scenery; banners; electrical and non-electric signs; truss; lighting; cabling; and projection, audio, and video equipment.
2. Assembly, attachment, and dismantle of all equipment and cabling to all ceiling and wall attachments. This includes, but not limited to, truss systems, lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners, and signage including all adjustment, repairs or replacement to said equipment.
3. Assembly and dismantle of all floor truss systems. This includes attachment of all equipment and cabling as described in Item #2.
4. Assembly, installation, and dismantle of all floor-supported items that exceed 16' from floor such as drapery, scenery, banners, and electrical and non-electric signs.
5. Assembly, installation, and dismantle of all lighting for stages, display areas, events, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, events, presentation, productions, and entertainment that takes place within the confines of the facility including all adjustments, repairs, or replacement to said equipment and the operation of such equipment.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems, and the house light control system. This generally requires a minimum of two technicians to be present for operations during events.
7. Assembly, installation, handling, moving of all material associated with scope of work.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operating of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. All electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the event, display, exhibit, or structure.
11. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be fastened to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside of the building to inside of building to the exhibit or from booth-to-booth, excluding interconnecting of computer-type equipment with service connections between components.
12. Portable generators, motor generators, converter transformers and hook-up of same. Responsibility for all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panels to secondary distribution.
13. Installation of communication cable, audio/visual, data, and telephone cable from booth-to-booth, outside-to-inside, inside-to outside, excluding interconnects from exhibitor's equipment within the confines of their exhibit or their event.
14. Portable plumbing service, air, water, gas, and drains for all areas whether in the exhibit area or not. Air compressors, pumps and sumps, and hook-up of same. Final distribution of plumbing service to equipment whether overhead or under the carpet.
15. The use of individual air compressors or pumps are prohibited. However, if they are an integral part of the exhibited products, please notify SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
17. Only SES-supplied equipment may be used in the catwalks, ceiling joists, or unistrut hanging points. This includes all lighting and attachment hardware for other devices.



# THIRD PARTY AGENT FORM - 2010

Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT  
[WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

Please indicate total number of pages faxed to ensure complete order was received.

FOR EXHIBITORS WHO HAVE ARRANGED FOR AN EXHIBIT HOUSE OR THIRD PARTY TO HANDLE YOUR DISPLAY AND PAY FOR YOUR SERVICES, SANDS EXPO & CONVENTION CENTER (SECC) AGREES TO CHARGE THIS THIRD PARTY AGENT. HOWEVER, THIS FORM MUST BE COMPLETED BY BOTH THE EXHIBITING COMPANY AND THEIR DESIGNATED REPRESENTATIVE AND BOTH COMPANIES MUST SUBMIT CREDIT CARD INFORMATION TO SECC. THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. THIS FORM DOES NOT EXCLUDE EITHER PARTY FROM PAYMENT POLICIES WHICH ARE LISTED BELOW:

- To receive advance prices, we must receive your order with full payment by 5 PM PST 21 calendar days prior to show opening date. All other orders will be processed at the show site rate where applicable.
- All invoices must be settled prior to show close.
- No credits will be issued on services installed as ordered even though not used.

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges. In the event that the named third party agent does not make payment for the services provided prior to the closing date of the event, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.

**TO BE COMPLETED BY THIRD PARTY AGENT** (Please provide all information below.)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
THIRD PARTY CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE, MADE KNOWN DURING THE SHOW.</b>					

**THIRD PARTY AGENT CREDIT CARD AUTHORIZAITON** (Will be used for all SES services your order or incur.)

CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

**IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF. OTHER AUTHORIZED SIGNER(S):**

_____	_____
Print Name	Signature
_____	_____
Print Name	Signature

**THIRD PARTY TO BE INVOICED FOR THE FOLLOWING SERVICES:**  ALL

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> AUDIO/VISUAL             | <input type="checkbox"/> ELECTRICAL – ALL           | <input type="checkbox"/> TELECOMMUNICATIONS – ALL |
| <input type="checkbox"/> BOOTH CLEANING SERVICES  | <input type="checkbox"/> EQUIPMENT                  | <input type="checkbox"/> CALL DETAIL              |
| <input type="checkbox"/> BOOTH LIGHTING           | <input type="checkbox"/> LABOR                      | <input type="checkbox"/> OUTLETS                  |
| <input type="checkbox"/> BUSINESS CENTER SERVICES | <input type="checkbox"/> MATERIALS                  | <input type="checkbox"/> TRUSS/LIGHTING RENTAL    |
| <input type="checkbox"/> CABLE/HDTV/SATELLITE     | <input type="checkbox"/> OUTLETS                    | <input type="checkbox"/> EQUIPMENT                |
| <input type="checkbox"/> HANGING APPLICATIONS     | <input type="checkbox"/> PLANT AND FLORAL           | <input type="checkbox"/> LABOR                    |
| <input type="checkbox"/> INTERNET                 | <input type="checkbox"/> PLUMBING SERVICES          | <input type="checkbox"/> MATERIALS                |
|   | <input type="checkbox"/> AUTOMATED SPRINKLER SYSTEM | <input type="checkbox"/> OUTLETS                  |

OTHER \_\_\_\_\_

**TO BE COMPLETED BY EXHIBITING COMPANY** (This section must be signed to complete the order process.)

I hereby authorize \_\_\_\_\_ (3<sup>rd</sup> party co. name) to act as my 3<sup>rd</sup> party agent for the above booth and event.

**EXHIBITING COMPANY CREDIT CARD INFORMATION** (Will only be used upon default by 3<sup>rd</sup> party.)

EXHIBITING COMPANY NAME:							
CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME: (Please Print)				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

Please read all forms thoroughly for all instructions and conditions prior to placing orders.  
 THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTER AND/OR THE VENETIAN HOTEL.

## SERVICE LOCATION PLAN - 2010

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floorplan, please make sure that it includes all of the information that we have indicated on this plan.

**ELECTRICAL SERVICES:**

- Indicate main power location.
- Indicate additional outlet locations.  
(Indicate wattage or amperage required at each location.)

**TELECOMMUNICATION SERVICES:**

- Indicate main telephone line location.
- Indicate extension locations.

**COMPRESSED AIR/WATER OUTLETS:**

- Indicate these locations (for island booths) by writing "Air/Water" at appropriate location.

**INTERNET SERVICES:**

- Indicate location of main drop.

**HANGING APPLICATIONS:**

- You must submit a detailed plan for hanging applications. Please see page 4 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).
- Detach the Service Location Plan and send with your order form(s).
- Please complete this information for ease of booth identification.

EVENT NAME:	EVENT DATES:
EXHIBITING CO. NAME:	BOOTH #:

Please indicate scale: 1 square = \_\_\_\_\_ feet OR Other: \_\_\_\_\_

			INDICATE BOOTH NO. THIS DIRECTION  ↑			
INDICATE BOOTH NO. THIS DIRECTION  ←						INDICATE BOOTH NO. THIS DIRECTION  →
			INDICATE BOOTH NO. THIS DIRECTION  ↓			



# LAST DAY TO RECEIVE ADVANCE RATE IS



## AUDIO/VISUAL EQUIPMENT & COMPUTER RENTAL AGREEMENT/ORDER FORM – 2010 (PART 1 OF 2)

Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT  
[WWW.SANDEXPO.COM](http://WWW.SANDEXPO.COM)

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<p>• <b>IMPORTANT: ALL SERVICES PROVIDED BY ENCORE. AV EQUIPMENT PRICES ARE PER DAY. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A MINIMUM ONE-DAY CHARGE ON EQUIPMENT. ORDERS CANCELLED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b></p>					

		QTY	DAILY PRICE	NUMBER OF DAYS	SUBTOTAL
VIDEO	32" LCD Screen (table stand only, does not include speakers)		\$475.00		
	46" LCD Screen (does not include floor stand or speakers)		\$630.00		
	42" Plasma Screen (does not include floor stand or speakers)		\$575.00		
	50" Plasma Screen (does not include floor stand or speakers)		\$675.00		
	60" Plasma Screen (does not include floor stand or speakers)		\$1,575.00		
	Plasma/LCD Floor Stand		\$90.00		
	Plasma/LCD Speakers (1 pair)		\$80.00		
	27" Monitor/VHS-DVD Combo		\$160.00		
	1/2" VHS Player/Recorder		\$80.00		
	1/2" PAL SECAM VCR Player		\$160.00		
	DVD Player (Region 1) NTSC		\$90.00		
	BETA SP Player		\$425.00		
	LCD Projector XGA up to 4,000 lumens 1080x764 native resolution		\$575.00		
	LCD Projector SXGA up to 5,500 lumens 1280x1024 native resolution		\$700.00		
	AUDIO	350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, CD player)		\$425.00	
50W Powered Speakers (1 pair)			\$125.00		
4-Channel Mixer			\$60.00		
8-Channel Mixer			\$110.00		
Floor Mic w/Stand, Wired			\$45.00		
Lavaliere Mic, Wired			\$45.00		
Wireless Mic, Handheld			\$160.00		
Wireless Lavaliere Mic			\$160.00		
Wireless Mic, Headset			\$185.00		
CD Player			\$85.00		
MISC	34" Cart/Skirt		\$35.00		
	54" Cart/Skirt		\$40.00		
	Flipchart, Pad, 4 Markers, Easel		\$55.00		
COMPUTER	Desktop Computer with 17" Screen		\$350.00		
	Laptop Computer		\$250.00		
				<b>EQUIPMENT TOTAL FOR THIS PAGE</b>	<b>\$</b>
				<b>LABOR ESTIMATE FROM NEXT PAGE</b>	<b>\$</b>
				<b>GRAND TOTAL FOR EQUIPMENT &amp; LABOR</b>	<b>\$</b>

**NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT**





**LAST DAY TO RECEIVE ADVANCE RATE IS**



**AUDIO/VISUAL EQUIPMENT & COMPUTER RENTAL AGREEMENT/ORDER FORM – 2010 (PART 2 OF 2)**

Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5655 • F: 702-733-5684

**ORDER ONLINE AT**

Please indicate total number of pages faxed to ensure complete order was received. [WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: ALL SERVICES PROVIDED BY ENCORE. AV EQUIPMENT PRICES ARE PER DAY. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

**AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS**

**LABOR: ALL SERVICES PROVIDED BY ENCORE.**

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM **2-HOUR (\$87 PER HOUR)** LABOR CHARGE. THIS FEE PROVIDES FOR DELIVERY, INSTALLATION, REASONABLE TECHNICAL ASSISTANCE, DISMANTLE, AND PICK-UP OF AUDIO/VISUAL EQUIPMENT.
- MORE EXTENSIVE AUDIO/VISUAL SETUPS WILL BE CHARGED LABOR AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
- **DEDICATED EXHIBIT TECHNICIANS**, FLOATERS, OR ANY OTHER FORM OF AUDIO/VISUAL LABOR WILL BE CHARGED AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.  
 LABOR RATES: \$ 87 PER HOUR, STRAIGHT TIME, MON-FRI, 8AM TO 5PM  
 \$164 PER HOUR, OVERTIME, MON-FRI, BEFORE 8AM / AFTER 5PM, AND ALL WEEKEND WORK
- TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED TO ORDER DEDICATED TECHNICIANS. ORDERS PLACED WITH LESS THAN 24-HOUR NOTICE ARE SUBJECT TO HIGHER RATES.

**EQUIPMENT**

- CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A MINIMUM ONE-DAY CHARGE ON EQUIPMENT. ORDERS CANCELLED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.
- POP-UP ORDERS MAY BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES BASED ON AVAILABILITY. DELIVERY AND SET-UP OF SUCH ORDERS WILL OCCUR IN THE ORDER THEY ARE RECEIVED.
- BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY ASSUMES AND SHALL BEAR THE ENTIRE RISK OF EQUIPMENT ABUSE OR MISUSE, LOSS BY FIRE, THEFT OR MISPLACEMENT, OR ANY OTHER CAUSE OF LOSS OR DAMAGE TO THE RENTAL EQUIPMENT WHILE IN THE RENTER'S POSSESSION. IN THE EVENT OF SUCH OCCURRENCE, THE RENTER SHALL IMMEDIATELY PAY SECC, IN CASH, ALL RENTAL FEES DUE UNDER THE TERMS OF THE RENTAL AGREEMENT PLUS THE VALUE OF THE EQUIPMENT RENTED (BASED ON FAIR MARKET VALUE AT THE TIME OF RENTAL). ALL RENTAL EQUIPMENT SHALL BE CONSIDERED STILL RENTED, WITH RENTAL FEES ACCRUING, UNTIL SUCH PAYMENT IS MADE IN FULL.
- A REPRESENTATIVE MUST BE IN YOUR BOOTH OR MEETING ROOM TO SIGN FOR EQUIPMENT DELIVERY AND RESPONSIBILITY.
- FOR BOOTH ORDERS, ELECTRICAL SERVICE IS NOT INCLUDED IN EQUIPMENT PRICING. CALL 702-733-5070 TO PLACE AN ELECTRICAL ORDER.

EQUIPMENT DELIVERY AND INSTALLATION TIMES ARE PRIORITIZED AFTER THE COMPLETED FORM IS PROCESSED THROUGH SECC ORDER PROCESSING. SECC AND SES ARE NOT RESPONSIBLE IF EQUIPMENT INSTALLATION DOES NOT MEET EXHIBITOR'S TIMELINE DUE TO ANY UNFORESEEN CIRCUMSTANCES OCCURRING AT SHOW SITE.

**PLEASE FAX ALL TWO (2) PAGES TO THE FAX NUMBER LISTED ABOVE.**

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>CALCULATING YOUR ORDER:</b>	
EQUIPMENT RENTAL TOTAL	\$
LABOR (DELIVERY/INSTALL/DISMANTLE) 2 HOUR MINIMUM	\$
DEDICATED LABOR (SEE TERMS AND CONDITIONS) LABOR RATE (STRAIGHT TIME OR OVERTIME) x ACTUAL HOURS	\$
GRAND TOTAL (EQUIPMENT AND LABOR)	\$

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

Credit Card:     MasterCard     VISA     Discover     Diners Club     American Express

Account Number:

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*



# LAST DAY TO RECEIVE ADVANCE RATE IS



## A/V CABLE/HDTV/SATELLITE ORDER FORM - 2010

Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT  
[WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

ALL CABLE AND HDTV DROPS ARE CHARGED ON A DAILY BASIS ((QTY X RATE) X DAYS = SUBTOTAL)				
SERVICE	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Cable TV Drop (tuner required)		\$300	\$488	
1 <sup>st</sup> HDTV Cable Line Drop (primary drop, source "A", up to 16 outlets)		\$300	\$350	
2 <sup>nd</sup> HDTV Drop (secondary drop, source "B", up to 16 outlets)		\$200	\$235	
Each Additional HDTV Drop (source "C"++)		\$125	\$150	
HDTV Receiver & Remote Rental (one required per source)		\$75	\$88	
HDTV Terrestrial Antenna (over the air high def)		\$75	\$88	
High Definition Receiver/Terrestrial (receiver for over the air high def)		\$85	\$100	
Satellite Rental, SES		\$600	\$700	
Satellite/Antenna space Rental (accommodation fee for customer satellite dish or antenna)		\$180	\$210	
RG 6 Cable (per linear foot)		\$1	\$1	
RG 11 Cable (per linear foot)		\$2	\$2	
Cable TV Drop Relocation (relocate drop after installation)		\$350	\$410	
Outlet Moved (per line moved) (relocate outlet after installation-per outlet)		\$350	\$410	
Distance Fee (if drop is 100+' from cable tap)		\$350	\$410	
<b>LABOR</b>				
Sig Dist Labor (2 techs @ 2 hours @ \$87.00/hr IN		\$348	\$348	
Sig Dist Labor (2 techs @ 1 hour @ \$87.00/hr OUT		\$174	\$174	
			<b>TOTAL</b>	<b>\$</b>

**ALL SERVICES PROVIDED BY ENCORE**

All orders are subject to a 25% cancellation fee if CANCELLED within 21 calendar days prior to show opening date. No refunds will be issued for services CANCELLED after they have been installed. All prices are subject to change without prior notice.

All locating of satellite dishes for outside access is done by SES and SECC personnel. Please call if you plan on bringing your own satellite dish or up-link vehicles. We will advise you of the area where they may be located. Consideration will be given to direction from which signal is relayed.

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.

Credit Card:  MasterCard  VISA  Discover  Diners Club  American Express

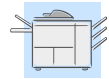
Account Number:

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_



While you are exhibiting at or visiting the Sands Expo & Convention Center, stay on top of all your business needs by using the SES Business Center. The SES Business Center has the resources and experience to assist you with any business need that should arise during a show.

From the SES Business Center's Customer Service Window, located in the Ground Lobby, we offer:

**FAXING SERVICES**

Send or receive a fax, domestic or international.

SES Customer Service Center Fax Number: 702-733-5317

**OFFICE SUPPLIES**

Pens, pencils, paper, staplers, staples, glue, tape, marking pens, clipboards, paper clips, writing tablets, packaging supplies (shipping boxes, bubble wrap, shrink-wrap, tape, etc.), and Velcro® are all available at the service window. Please check our display case for additional items.

**PHOTOCOPY SERVICE**

Prices are based on volume, using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy. Price includes machine collating and stapling if needed. Alternate color paper may be available. Color copy services are also provided.

**PRINTING SERVICES**

Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files from disk, CD-Rom, or memory stick.

**SHIPPING SERVICES (Domestic – UPS & Federal Express)**

Prices are determined by weight and destination. There will be a handling fee per item in addition to shipping fees.

- Shipping Notes:
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:30 PM.
  - Shipping is outbound from SECC/SES only.

**SUNDRIES**

Pain relievers, breath fresheners, lip protection, candy, antacids, cough drops, sewing kits, tissues, and much more are available at the service window.

**OTHER SERVICES**

Coat and baggage check - \$3.00 per item.

Business cards made at the Customer Service Desk.

**LAST DAY TO RECEIVE ADVANCE RATE IS**



**CUSTODIAL: BOOTH CLEANING SERVICES ORDER FORM - 2010**



Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. [WWW.SANDEXPO.COM](http://WWW.SANDEXPO.COM)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

SERVICE REQUESTED	ADVANCE ORDER DAILY RATE	SHOW SITE DAILY RITE	DATES REQUIRED	\$ SUB-TOTAL
VACUUM/EMPTY TRASH CANS ____ sq. ft. @ ____ x ____ days	\$0.32 per square foot	\$0.41 per square foot		
DAMP MOP ____ sq. ft. @ ____ x ____ days	\$0.37 per square foot	\$0.53 per square foot		
PERIODIC PORTER SERVICE: (Emptying of trash cans and ashtrays approx. every 90 minutes during show hours.) PP-1 Up to 400 sq. ft. PP-2 401 to 1,600 sq. ft. PP-3 1,601 sq. ft. and above	\$57 per day \$99 per day \$128 per day	\$ 72 per day \$127 per day \$175 per day		
PORTER SERVICE (4-HOUR MINIMUM)	\$25 per hour	\$30 per hour		
SHAMPOO CARPET/SPOT SHAMPOO (MINIMUM 50 SQUARE FEET)	\$0.67 Per square foot	\$0.83 Per square foot		
			<b>TOTAL</b>	<b>\$</b>

**OTHER INFORMATION**

\* SES is the exclusive cleaning contractor at the SECC. No other contractor, independent contractor, non-SECC Custodial staff, or cleaning service will be allowed to perform custodial services on the show floor, except for initial wipe down. Periodic porter service is a service performed by a cleaning attendant every 90 minutes. This service consists of emptying of trash cans and ashtrays. If you plan to serve food or beverages in your booth it is strongly recommended that you order Periodic Porter Service. Unsatisfactory service must be reported before opening of show.

We recommend booth cleaning on the night prior to show opening.

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE.**  
**INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

Credit Card:  MasterCard  VISA  Discover  Diners Club  American Express

Account Number:

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*



\* Specialized Event Services (SES) is the exclusive provider of electrical services at the Sands Expo & Convention Center.

- By signing and delivering the *Electrical Services Order Form* to SES, customer agrees to all terms and conditions printed on the form.
- Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.
- Electrical service cannot be guaranteed prior to one hour before event opening due to temporary conditions which exist during set-up.
- For Hall G, you need to call SES for outlets over 60 amps 208 volt or for any 480 volt requirements.
- Call SES for pricing at 702-733-5070 on outlets not indicated on this form (i.e., special or foreign voltages, or outlets exceeding those indicated for 208 or 480 volt).

**SERVICE LOCATION PLAN / FLOORPLAN**

- A *Service Location Plan* must be submitted to process electrical orders (page 6). Included should be the date and time the equipment and/or service is requested and the type of labor requested.

**PAYMENT POLICY**

- All services ordered through the Sands Expo & Convention Center must be prepaid prior to any work being performed. Therefore, a valid credit card must be on file.
- To receive advance discount prices, SES must receive your order with full payment by 5PM PST 21 calendar days prior to show opening date. All orders received after this date will receive show site prices.
- No credit will be issued on services installed but not used.
- All orders are subject to a 25% cancellation fee if CANCELLED within 21 calendar days prior to show opening date. No refunds will be issued on outlets CANCELLED after they have been installed. All prices are subject to change without prior notice.

**LABOR INFORMATION**

Straight Time: \$87/hour • Overtime: \$164/hour

- Labor between the hours of 8:00AM and 5:00PM, Monday through Friday will be at the Straight Time rate, except for holidays.
- Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.

- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM for move-in only (requires a minimum of 48-hour notice to ensure request). Not available on show days.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.

**EXHIBITOR GUIDELINES**

- Neither SES nor the Sands Expo & Convention Center (SECC) is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment as necessary. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or any injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close.
- Twenty-four hour service to any outlet will be at double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.
- To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.

*Continued on next page*



**EXHIBITOR GUIDELINES (continued)**

- All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- All halogen lights must have a safety lens or shield over the lamp/bulb.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be purchased from SES/SECC. IMPEDAMPS can be purchased on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/ unauthorized person.

**FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS**

- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
  - a) All distribution of electrical wiring under carpet or flooring.
  - b) All distribution overhead of electrical wiring, including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth-to-booth.
  - c) All motor and equipment hook-ups requiring electricity.
  - d) Installation and/or repair of electrical fixtures.
  - e) Installation of electrical motors and apparatus to be energized.
  - f) Motorized hoists, truss and lighting installation.
  - g) Installation and removal of all overhead electrical signs, trusses, motors, or apparatus.

**FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS (continued)**

- h) Installation and removal of free-standing electrical signs which require assembly, rotating electrical signs, sequencing electrical signs and various related applications, and the operation of such equipment. See *Rigging: Hanging Sign Services Order Form* (page 28) for instruction on hanging electrical signage.

**ELECTRICAL CODE**

Too frequently, fires have been traced to faulty wiring due to carelessness or lack of understanding of the risks involved in wiring. In the interest of public safety, exhibits in the Sands Expo & Convention Center may be inspected to determine if any violation exists. If violations are found, qualified personnel are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be energized. If an exhibitor does not understand basic safety standards, a qualified person should be consulted before the exhibit is sent to the Sands Expo & Convention Center. Serious risks can be eliminated by understanding basic requirements of safe wiring within your booth. For the safety of yourself and the public, remember these points:

- All extension cords that run under the carpet or flooring must be provided and installed by SES.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by SES.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights or floodlights are a hazard when lamps are too close to fabrics or other material which can be affected by heat. The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of two-wire fixtures is prohibited. Zip cords or two-wire cords are undergrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electrical requirements for an exhibit at the Sands Expo & Convention Center are for the safety of all exhibitors and are based on national and city electrical codes and ordinances.
- Local ordinances prohibit more than 2,000 watts/20 amps per lighting circuit and only one connection for power and motor outlets.
- Electrical permits required by the local Building and Safety Code will be obtained by SES. No storage is allowed behind booth for fire safety reasons.

**LAST DAY TO RECEIVE ADVANCE RATE IS**



**ELECTRICAL SERVICES ORDER FORM - 2010**

Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568



**ORDER ONLINE AT**

Please indicate total number of pages faxed to ensure complete order was received. [WWW.SANDEXPO.COM](http://WWW.SANDEXPO.COM)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT:</b> SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SECC. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. <b>TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

ELECTRICAL USAGE: 120 VOLT – 60 HZ – AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
5 Amps / 500 Watts or Less			\$93	\$170	
10 Amps / 1,000 Watts or Less			\$166	\$243	
20 Amps / 2,000 Watts or Less			\$241	\$355	
ELECTRICAL USAGE: 208 VOLT 1 PHASE – 60 HZ - AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
10 Amps / ½ h.p. or Less			\$293	\$445	
20 Amps / 1 ½ h.p. or Less			\$404	\$620	
30 Amps / 2 h.p. or Less			\$468	\$698	
40 Amps / 3 h.p. or Less			\$563	\$703	
60 Amps / 5 h.p. or Less			\$597	\$946	
100 Amps / 10 h.p. or Less			\$900	\$1,418	
ELECTRICAL USAGE; 208 VOLT 3 PHASE – 60 HZ – AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
10 Amps / 1 h.p. or Less			\$344	\$535	
20 Amps / 3 h.p. or Less			\$479	\$698	
30 Amps / 5 h.p. or Less			\$591	\$900	
60 Amps / 10 h.p. or Less			\$816	\$1,306	
100 Amps / 20 h.p. or less			\$1,025	\$1,549	
200 Amps / 50 h.p. or Less			\$1,954	\$3,264	
400 Amps or Less			\$3,490	\$4,952	
ELECTRICAL USAGE: 480 VOLT 3 PHASE- 60 HZ - AC	QTY (SHOW HRS)	*QTY (24-HR POWER)	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
20 Amps / 7 h.p. or Less			\$664	\$1,070	
30 Amps / 10 h.p. or Less			\$782	\$1,126	
40 Amps / 15 h.p. or Less			\$1,126	\$1,296	
60 Amps / 20 h.p. or Less			\$1,238	\$1,688	
100 Amps / 50 h.p. or Less			\$1,576	\$2,167	
150 Amps / 75 h.p. or Less			\$2,252	\$2,926	
200 Amps / 100 h.p. or Less			\$2,476	\$3,490	
EUROPEAN POWER 380			CALL FOR PRICING		
<b>*24-HOUR POWER IS DOUBLE THE APPLICABLE RATE</b>					<b>TOTAL</b>

**LABOR REQUEST**  
 All outlets 208/408 volts require electrical labor.

STRAIGHT TIME: \$ 87/hour  
 OVERTIME: \$164/hour

DATE/TIME:

Type of Labor Requested:  
 Distribution under carpet  
 Equipment hookup  
 Lighting fixtures  
 Overhead distribution  
 Attach electrical sign to booth structure  
 Other:

READ ALL ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS ON PAGES 4, 12, 13 & 14 PRIOR TO PLACING ORDER.

\*Note: You are likely to need extra materials, such as extension cords, with your order. These will be added to your order as needed.

**ALL EXTENSION CORDS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES.**

**IMPEDAMPS** (blue electrical box for the purpose of delivering electric service) should only be purchased from SES/SECC. IMPEDAMPS can be purchased on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/authorized person.

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.

Credit Card:     MasterCard     VISA     Discover     Diners Club     American Express

Account Number: \_\_\_\_\_

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*

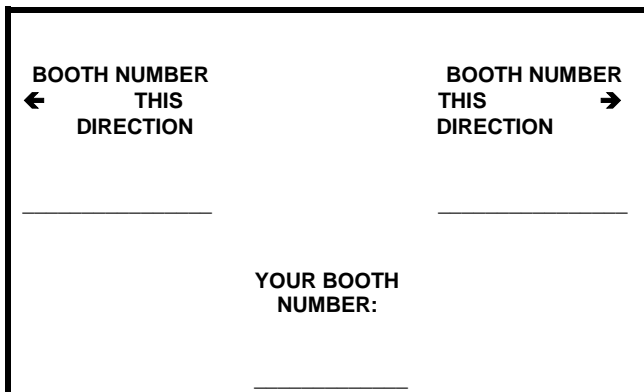
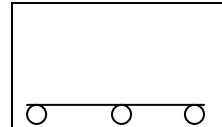
**BOOTH LIGHTING INSTRUCTIONS**

Please indicate placement of your booth lighting and return with your order. Packages A, B, C, and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

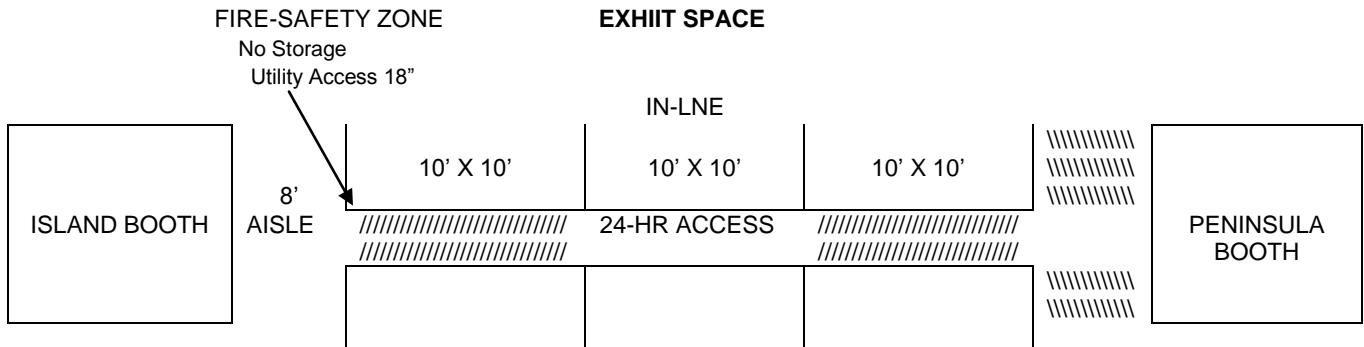
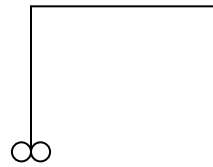
**SAMPLE  
(2) PACKAGE "D"**



**SAMPLE  
(1) PACKAGE "B"**



**SAMPLE  
PACKAGE "D"  
PACKAGE "E"**





**LAST DAY TO RECEIVE ADVANCE RATE IS**



**ELECTRICAL: BOOTH LIGHTING SERVICES  
ORDER FORM & CONDITIONS - 2010**



Mail or fax forms with payment to:  
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
201 SANDS AVENUE • LAS VEGAS, NV 89169  
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

[WWW.SANDEXPO.COM](http://WWW.SANDEXPO.COM)

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
<p><b>IMPORTANT: SES IS THE EXCLUSIVE BOOTH LIGHTING PROVIDER AT SECC. NO OTHER PROVIDER OR BOOTH LIGHTING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON PACKAGES CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b></p>					
<b>BOOTH LIGHTING PACKAGES</b>					
<p><b>PRICES FOR MOST LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENANCE, AND REMOVAL. (SEE BOX BELOW FOR THOSE THAT DO NOT.) ALL TRACK AND FIXTURES FOR STANCHION AND TRACK INSTALLATION ARE BLACK IN COLOR. LAMPS ARE MR-16 / 75 WATT (THESE LAMPS EXCEED THE LUMENS OF 150 WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.</b></p>					

ITEM DESCRIPTION	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
PACKAGE "A" – TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		\$190	\$294	\$
PACKAGE "B" – TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		\$232	\$387	\$
PACKAGE "C" – TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		\$289	\$438	\$
PACKAGE "D" – STANCHION LIGHT ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		\$109	\$144	\$
PACKAGE "E" – ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, OR D		\$57	\$88	\$
PACKAGE "F" – OVERHEAD LIGHT 1,000 WATT QUARTZ LIGHT MOUNTED IN CATWALK ONLY		\$284	\$449	\$
PACKAGE "G" – OVERHEAD LIGHTS FOR HALL G 200 WATT – PARS – FOR USE IN HALL G – GROUND LEVEL		\$226	\$340	\$
NOTE: PACKAGES A, B, C, E: WHEN USED AT THE VENETIAN HOTEL, PLEASE ADD ONE HOUR OF LABOR FOR INSTALLATION PLUS ONE HOUR OF LABOR FOR DISMANTLE.			TOTAL	\$

**FILL OUT FORM ON THE FOLLOWING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION**

Packages A, B, C, and D are intended for in-line booths and for standard booths set with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only.  
All other installations will be completed on a labor and material basis.

**PAYMENT AUTHORIZATION** (will be used for any and all SES services you order in addition to those listed on this form):

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

Credit Card:     MasterCard     VISA     Discover     Diners Club     American Express

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*

**LAST DAY TO RECEIVE ADVANCE RATE IS**



**FLORAL & PLANT SERVICES ORDER FORM - 2010**

Mail or fax forms with payment to:  
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 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568



ORDER ONLINE AT

[WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

Our Floral Department can provide a variety of tropical plants and floral designs that will enhance your event or exhibit booth.  
**DETAILS THAT MAKE THE DIFFERENCE!** • Personal attention to your order and needs. • Our plants are of the best quality for your event or exhibit. • We use only fresh, top-of-the line flowers for your floral needs.

**DESIGNER SERVICES** to help with your plant and flower requirements for your event or booth. Call to schedule an appointment.

**SPECIAL EVENTS:** Luncheons, banquets, cocktail parties, hospitality suites, and themed events. Let us make your event special with our specialized event personnel.

PROFESSIONAL FLORAL SERVICES	QTY	ADANCE PRICE	SHOW SITE PRICE	TOTAL
Cut Flower Arrangement		\$65 and up	\$75 and up	
Tropical/Exotic		\$75 and up	\$100 and up	
Arrangement Instructions:				
GREEN & BLOOMING PLANTS AND TREES – RENTAL ITEMS	QTY	ADANCE PRICE	SHOW SITE PRICE	TOTAL
Mum Plants (circle one: white / yellow / lavender / bronze)		\$25 each	\$30 each	
Azaleas		\$32 each	\$40 each	
Bromeliads		\$30 each	\$35 each	
Green Table Plant		\$25 each	\$30 each	
Fern – 6 inch		\$25 each	\$30 each	
Fern – 8 inch		\$30 each	\$35 each	
Green Plants – 2 feet		\$30 each	\$40 each	
Green Plants – 3 feet		\$40 each	\$47 each	
Green Plants – 4 feet		\$50 each	\$57 each	
Green Plants – 5 feet		\$60 each	\$70 each	
Green Plants – 6 feet		\$70 each	\$85 each	
Green Plants – 8 feet		\$125 each	\$150 each	
SPECIAL INSTRUCTIONS:			SUB-TOTAL	
			ADD 8.10% SALES TAX	
			TOTAL	

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

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**INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*

Service	Connection Speed	Limit of IP Addresses	Recommended Usage
Fast Ethernet 512K (IE512)	512KBPS maximum	Includes one IP address	Used for light bandwidth needs such as E-mail and general/Internet browsing.
Fast Ethernet 1MB (IE1000)	1MB maximum	Includes one IP address	Used for high bandwidth needs such as a video streaming.
Fast Ethernet 10MB (IEPUB)	10MB maximum	Includes one IP address	Unfiltered, no firewall, fully public shared Internet for high-speed usage and web hosting.
T-1 Dedicated Ethernet (IT1D)	1.54 MBPS maximum	Full T1 speed with 25 static, public IP addresses	Standard dedicated T1 with no firewall protection.

The network connection provided by Specialized Event Services (SES) may be used only by the contracted corporation, its directors, officers, and employees, or guests when performing service for the company. **This service cannot be resold or distributed to any other company.** Users of the SES network will put forth every effort to avoid unnecessary network traffic and interference with the usage of others. Users of the network shall not transmit any communication which violates any local law or regulation or is likely to offend other users on the network. All devices on the SES network will be charged an access fee in the form of an additional IP address or a network package.

SES makes no guarantee of the performance, routing, or throughput of any data circuit connected to the Internet outside the facility's own backbone. Please call 702-733-5531 for assistance in planning your network.

SES requires all devices using the network to be protected by updated virus software, Windows security updates, and any other technological precautions deemed necessary to protect yourself and other users from viruses, malicious programs, pop-ups, pop unders, and other disruptive applications.

Any device which adversely impacts the SES network will result in service interruption with or without prior notice to the user at the discretion of SES. The device in question will remain disconnected until SES personnel deem that all issues have been resolved. No discount or refund will be issued in these circumstances. Additional feed for problem diagnosis and resolution will apply.

Cancelation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancelation fee.

#### **LIMITATIONS**

VPN (Virtual Private Networks) may not work at lower-speed connections. VPN should work with dedicated Ethernet line, which is not behind a firewall and will require protection on the devices being connected to it. SES does not support VPN software or VPN concentrator issues and does not guarantee its success.

Labor includes configuration of devices and any changes made to SES equipment to enhance the exhibitor's network, running cable, tipping cable, or observing as the exhibitor makes changes to his own devices. No drivers or software will be loaded onto an exhibitor's device, and no hardware changes will be made to an exhibitor's device by an SES Internet technician. If a hub is rented, it may be picked up at the service desk. SES Internet will not deliver the hub to your booth. It is the customer's responsibility to be familiar with and understand their equipment if they chose to bring their own hub or switch. Technical assistance beyond the initial installation will be charged a labor rate. No refunds will be given if technical problems were encountered due to the use of customer-provided equipment, or customer's own computer settings in general.

Due to the unpredictable nature of the World Wide Web, SES does not warrant that the services provided will meet the user's requirements or that the user's access to and use of the services will be uninterrupted. SES cannot and does not guarantee the privacy, security, authenticity, or non-corruption of any information transmitted through the system from the Internet. If a situation occurs involving nonperformance of services furnished by SES, user's sole remedy shall be a refund of a pro-rata portion of the price paid for services which were not provided. No credit will be issued for periods of lost service with a duration less than eight hours.

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**INTERNET SERVICES ORDER FORM - 2010**

*Mail or fax forms with payment to:*  
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 P: 702-733-5531 • F: 702-733-5568



**ORDER ONLINE AT**

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EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE.. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
<b>1. FAST ETHERNET (FE) CONNECTIONS</b>				
a. Fast Ethernet Service up to 512K (Single Private IP Address)		\$1,200.00	\$1,400.00	
b. Fast Ethernet Service up to 1MB (Single Private IP Address)		\$2,100.00	\$2,450.00	
c. Fast Ethernet Service up to 10MB (Single Public IP Address)		\$3,500.00	\$4,000.00	
d. Wireless is not offered at all events. Please call for details – 702-733-5531.				
<b>2. ADDITIONAL NEEDS</b>				
a. Additional Private IP Address for IE512 or IE1000 Services		\$125.00	\$125.00	
b. Additional Public IP Address for IEPUB Service		\$150.00	\$150.00	
c. 50' Patch Cable – CAT5		\$50.00	\$50.00	
<b>3. EQUIPMENT RENTAL</b>				
a. 8 Port Hub Rental – 10/100 Auto-Sensing Must pay deposit of \$250		\$150.00 + \$250 Deposit	\$175.00 + \$250 Deposit	
b. 16 Port Hub Rental; - 10/100 Auto-Sensing Must pay deposit of \$250		\$200 + \$250 Deposit	\$225 + \$250 Deposit	
<b>4. SPECIAL LINE SERVICES</b>				
a. T-1 Dedicated Service 1.54 MBPS – Must call for availability.		\$5,000.00	\$6,600.00	
b. Special Engineering/Configuration – Call for information.				
<b>1. LABOR CALL</b>				
a. Labor (Straight Time is between 8:00 a.m. and 5:00 p.m. excluding holidays) Date/Time:		STRAIGHT TIME	OVERTIME	
b. <input type="checkbox"/> Set up computer equipment <input type="checkbox"/> Set up network <input type="checkbox"/> Configuration assistance		\$87.00/hour	\$164.00/hour	
			<b>Subtotal</b>	
<b>Hub rental deposits returned upon receiving working hub. Unused portion of deposit(s) returned w/final billing.</b>				
<b>Hub rental(s) must be returned to the Sands Expo Business Center.</b>				
<b>TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-733-5568.</b>				<b>GRAND TOTAL</b>

\*\*\* Advanced Rate applies to orders received WITH PAYMENT 21 days prior to the first day of show.\*\*\*

- Notes:
- The choice of Internet Service Provider (ISP) is at the sole discretion of SES.
  - SES is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
  - SES reserves the right to append labor to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
  - SES reserves the right to remove any equipment deemed to be harmful to the network.
  - SES does not guarantee the full functionality of specific applications including, though not limited to, VPN; Video Streaming; Net Meeting; Remote Terminal Services; Citrix; and PC anywhere.
  - SES guarantees that Internet services will be delivered no later than one hour before event.
  - Please attach all required floor plans/diagrams.

By signing this order form, you agree to the terms and conditions of the SES Internet Department as explained on page 22 and 24 of this brochure.

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

Credit Card:    MasterCard    VISA    Discover    Diners Club    American Express

Account Number:

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Prices, Policies, and Procedures Subject to Change

## **INSTRUCTIONS AND CONDITIONS**

1. **SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR.**
2. All material and equipment furnished by SES for these service orders shall remain SES property and shall be removed ONLY by SES personnel at the close of the show.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a ¼" AMFLO-C1 connector; the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
7. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if exhibitor requests labor from SES, they will be charged an hourly service charge for these services.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. Unless otherwise directed in writing by exhibitor or his representative, SES Plumbing personnel may be required to cut floor coverings to permit installation of service.
10. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floorplan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo & Convention Center (SECC), we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with 30 days written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
14. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Order Form". You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets.
15. Automatic Fire Sprinkler System (AFSS) must comply with National Fire Protection Act #13. All booths must comply with these requirements. It is not the responsibility of SES nor the SECC to approve or deny your exhibit floorplans. All questions should be addressed to Clark County Fire Department at 702-455-7100. SES is the exclusive provider at the SECC for this service. When AFSS is required in your booth, please order at [www.SandsExpo.com](http://www.SandsExpo.com) or call 702-733-5070. The mailing address is: Sands Expo & Convention Center, Order Processing Dept., 201 Sands Avenue, Las Vegas, NV 89169.
  - a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.
  - b) Please send perspective/isometric drawings to better define your display.
16. **All on-site plumbing orders are subject to availability of labor and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee.

**LAST DAY TO RECEIVE ADVANCE RATE IS**



**PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2010**



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 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. [WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT:</b> SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR. <b>TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

**COMPRESSED AIR:** 90-100 lbs. PSI. The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES).

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
SERVICE CHARGE FOR FIRST OUTLET AT REAR OF BOOTH		\$431.00	\$668.00	\$
EACH ADDITIONAL CONNECTION WITHIN THE SAME BOOTH (WITHIN 5 FT. OF 1 <sup>ST</sup> OUTLET)		\$212.00	\$335.00	\$
CFM REQUIRED: MINIMUM OF 5 CFM SIZE OF CONNECTION:		\$8.00/EACH CFM	\$12/EACH CFM	\$

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

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
SERVICE CHARGE FOR FIRST OUTLET AT REAR OF BOOTH		\$445.00	\$681.00	\$
EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH (WITHIN 5 FT. OF 1 <sup>ST</sup> OUTLET)		\$224.00	\$335.00	\$

**DRAINS:** Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the SECC.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
SERVICE CHARGE FOR FIRST OUTLET AT REAR OF BOOTH		\$445.00	\$681.00	\$
EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH (WITHIN 5 FT. OF 1 <sup>ST</sup> OUTLET)		\$224.00	\$335.00	\$

**WATER FILLING & DRAINING:** Prices include a one-time fill and drain for each container based on Straight Time.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
UNIT(S) 1 TO 149 GALLONS		\$235.00	\$357.00	\$
UNIT(S) 150 TO 299 GALLONS		\$346.00	\$523.00	\$
UNIT(S) 300 TO 999 GALLONS		\$614.00	\$948.00	\$
UNIT(S) 1,000 TO 4,999 GALLONS		\$820.00	\$1,337.00	\$
UNIT(S) 5,000 TO 10,000 GALLONS		\$1,104.00	\$1,672.00	\$

<input type="checkbox"/> Automatic Sprinkler System needed. Provide name & phone number of Exhibitor: _____	<b>TOTAL PLUMBING SERVICE ORDER</b>	<b>\$</b>
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**LABOR RATES - \$87/HOUR STRAIGHT TIME / \$164/HOUR OVERTIME**  
 Labor between the hours of 8:00 AM and 5:00 PM Mon-Fri will be at the Straight Time labor rate. Labor before 8:00 AM and after 5:00 PM Mon-Fri, Saturdays and Sundays will be at the Overtime rate. Holidays will be billed at two times the Overtime rate.

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE.**  
**INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

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Account Number:

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Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*

**LAST DAY TO RECEIVE ADVANCE RATE IS**



**RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL / LABOR ORDER FORM - 2010**



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 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

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EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.					
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

**NO DRAYAGE COST** for SES PROVIDED equipment  
*(Drayage is the cost of hauling goods.)*

ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS. FROM THE SMALLEST TO THE LARGEST, WE CAN PROVIDE IT ALL!

- Motorized Hoists / Trussing
- Robotics and Conventional Lighting
- Dimmers and Controls
- No Shipping Costs for In-house Products
- Fully Trained and Professional Staff
- Lighting Design Services

LABOR REQUEST / RATES
<ul style="list-style-type: none"> <li>• Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday will be at the Straight Time labor rate. Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays will be at the overtime rate.</li> <li>• A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor. Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.</li> <li>• Supervision – A 20% supervision fee will be charged when SES personnel are not working under the direct supervision of the exhibitor or exhibitor representative.</li> </ul> <p>LABOR RATES: Straight Time = \$87/hour Overtime = \$164/hour</p> <p>SERVICES REQUESTED: Date: _____ Time: _____ No. of Persons: _____ (3 person minimum for Rigging)</p> <p style="text-align: center;">REFER TO THE SES "SCOPE OF WORK" FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.                  PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.</p>

PRODUCT LIST								
PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: Phone 702-733-5744 PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.								
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> CONTROL</td> <td><input type="checkbox"/> CUSTOM RIGGING PACKAGES</td> <td><input type="checkbox"/> DIMMERS</td> <td><input type="checkbox"/> LIGHTING FIXTURES</td> </tr> <tr> <td><input type="checkbox"/> MOTORIZED HOISTS</td> <td><input type="checkbox"/> MOVING LIGHTS</td> <td><input type="checkbox"/> PERISHABLES</td> <td><input type="checkbox"/> TRUSS</td> </tr> </table>	<input type="checkbox"/> CONTROL	<input type="checkbox"/> CUSTOM RIGGING PACKAGES	<input type="checkbox"/> DIMMERS	<input type="checkbox"/> LIGHTING FIXTURES	<input type="checkbox"/> MOTORIZED HOISTS	<input type="checkbox"/> MOVING LIGHTS	<input type="checkbox"/> PERISHABLES	<input type="checkbox"/> TRUSS
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<input type="checkbox"/> MOTORIZED HOISTS	<input type="checkbox"/> MOVING LIGHTS	<input type="checkbox"/> PERISHABLES	<input type="checkbox"/> TRUSS					

**PAYMENT AUTHORIZATION** (will be used for any and all SES services you order in addition to those listed on this form.)

Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE.**  
 INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.

Credit Card:    MasterCard    VISA    Discover    Diners Club    American Express

Account Number:

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change*

LAST DAY TO RECEIVE ADVANCE RATE IS



RIGGING: HANGING SIGN SERVICES ORDER FORM - 2010

Mail or fax forms with payment to: SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT. 201 SANDS AVENUE • LAS VEGAS, NV 89169 P: 702-733-5070 • F: 702-733-5568



ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

Form with fields: EVENT NAME, EVENT DATES, BOOTH # / MTG. ROOM #, EXHIBITING CO. NAME, HALL LOCATION, STREET ADDRESS, CITY, STATE, ZIP, TELEPHONE, FAX, E-MAIL, ORDERED BY, SIGNATURE.

BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. IMPORTANT: SES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME.

NO DRAYAGE COST for SES PROVIDED equipment (Drayage is the cost of hauling goods.)

INFORMATION AND INSTRUCTIONS – HANGING ITEMS

- Specialized Event Services is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Sands Expo & Convention Center. Display companies or exhibitor's representative may supervise these activities. For safety reasons, all signs in excess of 200 pounds and/or requiring electric will be hung using a motorized hoist(s). Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions. All items must be in working order, structurally sound, and in accordance with applicable codes. Hanging sign packages start at \$2,365 ST / \$2,920 OT. Final billing will reflect actual services rendered. There will be a 30% service charge for orders for hanging applications that are placed on site. IMPORTANT: You should contact your general service contractor for shipping instructions for all hanging items.

SIGN SIZE/CONFIGURATION

ELECTRICAL [ ] NON-ELECTRIC SIGN [ ] LIGHTING TRUSS [ ] OTHER [ ]

POWER REQUIREMENTS: \_\_\_\_\_ AMP OR WATTS \_\_\_\_\_ VOLTAGE

PRINT, PLOTS, OR DRAWINGS MUST BE PROVIDED

LABOR AND EQUIPMENT RATES FOR HANGING APPLICATIONS

Labor between the hours of 8:00 AM and 5:00 PM Monday-Friday will be at the Straight Time labor rate. Labor before 8:00 AM and after 5:00 PM Monday-Friday, Saturdays, and Sundays will be billed at the Overtime rate. Holidays will be billed at two times the Overtime rate.

A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor. Labor to dismantle will be based on one-half of the installation time and will be automatically applied to your invoice.

Supervision – A 20% supervision fee will be charged when SES personnel are not working under the direct supervision of the exhibitor or exhibitor representative.

LABOR RATES: Straight Time = \$87/hour Overtime = \$164/hour

SERVICE REQUESTED: Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Persons \_\_\_\_\_ (3 person minimum for rigging)

SEE SES "SCOPE OF WORK" FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.

EQUIPMENT / MOTORIZED HOISTS

BOOMLIFT - \$200 PER HOUR SCISSOR LIFT - \$175 PER HOUR MOTORIZED HOISTS 1-TON - \$450 SIGN ROTATOR - \$500.00

- Please provide drawing with detailed information, including engineering approval, booth dimensions, orientation, pick points, and assembly instructions. In order for us to hang your sign to the proper height, please provide the measurements from the floor to the top of the sign. Specialized Event Services reserves the right to refuse to hang any application if they deem it unsafe. For specific questions concerning hanging applications, call 702-733-5046.

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

[ ] Check No. \_\_\_\_\_ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.

[ ] Credit Card: [ ] MasterCard [ ] VISA [ ] Discover [ ] Diners Club [ ] American Express

Account Number:

Account Number grid with 16 empty cells

Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Prices, Policies, and Procedures Subject to Change



**INSTRUCTIONS AND CONDITIONS**

- 1) The Sands Expo & Convention Center (SECC) and Specialized Event Services (SES) shall not be liable for, and hereby released from, any special, indirect, incidental, or consequential damage; including without limitation, the following: lost profits, damage to business reputation, lost opportunity or commercial loss of any kind to the customer which results from the use (or the inability to use) any of the services or equipment which is contemplated herein, or from the breach by the SECC, SES, or any of their employees, agents or contractors.
- 2) **Cancellation:** Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee. No refund will be given for lines cancelled after they have been installed.
- 3) All charges are subject to change without prior notice.

**ADDITIONAL CHARGES/FEEES:**


- **Call Detail Charges** – Local call, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call. All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the SES Customer Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$125 for single-line instruments and \$500 for multi-line and polycom instruments.**
- **Labor Charges** – Labor between the hours of 8:00 AM and 5:00 PM Monday-Friday (except holidays) will be at the Straight Time labor rate. All other hours will be at the Overtime rate (except holidays). Exhibitors will be charged to move lines, program exhibitor's equipment, or for damage to telephone lines which occurs in the booth and is caused by the exhibitor, exhibitor's employees, or any appointed representatives. Exhibitors will be charged on a labor and material basis for these occurrences.


LABOR RATES: Straight Time = \$87/hour Overtime = \$164/hour


**LOCATION GRID**


Please utilize attached grid to indicate all telephone line locations within your booth.

Please indicate scale: 1 square = \_\_\_\_\_ feet. Or other: \_\_\_\_\_

Indicate booth number this direction  \_\_\_\_\_


Indicate booth number this direction  \_\_\_\_\_

Indicate booth number this direction  \_\_\_\_\_

Indicate booth number this direction  \_\_\_\_\_

**LAST DAY TO RECEIVE ADVANCE RATE IS**



**TELECOMMUNICATIONS SERVICES ORDER FORM - 2010**

Mail or fax forms with payment to:  
 SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.  
 201 SANDS AVENUE • LAS VEGAS, NV 89169  
 P: 702-733-5070 • F: 702-733-5568



**ORDER ONLINE AT**

[WWW.SANDSEXPO.COM](http://WWW.SANDSEXPO.COM)

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)				SIGNATURE:	
<b>IMPORTANT:</b> SES IS THE EXCLUSIVE TELECOMMUNICATIONS SERVICES PROVIDER AT SECC. NO OTHER PROVIDER OR TELECOMMUNICATIONS SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. <b>TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

**FORM INFORMATION: (Please read carefully)**

- BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE "CREDIT CARD AUTHORIZATION FORM". THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.
- PRE-PLANNING CAN SAVE YOU MONEY. Telephone lines are dropped with the main power drop into booth. PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE LOCATION GRID ON PAGE 29. Failure to notify SES of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at SES Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at SES Customer Service Desk.
- \*\* SECC/SES has a limited number of ISDN lines available. Call for availability. All others must be ordered through Embarq Telephone at 702-244-7779 directly one month in advance of show date. For each direct data or ISDN line ordered through Embarq Telephone, a single line must also be ordered from SES. Please inform SES when you are ordering a direct data or ISDN line by completing the information below. These special feature phones will not work unless you have ordered the additional single-line telephone service from SES.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
<b>SINGLE-LINE TOUCH-TONE PHONE</b> (VOICE ONLY) MUST BE ORDERED W/EACH POLYCOM		\$380.00 INCLUDES \$125 DEPOSIT	\$430 INCLUDES \$125 DEPOSIT	\$
<b>MODEM LINE</b> (for fax, credit cards, & other applicable equipment) EQUIPMENT MUST BE PROGRAMMED TO DIAL 9 FIRST. YOU MUST HAVE YOUR OWN ISP.		\$380.00 NO DEPOSIT RETURNED	\$430 NO DEPOSIT RETURNED	\$
<b>MULTI-LINE TOUCH-TONE PHONE</b> UP TO 6 ROLLOVERS (I.E., YOU RECEIVE ONE EXTENSION THAT HAS THE ABILITY TO RECEIVE 6 INCOMING CALLS SIMULTANEOUSLY.) NOT FOR POLYCOM – PLEASE ORDER A SINGLE-LINE.		\$660 \$250 DEPOSIT INCLUDED	\$720 \$250 DESPOIT INCLUDED	\$
<b>VOICE MAIL</b> WILL ACT AS AN ANSWERING MACHINE FOR YOUR SINGLE- OR MULTI-LINE SERVICE		\$75.00	\$75.00	\$
<b>EXTEND T1 **</b> EXTEND YOUR T1 LINE TO YOUR MEETING AREA		\$2,000.00	\$2,225.00	\$
<b>EXTEND ISDN **</b> EXTEND YOUR ISDN LINE TO YOUR MEETING AREA		\$750.00	\$1,000.00	\$
<b>ISDN LINE</b> INCLUDES PHONE LINE – LIMITED NUMBER		\$800.00 INCLUDES \$200 DEPOSIT	\$1,000.00 INCLUDES \$200 DEPOSIT	\$
<b>POLYCOM –</b> REQUIRES ORDER OF SINGLE-LINE TO FUNCTION		\$200/DAY	\$225/DAY	\$
			<b>TOTAL</b>	<b>\$</b>

**PAYMENT AUTHORIZATION** (Will be used for any and all SES services you order in addition to those listed on this form.)

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Credit Card:  MasterCard  VISA  Discover  Diners Club  American Express

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Expiration Date: \_\_\_\_\_ Cardholder's Name (as is appears on card): \_\_\_\_\_

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