



CLEAN TEAM EXHIBIT & CONFERENCE 2024

Red Rock Hotel & Casino

April 4 - 5, 2024

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • NEW JERSEY • DENVER

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[CLICK HERE TO ORDER ELECTRICAL AND AUDIO VISUAL](#)

CLEAN TEAM EXHIBIT & CONFERENCE 2024

April 4 - 5, 2024
Red Rock Hotel & Casino

SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
Our goal is to make sure your participation is a success.

BOOTH EQUIPMENT	Each 10' x 10' inline booth will consist of:			
	BACK WALL DRAPE COLOR		SIDE RAIL DRAPE COLOR	
	BLACK		BLACK	
	HALL FLOORING		FACILITY IS CARPETED	
	Two	6' Tables Skirted Black	Two	Side Chairs (Facility Provided)
	One	Wastebasket	One	11" x 17" Identification Sign

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Wednesday, April 3, 2024	12:00 PM	4:00 PM	Exhibitor Setup
Thursday, April 4, 2024	6:30 AM	9:30 AM	Exhibitor Setup
Thursday, April 4, 2024	10:15 AM	11:45 AM	One-on-One Meetings
Friday, April 5, 2024	10:30 AM	12:00 PM	Show Hours
Friday, April 5, 2024	2:30 PM	4:05 PM	One-on-One Meetings
Friday, April 5, 2024	4:05 PM	4:30 PM	Show Hours
Friday, April 5, 2024	4:30 PM	8:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:

6:00 PM on Friday, April 5, 2024

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:

8:00 PM on Friday, April 5, 2024

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

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SHOW INFORMATION CONTINUED

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Monday, March 4, 2024	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS
	STANDARD RECEIVING RATE DEADLINE	Monday, March 18, 2024	
	WAREHOUSE RECEIVING DEADLINE	Tuesday, April 2, 2024	
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only
	No COD or collect shipments		Must submit payment authorization form with all orders
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse

DO NOT SHIP DIRECT TO THE SHOW

WAREHOUSE SHIPPING ADDRESS:

All information must be provided on the shipping labels. Please use the warehouse labels enclosed.

SHOW NAME	CLEAN TEAM 2024			BOOTH #	
COMPANY		C/O	LVE-IT Vegas		
ADDRESS	6225 Annie Oakley Drive, Las Vegas, NV 89120				

If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.

Overtime will be charged on anything handled after 4:30pm and weekends.

SHOWSITE RECEIVING

DO NOT SHIP YOUR MATERIALS TO THE FACILITY, THEY MAY BE REFUSED.
ALL SHIPMENTS ARE TO BE SENT TO THE ADVANCE WAREHOUSE.
SHIPMENTS RECEIVED AT SHOW SITE WILL BE CHARGED THE WAREHOUSE LATE SPECIAL HANDLING RATE.

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

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PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME				CLIENT NAME			
	ADDRESS						BOOTH #	
	CITY		STATE		ZIP		PHONE	
	EMAIL						FAX	

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*		X_____					
	CARDHOLDER'S NAME (PLEASE PRINT)							
	<p>*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual.</p> <p>All credit card information will be kept on file to be used for future shows and all outstanding balances.</p> <p>Signer authorizes agent/employees to sign off and create order for the company.</p>							

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			OTHER EXPO SERVICES
			TAX
	TOTAL (If received by deadline)	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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COMPANY NAME

BOOTH #

FURNITURE ORDER

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT
DEADLINE
3/15/2024

STANDARD PRICE

TOTAL

CHAIRS

SIDE CHAIR

\$ 98.00

\$ 180.00

ARM CHAIR

\$ 125.00

\$ 127.40

STOOL COUNTER HEIGHT

\$ 145.00

\$ 188.50

TABLES

4'L x 30"H x 24"W TABLE SKIRTED*

\$ 155.00

\$ 201.50

6'L x 30"H x 24"W TABLE SKIRTED*

\$ 175.00

\$ 227.50

8'L x 30"H x 24"W TABLE SKIRTED*

\$ 205.00

\$ 266.50

4'L x 30"H x 24"W TABLE UNSKIRTED

\$ 90.00

\$ 117.00

6'L x 30"H x 24"W TABLE UNSKIRTED

\$ 120.00

\$ 156.00

8'L x 30"H x 24"W TABLE UNSKIRTED

\$ 150.00

\$ 195.00

COUNTER TABLES

4'L x 42"H x 24"W COUNTER SKIRTED*

\$ 165.00

\$ 214.50

6'L x 42"H x 24"W COUNTER SKIRTED*

\$ 198.00

\$ 257.40

8'L x 42"H x 24"W COUNTER SKIRTED*

\$ 245.00

\$ 318.50

4'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 110.00

\$ 143.00

6'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 130.00

\$ 169.00

8'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 170.00

\$ 221.00

CAFÉ

TABLE ROUND 36"W x 30"H

\$ 220.00

\$ 286.00

TABLE ROUND 36"W x 42"H

\$ 255.00

\$ 331.50

ACCESSORIES

4th SIDE TABLE SKIRT*

\$ 88.00

\$ 114.40

4th SIDE COUNTER SKIRT*

\$ 98.00

\$ 127.40

RISER FOR TABLE TOP 4'L x 14"H

\$ 130.00

\$ 168.00

RISER FOR TABLE TOP 6'L x 14"H

\$ 170.00

\$ 218.00

*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.

COLOR

☐

Green

☐

Teal

☐

Red

☐

Royal Blue

☐

Black

☐

Silver

☐

Burgundy

☐

Gold

☐

White

☐

Beige

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

CLEAN TEAM EXHIBIT & CONFERENCE 2024

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COMPANY NAME

BOOTH #

ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT
DEADLINE
3/15/2024

STANDARD PRICE

TOTAL

ACCESSORIES

WASTEBASKET

\$ 25.00

\$ 32.50

EASEL

\$ 69.00

\$ 90.00

BAG RACK

\$ 127.00

\$ 165.10

GARMENT RACK

\$ 167.00

\$ 218.00

WATERFALL CLOTHING RACK 4 - ARM

\$ 116.15

\$ 151.80

LITERATURE RACK (FREE STANDING)

\$ 164.45

\$ 212.75

SIGN HOLDER 22" x 28"

\$ 107.53

\$ 139.78

TACKBOARD 4' x 6' VERTICAL

\$ 230.00

\$ 299.00

TACKBOARD 6' x 4' HORIZONTAL

\$ 230.00

\$ 299.00

GRID 2' x 8'

\$ 180.00

\$ 234.00

GRID 2' x 8' WITH LEGS

\$ 220.00

\$ 286.00

16" WATERFALL ARM FOR GRID

\$ 52.00

\$ 68.00

GRID HOOKS (CHOOSE SIZE BELOW)

☐ 4" ☐ 6" ☐ 8"

\$ 12.00

\$ 16.00

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS

FT

\$ 22.00

\$ 28.60

8' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 40.00

\$ 52.00

12'-16' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 90.00

\$ 117.00

6' - 10' TELESCOPIC ROD (NO DRAPE)

\$ 29.90

\$ 34.50

ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2

\$ 90.00

\$ 117.00

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

☐

Silver

☐

Black

☐

White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

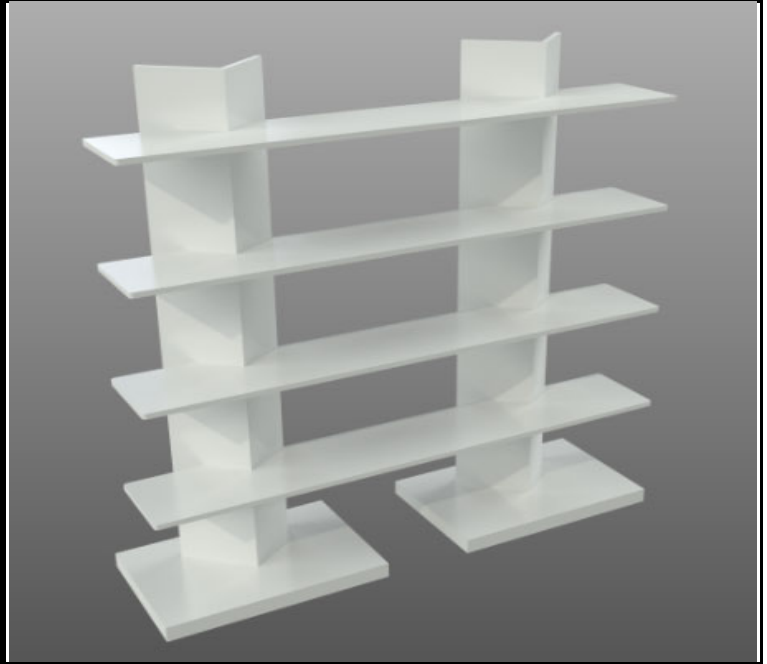
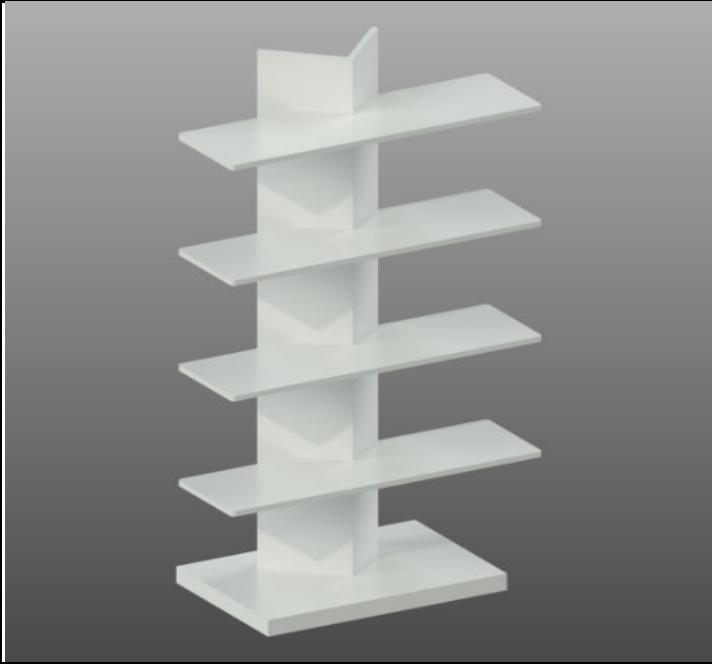
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COMPANY NAME		BOOTH #	
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SHELVING UNITS

DEADLINE DATE: **3/15/2024**



SINGLE SHELVING UNIT

DOUBLE SHELVING UNIT

DISCOUNT PRICE	\$ 352.00	DISCOUNT PRICE	\$ 596.00
STANDARD PRICE	\$ 457.60	STANDARD PRICE	\$ 774.80

SINGLE SHELVING UNIT SPECS:	UNIT: 39"W x 72"H		
	SHELVES: (4) 39"W x 12"D		
DOUBLE SHELVING UNIT SPECS:	UNIT: 72"W x 72"H		
	SHELVES: (4) 72"W x 12"D		

SHELVING		QUANTITY	DISCOUNT DEADLINE 3/15/2024	REGULAR PRICE	TOTAL
	SINGLE UNIT		\$ 352.00	\$ 457.60	
	DOUBLE UNIT		\$ 596.00	\$ 774.80	

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

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COMPANY NAME

BOOTH #

SHOWCASES



FULL



HALF



QUARTER



CORNER HALF



CORNER QUARTER



TOWER



WALL CASE



SEE-THROUGH
WALL CASE

ALL UNITS COME STANDARD WITH
FLORESCENT LIGHTING

ELECTRICAL OUTLET IS NOT INCLUDED

FULL, HALF OR QUARTER VIEW MUST
BE SELECTED BELOW

ORDER ONLINE
online.lvexpo.com

QTY

DISCOUNT
DEADLINE
3/15/2024

STANDARD PRICE

TOTAL

SHOWCASES

BLACK 4'L (FULL HALF QUARTER) VIEW

WHITE 4'L (FULL HALF QUARTER) VIEW

BLACK 5'L (FULL HALF QUARTER) VIEW

WHITE 5'L (FULL HALF QUARTER) VIEW

BLACK 6'L (FULL HALF QUARTER) VIEW

WHITE 6'L (FULL HALF QUARTER) VIEW

BLACK CORNER (HALF QUARTER) VIEW

WHITE CORNER (HALF QUARTER) VIEW

BLACK TOWER 80"H x 20"W x 20"D

WHITE TOWER 80"H x 20"W x 20"D

BLACK WALL CASE 48"W

WHITE WALL CASE 48"W

BLACK WALL CASE 60"W

WHITE WALL CASE 60"W

BLACK WALL CASE 70"W

WHITE WALL CASE 70"W

BLACK SEE-THROUGH WALL CASE

WHITE SEE-THROUGH WALL CASE

UPGRADED LED LIGHTING

\$ 743.82

\$ 672.98

\$ 813.39

\$ 742.55

\$ 882.97

\$ 812.13

\$ 771.65

\$ 708.40

\$ 779.24

\$ 695.75

\$ 1,232.11

\$ 1,148.62

\$ 1,301.69

\$ 1,218.20

\$ 1,370.60

\$ 1,287.77

\$ 1,249.82

\$ 1,166.33

\$ 153.06

\$ 966.97

\$ 874.88

\$ 1,057.41

\$ 965.32

\$ 1,147.86

\$ 1,055.77

\$ 1,003.14

\$ 920.92

\$ 1,013.01

\$ 765.32

\$ 1,601.74

\$ 1,493.61

\$ 1,692.90

\$ 1,583.65

\$ 1,781.87

\$ 1,674.10

\$ 1,624.77

\$ 1,516.23

\$ 198.98

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Cancellations after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after move-in begins.

CLEAN TEAM EXHIBIT & CONFERENCE 2024

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COMPANY NAME

BOOTH #

CARPET ORDER

STANDARD

CARPET LENGTH	QUANTITY		DEADLINE 3/15/2024		STANDARD PRICE		TOTAL
10' x 10'			\$ 310.00		\$ 403.00		
10' x 20'			\$ 620.00		\$ 806.00		
10' x 30'			\$ 930.00		\$ 1,209.00		
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT		
	TOTAL SQ FT		DISCOUNT	\$ 4.50	STANDARD	\$ 5.85	
<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy							
<i>If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>							

COLOR

10' x 10'			\$ 600.00		\$ 780.00		
10' x 20'			\$ 1,200.00		\$ 1,560.00		
10' x 30'			\$ 1,800.00		\$ 2,340.00		
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT		
	TOTAL SQ FT		DISCOUNT	\$ 7.50	STANDARD	\$ 9.75	
CIRCLE YOUR COLOR OPTION FOR PLUSH CARPET (COLOR SAMPLES ON FOLLOWING PAGE)							
Fire Red Lime Magenta Purple Orange Sunshine Forest Process Blue Black Bright Blue Khaki Cream Snowflake Silvermoon Aluminum Shadow Slate English Gray							

ACCESSORIES

10' x 10'			\$ 800.00		\$ 1,040.00		
10' x 20'			\$ 1,600.00		\$ 2,080.00		
10' x 30'			\$ 2,400.00		\$ 3,120.00		
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT		
	TOTAL SQ FT		DISCOUNT	\$ 10.00	STANDARD	\$ 13.00	
CIRCLE YOUR COLOR OPTION FOR ULTRA PLUSH CARPET (COLOR SAMPLES ON FOLLOWING PAGE)							
Fire Red Lime Magenta Purple Orange Sunshine Forest Process Blue Black Bright Blue Khaki Cream Snowflake Silvermoon Aluminum Shadow Slate English Gray							
PADDING PER SQ FT*			\$ 1.95		\$ 2.73		
VISQUEEN PER SQ FT*			\$ 1.30		\$ 1.65		
DOUBLE PADDING PER SQ FT*			\$ 3.90		\$ 5.46		

* 100 Square Feet Minimum Order

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

No refunds on custom or plush carpet order No credit will be given after close of event on anything ordered but not received.

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COMPANY NAME

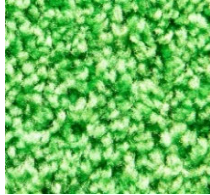
BOOTH #

CUSTOM CARPET COLORS

COLORS AVAILABLE FOR PLUSH AND ULTRA PLUSH



RED FIRE



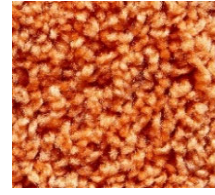
LIME



MAGENTA



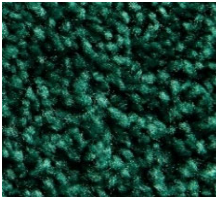
PURPLE



ORANGE



SUNSHINE



FOREST



PROCESS BLUE



BRIGHT BLUE



KHAKI



CREAM



SNOWFLAKE



SILVERMOON



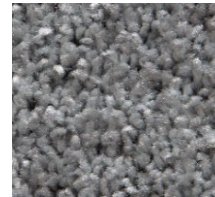
ALUMINUM



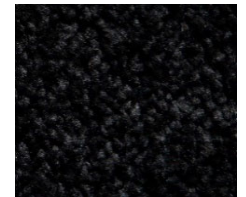
SHADOW



SLATE

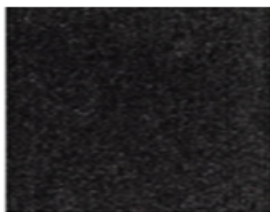


ENGLISH GRAY

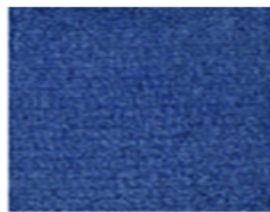


BLACK

STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED

CLEAN TEAM EXHIBIT & CONFERENCE 2024

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COMPANY NAME		BOOTH #	
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BOOTH CLEANING & PORTER SERVICE ORDER

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 3/15/2024	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 1.96	\$ 2.56	X _____ *	= _____ **
	*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____				

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	PORTER SERVICE	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 3/15/2024	STANDARD PRICE	TOTAL
	RATES ARE PER SHOW DAYS					
	Up to 1,000 square feet		2	\$ 310.00 per day	\$ 400.00 per day	
	1,001 to 3,000 square feet		2	\$ 370.00 per day	\$ 470.00 per day	
	3,001 and above		2	\$ 540.00 per day	\$ 690.00 per day	

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.

- ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:
- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
 - Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

Services cancelled after the discount deadline date will be charged 50% of ordered price.
Services cancelled after show move-in begins will be charged 100% of ordered price.
No credit will be given after close of event on anything ordered but not received.

CLEAN TEAM EXHIBIT & CONFERENCE 2024

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COMPANY NAME

BOOTH #

GRAPHICS & SIGNS

DISCOUNT DEADLINE: **3/15/2024**

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

Minimum order \$50.00

Double sq. Ft. for double-sided graphics

Round sq. Ft. to next whole increment

File conversion, retouching, cloning or color correcting may incur additional labor charges.

L X W = sq. Ft.
 sq. Ft. X RATE =

DIGITAL GRAPHICS

MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
1/4" PLEXIGLAS	\$ 60.00	\$ 72.00	3mm SINTRA	\$ 28.00	\$ 36.00
3/16" FOMECOR	\$ 26.00	\$ 34.00	6mm SINTRA	\$ 32.00	\$ 40.00
VINYL BANNER	\$ 16.00	\$ 24.00	FLOOR DECALS	\$ 36.00	\$ 44.00

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)			
PMS COLOR		<input type="checkbox"/> FOMECOR	<input type="checkbox"/> PVC	<input type="checkbox"/> PLEXI	<input type="checkbox"/> GATORFOAM
APPLICATION		<input type="checkbox"/> ECO-BOARD*	<input type="checkbox"/> ULTRA-BOARD*	<input type="checkbox"/> OTHER	
<i>*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.</i>					
SPECIAL INSTRUCTIONS					

STANDARD SIZES

STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 3/15/2024	STANDARD PRICE	TOTAL
FOMECOR w/Easel Back 12" x 18" - single sided		\$ 90.00	\$ 116.00	
FOMECOR SIGN 22" x 28" - single sided		\$ 104.00	\$ 136.00	
FOMECOR SIGN 28" x 44" - single sided		\$ 206.00	\$ 268.00	
FOMECOR SIGN 24" x 36" - single sided		\$ 144.00	\$ 188.00	
FOMECOR SIGN w/Base 38" x 87" - single sided		\$ 550.00	\$ 716.00	
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See below for graphic guidelines.</i>				

ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: exhibitorservices@lvexpo.com

SIZE / SCALE - 10% Scaling Factor Scale your finished artwork so that **1" = 0.1"** (EXAMPLE: FOR A HEADER THAT MEASURES 77.5"W X 12"H IN REAL SIZE, THE GRAPHIC FILE WILL BE DESIGNED AT 7.75" W X 1.2" H) DO NOT include bleeds or gutters. DO include a die line for any router cuts needed.

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

COLOR MODE - CMYK (Before submitting your artwork to us, please make sure you convert the color mode to CMYK.)

FORMAT - TIFF, flattened (We require the use of flattened TIFFs for all artwork.) PLEASE BE ADVISED - FAILURE TO ADHERE TO THESE REQUIREMENTS MAY PRODUCE UNPREDICTABLE RESULTS THAT MAY OR MAY NOT BE CORRECTABLE. FOR THIS REASON, WE WILL CONVERT/ADJUST ANY NON-TIFF FILES TO MEET THESE REQUIREMENTS, AND BILL THE CUSTOMER AT A RATE OF \$125.00/HR

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.



CLEAN TEAM EXHIBIT & CONFERENCE 2024

April 4 - 5, 2024
Red Rock Hotel & Casino

COMPANY NAME		BOOTH #	
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DISPLAY LABOR ORDER

DEADLINE DATE: **3/15/2024**

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR	TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum			\$ 120.00	
	OVERTIME (OT) - One Hour Minimum			\$ 180.00	
	DOUBLE TIME (DT) - One Hour Minimum			\$ 240.00	
	LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$180.00 OT \$270.00 DT \$360.00				
	<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>				
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.					

FORKLIFT NOT AVAILABLE

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONSIGNEE (Where your freight is being shipped to when the show closes)			BILLING INFORMATION (Responsible party paying your carrier's shipping charges)		
CO. NAME				CO. NAME	
ADDRESS				ADDRESS	
CITY		STATE		CITY	
SHOW		BOOTH #		SHOW	
CONTACT				CONTACT	
PHONE				PHONE	

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at a higher rate and upon availability.

CLEAN TEAM EXHIBIT & CONFERENCE 2024

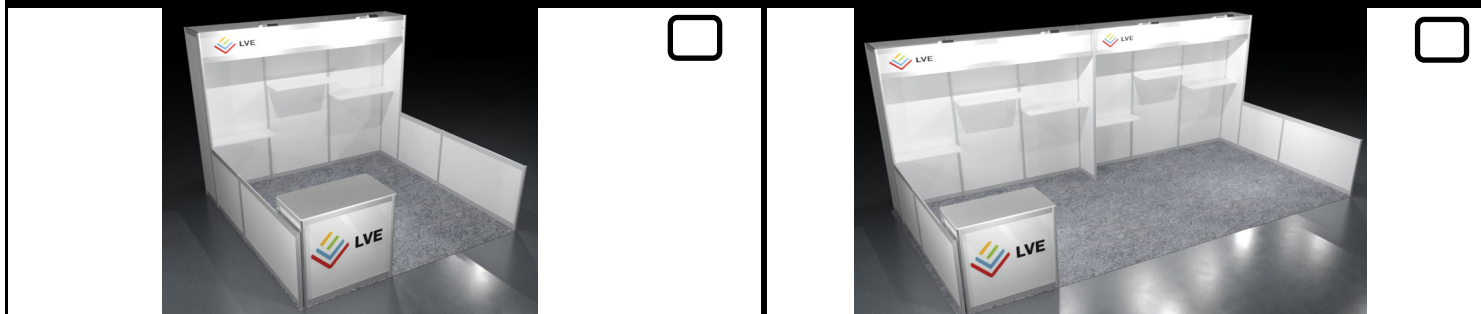
April 4 - 5, 2024
Red Rock Hotel & Casino

COMPANY NAME	BOOTH #
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RENTAL EXHIBIT PACKAGES

DEADLINE DATE:

3/15/2024



10' EXHIBIT RENTAL

20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 2,951.00

STANDARD PRICE \$ 3,836.00

DISCOUNT PRICE \$ 5,904.00

STANDARD PRICE \$ 7,675.00

DISPLAY INCLUDES

10' Free Standing Display

Silver Metal /Choice of Black or White Inserts

3 Meter Header w/Company Name

2 Arm Lights

3 Shelves

1 Meter Counter OPTIONAL - see additional price below

Carpet Gray

Installation and Dismantle

DISPLAY INCLUDES

20' Free Standing Display

Silver Metal /Choice of Black or White Inserts

2 - 3 Meter Header w/Company Name

4 Arm Lights

6 Shelves

1 Meter Counter OPTIONAL - see additional price below

Carpet Gray

Installation and Dismantle

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor

Please select a PANEL COLOR OPTION

☐

BLACK

☐

WHITE

If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.

HEADER

Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.

HEADER COPY:

OPTIONAL ACCESSORIES

	QUANTITY	DISCOUNT DEADLINE 3/15/2024	REGULAR PRICE	TOTAL
1 Meter Counter		\$ 325.00	\$ 422.50	
2' x 8' Grid		\$ 180.00	\$ 234.00	
Shelves		\$ 80.00	\$ 104.00	
Slat Wall - White or Black		\$ 143.75	\$ 186.30	
Light		\$ 110.00	\$ 142.00	
10' Package		\$ 2,951.00	\$ 3,836.00	
20' Package		\$ 5,904.00	\$ 7,675.00	

Contact Exhibitor Services for Custom Booth Packages at 888..989.3976 or email us at exhibitorservices@lvexpo.com

CANCELLATION POLICY

Items cancelled after orders have been received will be charged 50% of the ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

CLEAN TEAM EXHIBIT & CONFERENCE 2024

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Red Rock Hotel & Casino

WORK AUTHORIZATION

DEADLINE DATE: **3/15/2024**

All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.

☐ We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	ZIP
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSUREDS: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

CERTIFICATE HOLDER: Must be LVE

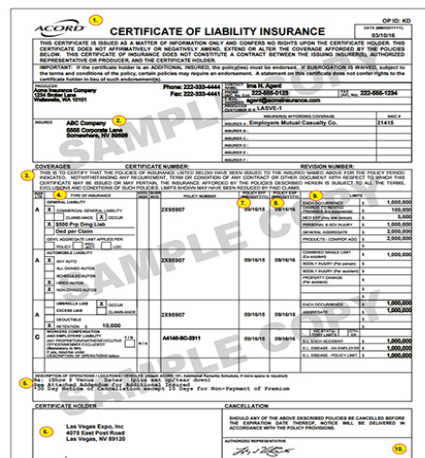
POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer

SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>



CLEAN TEAM EXHIBIT & CONFERENCE 2024

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THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

THIRD PARTY'S CREDIT CARD

EXHIBITING COMPANY NAME																	
EXHIBITING COMPANY												BOOTH #					
THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)																	
THIRD PARTY COMPANY										PHONE							
THIRD PARTY CONTACT										EMAIL							
ADDRESS																	
CITY					STATE				ZIP				BOOTH #				
<input type="checkbox"/> DISCOVER				<input type="checkbox"/> VISA				<input type="checkbox"/> MASTERCARD				<input type="checkbox"/> AMERICAN EXPRESS					
ACCOUNT NUMBER																	
EXPIRATION DATE								SECURITY CODE REQUIRED									
The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.																	
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)																	
CITY					STATE				ZIP								
CARDHOLDER'S NAME (PLEASE PRINT)																	
CARDHOLDER'S SIGNATURE*				X_____													
*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.																	
SERVICES TO BE INVOICED TO THIRD PARTY																	

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

CLEAN TEAM EXHIBIT & CONFERENCE 2024

April 4 - 5, 2024
Red Rock Hotel & Casino

COMPANY NAME		BOOTH #	
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MATERIAL HANDLING	MATERIAL HANDLING			
	(The PAYMENT AUTHORIZATION FORM must accompany this form)			
	ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE			
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING
	SPECIAL HANDLING LATE			
	ADVANCE WAREHOUSE	\$ 104.00 Per 100 lbs	\$ 135.20 Per 100 lbs	\$ 145.60 Per 100 lbs
		\$ 189.28 Per 100 lbs		
	Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.			

Overtime will be charged on anything handled after 4:30pm and weekends.

OVERTIME	200 LBS MINIMUM		INBOUND	OUTBOUND
	OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)		\$ 35.00 Per 100lbs	\$ 35.00 Per 100lbs
	Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate. See specifications below.			
	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	
	SMALL PACKAGE	\$ 75.00	\$ 60.00	
SMALL PACKAGES	30% Late fee if received after deadline date			
	Maximum weight per shipment is 25lbs.			
	Items received without documentation will be delivered without guarantee of piece count or condition.			

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION	RATE	ESTIMATED TOTAL
		<input type="checkbox"/> WAREHOUSE		
		<input type="checkbox"/> WAREHOUSE		
		<input type="checkbox"/> WAREHOUSE		
		<input type="checkbox"/> WAREHOUSE		

DO NOT SHIP DIRECT TO THE SHOW

INSTRUCTIONS	All material handling rates include delivery to booth		All shipping charges must be prepaid	
	Materials must arrive during published dates to avoid additional charges		No collect shipments. "COD"	
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge			
	SPECIAL HANDLING			
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents	
	Material with no certified weights		Materials with no pick points received	
	OVERTIME (OT)			
	Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 4:30 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.			
	Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.			
	Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$104.00 per 100 lbs = minimum charge of \$208.00			
Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.				
Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$104.00 = \$416.00				



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 4, 2024 - Monday, March 18, 2024

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

6225 Annie Oakley Drive
Las Vegas, NV 89120

EVENT: CLEAN TEAM 2024

NO. OF PIECES

BOOTH #:



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 4, 2024 - Monday, March 18, 2024

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

6225 Annie Oakley Drive
Las Vegas, NV 89120

EVENT: CLEAN TEAM 2024

NO. OF PIECES

BOOTH #:

CLEAN TEAM EXHIBIT & CONFERENCE 2024

April 4 - 5, 2024
Red Rock Hotel & Casino

COMPANY NAME

BOOTH #

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.

Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite.

Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.

IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

Overtime will be charged on anything handled after 4:30pm and weekends.

In the event your selected carrier does not show please select one of the following here below.

☐

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS

OR

☐

RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE

Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.

OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.

DRAYAGE TO WAREHOUSE	\$ 22.00	per 100 lbs.
WAREHOUSE HANDLING	\$ 9.50	per 100 lbs.

All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$94.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

STORAGE

MONTHLY STORAGE RATE	\$9.50	per 100 lbs.
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Monthly storage rate is billed quarterly, at \$28.50 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

***By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.**

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

Save on expensive shipping charges.

Storage freight is delivered to the show in advance of direct shipment.

No Marshalling Yard, Check-in, or waiting

Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.

30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

SS TRIPLE S
CLEAN TEAM 2024



AIRWAYS FREIGHT
LAND • AIR • SEA

Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com

AIRWAYS FREIGHT
LAND • AIR • SEA

Serving the Trade Show Industry for 35+ years!

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED**III. LIMITATION OF LIABILITY**

- 1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.
- 2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.
- 3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
- 4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.
- 6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.
- 7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES

****ATTENTION****

UNION JURISDICTION

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

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

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

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

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

CLEAN TEAM EXHIBIT & CONFERENCE 2024

April 4 - 5, 2024
Red Rock Hotel & Casino

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

This is limited to only **ONE** exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

The use of wheeled carts or dollies is **NOT** permitted.

The exhibitor must use the front entrance; the freight doors are **NOT** allowed.

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet **ALL** of the following guidelines. Fees will apply.

A personal vehicle (POV) is defined as a small passenger car.

You must hire a teamster and cart to unload vehicle.

Entire load must weigh less than 200 pounds to qualify for POV fees.

Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)

Payment must be provided in advance or at the time of service.

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$	195.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
\$	292.50	OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.
\$	390.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$195.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (888) 989-3976 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



2024 TRADE SHOW FURNISHINGS

EXPLORE FURNISHINGS

AFRTRADESHOW.COM

Event Name: Event Start Date: / / Event End Date: / / Booth/Room #: On-Site Contact: Cell #: On-Site Contact Email Address:	Company Name: Billing Name: Billing Address: City: State: Zip: Country: Phone #: Billing Contact Email Address:
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Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

SHARED BANDWIDTH WIRED		
Description	Price	Quantity
Business 3 Mbps: 1 ethernet drop/1 private IP address (purchase 2 addtl IP's)	\$690.00	
Business 10 Mbps: 1 ethernet drop/1 private IP address (purchase 9 addtl IP's)	\$900.00	
Business 25 Mbps: 1 ethernet drop/1 private IP address (purchase 24 addtl IP's)	\$1,350.00	
Business 50 Mbps: 1 ethernet drop/1 private IP address (purchase 49 addtl IP's)	\$1,798.80	
Business 100 Mbps: 1 ethernet drop/1 private IP address (purchase addtl 99 IP's)	\$3,450.00	
DEDICATED VLAN WIRED		
Business 10 Mbps: 1 ethernet drop/1 public IP address (purchase 9 addtl IP's)	\$5,490.00	
Business 25 Mbps: 1 ethernet drop/1 public IP address (purchase 24 addtl IP's)	\$12,870.00	
Business 50 Mbps: 1 ethernet drop/1 public IP address (purchase 50 addtl IP's)	\$23,850.00	
Additional speed options available, ask our account specialist		
CUSTOM WIFI SERVICES*		
Description	Price per device	Quantity
Wireless Devices (10 - 24)	\$114.00	
Wireless Devices (25 - 49)	\$90.00	
Wireless Devices (50 - 199)	\$36.00	
Wireless Devices (200 - 499)	\$30.00	
Wireless Devices (500 - 999)	\$20.40	
Wireless Devices (1,000 - 1,999)	\$14.40	

For custom wireless networks and/or more than 2,000 wireless connections, please contact a sales representative for a quote at (702) 545-1225.

*Custom WiFi services and networks are for a minimum of 10 users, for less than 10 users access codes are available for purchase.

ADD ON SERVICES		
Description	Price	Quantity
VLAN	\$575.00	
Cat 5 Rental	\$80.00	
Switch Rental (Managed)	\$225.00	
Switch Rental (Unmanaged)	\$125.00	
BUYOUT	\$13,690.00	

PAYMENT INFORMATION

BY CREDIT CARD

After processing you will receive an email which contains a weblink to enter your credit card information on a secure site.

Sub-Total

Tax (8.25%)
(excluding refresh fees)

TOTAL AMOUNT DUE

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

Customer's Signature

Customer's Name (print)

Please fax completed order form to: 702-823-3705
If you have any questions, please call our Sales & Support Line: 702-545-1225

Notes

Please attach floor plan(s) and/or booth layout with specified Internet drop location to avoid installation delays to your order.

TERMS AND CONDITIONS

a. Service and Installation - Cox shall provide Customer with the Services and Equipment identified on the first page of this Agreement. Customer is responsible for damage to any Cox equipment. Customer may use the Services for any lawful purpose, provided that such purpose (a) does not interfere or impair the Cox network, equipment or facilities and/or (b) complies with the applicable Acceptable Use Policies ("AUP") which are incorporated herein by reference. Customer shall use the equipment only for the purpose of receiving the Services. Unless provided otherwise herein, Cox shall use reasonable efforts to maintain the Services in accordance with applicable performance standards. For Cox Internet Services, bandwidth speed options may vary. Customer may not always receive or obtain optimal 5 bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the Cox AUP and the AUP is available online at www.coxbusiness.com/acceptableusepolicy.pdf. Web hosting Customers may view their AUP by clicking on the Control panel. The AUPs may be amended from time to time during the Term of this Agreement. Customer's continued use of the Services following an amendment shall constitute acceptance.

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

c. Customer Responsibilities - Customer is responsible for arranging all necessary rights of access for Cox including space for cables, conduits, and equipment as necessary for Cox-authorized personnel to install, repair, inspect, maintain, replace or remove any and all facilities and equipment provided by Cox. Customer shall provide a secured space with electrical power, climate control and protection against fire, vandalism, and other casualty for Cox's equipment. Customer shall use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer engages in a public performance of any copyrighted material contained in any of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Customer is responsible for ensuring that Customer's equipment is compatible for the Services selected and with the Cox network.

d. Equipment - Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and equipment installed by Cox thereunder and that Customer shall not create or permit to be created any liens or encumbrances on such equipment. Internal Wiring shall not be considered equipment and shall become the property of Customer upon initiation of Service. Cox shall install equipment necessary to furnish the video Services to Customer. Customer shall not modify or relocate equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the equipment by any person other than Cox's authorized personnel. For Cox-owned equipment, Customer shall, at the expiration or termination of this Agreement, return the equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such equipment. Cox shall repair any equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

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

f. Default - If Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by tariff or applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

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

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

i. LIMITATION OF LIABILITY - COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

j. Assignment - Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

k. WARRANTIES - EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

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

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

m. Viruses, Content, Customer Information - Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting its network, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

n. Miscellaneous - This Agreement, the tariffs, the documents referenced herein, and the AUPs constitute the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written instrument signed by the parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed.

o. **Regulatory Authority-Force Majeure** - This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

p. **Web Hosting Servers** - Cox reserves the right to select the server for Customer's web site for best performance. The Customer understands that the Services provided by Cox may be provided on a shared server. This means that one web site cannot be permitted to overwhelm the server with heavy CPU usage, for example from the use of highly active CGI scripts or chat scripts. If the Customer's web site overwhelms the server and causes complaints from other users, the Customer has outgrown the realm of shared services and will be required by Cox to relocate its web site. If the Customer refuses to comply with this Section, then Cox has the right to terminate the Services. Cox will use reasonable efforts to maintain a full time Internet presence for the Customer. The Customer hereby acknowledges that the network may, at various time intervals, be down due, but not restricted to, utility interruption, maintenance equipment failure, natural disaster, acts of God, or human error and Cox shall not be liable to customer for such outages or server downtime.

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