

# **Exhibitor Service Manual**

*for*



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**May 13-15 2021**

**BALLY'S HOTEL  
GRAND BALLROOM & EVENT CENTER  
LAS VEGAS NEVADA**





## **Keystone Event Services Welcome Letter**

Dear Glass Vegas Exhibitor,

Keystone Event Services is pleased to once again be the official service contractor for the Glass Vegas Expo. We are ready to assist you with all your exhibitor needs & have developed a customized exhibitor service kit to easily order anything that will enhance your trade show experience. Be sure to send in your orders & ship your freight before the deadlines to take advantage of our discounted rates. Please look through the service kit and familiarize yourself with all the information. If there is a need or service that you do not see in the kit, please contact us as soon as possible. It is our goal at KES to ensure that your experience at the Glass Vegas Expo is a great success.

This year, to avoid confusion, the Keystone Event Services order forms, Encore electrical forms and Bally forms will all be sent separately.

Keystone Logistics is the official Freight Contractor for our event and can help handle all freight in and out of the show. Using our freight service, your shipment can be received at our Advance Warehouse location up to 30 days prior to the event. Any shipments sent directly to the Bally's Hotel must be picked up by the exhibitor/hotel guest from the Bally's business center. There is a Bally's service charge for the hotel receiving packages. Due to this hotel charge, freight sent to the Bally's should be addressed directly to the hotel guest, not Keystone Event Services. If you send your freight to the Keystone Advance Warehouse, your pieces will be set in your exhibit space prior to Exhibitor move-in. All empty containers will then be stored during the event and returned back to you after the close of the show. Keystone Logistics will be your most convenient & reliable freight service company during the move out Saturday night. If you choose Keystone Logistics as your outbound carrier, we will complete all the paperwork for you and even help you tape up your boxes.

We are excited to once again be part of the Glass Vegas Expo. Keystone Event Services and Keystone Logistics will maintain a service desk to handle any questions or needs during exhibitor move in & out and also selective hours during the show. If you have any questions, please do not hesitate to contact us at **702-326-9252** or via e-mail at **scott@keystoneeventservices.com**.

Thanks & I'll see you at the show,

Scott Rakowski  
Keystone Event Services

### **Keystone Event Service Team**

2764 Tyndrum Ave  
Henderson, NV 89044  
Tel 702-326-9252  
Fax 702-914-0909



## **Exhibitor Information**

### **SHOW MANAGEMENT CONTACT INFORMATION:**

All questions regarding the show's policies, off site events, non-exhibitor schedules and information on policies of the Glass Vegas should be directed to:

**Las Vegas Management - Amy Short**  
**Amy@glass.vegas**  
**2408 Chapman Drive, Las Vegas, NV 89104**  
**Phone: 702-836-1113 or 800-217-4527**  
**Fax: 702-734-0636**

### **GENERAL CONTRACTOR CONTACT INFORMATION:**

All questions & comments regarding shipping, storage, furniture rental, labor and other exhibitor & trade show related topics should be addressed to:

**Keystone Event Services - Scott Rakowski**  
**Scott@KeystoneEventServices.com**  
**2764 Tyndrum Ave #3**  
**Henderson, NV 89044**  
**Phone: 702-326-9252**

## **EXHIBIT INSTALLATION, DISMANTLE, SCHEDULE INFORMATION**

**Exhibitor move-in:** Thursday May 13th, 11:00am until 6:30pm

**Booth Drape Colors:** Black & Silver

**Booth Package Includes:** Black skirted four or eight foot table with black vinyl topping, two chairs, wastebasket & ID Sign

**Show Hours:** Thursday May 13th .....7:00pm until 10:00pm  
Friday May 14th.....11:00am until 7:00pm  
Saturday May 15th .....11:00am until 7:00pm

**Dismantle:** Saturday May 15th .....7:00pm until 11:30pm

*All exhibitor must start to dismantle and remove their exhibit by 11:00pm on Saturday night.*

**Advance Warehouse Freight Deliveries** — Accepted April 12th until May 11th.

**Show Site Freight Deliveries** — There will be no show site deliveries accepted by Keystone Event Services. Exhibitors can send packages to the Bally's hotel and retrieve the at the Business Center. There is a separate charge from Bally's for this service.



# Show Checklist

## Keystone Event Services Forms

All below services offered by not listed in kit

- Booth Furnishings \$ \_\_\_\_\_
- Additional Booth Carpet/Padding (event center is carpeted) \$ \_\_\_\_\_
- Material Handling/Shipping \$ \_\_\_\_\_
- Display Labor \$ \_\_\_\_\_
- Booth Cleaning \$ \_\_\_\_\_
- Accessible Storage \$ \_\_\_\_\_
- Floral \$ \_\_\_\_\_
- Vacuum Service \$ \_\_\_\_\_
- Cart Services for POV's \$ \_\_\_\_\_

**Estimated Grand Total** \$ \_\_\_\_\_

**E-Fax 702.442.1608**  
**Text to 702-326-9252**  
**E-mail to Scott@KeystoneEventServices.com**

Please Submit Payment and Credit Card Authorization Form with Orders.  
 After May 5th use Standard Pricing.

Company Name \_\_\_\_\_

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





## ***Limits of Liability and Responsibility***

1. Keystone Event Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by Keystone Event Services to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Keystone Event Services shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Keystone Event Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Keystone Event Services maximum liability shall be limited to \$.50 per pound per shipment based on the weight of the freight lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. Keystone Event Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to Keystone Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



# Standard Booth Furnishings Order Form

Advance Pricing Deadline May 5th, Use Standard Pricing After May 5th

## RENTAL EQUIPMENT

Qty	Description	Advance Rate	Standard Rate	Amount
	Chair	\$ 6	\$ 10	\$
	Stool	\$ 35	\$ 45	\$
	Wastebasket	\$ 3	\$ 5	\$
	Easel	\$ 15	\$ 20	\$
	Garment Rack	\$ 25	\$ 40	\$
	Bag Stand	\$ 25	\$ 40	\$
	Literature Rack	\$25	\$ 35	\$
	Display Cube 24x24x42"	\$ 50	\$ 80	\$
	4 Ft. Table Riser	\$ 10	\$ 18	\$
	6 Ft. Table Riser	\$ 14	\$ 22	\$
	8 Ft Table Riser	\$ 18	\$ 26	\$
	Rope & Stanchion	\$ 50	\$80	\$
	4' x 8' Poster Board	\$ 100	\$ 150	\$
	Raffle Drum	\$ 25	\$ 40	\$
	Fish Bowl	\$ 15	\$ 20	\$
	Refrigerator (small)	\$ 80	\$ 120	\$
	8' Masking (per 10')	\$ 25	\$ 35	\$
	Item not listed _____			\$

## DISPLAY TABLES

Qty	Description	Advance Rate	Standard Rate	Total
	2' x 4' x 30" High	\$ 20	\$ 25	\$
	2' x 6' x 30" High	\$ 25	\$ 30	\$
	2' x 8' x 30" High	\$ 30	\$ 35	\$
	2' x 4' x 42" High	\$ 30	\$ 35	\$
	2' x 6' x 42" High	\$ 35	\$ 40	\$
	2' x 8' x 42" High	\$ 40	\$ 45	\$
	Skirt and Vinyl Topping	\$15	\$20	\$
	Café Table 30"x42"	\$25	\$35	\$
	Café Table 30"x30"	\$35	\$45	\$

**Tables & Counters come Undraped Unless Noted**  
**DRAPE COLOR CHOICE:**  
 Black, Blue, Yellow, Red , Green, Silver and White

## FUN STUFF

Qty.	Game	Advance Rate	Standard Rate	Total
	Giant JENGA Game	\$ 105	\$ 185	\$
	Park Bench	\$100	\$ 125	\$
	Box of Variety of Chips	\$ 35	\$ 45	\$
	Arcade Machine	\$ 425	\$ 525	\$
	Putting Green with Putter & Balls	\$ 75	\$ 100	\$
	"Spin 2 Win" Wheel	\$45	\$65	\$
	Giant Dice	\$ 65	\$90	\$
	Bowl of Candy or Chocolates	\$30	\$40	\$

**Custom Order & Special Requests**  
**702-326-9252**

**Scan & send to**  
**Scott@KeystoneEventServices.com**

**E-FAX 702-442-1608**  
**Text - 702-326-9252**

Company Name:	Booth #:
Ordered By:	Phone #:
Signature	Date:

<b>Sub-Total</b>	<b>\$</b>
<b>8.8% NV Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>	<b>\$</b>



# Material Handling Order Form

Shipments to the Warehouse can Arrive Starting April 12th- and no later than May 11th  
Shipments arriving to Advanced Warehouse after May 5th are considered late and subject to 30% surcharge.

## WHERE TO SHIP:

### Shipments to WAREHOUSE:

Keystone Event Services  
c/o Sunset Trans  
4050 Corporate Center Drive  
Suite 300 Dock Door 33  
North Las Vegas, NV 89030  
GLASS VEGAS

### Shipments to SHOW SITE:

Any shipments sent directly to the Bally's Hotel must be picked up by the exhibitor/hotel guest at the Bally's business center. There is a Bally's service charge for the hotel receiving packages. Due to the hotel charge, freight sent to the Bally's should be addressed directly to the hotel guest, not Keystone Event Services.

• *The Show Name, Your Company Name and Booth Number must be referenced on all shipments.*

## AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Keystone Event Services to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that Keystone Event Services will provide its services as our agent, and not as bailee or shipper, and if any employee of Keystone Event Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Keystone Event Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Keystone Event Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Keystone Event Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Keystone Event Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Name of Event: GLASS VEGAS</b>	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:





## DISPLAY MATERIALS RATES

All shipments received & stored at advanced warehouse and delivered to booth space. Empty containers are removed before show opening, stored & returned at close of show. Freight carted from exhibit floor post show & loaded onto outbound carrier.

### **Exhibitor Advanced Warehouse \$75.00 per Freight 75-100 lbs.**

**\$75.00 per each additional 100wt.**

**Example: 101-200lbs @ \$75, 201-300lbs @ \$75, etc.**

**Small Package fee of \$20 per shipment between 1 lb. & 25 lbs.**

**Small Package Fee of \$40 per shipment between 26 lbs. & 50 lbs.**

**Small Package Fee of \$60 per shipment between 51 lbs. & 75 lbs.**

**Freight will be in booth when exhibitor arrives at 11am Thursday.  
Advance Freight can arrive up to 30 days before show opening.**

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT WAREHOUSE OR EXHIBIT SITE will be subject to a 20% surcharge in addition to the above show site rates. This applies to shipments packed in such a manner as to require special handling including loose display parts, fragile pieces, heavy pieces that must be lifted, un-crated and/or poorly wrapped freight.

All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail.

- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Keystone Event Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. Keystone Event Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the show, Keystone Event Services reserves the right to re-route exhibit material to Keystone Logistics or an alternate carrier. As a result of re-routing no liability will be assumed Keystone Event Services.

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

*Rush to:*



**Keystone Event Services  
c/o Sunset Trans  
4050 Corporate Center Drive  
Suite 300 Dock Door 33  
North Las Vegas, NV 89030**

Exhibitor

Booth #

*Arrive April 12th–May11th*

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

*Rush to:*



**Keystone Event Services  
c/o Sunset Trans  
4050 Corporate Center Drive  
Suite 300 Dock Door 33  
North Las Vegas, NV 89030**

Exhibitor

Booth #

*Arrive April 12th until May 11th*

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.

***Important note: Warehouse is not temperature controlled.***

***Hazardous materials will not be accepted at show site.***



# Booth Cleaning & Porter Order Form

## BOOTH VACUUMING

The show floor (including booth carpets) will be cleaned completely on Thursday night after set up. If you would like booth cleaning on Friday or Saturday mornings before show opening each day, please order using this form.

## PORTER SERVICE

Daily cleaning and organizing of booth area morning of and throughout the show. Emptying wastebasket during show hours. Does not include Vacuuming.

Daily Vacuuming Service Rates					
Booth Dimensions	X	Advanced and show Rate	X	# of Days Needed	Amount
	X	\$40.00 per day, per 10x10	X		\$
Porter Service (daily cleaning inside your booth)					
	X	\$50.00 per day, per 10x10	X		\$
<b>Sub-Total</b>					\$
<b>TOTAL AMOUNT →</b>					\$

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



# Move-Out Instructions

The 2021 Glass Vegas Expo exhibit hall will close on Saturday, May 14th at 7:00 pm

There should be no dismantling of exhibits before this time.

Outbound forms must be completed and turned into the Keystone service desk, after your freight is packed and ready to ship.

**DO NOT LEAVE YOUR FREIGHT ON THE SHOW FLOOR WITHOUT SEEING US AT THE SERVICE DESK.**

If you choose to make your own arrangements for outbound shipping, you **MUST** take everything with you.

It is your responsibility to get all packages to UPS or FEDEX from the show.

Thank you for reading the exhibitor kit. Should there be any services or items not found within this kit that we may provide for you, please do not hesitate to let us know. We look forward to helping you in any way needed, and wish you great success at the show.

***Scott@keystoneeventservices.com    702-326-9252***