

Exhibitor Service Manual

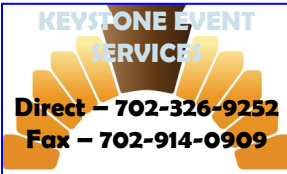
for



February 7th - 9th 2022

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





Welcome to Glass Vegas 2022

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.

To avoid confusion, the Keystone Event Services order forms, Encore electrical forms and Bally forms will all be sent separately. You should have received Encore's electrical, internet and AV forms last week.

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 Wednesday night. If you choose Keystone Logistics as your outbound carrier, we will complete all the paperwork for you.

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 & we'll see you at the show,

The Keystone Event Service Team

Scott Rakowski
President - Keystone Event Services
702-326-9252



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
3663 E Sunset Rd Suite 509, Las Vegas, NV 89120
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

EXHIBIT INSTALLATION, DISMANTLE, SCHEDULE INFORMATION

Exhibitor move-in: Monday February 7th, 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: Monday February 7th.....7:00pm until 10:00pm
Tuesday February 8th.....11:00am until 7:00pm
Wednesday February 9th.....11:00am until 7:00pm

Dismantle: Wednesday February 9th.....7:00pm until 11:30pm
All exhibitor must start to dismantle and remove their exhibit by 10:00pm on Wednesday night

Advance Warehouse Freight Deliveries — Accepted January 3rd until February 4th
Shipments arriving to Advanced Warehouse after January 28th are considered late and subject to 30% surcharge.

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.



Payment Information & Authorization Form

WE ACCEPT

Venmo:
venmo/@Scott-Rakowski-1
702-326-9252

PayPal:
paypal.me/KeystoneEventSvs
702-326-9252

Zelle:
702.326.9252
SHRako1@gmail.com

**CREDIT CARDS, CHECKS
& CASH (on-site)**

**If using a credit card, please fill
out & return the form below**

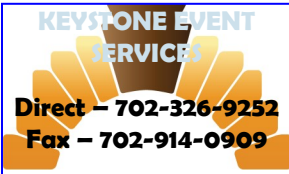
ORDER RECAP		
Enter totals from each completed form		
<small>Note that some items taxable in the State of Nevada</small>		
Standard Booth Furnishings	\$	
Booth Carpet/Padding	\$	
Display Cases	\$	
Booth Vacuuming	\$	
Material Handling / Shipping	\$	
Floral and/or Plants	\$	
Other	\$	
TOTAL AMOUNT DUE →		\$

**Custom Order or any Special Requests
call 702-326-9252**

**Text form to 702-326-9252 or send form
to Scott@KeystoneEventServices.com**

Credit Card Number	Exp. Date
CVV2 (security) Code: <input style="width: 30px; height: 20px;" type="text"/>	ZIP CODE: <input style="width: 100px;" type="text"/>

Cardholder's Name (print or type):	
Company Name:	Booth #
Cardholder's Billing Address:	
City/State/Zip:	
Ordered By:	Date:
Phone #:	E-Mail:
Cardholder's Signature:	



Standard Booth Furnishings Order Form

Advance Pricing Deadline January 28th, Use Standard pricing after January 28th

STANDARD RENTAL EQUIPMENT

Qty	Description	Advance Rate	Standard Rate	Amount
	Chair	\$ 6	\$ 10	\$
	Bar 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	\$ 12	\$ 18	\$
	6 Ft. Table Riser	\$ 16	\$ 22	\$
	8 Ft Table Riser	\$ 22	\$ 28	\$
	Raffle Drum	\$ 30	\$ 45	\$
	Fish Bowl	\$ 15	\$ 20	\$
	Refrigerator (small)	\$ 80	\$ 120	\$
	8' x 10' section with crossbar, bases & poles	\$ 30	\$ 40	\$
	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
"Skirt & Vinyl Topping" is marked**

**DRAPE COLOR CHOICE;
Black, Blue, Yellow, Red , Green, Silver and White**

FUN STUFF

Qty.	Game	Advance Rate	Standard Rate	Total
	Variety Box of Snacks/Chips	\$ 35.00	\$ 45.00	\$
	Arcade Machine	\$ 475.00	\$ 625.00	\$
	"Spin 2 Win" Wheel	\$45.00	\$65.00	\$

Scan & send to;
Scott@KeystoneEventServices.com
Text - 702-326-9252

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

Sub-Total	\$
8.8% NV Sales Tax	\$
TOTAL AMOUNT →	\$



Booth Carpet/Padding and Vacuuming Order Form

Advance pricing deadline is January 28th. Ballroom is Carpeted. Orders received after January 28th use Standard Pricing

BOOTH CARPET					
Price includes installation. COLORS: Black, Blue, Gray, Red, Green (circle one)					
Quantity	Color	Size	Advance Rate	Standard Rate	Amount
		10' x 10'	\$ 110.00	\$ 140.00	\$
		10' x 20'	\$ 145.00	\$ 175.00	\$
CUSTOM PADDING					
Booth Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.		\$55.00 per 10x10	\$75 per 10x10	\$
Sub-Total					\$
TOTAL AMOUNT					\$

<u>Daily Booth Vacuuming Service Rates</u>					
If you would like booth cleaning on Monday night or each morning before show opening each day, please order using this form.					
Each 10x10	X	Advanced and Show Rate	X	# of Days Needed	Amount
	X	\$40.00 per day, per 10x10	X		\$
TOTAL AMOUNT					\$



Display Cases Floral

GLASS DISPLAY CASES WITH LIGHTING

Size	Advance Rate	Show site Rate	Amount
72"x20"x42" (wide) glass Display Counter	\$390.00	\$490.00	\$
16"x16"x64" (tall) glass Display Tower	\$360.00	\$460.00	\$
16"x16"x48" (tall) glass Display Tower	\$340.00	\$440.00	\$
12"x10"x10" Acrylic tabletop Display case	\$90.00	\$120.00	\$
Other Glass Display Cases in various sizes available — call for pricing			
Sub-Total			
8.8% NV Tax			
TOTAL AMOUNT DUE			\$

Fresh Floral Arrangements	Advance Price	Show site Price
Small Floral Arrangements	\$40.00	\$65.00
Medium Floral Arrangements	\$60.00	\$85.00
Large Floral Arrangements	\$90.00	\$110.00
Live Green Plants		
2 Foot Green Plant	\$40.00	\$55.00
4 Foot Green Plant	\$70.00	\$85.00
6 Foot Green Plant	\$100.00	\$115.00
Tax NV 8.8%		\$
Total		\$



Material Handling Order Form

Shipments to the Warehouse can Arrive Starting January 3rd and no later than February 4th
Shipments arriving to Advanced Warehouse after January 28th 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: _____

Name of Event: GLASS VEGAS	
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 Monday.
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 1/3 until 2/4

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



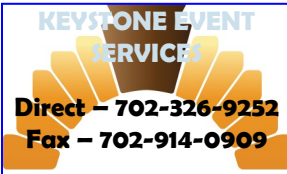
**Keystone Event Services
c/o Sunset Trans
4050 Corporate Center Drive
Suite 300 Dock Door 33
North Las Vegas, NV 89030**

Exhibitor

Booth #

Arrive 1/3 until 2/4

- 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.
- *Warehouse is not temperature controlled.*
- *Hazardous or illegal materials will not be accepted at warehouse or show site.*



Move-Out Instructions

The 2022 Glass Vegas Expo exhibit hall will close on Wednesday at 7:00 pm

There should be no dismantling of exhibits before this time.

Completed Outbound Forms can be turned into the Keystone service desk after your freight is packed and ready to ship.

DO NOT LEAVE YOUR FREIGHT ON THE SHOW FLOOR UNATTENDED . PLEASE COME SEE US AT THE SERVICE DESK DURING THE SHOW TO MAKE OUTBOUND ARRANGEMENTS.

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