

# **Exhibitor Service Manual**

*for*



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**January 13th - 15th 2023**

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





## Welcome to Glass Vegas 2023

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.

The electrical forms and internet forms are included in this exhibitor kit. Please send the completed forms to the email listed on each form.

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 Sunday 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](mailto: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:** Friday January 13th, 10:00am 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:** Friday January 13th.....7:00pm until 10:00pm  
Saturday January 14th.....11:00am until 7:00pm  
Sunday January 15th.....11:00am until 7:00pm

**Dismantle:** Sunday January 15th.....7:00pm until 11:30pm  
All exhibitors must start to dismantle their exhibits by 7:00pm

**Advance Warehouse Freight Deliveries** — Accepted December 1st until January 13th  
Shipments arriving to Advanced Warehouse after January 6th 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	\$	
<b>TOTAL AMOUNT DUE →</b>		<b>\$</b>

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

**Text form to 702-326-9252 or send form  
to [Scott@KeystoneEventServices.com](mailto:Scott@KeystoneEventServices.com)**

Credit Card Number	Exp. Date
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
CVV2 (security) Code: <input style="width: 40px; height: 20px;" type="text"/>	ZIP CODE: <input style="width: 150px; height: 20px;" 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 6th, Use Standard pricing after January 6th

STANDARD RENTAL EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Chair	\$ 8	\$ 10	\$
	Bar stool	\$ 40	\$ 55	\$
	Wastebasket	\$ 3	\$ 5	\$
	Easel	\$ 15	\$ 20	\$
	Garment Rack	\$ 40	\$ 40	\$
	Bag Stand	\$ 35	\$ 40	\$
	Literature Rack	\$25	\$ 35	\$
	Display Cube 24x24x42"	\$ 50	\$ 80	\$
	4 Ft. Table Shelf	\$ 12	\$ 18	\$
	6 Ft. Table Shelf	\$ 16	\$ 22	\$
	8 Ft Table Shelf	\$ 22	\$ 28	\$
	Raffle Drum	\$ 30	\$ 45	\$
	Fish Bowl	\$ 20	\$ 20	\$
	Refrigerator (small)	\$ 80	\$ 120	\$
	8' x 10' section with crossbar, bases & poles	\$ 40	\$ 40	\$
	Item not listed _____			\$

DISPLAY TABLES				
Tables & Counters come with bare top & without skirting Unless "Skirt & Vinyl Topping" is checked				
Qty	Description	Advance Rate	Standard Rate	Total
	2' x 4' x 30" High	\$ 25	\$ 30	\$
	2' x 6' x 30" High	\$ 30	\$ 35	\$
	2' x 8' x 30" High	\$ 35	\$ 40	\$
	2' x 4' x 42" High	\$ 35	\$ 40	\$
	2' x 6' x 42" High	\$ 40	\$ 45	\$
	2' x 8' x 42" High	\$ 45	\$ 50	\$

Check here for Skirt and Vinyl topping for each table \_\_\_\_\_  
\$25 per table

	Café Table 30"x42"	\$25	\$35	\$
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	Café Table 30"x30"	\$35	\$45	\$
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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/Text Completed Form & send to;**  
**Scott@KeystoneEventServices.com**  
**Text - 702-326-9252**

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

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



## Booth Carpet/Padding and Vacuuming Order Form

Advance pricing deadline is January 6th. Ballroom is Carpeted. Orders received after January 6th 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	\$ 160.00	\$
		10' x 20'	\$ 180.00	\$ 225.00	\$

### CUSTOM PADDING

Booth Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.	\$60.00 per 10x10	\$75 per 10x10	\$
<b>Sub-Total</b>				<b>\$</b>
<b>TOTAL AMOUNT</b>				<b>\$</b>

### Daily Booth Vacuuming Service Rates

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		\$
<b>TOTAL AMOUNT</b>					<b>\$</b>



## **Material Handling Order Form**

**Shipments to the Warehouse can Arrive Starting December 4th and no later than February 14th**  
Shipments arriving to Advanced Warehouse after January 6th 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.**

**Advance Freight can arrive starting on December 6th.**

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 12/1 until 1/13*

**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 12/1 until 1/13*

- 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.*



# 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
			<b>TOTAL AMOUNT DUE</b> \$

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
<b>Live Green Plants</b>		
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% \$
		<b>Total</b> \$



# Move-Out Instructions

The 2023 Glass Vegas Expo exhibit hall  
will close on Sunday 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***



## INTERNET SERVICES FORM

To receive advanced pricing, Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

Booth Number \_\_\_\_\_ Event Name \_\_\_\_\_

Event Dates \_\_\_\_\_ Install Location In Room/ Booth \_\_\_\_\_  
(Provide floor plan if available)

Install Date & Time \_\_\_\_\_ Disconnect Date & Time \_\_\_\_\_

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

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone \_\_\_\_\_ On-site Phone \_\_\_\_\_

Ordered by \_\_\_\_\_ Email \_\_\_\_\_

## WIRED INTERNET SERVICES

### SINGLE CONNECT BASIC

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 3Mbps Bandwidth

### SINGLE CONNECT PLUS

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 5Mbps Bandwidth

### SINGLE CONNECT ENHANCED

Wired Connectivity for a Single Device, private IP via DHCP in a single location, Access code via splash-page, 10 Mbps Dedicated Bandwidth

### EVENT CONNECT

Wired Connectivity for Up to 6 devices, in a single location (1Location), DHCP or static IP's via dedicated VLAN connection. 30Mbps dedicated bandwidth.

### ADDITIONAL WIRED DEVICES

Per Device Charge for additional wired connections (Single Connect Enhanced & Wired Event Connect only)

### ADDITIONAL WIRED LOCATIONS

Per Location Charge to add wired connections to additional locations within the same venue meeting space (Single Connect Enhanced & Wired Event Connect only)

### SWITCH RENTAL

Up to 24 port gigabit switch

Standard Event Rate	Advanced Event Rate	Qty	Subtotal
\$300	\$240		
\$500	\$400		
\$1,500	\$1,200		
\$5,000	\$4,000		
\$60	\$40		
\$240	\$300		
\$120	\$150		

## WIRELESS INTERNET SERVICES

### WIRELESS CONNECT ENHANCED

Wireless Connectivity Recommended for 5 Concurrent Devices (20 Max), private IP addresses via DHCP in a Single Location, Access Code via splashpage, 10 Mbps Dedicated Bandwidth.

### WIRELESS EVENT CONNECT

Wireless Connectivity for up to 40 Concurrent Devices, private IP addresses via DHCP in a single location, Access code via splashpage (Splashpage Bypass Available), 30 Mbps Dedicated Bandwidth.

### ADDITIONAL WIRELESS DEVICES

Add Wireless Access in Increments of 10 Devices

### ACCESS POINT ACTIVATION FEE

Includes 1 access point. Used to add coverage or density to a single additional location. (Only Applicable in venues without permanent infrastructure)

\$1,200	\$960		
\$4,000	\$3,200		
\$500	\$400		
\$1,000	\$800		

## CUSTOM OPTIONS

### ADDITIONAL BANDWIDTH

(Enhanced & Event Connect only) 10Mbps bandwidth

### TECHNICIAN LABOR

Hourly Rate

Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. Labor is included with ordered services labor is only required for services in addition to what is ordered

\$1000	\$800		
	\$125		

**SERVICES TOTAL**

**25% SERVICE FEE**

**GRAND TOTAL**

All materials and services will require an additional 25% service fee - (Service fee is calculated pre-discount)

NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION

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

Internet services is an exclusive service of Ballys

Prices Subject to change without Notice

# INTERNET TERMS AND CONDITIONS

These General Terms and Conditions govern the audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore for the event ("Event") specified in the Proposal, Order or similar ordering document. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

**1. DEFINITIONS** For purposes of this Agreement, "Encore" means Encore Group (USA) LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

**2. PAYMENT TERMS** Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the Event venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the Event. Any direct bill or open account requires prior approval and may require a credit check and/or a deposit up to the full amount of the Proposal or Order prior to the start of the Event. Any deposit received from Client shall be credited to the final invoice for the Event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

**3. ESTIMATES AND CHARGES** In connection with this Agreement: (a) Encore developed the applicable Proposal or Order based upon information provided by the Client. Therefore, any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day. (b) Labor rates are based upon prevailing rates and practices at the venue location where the Event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable. (c) All Equipment and materials are on a rental basis for the duration of the Event and shall remain the property of Encore, except where specifically identified as a sale. (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the Event facility due to the extent of the Event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the Event. (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the Event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice. (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary Event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

**4. DAMAGE TO EQUIPMENT** Client agrees that, prior to the beginning of the Event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the Event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged

or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

**5. SUBLEASE** With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

**6. EQUIPMENT HANDLING/ SURRENDER** All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall always have access to the Equipment for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the Event, Encore recommends the computer be tested with the Event Equipment to ensure compatibility.

**7. CONDITION OF EQUIPMENT** Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

**8. DAMAGE WAIVER** If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

**9. INTERNET/ NETWORK EQUIPMENT AND SERVICES** In the event this Agreement includes internet/ network equipment and/or services, Client understands and agrees as follows: (a) Every device connected to the internet/ network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers. (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/ room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50" distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Client or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet

# INTERNET TERMS AND CONDITIONS

service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/ Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative. (i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION Unless otherwise agreed to in writing, if Client cancels the scheduled Event more than 30 days prior to the start of the Event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the Event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled Event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

12. DEFAULT If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to: (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing; (b) Sue to recover all amounts owed or accruing to Encore; (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the state in which the Event is located. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated

only in the appropriate state or federal court situated in the state and county (or nearest county) where the Event is located. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom.

14. ATTORNEYS' FEES AND COSTS In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or Event rule, policy or regulation published or set forth by the show or Event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY In no event will Encore be liable to Client for any special, exemplary, reliance, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the Event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. INTELLECTUAL PROPERTY Client allows Encore to use the trademarks, trade names, service marks, and other intellectual property of Client given by Client to Encore for the strict purposes of carrying out Encore's duties under the Agreement and as otherwise requested by Client. Further, Client permits Encore to include event photos and renderings of set designs and other elements of Client's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

19. SEVERABILITY In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

20. SURVIVAL All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

21. ENTIRE AGREEMENT This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

Digital Signature \_\_\_\_\_



## CREDIT CARD AUTHORIZATION

Type of Card:     Visa                                     Mastercard                                     Amex                                     Discover

Credit Card Account # \_\_\_\_\_ Vcode\* \_\_\_\_\_ Exp. Date \_\_\_\_\_

\* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

Your Order Total \_\_\_\_\_ Digital Signature \_\_\_\_\_

**For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.**





## ELECTRICAL SERVICES FORM

Booth Number \_\_\_\_\_ Event Name \_\_\_\_\_

Event Dates \_\_\_\_\_ Install Location In Room/ Booth \_\_\_\_\_  
(Provide floor plan if available)

Install Date & Time \_\_\_\_\_ Disconnect Date & Time \_\_\_\_\_

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

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone \_\_\_\_\_ On-site Phone \_\_\_\_\_

Ordered by \_\_\_\_\_ Email \_\_\_\_\_

By signing and delivering this form; customer agrees to all terms and conditions stated.

Please read thoroughly for all instructions prior to placing order.

\*\*\* No checks accepted \*\*\*

A proposal will be generated from this form.

Once approved, Encore will contact you for payment to finalize order.

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

**NO REFUNDS ONCE SERVICE INSTALLATION BEGINS**

**INSTALLATION CANNOT BEGIN UNTIL ORDER IS FINALIZED AND PAYMENT METHOD HAS BEEN RECEIVED**

To receive advanced pricing; Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

\*\*\* FOR 24 HOUR POWER, SERVICE RATES DOUBLE \*\*\*

**ELECTRICAL SERVICES - 120 VOLTS**

- 120 VOLTS - 500 WATTS OR 5 AMPS
- 120 VOLTS - 1000 WATTS OR 10 AMPS
- 120 VOLTS - 2000 WATTS OR 20 AMPS

Standard Order Rate	Advanced Order Rate	Qty	Subtotal
\$151.00	\$120.80		
\$245.00	\$196.00		
\$352.00	\$281.60		

**ELECTRICAL SERVICES - 208 VOLTS**

- 208 VOLTS SINGLE PHASE - 20 AMPS
- 208 VOLTS SINGLE PHASE - 30 AMPS
- 208 VOLTS SINGLE PHASE - 60 AMPS
- 208 VOLTS SINGLE PHASE - 100 AMPS

\$655.00	\$524.00		
\$670.00	\$536.00		
\$1,035.00	\$828.00		
\$1,625.00	\$1,300.00		

For All 208 Volt services please indicate receptical type needed

NEMA Number: \_\_\_\_\_

\*\*\* Please call for additional services that are not listed on this order form, or for custom quotes for large orders \*\*\*

**ELECTRICAL MATERIALS**

- 6' OUTLET PLUG STRIP
- 25' EXTENSION CORD

\$33.00	\$26.40		
\$33.00	\$26.40		

**LABOR RATES: STRAIGHT TIME - \$125.00 · OVERTIME - \$250.00**

All materials and services will require an additional 25% service fee

**LABOR TOTAL**

**GRAND TOTAL**

**25% SERVICE FEE**

**MATERIAL AND SERVICES OVERALL TOTAL**


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

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

Electrical services is an exclusive service of Ballys

Prices Subject to change without Notice

# ELECTRICAL TERMS AND CONDITIONS

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/ room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter,

and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/ received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Digital Signature \_\_\_\_\_