



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

TABLE OF CONTENTS

TEAMWORK EVENT SPECIALISTS

- ◆ Introduction Letter From Teamwork Event Specialists
- ◆ General Information (Move-In, Show Hours, and Move-Out Information)
- ◆ Ordering Procedures & Helpful Hints: Discount Deadline: Friday, April 21, 2017.
Teamwork Services Order Forms
 - ◆ Credit Card Authorization (**ALL EXHIBITORS MUST COMPLETE THIS FORM**)
 - ◆ Third Party Payment Agreement
 - ◆ Standard Furnishings
 - ◆ Carpet
 - ◆ Carpet Cleaning & Porter Service
 - ◆ Labor
 - ◆ Freight Rates and Shipping Instructions
 - ◆ Freight Worksheet
 - ◆ Freight FAQs & Handling Hints
 - ◆ Advance/Direct Shipping Labels
- ◆ Exhibitor Appointed Contractor Form – Deadline for Submission: Friday, April 7, 2017
- ◆ Order Form - Order Recap
- ◆ Exhibitor Safety & Security

ELECTRICITY, AUDIO VISUAL, RIGGING AND INTERNET SERVICE ORDER FORMS

- ◆ Electrical, Audio Visual, Internet and Rigging (hanging signs) – Encore Event Technologies

Please contact [Encore Event Technologies](#) directly for these services.
P: 702-866-1133, **F:** 702-866-1133, **Email:** Caesars@encore-us.com.

IMPORTANT INFORMATION ABOUT LABOR, MATERIAL HANDLING & SHIPPING

- ◆ Rules & Regulations
- ◆ Move-Out Information
- ◆ Limits of Liability
- ◆ **YRC** Exhibit Transportation



**2017 CAI ANNUAL CONFERENCE & EXPOSITION
CAESARS PALACE LAS VEGAS
MAY 4 - 5, 2017**

TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

Dear Exhibitor:

Our team at Teamwork Event Specialists is pleased to have been chosen to serve as your Official Service Contractor for the 2017 CAI Annual Conference & Exposition. We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices on furnishings, full payment must be included with your order and received in our office by **Friday, April 21, 2017**. Orders without payment will be held in a pending status until payment is received.

A credit card must be on file to ensure payment for your order and for material handling. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

For information regarding Electricity, Internet, Audio Visual or Rigging, please call Encore Event Technologies at (702) 866-1133, or email them at Caesars@encore-us.com.

For assistance with renting furnishings and accessories, hiring labor to install/dismantle your booth, or for shipping materials for the event, please contact our Event Specialist Team at: (407) 438-7480, or you may email us at Laura.Thompson@teamwork-inc.com.

Thank you, and we look forward to working with you to help make the 2017 CAI Annual Conference & Exposition a tremendous success.

Sincerely,

Teamwork Event Specialists



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

GENERAL INFORMATION

LOCATION & DATES

Show Location(s): Caesars Palace Las Vegas
3570 Las Vegas Blvd. South
Las Vegas, NV 89109

Show Dates: May 4 - 5, 2017

EXHIBITOR MOVE – IN

Exhibitors may begin moving in according to the following date(s) and time(s):

Wednesday, May 3, 2017	3:00 PM – 7:00 PM
Thursday, May 4, 2017	8:00 AM – 10:00 AM

SHOW HOURS

The Exposition Hall will be open during the following date(s) and time(s):

Thursday, May 4, 2017	12:15 PM – 3:15 PM
Friday, May 5, 2017	12:15 PM – 3:15 PM

EXHIBITOR MOVE - OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Friday, May 5, 2017	3:15 PM – 5:30 PM
---------------------	-------------------

Outside carriers must be checked in by 5:00 PM on Friday, May 5, 2017. Please see the Move-Out Information page in this manual for more details about move-out.

STANDARD BOOTH EQUIPMENT

Each 8' x 10' booth includes the following standard equipment:

- 8' Blue and White Backwall Drape
- 3' Blue Side Rail Drape
- (1) 6' L x 30" H Table Skirted Blue
- (2) Chairs
- (1) Wastebasket
- Booth ID Sign

Please note: The hotel carpet is a bold, multi color pattern.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

GENERAL INFORMATION

ADVANCE SHIPPING

Advance shipping begins Monday, March 27, 2017 at 8:00 AM and ends on Wednesday, April 26, 2017 at 3:30PM.

Advance shipping address:

(Exhibitor Name & Exhibitor Booth #)
YRC
C/O Teamwork – 2017 CAI Annual Conference & Exposition
5049 W. Post Road
Las Vegas, NV 89118

Contact: Event Services
Phone: (407) 438-7480

You must have a credit card on file with Teamwork prior to your shipment arriving at the Teamwork Warehouse for delivery to your booth.

DIRECT SHIPPING

Direct Shipping will be on Wednesday, May 3, 2017 from 9:00 AM – 5:00 PM, and Thursday, May 4, 2017 from 8:00 AM – 10:00 AM.

Direct shipping address:

Caesars Palace Las Vegas
(Exhibitor Name & Exhibitor Booth #)
2017 CAI Annual Conference & Exposition
Attn: Teamwork – Octavius Ballroom
3570 Las Vegas Blvd. South
Las Vegas, NV 89109

Contact: Event Services
Phone: (407) 438-7480

You must have a credit card on file with Teamwork prior to your shipment arriving at the hotel for delivery to your booth.

The Caesars Palace Las Vegas prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space. To avoid the risk of having your materials refused, please ship to the advance warehouse as shown above.

TEAMWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than:

Friday, April 21, 2017

For additional information, contact an Event Specialist at 407-438-7480, or email Laura Thompson at Laura.Thompson@teamwork-inc.com.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

ORDERING INFORMATION & HELPFUL HINTS

The Exhibitor Services Manual provided by Teamwork Event Specialists consists of several forms and multiple vendors. Please complete the parts of each section that apply to your order and return the completed pages to Teamwork Event Specialists, or to the appropriate vendor, for processing. It is not necessary to return pages for services you did not order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with Teamwork Event Specialists prior to move-in to cover any additional charges incurred at show site. Orders will not be processed and materials will not be received on behalf of your booth without this information.

Early order discounts on rental items are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

- ❖ Orders cancelled prior to move-in will be refunded at 100%, unless otherwise specified. Cancellations after move-in begins are invoiced at 100% of original price.
- ❖ No adjustments will be made after the close of the show.

BOOTH FURNISHINGS AND SERVICES

- ❖ Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- ❖ All prices are in U.S. dollars (\$).
- ❖ All rental items are subject to applicable taxes.
- ❖ All rental items remain the property of TEAMWORK Convention Service Contractors.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, Teamwork is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to dock for return shipment at the end of the show.

ORDER RECAP

The Order Recap Form gives you the opportunity to double-check your order - proactive planning can save you valuable time and money on the show floor. Also, be certain to return your order forms for Electricity, Internet, AV and Rigging services directly to the vendor listed on the forms, as Teamwork does not provide these services.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

CREDIT CARD AUTHORIZATION FORM

ORDERS WILL NOT BE ACCEPTED UNLESS A CREDIT CARD IS ON FILE. ALL ACCOUNTS MUST BE SETTLED PRIOR TO THE CLOSE OF THE SHOW. An Invoice will be prepared at the show for signature and payment. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. At the close of the show, exhibitor freight will not be released for shipment until all unpaid invoices have been settled at the Teamwork Service Desk. Please notify your company representative who will be at show site of our payment policy.

A purchase order is not considered payment. If your company has any unpaid balances for previous services, payment in full will be required before new orders will be or can be accepted. Note that we do not accept Discover Credit Cards.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf (See Third Party Payment Policy form).

International exhibitors must prepay balances prior to show closing in U.S. funds drawn on U.S Banks.

Please complete the information requested below and return this form with your orders. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

Credit Card Information:

CHARGE TO (check one)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
Card Number:	Expiration Date:	CCV	
Card Holders Name:	Card Holders Signature:		

Billing Information:

Card Billing Address:			
City:	Country:	State:	ZIP:
Telephone:		Email:	
Exhibiting Company Name:		Booth No:	



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

3RD PARTY PAYMENT AUTHORIZATION FORM

Teamwork will present show site invoices to third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Teamwork.
2. This completed form is to be signed by BOTH PARTIES and returned to Teamwork at least 14 days prior to show opening. This form is to be accompanied by a completed credit card authorization form from EACH PARTY.
3. Teamwork's prepayment policy is adhered to; i.e., order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

- ALL SERVICES
 Labor :
 Cleaning
 Material Handling (Round Trip)

 Furniture
 Carpet

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Credit Card Information:

Exhibitor	3 rd Party
CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS
Card Number:	Card Number:
Expiration Date: CCV	Expiration Date: CCV
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

Billing Information:

Card Billing Address:			Card Billing Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Telephone:		Fax:	Telephone:		Fax:
Exhibiting Company Name:		Booth No:	Exhibiting Company Name:		Booth No:
Email:			Email:		



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

STANDARD FURNISHINGS ORDER FORM

Discount Deadline: Friday, April 21, 2017

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
--------	-----	------------	---------------	-------

DRAPED DISPLAY TABLES

Draping includes white vinyl top & 3 sides
 choose table size & color

30" High

Circle color: **Blue-Black-Burgundy-Hunter Green-Gray-Red-White**

2' x 4' x 30"	()	\$127.13	\$158.92	
2' x 6' x 30"	()	\$149.80	\$187.25	
2' x 8' x 30"	()	\$191.06	\$238.82	
4th side of table draped	()	\$50.92	\$63.65	

42" High

2' x 4' x 42"	()	\$167.64	\$209.56	
2' x 6' x 42"	()	\$183.62	\$229.54	
2' x 8' x 42"	()	\$205.40	\$256.75	
4th side of table draped	()	\$50.92	\$63.65	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$57.24	\$71.56	
2' x 6' x 30"	()	\$67.66	\$84.58	
2' x 8' x 30"	()	\$78.80	\$98.50	

42" High

2' x 4' x 42"	()	\$72.85	\$91.07	
2' x 6' x 42"	()	\$87.82	\$109.76	
2' x 8' x 42"	()	\$94.56	\$118.20	

RISERS (white vinyl)

4' One Step	()	\$55.38	\$69.23	
6' One Step	()	\$73.92	\$92.46	

RENTAL PRICE INCLUDES DELIVERY & REMOVAL FROM BOOTH FOR WHOLE SHOW.

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	()	\$79.16	\$98.96	
Side chair	()	\$64.30	\$80.38	
Padded Stool	()	\$94.42	\$118.02	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
30"high x 30" D Round Table	()	\$102.08	\$127.61	
42"high x 30" D Round Table	()	\$108.16	\$135.19	
Wastebasket	()	\$21.14	\$26.42	
Easel	()	\$41.95	\$52.45	
Bag Rack	()	\$102.45	\$128.08	
Fishbowl	()	\$27.32	\$34.16	
Chrome Sign Frame (22" x 28")	()	\$102.45	\$128.06	
4 Sided Literature Stand	()	\$214.66	\$268.33	
5 Pocket Literature Stand	()	\$127.49	\$159.39	
3 Section Literature Pocket	()	\$47.81	\$59.77	
4'x8' Peg Board	()	\$149.61	\$187.02	

Sub Total: \$ _____

Tax: \$ 8.1% \$ _____

TOTAL \$ _____

Carry this Total to Order Recap Page

PAYMENT POLICY: Payment in full for rental charges, including applicable tax, must accompany advance order and must be received by deadline date in order to qualify for discount rates. All orders placed at the Service Desk will be charged at standard rates.

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

Please print or type information below:

Contact Name:	Email:		
Telephone:	Fax:		
Exhibiting Company Name:			Booth No:



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

CARPET ORDER FORM

Discount Deadline: *Friday, April 21, 2017*

STANDARD CARPET	QTY	DISC. RATE	STANDARD RATE	TOTAL
------------------------	------------	-----------------------	--------------------------	--------------

Price includes installation & taping front edge.
 No guarantee of color match when ordering multiple carpets.

Circle color: Blue - Burgundy - Gray - Red - Hunter Green- Black

10' x 10'	()	\$178.06	\$222.56	<input type="text"/>
10' x 20'	()	\$355.34	\$444.18	<input type="text"/>
10' x 30'	()	\$533.76	\$667.20	<input type="text"/>
10' x 40'	()	\$711.79	\$889.74	<input type="text"/>

CUSTOM CARPETING	DISC. RATE	STANDARD RATE	TOTAL
	per sq ft	per sq ft	

Circle color: Blue - Burgundy - Gray - Red - Hunter Green - Black

BOOTH SIZE:
 _____ ft. x _____ ft. = _____ sq ft. \$4.82 \$6.02
 (100 sq ft minimum)

CARPET PADDING	DISC. RATE	STANDARD RATE	TOTAL
-----------------------	-----------------------	--------------------------	--------------

Price includes installation

BOOTH SIZE:
 _____ ft. x _____ ft. = _____ sq ft. \$2.23 \$2.80
 (100 sq ft minimum)

VISQUEEN (poly covering)	DISC. RATE	STANDARD RATE	TOTAL
-------------------------------------	-----------------------	--------------------------	--------------

Price includes installation

BOOTH SIZE:
 _____ ft. x _____ ft. = _____ sq ft. \$0.37 \$0.47
 (100 sq ft minimum)

PAYMENT POLICY: *Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.*

All orders placed at the Service Desk will be charged at standard rates.

No telephone orders are accepted.

Full payment must accompany order. Total items ordered and enter on recap sheet/ payment form.

CANCELLATION POLICY: *Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.*

SubTotal: \$ _____

8.1% Rental Tax: \$ _____

TOTAL \$ _____
Carry this Total to Order Recap Page

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A credit card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

CARPET CLEANING AND PORTER SERVICE

Discount Deadline: *Friday, April 21, 2017*

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
Daily Vacuuming	\$0.30	\$0.32
One-time only before show opening	\$0.37	\$0.39
Shampoo (available upon request)		

PAYMENT POLICY:

Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the service desk prior to Show closing. All charges are payable in U.S. funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X _____ Rate X # of Days _____ = \$ _____

TOTAL \$ _____

Carry this Total to Order Recap Page

CANCELLATION POLICY:

Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of the original price to cover labor involved.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A credit card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

LABOR ORDER FORM

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitor must come to the service desk to sign in and out for labor required.

Installation & Dismantle Labor

Straight Time - 8:00 AM to 4:30 PM - Monday thru Friday

\$ 99.00 Per Hour/Per Person

Overtime - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday

\$154.00 Per Hour/Per Person

Labor orders placed onsite will incur a 15% surcharge.

One hour minimum per worker, thereafter, 1/2 hour increments.

Teamwork shall not be responsible for damage, loss or theft of displays installed and/or dismantled under our supervision. Teamwork shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show.

2 Carpenters required before Apprentice work can be requested.

Date	Start Time	No. of People	X	Approx. Hrs Per Person	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
Installation Labor										
			X		=		@		=	
			X		=		@		=	
			X		=		@		=	
									Teamwork Supervision	
									Total	

Dismantle Labor										
			X		=		@		=	
			X		=		@		=	
			X		=		@		=	
									Teamwork Supervision	
									Total	

Please check service required:

Teamwork Event Specialists Supervision

Hourly rate plus 30% Supervision Charge/Minimum \$45.00

Exhibitor Supervision:

All work performed must be under the supervision of the exhibitor.

Name of Carrier _____

#Crates _____

#Cartons _____ # Skids _____

Shipped to: Warehouse Show site

Teamwork Rental Carpet Display Includes Carpet

DISMANTLE DISCLAIMER NON-TEAMWORK PRODUCTS: Please be advised that Teamwork Event Specialists will not be responsible for dismantle of any non-Teamwork material (this includes ALL electronic equipment such as computers, television, audio-visual components, etc). In the instance that Teamwork Event Specialists is requested to dismantle non-Teamwork material, Teamwork Event Specialists will not be held responsible for any damage or improper dismantle of said material. Since this equipment is not our standard product, there may be additional charges if more time is needed in the set up or takedown than originally estimated.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

LABOR ORDER FORM

Please complete this form and return it to Teamwork Event Specialists ONLY if your display is to be set up and/or dismantled by Teamwork Event Specialists and there will not be a labor supervisor from your company present.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____

Shipped to: Warehouse Show Site Date Shipped: _____

From (city & state): _____

Total Number of: Crates: Cartons: Cases: Other:

SET UP INFORMATION

A photo/sketch of my exhibit is enclosed with my order. Yes No

A photo/sketch of my exhibit is packed inside my display case. Yes No

Special set-up instructions are provided with my order. Yes No

Special set-up instructions are packed inside my display case. Yes No

Carpet: With Exhibit Rented from Teamwork Color: _____ Size: _____

Electrical Placement: Drawing Attached Drawing with Exhibit Installed under carpet: Yes No

My exhibit has a key Yes No If "Yes", the key is located in:

Comments: _____

In case of emergency, please call: _____

At: _____

OUTBOUND SHIPPING INFORMATION

At show close, please ship my exhibit to:

NAME: _____ PHONE: _____

STREET/CITY: _____ STATE: _____ ZIP: _____

SHIPPING CHARGES COLLECT PREPAID

IF EXHIBITOR-DESIGNATED CARRIER, PROVIDE NAME & PHONE #:

DATE & TIME (pick-up scheduled):

IF CARRIER FAILS TO SHOW UP, SHOULD WE:

- RE-ROUTE ON A SIMILAR CARRIER – OR –
- RETURN SHIPMENT TO THE WAREHOUSE AT YOUR COMPANY'S EXPENSE

NOTE: EXHIBITOR IS RESPONSIBLE FOR CONTACTING ANY CARRIER EXCEPT THOSE RECOMMENDED IN THIS MANUAL. TEAMWORK WILL NOT BE RESPONSIBLE FOR LITERATURE/PRODUCT NOT PROPERLY PACKED AND LABELED BY EXHIBIT PERSONNEL.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

FREIGHT RATES AND SHIPPING INFORMATION

Teamwork Event Specialists has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all Exhibitors' freight shipments.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a Bill of Lading showing number of pieces, weight, and description of merchandise. For trucks without a Bill of Lading or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

WHERE TO SHIP:

<u>Advance Shipments</u>	<u>Direct Shipments</u>
YRC C/o Teamwork (Exhibitor Name & Booth Number) 2017 CAI Annual Conference & Exposition 5049 W. Post Road Las Vegas, NV 89118	Caesars Palace Las Vegas (Exhibitor Name & Booth Number) Attn: Teamwork – Octavius Ballroom 2017 CAI Annual Conference & Exposition 3570 Las Vegas Blvd. South Las Vegas, NV 89109

Rates quoted below are based upon straight time move-in and move-out. All charges are based upon inbound weight certificates and are quoted on a round trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs. Teamwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Teamwork will receive direct shipments on scheduled move-in day(s). The rates listed below include receiving shipments, delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. Partial service will not be discounted. All shipments must be accompanied by certified weight tickets.

Advance Shipments to Warehouse - 200 Lb. Minimum charge per shipment

- Shipments must arrive on or before Wednesday, April 26, 2017 at 3:30 PM.
- If freight arrives to warehouse after advanced cutoff date, shipment will be assessed a late fee of 30%.

Crated MaterialsWeight_____ cwt x \$90.00 per 100 lbs. = \$_____

Uncrated/Special HandlingWeight_____ cwt x \$117.00 per 100 lbs. = \$_____

Direct Shipments to Exhibit Site – 200 Lb. Minimum charge per shipment

- Shipments must arrive on Wed., May 3, 2017 from 9:00 AM to 5:00 PM, or Thurs., May 4, 2017 from 8:00 AM to 10:00 AM.
- If freight arrives direct to show during any time other than the dates/times shown above, a 30% off target fee will apply.
- All freight handled on Overtime is subject to a surcharge of 30% on each occurrence.

Crated MaterialsWeight_____ cwt x \$85.00 per 100 lbs. = \$_____

Uncrated/Special Handling.....Weight_____ cwt x \$110.50 per 100 lbs. = \$_____

Small Packages – 25 Lb. Maximum

First Small PackageWeight_____ @ \$30.00 per 25 lbs. = \$_____

Additional Small Packages on same shipmentWeight_____ @ \$15.00 per 25 lbs. = \$_____

Small Package:

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 lbs. per shipment, per delivery, and includes UPS and Federal Express. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

FREIGHT RATES AND SHIPPING INFORMATION

Special Handling/Uncrated Materials:

Crated shipments requiring special handling include shipments that are loaded and or packed in such a manner as to require additional handling, such as ground loading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts.

Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the Exhibitor.

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. Teamwork assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.

Outbound shipping labels and Bills of Lading will be available at the Service Desk. The Exhibitor or his representative must pack and label their exhibit material and turn in a Bill of Lading for each shipment at the Service Desk before leaving the Show. Teamwork 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, Teamwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Teamwork.

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. Teamwork Event Specialists shall not be responsible for damage to uncrated materials, material improperly packed or concealed damage.
- B. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Teamwork Event Specialists 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.
- E. Teamwork Event Specialists shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Teamwork Event Specialists maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Teamwork Event Specialists 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 any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Teamwork Event Specialists by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Surcharges:

Inbound Overtime: Additional 30% to the above rate for shipments received before 8:00 AM and/or after 4:30 PM Monday through Friday, all day Saturday, Sunday and Union observed holidays. Applied to each occurrence.

Outbound Overtime: Additional 30% to the above rate for shipments received before 8:00 AM and/or after 4:30 PM Monday through Friday, all day Saturday, Sunday and Union observed holidays. Applied to each occurrence.

Off Target: Additional 30% to the above rate for shipments received after the deadline and/or scheduled move in date.

Freight left in booth: Additional \$7.00 per CWT for freight left in booth after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

FREIGHT RATES AND SHIPPING INFORMATION

Use this worksheet to compute your material handling charges. You do not need to return this form to Teamwork. This is merely a tool to help you form an estimate. All material handling is billed upon receipt, and according to the date and time received, as well as the actual weight upon receipt.

Description	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				Subtotal:	\$
				TOTAL	\$

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth No:

Please Note: A credit card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

FREIGHT FAQs HANDLING HINTS

Delivery of your Bills of Lading to Teamwork Event Specialists does not signify that Teamwork Event Specialists has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

The information below is an outline of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. We will try to explain what drayage is and how rates are established, which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? – The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Teamwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Teamwork Event Specialists use Union labor to move freight. These rates can vary from city to city.

Tips on how you can save money – Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – All drivers should attain certified weight tickets for materials prior to arriving at the dock - either at the warehouse or at show site. Teamwork Event Specialists reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Teamwork Event Specialists weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Teamwork, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. – In general it is best to ship your materials in advance to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping direct, if there is a problem there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments, or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small>		TO: _____ <small>EXHIBITING COMPANY</small>	
<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>		<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>	
_____ <small>BOOTH NUMBER</small>		_____ <small>BOOTH NUMBER</small>	
YRC C/O Teamwork 5049 W. Post Road Las Vegas, NV 89118		YRC C/O Teamwork 5049 W. Post Road Las Vegas, NV 89118	
<p style="text-align: center;"><i>MUST BE RECEIVED BY: Wednesday, April 26, 2017 at 3:30PM</i></p>		<p style="text-align: center;"><i>MUST BE RECEIVED BY: Wednesday, April 26, 2017 at 3:30PM</i></p>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small>		TO: _____ <small>EXHIBITING COMPANY</small>	
<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>		<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>	
_____ <small>BOOTH NUMBER</small>		_____ <small>BOOTH NUMBER</small>	
YRC C/O Teamwork 5049 W. Post Road Las Vegas, NV 89118		YRC C/O Teamwork 5049 W. Post Road Las Vegas, NV 89118	
<p style="text-align: center;"><i>MUST BE RECEIVED BY: Wednesday, April 26, 2017 at 3:30PM</i></p>		<p style="text-align: center;"><i>MUST BE RECEIVED BY: Wednesday, April 26, 2017 at 3:30PM</i></p>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small>		TO: _____ <small>EXHIBITING COMPANY</small>	
<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>		<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>	
_____ <small>BOOTH NUMBER</small>		_____ <small>BOOTH NUMBER</small>	
Attn: Teamwork – Octavius Ballroom Caesars Palace Las Vegas 3570 Las Vegas Blvd. South Las Vegas, NV 89109		Attn: Teamwork – Octavius Ballroom Caesars Palace Las Vegas 3570 Las Vegas Blvd. South Las Vegas, NV 89109	
<i>Must deliver between 8:00 AM & 3:00 PM on Monday, May 8, 2017.</i>		<i>Must deliver between 8:00 AM & 3:00 PM on Monday, May 8, 2017.</i>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small>		TO: _____ <small>EXHIBITING COMPANY</small>	
<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>		<u>2017 CAI Annual Conference & Exposition</u> <small>NAME OF EXHIBITION</small>	
_____ <small>BOOTH NUMBER</small>		_____ <small>BOOTH NUMBER</small>	
Attn: Teamwork – Octavius Ballroom Caesars Palace Las Vegas 3570 Las Vegas Blvd. South Las Vegas, NV 89109		Attn: Teamwork – Octavius Ballroom Caesars Palace Las Vegas 3570 Las Vegas Blvd. South Las Vegas, NV 89109	
<i>Must deliver between 8:00 AM & 3:00 PM on Monday, May 8, 2017.</i>		<i>Must deliver between 8:00 AM & 3:00 PM on Monday, May 8, 2017.</i>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





TEAMWORK

7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

ORDER RECAP

Discount Deadline: *Friday, April 21, 2017*

1. Please complete the information requested and return payment in full with this form and your order.
2. You may choose to pay by credit card or check. All exhibitors must fill out and return the credit card authorization form in this Manual regardless of payment method. If you are paying by check, please make check payable to **Teamwork Event Specialists**.
3. Mail your check and all applicable forms to:

Teamwork Event Specialists
23 Norfolk Ave
South Easton, MA 02375

CALCULATION OF ORDERS (total from each **Teamwork Event Specialists** order form):

STANDARD FURNISHINGS ORDER FORM	\$
CARPET ORDER FORM	\$
CARPET CLEANING ORDER FORM	\$
LABOR ORDER FORM	\$
FREIGHT WORKSHEET	\$
OTHER TEAMWORK SERVICES (AS QUOTED)	\$
Sub Total	\$
TOTAL DUE TO TEAMWORK EVENT SPECIALISTS	\$

PAYMENT METHOD:

- Credit Card:** VISA MASTERCARD AMERICAN EXPRESS
 Check: # _____ Dated ____/____/____ in the amount of \$ _____

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

EXHIBITOR APPOINTED CONTRACTOR

Discount For Submission: *Friday, April 7, 2017*

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Teamwork Event Specialists, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Teamwork Event Specialists, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Teamwork Event Specialists no later than **Friday, April 7, 2017**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **Caesars Palace Las Vegas**. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Teamwork Event Specialists with **Certificates of Insurance naming Teamwork Event Specialists, 2017 CAI Annual Conference & Exposition, and Caesars Palace Las Vegas additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Teamwork Event Specialists to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by **Friday, April 7, 2017**, your non-official contractor will be allowed to supervise only. **All labor must then be hired from Teamwork Event Specialists for installation and dismantling of the exhibit.** There are **NO** exceptions after the deadline date.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

**ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Please print or type information below:

Event or Show:		
Exhibiting Company Name:		Email:
Contracting Company:		Booth #:
Contracting Company Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Estimated Arrival to Show:	# of Workers:	
Authorized By:	Title:	



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

EXHIBITOR SAFETY AND SECURITY

EXHIBITOR SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Teamwork Event Specialists cannot be responsible for injuries, falls, or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Teamwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to Fire Marshal Jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hard wall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Teamwork Event Specialist, Show Management, facility personnel, and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Teamwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility, or Teamwork Event Specialists. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Teamwork Event Specialists, Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

RULES AND REGULATIONS

Please follow the guidelines listed below as they will help you plan for your upcoming exhibit. Union Labor is required for certain aspects of exhibit handling. Reading the following rules will assist you in your planning for the event.

EXHIBIT INSTALLATION & DISMANTLE

Teamwork Event Specialists is the designated contractor for the erection, touch-up, dismantling, and repair of all exhibits when work is done by persons other than your full-time company personnel.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms located within this service manual.

MATERIAL HANDLING

Teamwork Event Specialists is responsible for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the responsibility for the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process.

Teamwork Event Specialists has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Teamwork Event Specialists will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

TIPPING

Teamwork Event Specialists company policies prohibit the solicitation and/or acceptance of any tips by our employees. Our employees receive excellent hourly wages denoting a professional status, and tipping of any form is not allowed. Should you as an exhibitor be solicited in any way for a gratuity, you should report such activity immediately to our Teamwork Service Desk.



TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Teamwork Event Specialists has instituted the following Move-Out Schedule for this show.

Friday, May 5th, 2017 at 3:15 PM Exhibitor Move-Out officially begins.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Teamwork Service Desk.

Friday, May 5th 2017 5:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the Teamwork Dock Supervisor by **5:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Teamwork Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **5:00 PM**, Teamwork Event Specialists reserves the right to re-route the shipment via the official show carrier as necessary. Neither Teamwork nor Show Management assumes any liability as a result of such re-routing.

Friday, May 5th, 2017 5:30 PM – Exhibits packed and Bills of Lading turned in to TEAMWORK.

All Bills of Lading must be turned in to the Teamwork Service Desk to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Teamwork Service Desk at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Delivery of your Bills of Lading to Teamwork Event Specialists does not signify that Teamwork Event Specialists has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

Final Payments

For your convenience, any show site balances or charges for outbound labor, freight, or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Teamwork Service Desk prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Friday, May 5th at 6:00 PM – Final clean up. Items remaining on the show floor will be forced onto the official show carrier at the exhibitor's expense.



TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

LIMITS OF LIABILITY

1. Teamwork Event Specialists shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of 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 Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from the booth, and corrections made where discrepancies occur.
4. Teamwork Event Specialists 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. Teamwork Event Specialists' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Teamwork Event Specialist's maximum liability shall be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Teamwork Event Specialists 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 a shipment to Teamwork Event Specialists by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIAL FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.



MAIL OR FAX FORMS WITH PAYMENT TO :
 ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS
5150 So. Decatur Blvd., Las Vegas, Nevada 89118
 Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email: services@encore-us.com



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
----------------------	--	--------------------

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
--------------	---

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
-------	--------	------	------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
-------------------	-------------	----------------

ORDERED BY:	EMAIL ADDRESS:
-------------	----------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
-------------------	------------	---------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
------------------------	-------------------------

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED

BOOTH LIGHTING SERVICES FORM

Encore Event Technologies, 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.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		Installation cannot begin until order is finalized and payment method has been received
--	--	--

Lighting Package Description	ADVANCED PRICING	STANDARD PRICING		QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$180.00	\$270.00			
Booth Lighting Package #3 4' Track with three fixtures	\$225.00	\$340.00			
Booth Lighting Package #4 4' Track with four fixtures	\$265.00	\$400.00			
Additional MR16 Lights	\$55.00	\$85.00			
75 Watt Flood Light on Stanchion Pole	\$100.00	\$150.00			
Double Flood Light on Stanchion Pole	\$180.00	\$270.00			

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE	10% SERVICE FEE
--	------------------------

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR	MATERIAL AND SERVICES TOTAL
---	------------------------------------

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00	LABOR TOTAL
---	-------------

MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE	GRAND 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 IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Enocre 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 be powered down overnight and/or other equipment that must remain on throughout the show.
- 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 Enocre Event Technologies connections and/or services. Enocre 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.) Enocre 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 Enocre Event Technologies and will ensure that all equipment is returned to Enocre Event Technologies. Enocre Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Enocre Event Technologies for this order will remain the property of Enocre Event Technologies. c) Only Enocre 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 Enocre Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Enocre 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. Enocre Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.



CLIENT/ EXHIBITOR INFORMATION

Exhibitor Price Guide

Exhibiting Company Name_____

Exhibiting Company Address_____

City_____ State_____ Zip Code_____

Country_____ Ordered by_____

Phone (_____)_____ Ext_____ Fax (_____)_____

Email_____ Event Name_____

Room #_____ On-Site Contact_____ BEO/REF#_____

Deliver Date_____ Time_____

Pickup Date_____ Time_____

EXHIBITOR CREDIT CARD AUTHORIZATION

Type of Card Visa Mastercard AmEx Discover

Credit Card Account #_____ Expiration: Month_____ Year_____

Vcode*_____ Card Holder Name_____

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

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/ or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total_____ Digital Signature_____



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741



E: Caesars@encore-us.com



POPULAR PACKAGES

Exhibitor Price Guide

Package 1

Meeting Room Screen
Projection Cart
Electrical Power & Cables

Additional Options (Click to add)

Wireless Lav Mic & Audio Mixer (+\$420) Computer Audio Patch (+\$50) Wireless Mouse USB (+\$145)

Qty	Days	Price	Total
		\$158.00	

Package 2

Meeting Room LCD Projector & Screen
Projection Cart/ Stand
All Cabling, Extension Cords, Etc.

Additional Options (Click to add)

Wireless Lav Mic & Audio Mixer (+\$420) Computer Audio Patch (+\$50) Wireless Mouse USB (+\$145)

		\$883.00	
--	--	----------	--

Package 3

Standing Podium
Podium Microphone & Mixer
Electrical Power & Cables

Additional Options (Click to add)

Wireless Lavalier Mic (+\$235) Flipchart Package w/3M paper (+\$80) CD Player (+\$95)

		\$310.00	
--	--	----------	--

Package 4

DVD Combo Player
42" Plasma Monitor with Stand
All Cabling, Extension Cords, Etc.

Additional Options (Click to add)

Additional 42" Monitor (+\$700) Wireless Lav & Audio Mixer (+\$420)

		\$735.00	
--	--	----------	--

Package 5

50" Plasma Monitor with Stand
DVD Combo Player
All Cabling, Extension Cords, Etc.

Additional Options (Click to add)

Additional 50" Monitor (+\$860) Wireless Lav & Audio Mixer (+\$420)

		\$950.00	
--	--	----------	--

** Prices reflect daily rates unless otherwise noted. Equipment pricing and service fee charges are subject to sales tax.*



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741

ENCORE
EVENT TECHNOLOGIES
A Freeman Company

E: Caesars@encore-us.com



AV PRICING

Exhibitor Price Guide

Video Components

VIDEO/DATA MONITORS

Qty	Days	Price	Total
		\$225.00	
		\$330.00	
		\$700.00	
		\$860.00	
		\$1,500.00	
		\$90.00	

VIDEO/DATA PROJECTORS

4K-5K Projector		\$610.00	
6K-7K Projector		\$1,325.00	
10K-12K Projector	Call for pricing		

Electrical

POWER SERVICES

Standard Outlet 120V/ 10 AMP/ 1000W		\$180.00	
Call for additional electrical services			

Labor

Technician per hour		\$99.00	
---------------------	--	---------	--

Event Support Equipment

MISCELLANEOUS

Podium		\$155.00	
Flipchart w/ Markers & Paper		\$60.00	
Whiteboard and Markers		\$60.00	
AC Cord		\$15.00	
Power Strip		\$15.00	

COMPUTERS

Laptop Computer (Advance Order)		\$250.00	
Wireless Mouse/ Laser Pointer		\$145.00	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account. Prices are effective January 1, 2014 and are subject to change without notice. To ensure availability, please reserve equipment 30 days in advance. Premium charges may apply to orders placed within 48 hours of meeting date.

Screens & Drape

STANDARD SCREENS

Qty	Days	Price	Total
		\$75.00	
		\$75.00	
		\$95.00	
		\$105.00	

FAST FOLD SCREENS

6'X11' Fast Fold Screen		\$170.00	
7.5'X13' Fast Fold Screen		\$365.00	
9'X16' Fast Fold Screen		\$485.00	
10'X18' Fast Fold Screen		\$870.00	

DRAPE

16'X10' Black Drape (Labor not included)		\$210.00 per week	
22'X10' Black Drape (Labor not included)		\$210.00 per week	

Audio Components

MICROPHONES

		\$235.00	
UHF Wireless Microphoning System	<input type="radio"/> Handheld	<input type="radio"/> Headset	<input type="radio"/> Lavalier
		\$47.00	

Wired Microphone Handheld Headset Lavalier

MIXERS/AMPLIFIERS

12 Channel Stereo Mixer		\$185.00	
16 Channel Stereo Mixer		\$210.00	

SPEAKERS & PLAYERS/RECORDERS

Full Range Powered Speaker w/ Tripod Stand		\$125.00	
Computer, iPod, or iPad Audio Patch		\$30.00	
CD Player		\$95.00	

Your Order Totals

Services/Equipment Total	
Labor (min. \$198, 2 hours @\$99/hr. for load in/out)	
24% of Equipment Sub Total (\$24 minimum)	
Additional Hourly Labor/Facility/Handling if Required	
TOTAL	



* Prices reflect daily rates unless otherwise noted. Equipment pricing and service fee charges are subject sales tax.

PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741

ENCORE
EVENT TECHNOLOGIES
A Freeman Company

E: Caesars@encore-us.com



TERMS AND CONDITIONS

Exhibitor Price Guide

1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that 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, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee 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 Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

(a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;

(b) Sue to recover all rents and any other amounts owed or accruing to Encore;

(c) Terminate this Rental Contract as to any or all items of Equipment; 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 Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Clark County, Nevada. 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. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services 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, Lessee 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. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

14. SEVERABILITY

In the event that any provision of this Rental Contract shall be 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 hereof.

15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

1.6 SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741

ENCORE
EVENT TECHNOLOGIES
A Freeman Company

E: Caesars@encore-us.com



BANNERS/ HANGING SIGNS

Exhibitor Order Form

ORDER EARLY AND SAVE

Exhibiting Company Name _____
 Exhibiting Company Address _____
 City _____ State _____ Zip Code _____
 Country _____ Ordered by _____
 Phone (____) _____ Ext _____ Fax (____) _____
 Email _____ Event Name _____
 Room # _____ On-Site Contact _____ BEO/REF# _____
 Deliver Date _____ Time _____
 Pickup Date _____ Time _____

Exhibitor Credit Card Authorization

Cardholder Name: _____ Credit Card Type _____ Exp Date _____ Security Code _____
 CreditCardAccount# _____ Signature _____

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive the Advance rates listed below, Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be subject to the appropriate Onsite Rates detailed below.

Terms and Conditions

- Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Caesars Palace has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

Note: You should contact your general service contractor for shipping instructions for all hanging signs.

Electrical Charges are NOT included in Banner / Hanging Sign Prices.

Labor Rates to Hang Signs

Straight Time (Mon-Fri 8am-5pm) \$110.00 per hour
 Overtime (After 8 hours) \$165.00 per hour
 Doubletime (After 12 hours) \$220.00 per hour

Caesars Palace nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Caesars Palace should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.



CANCELLATIONS: written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card. HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.
 PLEASE FAX COMPLETED FORM TO 702-866-1741





BANNERS/ HANGING SIGNS

Exhibitor Order Form

Labor Estimate

	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
INSTALLATION 2 Riggers (4 hour minimum)				
DISMANTLE 2 Riggers (4 hour minimum)				

Sign Information

TYPE OF SIGN

- Banner Pockets 1 sided
 Grommets Wood 2 sided
 Structural Other
 Metal System

SHAPE OF SIGN

- Square Other
 Triangle
 Circle
 Rectangle

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN _____

DIMENSION & WEIGHT OF SIGN

Height	Length
Width	Weight

Location of Sign

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. For island and peninsula booths, indicate all across-the-aisle neighboring booths.

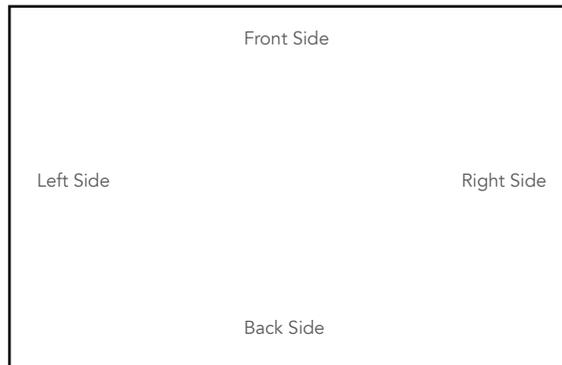
Feet in from FRONT Aisle: _____

Booth #: _____

Feet in from

LEFT Aisle: _____

Booth #: _____



Feet in from

RIGHT Aisle: _____

Booth #: _____

Feet in from BACK Aisle: _____

Booth #: _____

Exhibitor's
Initials _____

Rigging Equipment

CHAIN MOTORS

- Scissor Lift
 1/2 Ton Hoist
 1 Ton Hoist
 10' - 12" Box Truss
 10' - 20.5" Box Truss
 Special Rigging Pkg*

	PRE SHOW	LATE ORDER	QTY	TOTAL
Scissor Lift	\$350.00	\$400.00		
1/2 Ton Hoist	\$190.00	\$240.00		
1 Ton Hoist	\$190.00	\$240.00		
10' - 12" Box Truss	145 per stick	195 per stick		
10' - 20.5" Box Truss	175 per stick	225 per stick		
Special Rigging Pkg*	Call for pricing			
Estimated Total for Rigging Equipment				

Materials- Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

*Customer retains custom Rigging Pkg at conclusion of show.



HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741



E: Caesars@encore-us.com

EXHIBITOR ORDER FORM

Exhibitor Price Guide

Information

Event Name _____ Company _____ Billing Name _____
 Billing Address _____ City _____ State _____ Zip _____ Phone _____
 Fax _____ Email _____ Room/Booth _____
 Load In Date _____ Time _____ Load Out Date _____ Time _____
 Onsite Contact _____ Onsite Contact Phone # _____

Credit Card Authorization

Type of Card Visa Mastercard AmEx Discover Credit Card Account # _____
 Expiration: Month _____ Year _____ Security code* _____ * 3 digit number on back of Visa, MC & Discover. 4 digit number on front of AmEx card.
 Card Holder Name _____ Cardholder Signature _____

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.
 To receive PRE SHOW

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. **ALL EQUIPMENT PRICES ARE PER DAY** unless otherwise stated.

Video Equipment

	Qty	Days	Preshow	Late Order	Total
42" Plasma (16x9)			\$700.00	\$750.00	
50" Plasma (16x9)			\$860.00	\$910.00	
61" Plasma (16x9)			\$1,575.00	\$2,000.00	
6' Plasma Stand			\$100.00	\$150.00	
46" LCD Monitor			\$700.00	\$750.00	
52" LCD Monitor			\$860.00	\$825.00	
6' LCD Monitor Stand			\$100.00	\$150.00	
DVD Player			\$90.00	\$140.00	
Blu-ray Player			\$135.00	\$185.00	
DVCAM Player/ Recorder			\$435.00	\$475.00	
LCD Projector 4000 lumens			\$610.00	\$660.00	
LCD Projector 5000 lumens			\$960.00	\$1010.00	
32" Roll Cart w/ Skirt			\$35.00	\$85.00	
54" Roll Cart w/ Skirt			\$44.00	\$94.00	
Flipchart Package			\$60.00	\$105.00	
Display Easel			\$30.00	\$80.00	

Computer Equipment

17" LCD Monitor			\$100.00	\$125.00	
20" LCD Monitor			\$200.00	\$245.00	
32" LCD Monitor			\$330.00	\$385.00	
Laptop Computer			Call for pricing		
Desktop Computer w/ 19" flat panel monitor			Call for pricing		
Wireless Presentation Mouse			\$145.00	\$195.00	

Screens

Tripod 6'x6'			\$75.00	\$125.00	
Tripod 8'x8'			\$75.00	\$125.00	
Cradle 10'x10'			\$95.00	\$145.00	

Rigging & Staging

RIGGING & STAGING

20' Scissor Lift
 Wooden Podium
 Riser- 4'x8' Section
 16'-22' Black Velvet Drape

RIGGING LABOR

All rigging is subject to at least 1 rigger. Each rigger is \$110 hr with 4 hr minimum.

Qty	Days	Preshow	Late Order	Total
		\$350.00	\$400.00	
		\$155.00	\$205.00	
		\$190.00	\$240.00	
		\$21.00/ft	\$23.00/ft	

		\$110.00/ per hour		
Additional labor charges will apply for booths outside the expo room.				

Audio Equipment

UHF Combo (check one)
 HH or Lav Headset
 Wired Microphone
 Small Powered Speaker
 Large Powered Speaker
 Direct Box for Computer Audio
 12 Channel Mixer
 CD Player

Small Speaker Package

2 ART322 Speakers, 2 Stands,
 1 Wired Mic, 1 Mixer

JBL VRX PRO Audio

4 VRX Speakers, 4 Stands
 1 Wired Mic, 1 Small Effects,
 1 Mixer

		\$235.00	\$270.00	
		\$47.00	\$60.00	
		\$75.00	\$80.00	
		\$125.00	\$130.00	
		\$30.00	\$50.00	
		\$185.00	\$170.00	
		\$95.00	\$85.00	
		\$400.00	\$425.00	
		\$700.00	\$800.00	

Your Totals

Total Equipment Charges	
Labor Charges (\$198 min., 2hrs. @ \$99/hr, for load in/out)	
24% Service Charge (\$24.00 minimum)	
TOTAL DUE	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741



E: Caesars@encore-us.com

EXHIBITOR ORDER FORM

Exhibitor Price Guide

Information

Event Name _____ Company _____ Billing Name _____
 Billing Address _____ City _____ State _____ Zip _____ Phone _____
 Fax _____ Email _____ Room/Booth _____
 Load In Date _____ Time _____ Load Out Date _____ Time _____
 Onsite Contact _____ Onsite Contact Phone # _____

Credit Card Authorization

Type of Card Visa Mastercard AmEx Discover Credit Card Account # _____
 Expiration: Month _____ Year _____ Security code* _____ * 3 digit number on back of Visa, MC & Discover. 4 digit number on front of AmEx card.
 Card Holder Name _____ Cardholder Signature _____
 BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.
 To receive PRE SHOW

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. **ALL EQUIPMENT PRICES ARE PER DAY** unless otherwise stated.

Video Equipment

	Qty	Days	Preshow	Late Order	Total
42" Plasma (16x9)			\$700.00	\$750.00	
50" Plasma (16x9)			\$860.00	\$910.00	
61" Plasma (16x9)			\$1,575.00	\$2,000.00	
6' Plasma Stand			\$100.00	\$150.00	
46" LCD Monitor			\$700.00	\$750.00	
52" LCD Monitor			\$860.00	\$825.00	
6' LCD Monitor Stand			\$100.00	\$150.00	
DVD Player			\$90.00	\$140.00	
Blu-ray Player			\$135.00	\$185.00	
DVCAM Player/ Recorder			\$435.00	\$475.00	
LCD Projector 4000 lumens			\$610.00	\$660.00	
LCD Projector 5000 lumens			\$960.00	\$1010.00	
32" Roll Cart w/ Skirt			\$35.00	\$85.00	
54" Roll Cart w/ Skirt			\$44.00	\$94.00	
Flipchart Package			\$60.00	\$105.00	
Display Easel			\$30.00	\$80.00	

Computer Equipment

17" LCD Monitor			\$100.00	\$125.00	
20" LCD Monitor			\$200.00	\$245.00	
32" LCD Monitor			\$330.00	\$385.00	
Laptop Computer			Call for pricing		
Desktop Computer w/ 19" flat panel monitor			Call for pricing		
Wireless Presentation Mouse			\$145.00	\$195.00	

Screens

Tripod 6'x6'			\$75.00	\$125.00	
Tripod 8'x8'			\$75.00	\$125.00	
Cradle 10'x10'			\$95.00	\$145.00	

Rigging & Staging

RIGGING & STAGING

20' Scissor Lift
 Wooden Podium
 Riser- 4'x8' Section
 16'-22' Black Velvet Drape

RIGGING LABOR

All rigging is subject to at least 1 rigger. Each rigger is \$110 hr with 4 hr minimum.

Qty	Days	Preshow	Late Order	Total
		\$350.00	\$400.00	
		\$155.00	\$205.00	
		\$190.00	\$240.00	
		\$21.00/ft	\$23.00/ft	

		\$110.00/ per hour	
Additional labor charges will apply for booths outside expo room.			

Audio Equipment

UHF Combo (check one)
 HH or Lav Headset
 Wired Microphone
 Small Powered Speaker
 Large Powered Speaker
 Direct Box for Computer Audio
 12 Channel Mixer
 CD Player

Small Speaker Package

2 ART322 Speakers, 2 Stands,
 1 Wired Mic, 1 Mixer

JBL VRX PRO Audio

4 VRX Speakers, 4 Stands
 1 Wired Mic, 1 Small Effects,
 1 Mixer

		\$235.00	\$270.00	
		\$47.00	\$60.00	
		\$75.00	\$80.00	
		\$125.00	\$130.00	
		\$30.00	\$50.00	
		\$185.00	\$170.00	
		\$95.00	\$85.00	
		\$400.00	\$425.00	
		\$700.00	\$800.00	

Your Totals

Total Equipment Charges	
Labor Charges (\$198 min., 2hrs. @ \$99/hr, for load in/out)	
24% Service Charge (\$24.00 minimum)	
TOTAL DUE	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741



E: Caesars@encore-us.com

